

# BOARD AGENDA

## INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus  
Diamondhead Education Center  
Regular Meeting  
June 25, 2015  
6:30 PM

(6:00 PM Listening Session with Dr. Joe Gothard, Superintendent and Lisa Rider, Executive Director of Business Services)

- I. Call to Order
  - A. Welcome Public
  - B. Pledge of Allegiance
  - C. Public Recognition of Foundation 191 Grants
- 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. Minutes 3
  - 2. Human Resource Report 9
  - 3. Donations 11
  - 4. Payroll, Expenditures, Receipts and Investments 13
  - 5. Budget Analysis 55
  - 6. Authorize the Release of June and July Checks Covering District Obligations Due and Payable for June and July Business 62
  - 7. Approve Scheduling a Board Retreat on August 17, 2015 63
  - 8. Approve, on a Second Reading Basis, Board Policies 208, 305, 101, 101.1, 102, 103 and 403 64
  - 9. Receive a Report on 2014-15 Propay Implementation 82
  - 10. Approve an Extended Field Trip Proposal for Sky Oaks Elementary Fifth and Sixth Grade Students to go to Eagle Bluff Environmental Center 105
- III. New Business
  - A. Receive a Report on Burnsville Youth Collaborative 106  
Presenter: Tom Umhoefer, Director of Community Education  
Time: 10 Minutes
  - B. Approve Learning Management System Purchase 114  
Presenter: Doug Johnson, Director of Technology  
Time: 5 Minutes
  - C. Receive a Report on the 2015-2020 Proposed Strategic Directions 133  
Presenter: Cindy Amoroso, Assistant Superintendent  
Time: 10 Minutes

D. Approve 2015-16 Student/Parent Handbook Presenter: Cindy Amoroso, Assistant Superintendent Time: 10 Minutes	136
E. Approve ECSE Handbook for 2015-16 School Year Presenter: Stephanie Corbey, Exec. Dir. of Individualized Student Services Time: 5 Minutes	169
F. Approve BEST Handbook for the 2015-16 School Year Presenter: Stephanie Corbey, Exec. Dir. of Individualized Student Services Time: 5 Minutes	179
G. Approve Contract for Co-located Health Services with Headway Emotional Health Services, Inc. for 2015-2016 Presenter: Lisa Rider, Executive Director of Business Services Time: 5 Minutes	185
H. Approve FY16 Adopted Budget Presenter: Lisa Rider, Executive Director of Business Services Time: 10 Minutes	192
I. Approve Committed Fund Balance for FY15 Presenter: Lisa Rider, Executive Director of Business Services Time: 10 Minutes	294
J. Approve Bid Package # 2 Presenter: Lisa Rider, Executive Director of Business Services Time: 10 Minutes	296
K. Receive a Report on the Superintendent Evaluation Presenter: Dan Luth, Vice Chair Time: 5 Minutes	299
IV. Committee Reports	300
V. Adjourn to a Board Workshop on Elementary Data Review Presenter: Connie Erickson, Renae Busse and Beth Van Osdel	

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 June 11, 2015

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

Call to Order

Directors Currier, Alt, Luth, Hill, Schmid, Sweep and Chair VandenBoom were present. Others in attendance were Superintendent Gothard, administrators, staff and members of the public.

Attendance

VandenBoom welcomed the audience and asked Schmid to lead the Pledge of Allegiance.

Pledge of Allegiance

Moved by Hill, seconded by Sweep, to approve the agenda. Motion carried (6, 0).

Agenda

Moved by Schmid, seconded by Currier, to approve the consent agenda:

Consent Agenda  
 Minutes  
 Personnel

- Minutes of the May 28, 2015 board meeting.
- Approve personnel recommendations for L. Connell, C. Coleman, C. Brett, B. Fiagle, A. Hagel, A. Leafblad, M. Vins, B. Burk, G. Fenske, C. Maki, M. Oakes, N. Short, J. Sperial, K. Deering, T. Harris, E. Kopp, C. Lindberg, E. Lund, D. Olson, P. Rethlake-Homolka, C. Walczak, A. Whipple, D. Dixson, L. Hume, T. Quam, P. Wrucke, D. Holker, T. Hays, J. Klinkhammer and M. Helberg.
- Adopt a resolution approving and accepting donations.
- Designate Sun Thisweek as the official newspaper for the 2015-16 school year per M.S. 123.33; Subdivision 11, and M.S. Chapter 331.
- Clifton Larson Allen be contracted to perform the 2014-15 financial audit. Field work and final reporting will occur during the fall of 2015-16 school year.
- Approve the property, casualty, liability agent of record agreement with the Kraus-Anderson Insurance Agency for the 2015-16 fiscal year.
- Appoint Corporate Health Services as agent of record for group medical, life, long term disability and dental insurance for the 2015-16 fiscal year.
- Approve the workers' compensation agent of record agreement

Donations  
 Official  
 Newspaper

Auditor

Property,  
 casualty, liability  
 agent  
 Health Services  
 Agent

Workers'

- with Marsh McClellan for the 2015-16 fiscal year.
- Renew the district's membership in the Minnesota School Boards Association (MSBA).
- Renew the district's membership in the Minnesota State High School League.
- Renew the district's membership in the Association of Metropolitan School Districts (AMSD).
- Approve appointing Director Ron Hill as a School Board Member of Intermediate School District 917, to represent Independent School District No. 191, for a term to be three years in length commencing July 1, 2015.
- Motion carried unanimously (6, 0).

Compensation  
MSBA

MSHSL

AMSD

Appoint Board  
Member to 917

Received a report from Lisa Rider, executive director of business services regarding the FY16 adopted budget documents.

Report on FY16  
Adopted Budget

Director Luth arrived at 6:33 p.m.

Moved by Currier, seconded by Alt, to approve the formal resolution authorizing the inclusion of proportionate share of Intermediate District 917's Health and Safety expenditures in District 191's property tax levy payable in 2016. Motion carried unanimously after discussion (7, 0).

917 Health and  
Safety

Moved by Luth, seconded by Sweep, to approve annual Application for Health and Safety program as estimated for FY15, FY16 and FY17 by UFARS finance and affirm current Board Policy 803: *Health and Safety* as it currently exists. Motion carried unanimously after discussion (7, 0).

Application for  
Health and  
Safety

Moved by Hill, seconded by Alt, to award a contract for purchase of copier and printer paper valued at \$83,739 to Paper 101. Motion carried unanimously (7, 0).

Award Paper Bid

Received a report from Cindy Amoroso, assistant superintendent regarding the Parent/Student Handbook.

Report on  
Handbook

Moved by Hill, seconded by Schmid, to adopt the following resolution: BE IT RESOLVED, by the School Board of Independent School District 191, that the following non-licensed staff are hereby terminated or laid off for the following amounts at the end of the 2014 - 2015 school year

Termination of  
Classified Staff

DISTRICTWIDE

Dawn Willson	Districtwide – DEC	.2 FTE annual release
UNAFFILIATED		
Rena Nesburg Busse	Districtwide – DEC	1.0 annual release
FOOD SERVICE ASSOCIATES		
Courtney Mauser	Metcalfe Jr. High	15 minute daily release
Luz (Lucy) Delgadillo	Metcalfe Jr. High	15 minute daily release
Melinda Cizinski	Metcalfe Jr. High	15 minute daily release
Cheryl Schmidt	Metcalfe Jr. High	15 minute daily release
Nicole Scott	Metcalfe Jr. High	15 minute daily release
Rebecca Betting	Metcalfe Jr. High	2 1/2 hour daily release
EDUCATIONAL ASSISTANTS		
Kay Sponsel	Rahn Elementary	2 1/2 hour daily release
Rose Rosenberger	Edward Neill Elementary	15 minute daily release
Angela Henle	Sioux Trail Elementary	15 minute daily release
Heidi Knight	Sioux Trail Elementary	15 minute daily release
Ibrahim Nur	Burnsville High School	1 hour daily release
Jane Sisler	Harriet Bishop Elementary	30 minute daily release
Kuoy Chhen	Harriet Bishop Elementary	1 hour daily release
Mariana Quintana	Hidden Valley Elementary	45 minute daily release
Mary Christensen	Hidden Valley Elementary	1 hour daily release
Yvonne Baker	M.W. Savage Elementary	30 minute daily release
Laurie Samuel	M.W. Savage Elementary	30 minute daily release
Laurie Cook	M.W. Savage	30 minute daily

	Elementary	release
Latisha Foster	Vista View	30 minute daily
	Elementary	release
Amani Omar	Vista View	45 minute daily
	Elementary	release
Susan Keljik	Wm. Byrne	30 minute daily
	Elementary	release
Dawn Simpson	Wm. Byrne	15 minute daily
	Elementary	release

Written notice shall be provided to each employee. Each food service and educational assistant employee retains recall rights as per the Master Agreement. BE IT FURTHER RESOLVED by the Board of Education of Independent School District 191, that the following non-licensed positions are eliminated effective July 1, 2015 1 TLT Coordinator, 7 Tech Educational Assistants, 1 Tech Custodian, 1 Food Service Associate. Motion carried unanimously (7, 0).

Moved by Hill, seconded by Alt, to adopt the following resolution: BE IT RESOLVED, by the School Board of Independent School District 191, that the teaching contracts of long-term substitute teachers J. Isakson, William Byrne and A. Tofte, Sioux Trail be terminated at the close of the 2014 - 2015 school year. BE IT FURTHER RESOLVED, that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law. A roll call vote was taken. The motion carried unanimously (7, 0).

Termination of Long Term Subs

Moved by Schmid, seconded by Currier, to approve the first reading of Board Policies 208: *Development, Adoption and Implementation of Policies*; 305: *Policy Implementation*; 101: *Legal Status of the School District*; 101.1 *Name of the School District*; 102: *Equal Educational Opportunity*; 103: *Complaints-Students, Employees, Parents, Other Persons*; 403: *Discipline, Suspension, and Dismissal of School District Employees* and rescind Polices KL and GCPAB. Motion carried unanimously (7, 0).

Policies

Received a report from Doug A. Johnson, director of technology regarding the Vision One91 Technology Plan.

Report on Technology

Verbal reports were given by Superintendent Gothard and Board Members Alt and Chair VandenBoom.

Reports

Moved by Schmid, seconded by Currier, to adjourn at 8:52 p.m. to a

Adjourn to a

Closed Session as Permitted by Minnesota Statutes 13D.05 Subd. 3 for the superintendent's evaluation. Motion carried unanimously (7, 0).

Closed Session

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DeeDee Currier, clerk

June 25, 2015  
Date Approved

DRAFT

**Closed Session Notes  
INDEPENDENT SCHOOL DISTRICT 191  
June 11, 2015**

This meeting will be closed as permitted by Minnesota Statutes, section 13D.05 Subd. 3 for the Superintendent's Evaluation.

Preliminary

The closed session was called to order by Chair VandenBoom at 9:04 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

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

Attendance

Others in Attendance: Joe Gothard, superintendent

The following item was discussed:

Agenda

- Superintendent Evaluation

The closed session adjourned at 11:10 p.m.

Adjourn

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DeeDee Currier, clerk

June 25, 2015  
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: June 25, 2015

RE: Recommended Personnel Changes

**Administrative  
Change in Assignment**

Jon Bonneville -Assignment changes to Principal, 8 hrs/day, SO, effective 7/1/15

Kristine Black \*Assignment changes to Principal, 8 hrs/day, HV, effective 7/1/15

**Resignation**

Drew Goeldner \*Principal, SO, effective 6/30/15

**Certified  
Appointment**

Michael Mello \*Replacement-Long term substitute, Music, 1.0 FTE, GP, effective 8/25/15

**Change in Assignment**

Paula Nania \*Assignment changes to School Psychologist, 1.0 FTE, ECSE, effective 7/1/15

**Recall from Layoff**

Alyssa Herkenhoff \*Teacher, Grade 2, 1.0 FTE, Byrne effective 2015/16 school year

Megan Tillman -Teacher, 1.0 FTE, location TBD, effective 2015/16 school year

**Resignation**

Anne Christenson -School Psychologist, West Cluster, effective 6/5/15

Nicholas Ellison -Teacher, Neill/VV/MWS, effective 6/5/15

Lindsey Jorgenson \*Teacher, Byrne, effective 6/5/15

Amy Leafblad \*Teacher, NJH, effective 6/5/15

**Retirement**

Cheryl Griswold \*Teacher, HV, after 26 years in the District, effective 6/5/15

\*added to original report  
Burnsville-Eagan-Savage #191  
Board Meeting – 06/25/2015

**Classified**

**Appointment**

Derek Sather

-Replacement-B-Shift Custodian, 8 hrs/day, GP and Neill, effective 6/15/15

**Change in Assignment**

Tara Kruger

-Assignment changes to EA Level 3, 3 hrs/day, Neill, effective 9/1/15

Cheryl Schmid

-Assignment changes to Food Service Associate, 5 hrs/day, MJH, effective 9/2/15

**Recall from Layoff**

Rebecca Betting

-Food Service Associate, 3.75 hrs/day, BHS, effective 9/2/15

**Community Education**

**Resignation**

Rebecca Richardson

-Team Coordinator, DEC, effective 6/30/15

**Coaches/Co-Curricular**

**Appointment**

Amy Brotten

-Replacement-Assistant Dance Team Coach, BHS, effective fall season

Emily Dueda

\*Replacement-Fall Play Director, NJH, effective fall season

John Runyon

-Replacement-Assistant Boys Basketball Coach, BHS, effective winter season

\*added to original report  
Burnsville-Eagan-Savage #191  
Board Meeting – 06/25/2015



**Agenda II.B.3  
June 25, 2015**

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

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

**Date:** June 19, 2015

**Re:** Donations

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

**RESOLUTION TO APPROVE AND ACCEPT DONATIONS**

**WHEREAS,**

1. School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and
2. Minnesota Statute 123B.02 states the School Board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated; and
3. Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and
4. Businesses and individuals have submitted donations to the district;

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

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

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

Members in favor of the motion:

Members opposed:

Whereupon said Resolution was declared duly passed and adopted on June 25, 2015.

\_\_\_\_\_  
Dr. DeeDee Carrier  
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
5/27/2015	Thomson Reuters/Jeff & Heather Walberg	John Metcalf Junior High	Co-Curricular Donation	\$175.04
6/3/2015	Girl Scouts of MN-WI RV Troop #13641	ISD 191	BrainPower in a Backpack	\$700.00
6/4/2015	Kathy Knoblauch	Community Education Elementary Chess Program	Money to be used for the Elementary Chess Program	\$100.00
6/10/2015	GP PTO	Gideon Pond Elementary	PTO Year End donation	\$14,514.47
6/10/2015	The Minnesota Valley Electric Trust	BHS Hall of Fame	To purchase plaques and food	\$250.00
6/11/2015	Sioux Trail PTO	Sioux Trail Elementary	to cover field trip scholarships	\$831.50

Total monetary contributions to accept: **\$16,571.01**



**Agenda II.B.4  
June 25th, 2015**

**TO: Dr. Joe Gothard, Superintendent and Board of Education**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: June 25th, 2015**  
**RE: May Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves May payroll checks numbered 718123-718150, and Direct Deposit notices numbered 572539-575585, in the net amount of \$3,778,416.90. May & June claims to date represented by checks numbered 439939-440646, 1013055-1013457, 112-117, and 101048-101074 and wire transfers and adjustments totaling \$6,734,525.85. Also, that the Board accepts May receipts of \$18,524,042.30 and investments for the General Fund, 2012A Alt Facilities, and OPEB of \$113,607,582.76 as of May 31, 2015.

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

LKR/mw

**INDEPENDENT SCHOOL DISTRICT 191  
FINANCIAL REPORT  
MAY 2015**

**Cash Receipts**

Receipts		\$18,524,042.30
Miscellaneous Adjustments		\$0.00

**TOTAL MAY CASH RECEIVED** 18,524,042.30

**CASH DISBURSEMENTS**

May

Regular Payroll Checks	718123-718150	\$3,778,416.90
Direct Deposit Notices	572539-575585	

Apr Payables previously approved:	\$303,430.63
May Claims previously approved:	\$452,167.59

May Claims:	439939-440118	\$2,201,816.14
	440217-440306	
	112-113	
	1013055-1013268	
	101048-101061	

May Wire Transfers	\$3,319,981.32
Miscellaneous Adjustments	\$9,233.60

**TOTAL MAY CASH DISBURSED** 10,065,046.18

**TOTAL EXPENSES TO BE APPROVED**

May Cash Disbursed	\$10,065,046.18
Less: Items Previously Approved	-\$755,598.22

Plus: May Payables	440119-440216	\$312,602.11
Checks	440461-440540	

Jun Claims:	440307-440460	\$890,892.68
Checks	440541-440646	
	114-117	
	1013269-1013457	
	101062-101074	

**TOTAL TO BE APPROVED** 10,512,942.75

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 05/31/2015</u>
GENERAL FUND	\$1,525,671.05	\$23,887,251.19	\$25,412,922.24
OPEB	\$202,778.03	\$10,154,062.00	\$10,356,840.03
OPEB EQUITY INV THROUGH MARCH 31, 2015	\$34,203.04	\$4,569,922.50	\$4,604,125.54
2015A SCHOOL BUILDING BONDS	\$384,231.28	\$63,531,237.81	\$63,915,469.09
2012A ALT FACILITIES	\$2,297,251.19	\$3,498,678.90	\$5,795,930.09
ALT FACILITY FUND	\$522,295.77	\$3,000,000.00	\$3,522,295.77
	\$4,966,430.36	\$108,641,152.40	\$113,607,582.76

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: 5/31/15

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

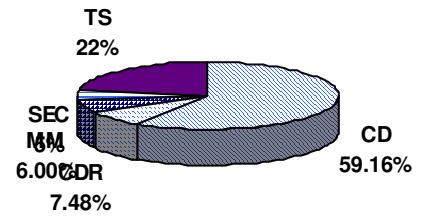
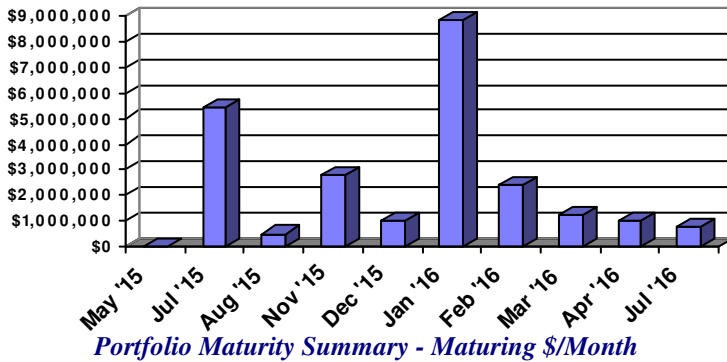
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$1,525,671.05	\$1,525,671.05	
TS	209272	1	5/6/15	7/28/15	MN TRUST TERM SERIES	\$3,750,767.47	\$3,750,000.00	0.090
CD	187971	1	7/25/13	7/29/15	CAPSTONE BANK - AL	\$249,964.95	\$248,000.00	0.394
CD	187972	1	7/25/13	7/29/15	COMMUNITY STATE BANK - OK	\$249,946.92	\$248,200.00	0.350
CD	187973	1	7/25/13	7/29/15	ONEWEST BANK, NA	\$249,939.12	\$247,900.00	0.409
CD	196232	1	5/6/14	7/29/15	MB FINANCIAL BANK / COLE TAYLOR BANK (N)	\$200,615.08	\$200,000.00	0.250
CD	196751	1	5/22/14	7/29/15	BANK OF THE OZARKS	\$249,592.27	\$249,000.00	0.205
CD	196752	1	5/22/14	7/29/15	ONB BANK AND TRUST COMPANY	\$249,880.87	\$249,300.00	0.201
CD	188312	1	7/30/13	7/30/15	BOFI FEDERAL BANK	\$249,036.05	\$247,300.00	0.351
CD	197022	1	5/30/14	8/13/15	PACIFIC ENTERPRISE BANK	\$249,901.05	\$249,300.00	0.200
CD	197023	1	5/30/14	8/13/15	MODERN BANK, NATIONAL ASSOCIATION	\$249,901.06	\$249,300.00	0.200
CD	196230	1	5/6/14	11/6/15	FIRST UTAH BANK	\$249,997.60	\$248,900.00	0.298
CD	196231	1	5/6/14	11/6/15	EAGLEBANK / VIRGINIA HERITAGE BANK	\$249,809.74	\$248,900.00	0.248
CD	196750	1	5/22/14	11/23/15	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$2,261,292.20	\$2,252,800.00	0.250
TS	209285	1	5/6/15	12/29/15	MN TRUST TERM SERIES	\$1,000,779.18	\$1,000,000.00	0.120
SEC	33790	1	1/23/15	1/22/16	Bank Of Baroda Certificate of Deposit	\$248,000.00	\$248,000.00	0.300
SEC	33793	1	1/23/15	1/22/16	Firstmerit Bank NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
TS	209624	1	5/19/15	1/26/16	MN TRUST TERM SERIES	\$961,313.23	\$960,451.19	0.130
CD	193379	1	1/30/14	1/27/16	MECHANICS SAVINGS BANK	\$249,928.83	\$247,700.00	0.453
CD	195418	1	4/2/14	1/27/16	ABC BANK / AUSTIN BANK OF CHICAGO	\$249,991.37	\$248,700.00	0.285
CD	195419	1	4/2/14	1/27/16	NATIONAL BANK OF COXSACKIE	\$249,992.64	\$248,900.00	0.241
CD	195420	1	4/2/14	1/27/16	EAST WEST BANK	\$249,912.05	\$248,800.00	0.246
CD	195421	1	4/2/14	1/27/16	ORRSTOWN BANK	\$249,992.66	\$248,900.00	0.241
CD	196228	1	5/6/14	1/27/16	FAR EAST NATIONAL BANK	\$100,466.68	\$100,000.00	0.270
CD	196229	1	5/6/14	1/27/16	FINANCIAL FEDERAL BANK	\$249,306.09	\$248,400.00	0.211
CD	196274	1	5/8/14	1/27/16	EAST WEST BANK	\$4,049,392.45	\$4,030,000.00	0.280
CD	196749	1	5/22/14	1/27/16	ACCESS NATIONAL BANK	\$249,956.86	\$248,700.00	0.300
CD	205378	1	1/20/15	1/27/16	AFFILIATED BANK	\$249,999.29	\$249,130.00	0.342
CD	205379	1	1/20/15	1/27/16	FIRST COMMONS BANK NA	\$249,997.37	\$249,350.00	0.248
CD	205380	1	1/20/15	1/27/16	FIRST ADVANTAGE BANK- TN	\$249,996.05	\$249,380.00	0.242
CD	205381	1	1/20/15	1/27/16	BANKVISTA	\$249,979.27	\$249,110.00	0.342
CD	205382	1	1/20/15	1/27/16	BREMER BANK, NA	\$249,991.75	\$249,230.00	0.300
SEC	33791	1	1/28/15	1/28/16	Santander Bank, N.A. / Sovereign Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.300
CD	193377	1	1/30/14	2/1/16	SEASIDE NATIONAL BANK & TRUST	\$249,934.94	\$247,700.00	0.450
CD	193378	1	1/30/14	2/1/16	PRIVATE BANK - MI	\$249,932.47	\$247,400.00	0.510
CDR	193423	1	2/6/14	2/4/16	Landmark Bank, N.A.	\$243,372.87	\$241,235.77	0.449
CDR	193423	2	2/6/14	2/4/16	Standing Stone National Bank	\$243,372.87	\$241,235.77	0.449
CDR	193423	3	2/6/14	2/4/16	First State Bank	\$243,372.87	\$241,235.77	0.449
CDR	193423	4	2/6/14	2/4/16	Norway Savings Bank (MHC)	\$243,372.87	\$241,235.77	0.449
CDR	193423	5	2/6/14	2/4/16	F&M Bank and Trust Company	\$243,372.87	\$241,235.77	0.449
CDR	193423	6	2/6/14	2/4/16	Citizens Security Bank & Trust Company	\$217,609.47	\$215,698.61	0.449
CDR	193423	7	2/6/14	2/4/16	Southern Bank	\$217,291.71	\$215,383.64	0.449
CDR	193423	8	2/6/14	2/4/16	LegacyTexas Bank / ViewPoint Bank (MHC)	\$140,667.23	\$139,432.01	0.449
CDR	193423	9	2/6/14	2/4/16	Mutual of Omaha Bank	\$124,399.26	\$123,306.89	0.449

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
CD	194320	1	3/3/14	3/14/16	POST OAK BANK, NA	\$249,914.78	\$247,900.00	0.400
CD	194321	1	3/3/14	3/14/16	PREMIER BANK	\$249,927.32	\$248,100.00	0.362
CD	194322	1	3/3/14	3/14/16	INDEPENDENT BANK / BANK OF HOUSTON	\$249,965.07	\$248,200.00	0.350
CD	194323	1	3/3/14	3/14/16	STATE BANK OF DAVIS	\$249,932.51	\$248,200.00	0.348
CD	194324	1	3/3/14	3/14/16	LENA STATE BANK	\$249,927.31	\$248,200.00	0.342
CD	208545	1	4/2/15	4/1/16	STATE BANK OF INDIA (NY)	\$249,952.09	\$249,300.00	0.262
CD	208546	1	4/2/15	4/1/16	BANCO POPULAR NORTH AMERICA	\$82,505.75	\$82,300.00	0.250
CD	208547	1	4/2/15	4/1/16	BANCO POPULAR NORTH AMERICA	\$84,210.00	\$84,000.00	0.250
CD	208548	1	4/2/15	4/1/16	BANCO POPULAR NORTH AMERICA	\$83,207.50	\$83,000.00	0.250
SEC	34466	1	4/9/15	4/6/16	Bank Of India Certificate of Deposit	\$248,000.00	\$248,000.00	0.351
SEC	34467	1	4/16/15	4/15/16	Synovus Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
CD	208542	1	4/2/15	7/26/16	METROPOLITAN COMMERCIAL BANK	\$249,959.80	\$249,000.00	0.293
CD	208543	1	4/2/15	7/26/16	ROCKFORD B&TC	\$249,959.80	\$249,000.00	0.293
CD	208544	1	4/2/15	7/26/16	GREAT MIDWEST BANK	\$249,946.44	\$249,300.00	0.197

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

**Total Amount --> \$25,503,419.00 \$25,412,922.24**

**Time and Dollar Weighted Portfolio Yield: 0.282 %**  
**Weighted Average Portfolio Maturity: 186.57 Days**  
**MM: 6.00%**  
**CD's: 59.17%**  
**CP: 0.00%**  
**SEC: 4.88%**





# Total Portfolio Report CAR

As of: 5/31/15

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

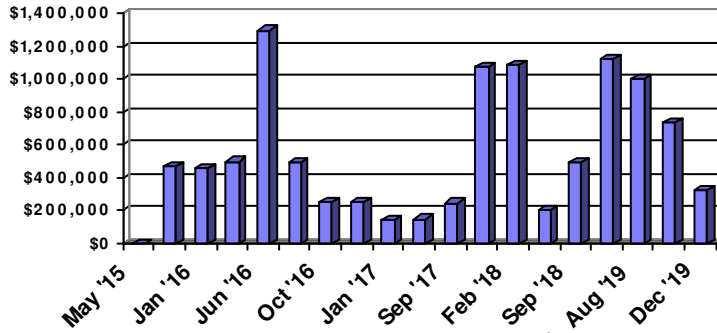
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$202,778.03	\$202,778.03	
SEC	22574	1	6/29/09	6/1/15	CEDAR RAPIDS IOWA REF TAXABLE CAP	\$470,000.00	\$470,000.00	3.250
CD	181996	1	1/16/13	1/19/16	BANK OF THE WEST	\$249,980.28	\$246,200.00	0.510
CD	181997	1	1/16/13	1/19/16	MIDLAND STATES BANK	\$206,595.48	\$203,800.00	0.456
CD	182847	1	2/19/13	2/19/16	EAST BOSTON SAVINGS BANK	\$249,956.54	\$245,900.00	0.550
CD	182848	1	2/19/13	2/19/16	BRIDGEWATER BANK	\$249,899.41	\$245,800.00	0.556
CD	186939	1	6/21/13	6/21/16	FIFTH THIRD BANK	\$155,206.99	\$152,000.00	0.703
CD	187204	1	6/27/13	6/27/16	FIFTH THIRD BANK	\$92,008.39	\$90,000.00	0.743
SEC	29761	1	6/28/13	6/28/16	BMW Bank Of North America Certificate of Deposit	\$249,000.00	\$249,000.00	0.753
CD	208035	1	3/24/15	6/30/16	CFG COMMUNITY BANK	\$249,921.56	\$248,500.00	0.450
CD	208036	1	3/24/15	6/30/16	IDB BANK- NY	\$100,497.94	\$100,000.00	0.392
CD	208037	1	3/24/15	6/30/16	GBC INTERNATIONAL BANK	\$203,045.66	\$202,500.00	0.212
SEC	34379	1	3/30/15	6/30/16	Safra National Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.360
CD	187467	1	7/2/13	7/5/16	FIRST CAPITAL BANK	\$249,919.20	\$244,400.00	0.750
CD	187468	1	7/2/13	7/5/16	LUANA SAVINGS BANK	\$248,891.44	\$245,200.00	0.500
SEC	31043	1	10/23/13	10/24/16	Sallie Mae Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.155
CD	187466	1	7/2/13	11/14/16	DAKOTA COMMUNITY BANK	\$249,965.13	\$244,200.00	0.700
CD	192889	1	1/13/14	1/13/17	FAR EAST NATIONAL BANK	\$144,811.46	\$140,800.00	0.949
SEC	23783	1	12/20/10	2/1/17	Woodridge Illinois Taxable	\$150,000.00	\$150,000.00	3.350
SEC	30736	1	9/25/13	9/25/17	Cit Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.508
CD	205079	1	1/8/15	1/8/18	FIRST FREEDOM BANK	\$164,252.21	\$159,400.00	1.012
CD	205080	1	1/8/15	1/8/18	TRUSTONE FINANCIAL FEDERAL CREDIT UNION	\$249,684.73	\$241,600.00	1.111
CD	205081	1	1/8/15	1/8/18	HIBERNIA BANK	\$207,054.62	\$201,000.00	1.003
CD	192888	1	1/13/14	1/16/18	INDUSTRIAL & COMMERCIAL BANK OF CHINA	\$210,686.40	\$200,000.00	1.332
SEC	33742	1	1/14/15	1/16/18	Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,000.00	1.404
CD	205817	1	2/3/15	2/5/18	ADIRONDACK BANK	\$240,475.35	\$234,000.00	0.921
CD	205818	1	2/3/15	2/5/18	FIRST NB OF MCGREGOR	\$102,681.43	\$100,000.00	0.891
CD	205819	1	2/3/15	2/5/18	FIRST NATIONAL BANK	\$249,815.96	\$243,000.00	0.932
SEC	33857	1	2/5/15	2/5/18	Ally Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.154
CD	182782	1	2/15/13	2/15/18	PLAINS COMMERCE BANK	\$249,902.70	\$236,400.00	1.142
CD	208034	1	3/24/15	3/26/18	PEAPACK-GLADSTONE BANK	\$208,860.51	\$203,000.00	0.960
SEC	30731	1	9/25/13	9/25/18	Discover Bank Certificate of Deposit	\$247,000.00	\$247,000.00	2.013
SEC	30738	1	9/25/13	9/25/18	Compass Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.962
CD	192886	1	1/13/14	1/14/19	M.Y. SAFRA BANK	\$248,142.42	\$228,500.00	1.717
CD	192887	1	1/13/14	1/14/19	STEARNS BANK NA (N)	\$248,500.88	\$230,700.00	1.542
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

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>\$10,536,534.72</b>	<b>\$10,356,840.03</b>

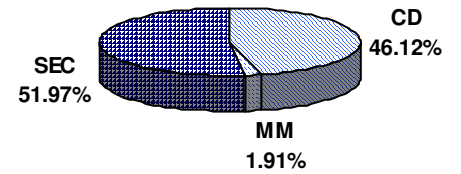
**Time and Dollar Weighted Portfolio Yield: 1.385 %**

**Weighted Average Portfolio Maturity: 876.70 Days**

**MM: 1.96%**  
**CD's: 47.19%**  
**CP: 0.00%**  
**SEC: 50.86%**



*Portfolio Maturity Summary - Maturing \$/Month*



*Portfolio Allocation by Transaction Type*



# Total Portfolio Report CAR

As of: 5/31/15

PMA Financial Network, Inc.

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

## BURNSVILLE ISD 191 / 2015A BONDS

5762

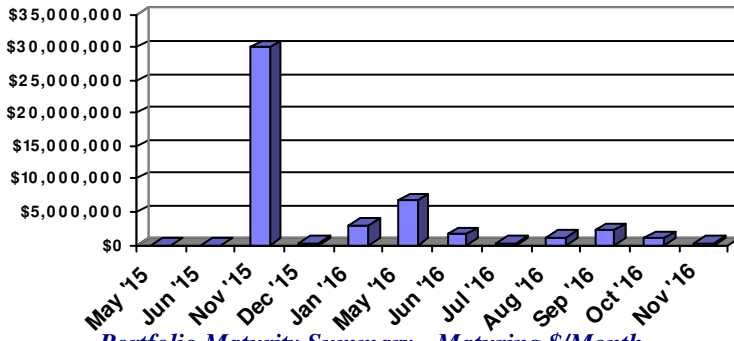
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$384,231.28	\$384,231.28	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$17,001,437.81	\$17,001,437.81	
CD	209382	1	5/12/15	11/12/15	PENTAGON FEDERAL CREDIT UNION	\$30,054,448.89	\$30,000,000.00	0.360
SEC	34635	1	5/15/15	12/1/15	WILMETTE IL	\$270,000.00	\$270,000.00	0.200
TS	209625	1	5/19/15	1/26/16	MN TRUST TERM SERIES	\$3,002,692.61	\$3,000,000.00	0.130
CD	209399	1	5/12/15	5/11/16	FIRST NATIONAL BANK OF PARK FALLS	\$249,263.58	\$248,400.00	0.348
SEC	34641	1	5/14/15	5/12/16	IOWA ST HGR EDU LOAN AUTH RANS- UNIV OF DUBUQUE	\$4,900,000.00	\$4,900,000.00	0.550
SEC	34615	1	5/15/15	5/13/16	First Niagara Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.251
CD	209360	1	5/8/15	5/19/16	FIELDPOINT PRIVATE BANK & TRUST	\$249,900.26	\$249,000.00	0.351
CD	209361	1	5/8/15	5/19/16	BANK OF CHINA	\$249,993.70	\$249,200.00	0.308
CD	209362	1	5/8/15	5/19/16	FARMERS & MERCHANTS UNION BANK	\$249,951.19	\$249,200.00	0.292
CD	209363	1	5/8/15	5/19/16	IDB BANK- NY	\$148,446.13	\$148,000.00	0.292
SEC	34614	1	5/20/15	5/20/16	Bankunited, NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
SEC	34616	1	5/20/15	5/20/16	Investors Bank (mhc) Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
SEC	34617	1	5/13/15	6/1/16	waukee ia csd	\$725,000.00	\$725,000.00	0.350
SEC	34625	1	5/14/15	6/15/16	UMATILLA SD 008R-A	\$330,000.00	\$330,000.00	0.370
CD	209397	1	5/12/15	6/16/16	OREGON COMMUNITY BANK & TRUST	\$249,334.69	\$248,400.00	0.343
CD	209398	1	5/12/15	6/16/16	ASIAN PACIFIC NATIONAL BANK	\$249,253.06	\$248,300.00	0.349
CD	209396	1	5/12/15	7/21/16	SUMMIT BANK - OR	\$249,173.29	\$248,100.00	0.363
SEC	34620	1	5/13/15	8/1/16	Huntsville AL	\$150,000.00	\$150,000.00	0.370
CD	209381	1	5/12/15	8/18/16	HIGHLAND BANK	\$1,004,437.22	\$1,000,000.00	0.349
CD	209358	1	5/8/15	9/15/16	GLOBAL BANK	\$249,986.60	\$249,000.00	0.292
CD	209359	1	5/8/15	9/15/16	MIDDLEFIELD BANKING COMPANY	\$249,918.22	\$249,100.00	0.242
CD	209379	1	5/12/15	9/15/16	HIGHLAND BANK	\$249,969.88	\$248,300.00	0.499
CD	209380	1	5/12/15	9/15/16	HIGHLAND BANK	\$755,742.08	\$751,700.00	0.399
SEC	34619	1	5/13/15	9/15/16	MONROE CNTY PA	\$275,000.00	\$275,000.00	0.460
SEC	34621	1	5/14/15	9/15/16	BRISTOL TWP PA	\$500,000.00	\$500,000.00	0.450
CD	209365	1	5/11/15	10/21/16	BRIDGEWATER BANK	\$1,005,875.25	\$1,000,000.00	0.406
CD	209357	1	5/8/15	11/17/16	SONABANK	\$249,995.36	\$248,100.00	0.499

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>\$63,999,051.10</b>	<b>\$63,915,469.09</b>

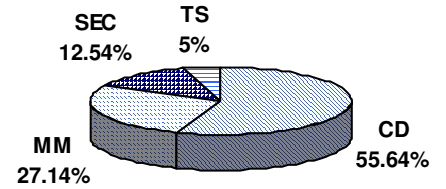
**Time and Dollar Weighted Portfolio Yield: 0.376 %**

**Weighted Average Portfolio Maturity: 172.32 Days**

**MM: 27.20%**  
**CD's: 55.75%**  
**CP: 0.00%**  
**SEC: 12.35%**



*Portfolio Maturity Summary - Maturing \$/Month*



*Portfolio Allocation by Transaction Type*



# Total Portfolio Report CAR

As of: 5/31/15

PMA Financial Network, Inc.

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

## BURNSVILLE ISD 191 / 2012A ALT FACILITY

5070

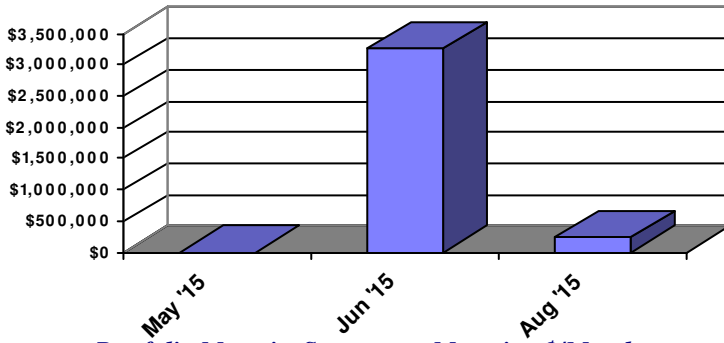
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$2,297,251.19	\$2,297,251.19	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$78.90	\$78.90	
CD	197351	1	6/4/14	6/4/15	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$3,005,400.00	\$3,000,000.00	0.180
CD	196867	1	5/28/14	6/15/15	ENERBANK USA	\$249,823.19	\$249,300.00	0.200
CD	196866	1	5/28/14	8/31/15	FREEMPORT STATE BANK	\$249,928.38	\$249,300.00	0.200
<b>Total Amount --&gt;</b>						<b>\$5,802,481.66</b>	<b>\$5,795,930.09</b>	

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

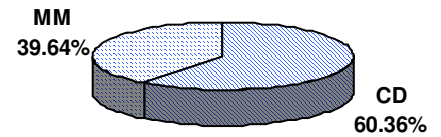
Time and Dollar Weighted Portfolio Yield: 0.194 %

Weighted Average Portfolio Maturity: 6.67 Days

MM: 39.64%  
CD's: 60.36%  
CP: 0.00%  
SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 5/31/15

PMA Financial Network, Inc.

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

## BURNSVILLE ISD 191 / ALT FACILITY FUND

5298

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$522,311.58	\$522,311.58	
CD	197350	1	6/4/14	6/4/15	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$3,005,400.00	\$3,000,000.00	0.180

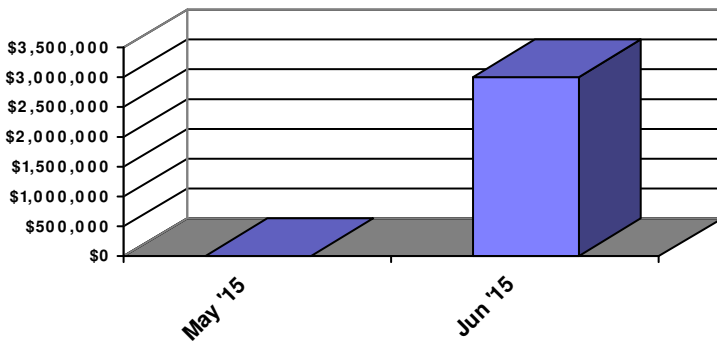
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> **\$3,527,711.58**    **\$3,522,311.58**

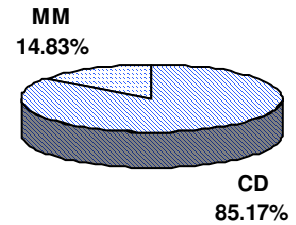
Time and Dollar Weighted Portfolio Yield: **0.180 %**

Weighted Average Portfolio Maturity: **3.41 Days**

**MM: 14.83%**  
**CD's: 85.17%**  
**CP: 0.00%**  
**SEC: 0.00%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

May 2015

Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
050115	MSDLAF	State of Minnesota	3,266.53	April 30th Payroll - Child Support
050115	MSDLAF	Internal Revenue Service	765,648.75	April 30th Payroll - Federal Taxes
050115	MSDLAF	State of Minnesota	124,193.53	April 30th Payroll - State Taxes
050115	MSDLAF	Medica	98,083.25	Health Insurance
050615	MSDLAF	US Bank	100,000.00	US Bank P-Card prefunding wire
050615	MSDLAF	US Bank	10,000.00	US Bank Payment Plus prefunding wire
050615	MSDLAF	Delta Dental	17,518.76	Dental Insurance
050615	MSDLAF	Medica	294,803.04	Health Insurance
050715	State of Minnesota	MSDLAF	88,068.37	MN State - MMB
050815	MSDLAF	Corporate Health	18,145.75	Medical Claims
0508015	MSDLAF	Corporate Health	20,917.51	Flex Claims
051215	MSDLAF	US Bank	5,000.00	US Bank Fleet Card prefunding wire
051215	MSDLAF	TRA	348,427.02	April 30th Payroll - TRA
051215	MSDLAF	PERA	104,122.92	April 30th Payroll - PERA
051315	MSDLAF	Delta Dental	18,762.39	Dental Insurance
051315	MSDLAF	Medica	265,169.12	Health Insurance
051415	State of Minnesota	MSDLAF	11,488.69	MN State - MMB
051515	State of Minnesota	MSDLAF	5,227,000.35	MN State - MMB
051515	MSDLAF	Corporate Health	12,440.21	Medical Claims
051515	MSDLAF	Corporate Health	5,058.18	Flex Claims
051815	MSDLAF	Teacher's Federal Credit Union	39,280.57	May 15th Payroll - Teacher's Dues
051815	MSDLAF	People's Bank	174,511.27	May 15th Payroll - TSA
051815	MSDALF	State of Minnesota	3,307.60	May 15th Payroll - Child Support
051815	MSDLAF	Internal Revenue Service	725,316.81	May 15th Payroll - Federal Taxes
051815	MSDLAF	State of Minnesota	118,311.91	May 15th Payroll - State Taxes
052015	MSDLAF	Wells Fargo	42,843.45	Lease Payment
052015	MSDLAF	Delta Dental	17,415.82	Dental Insurance

May 2015

Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
052015	MSDLAF	Medica	231,082.03	Health Insurance
052115	State of Minnesota	MSDLAF	464,679.71	MN State - MMB
052215	MSDLAF	Corporate Health	17,346.76	Medical Claims
052215	MSDLAF	Corporate Health	17,225.92	Flex Claims
052615	Scott County	MSDLAF	1,903,945.15	2015 1st Half - Adv (School/State Advance)
052715	Dakota County	MSDLAF	6,064,000.00	Current Tax Advance
052715	MSDLAF	TRA	350,298.60	May 15th Payroll - TRA
052715	MSDLAF	PERA	104,000.66	May 15th Payroll - PERA
052715	MSDLAF	MN UI Fund	13,225.33	MN UI Tax
052715	MSDLAF	Medica	193,929.11	Health Insurance
052815	State of Minnesota	MSDLAF	393,886.43	MN State - MMB
052815	MSDLAF	Delta Dental	21,413.01	Dental Insurance
052915	Scott County	MSDLAF	2,206.73	2015 US Fish & Wildlife
052915	MSDLAF	People's Bank	176,586.76	May 30th Payroll - TSA wire
052915	MSDLAF	Teacher's Federal Credit Union	39,160.33	May 30th Payroll - Teacher's Dues
052915	State of Minnesota	MSDLAF	3,324,734.01	MN State - MMB
052915	MSDLAF	Corporate Health	13,610.53	Medical Claims
052915	MSDLAF	Corporate Health	8,902.39	Flex Claims

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013055		\$29.80	05/13/15	88888	2051	DEERING, KARI
1	1013056		\$28.50	05/13/15	88888	2051	DEERING, KARI
1	1013057		\$30.36	05/13/15	88888	4467	BARLAGE, SUSAN
1	1013058		\$10.64	05/13/15	88888	6452	BERG, JANET
1	1013059		\$42.61	05/13/15	88888	13406	ALLEN, SUSAN M
1	1013060		\$42.55	05/13/15	88888	15074	CHAMERLIK, KAREN
1	1013061		\$150.00	05/13/15	88888	15394	BEAULIEU, KOURTNEY A
1	1013062		\$23.81	05/13/15	88888	17156	BOMSTA, LYLE J
1	1013063		\$99.25	05/13/15	88888	17322	CZAPAR, KELLY N
1	1013064		\$9.14	05/13/15	88888	17981	BLOOD, KELSEY JO
1	1013065		\$29.00	05/13/15	88888	18073	CAMPBELL, ALEXIS K
1	1013066		\$12.65	05/13/15	88888	18104	ABBOTT, MARK M
1	1013067		\$118.26	05/13/15	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1013068		\$20.13	05/13/15	88888	7847	KOLSTAD, MICHELE M
1	1013069		\$8.16	05/13/15	88888	8284	JEFFERS, LUCRETIA
1	1013070		\$261.34	05/13/15	88888	8309	HENDRIX, EUGENIA M
1	1013071		\$50.95	05/13/15	88888	9777	HENRY, JOEL E
1	1013072		\$41.70	05/13/15	88888	10142	HOLCOMBE, SARA J
1	1013073		\$4.27	05/13/15	88888	11833	DOUGLAS, LORI
1	1013074		\$32.20	05/13/15	88888	11913	FOLEY, COLLEEN CHARLOTTE
1	1013075		\$13.90	05/13/15	88888	11968	HENDRICKSON, LISA
1	1013076		\$42.75	05/13/15	88888	12217	GRUENKE, BETH N
1	1013077		\$92.23	05/13/15	88888	12301	HJERMSTAD, HEATHER
1	1013078		\$32.34	05/13/15	88888	12303	LOESCH, JAKE
1	1013079		\$166.00	05/13/15	88888	13189	HOUTMAN, JENNIFER L
1	1013080		\$151.50	05/13/15	88888	13396	HUTCHINSON, JENNIFER L
1	1013081		\$32.47	05/13/15	88888	14118	KOMAR, KAREN K
1	1013082		\$8.74	05/13/15	88888	14147	KLINNERT, ELIZABETH
1	1013083		\$21.10	05/13/15	88888	14479	KIBLER, JEANNE
1	1013084		\$72.00	05/13/15	88888	14501	HARRISON, STACY LYNN
1	1013085		\$74.58	05/13/15	88888	14601	HOESCHEN, KERRY
1	1013086		\$24.89	05/13/15	88888	14624	JORDAN, JOANNA
1	1013087		\$77.80	05/13/15	88888	15381	KRAL, MELISSA M
1	1013088		\$49.50	05/13/15	88888	16015	EICHTEN, HEIDI J
1	1013089		\$43.81	05/13/15	88888	16244	GILBERTSON, SHERRY A
1	1013090		\$162.55	05/13/15	88888	16514	GRAFF, SALLY M
1	1013091		\$139.57	05/13/15	88888	16789	KRONABETTER, JULIE R
1	1013092		\$75.00	05/13/15	88888	16794	DONNOHUE, ROSE MARIE
1	1013093		\$43.64	05/13/15	88888	17002	KOPP, ELIZABETH A
1	1013094		\$80.11	05/13/15	88888	17175	FUNSTON, KATHY L
1	1013095		\$54.28	05/13/15	88888	17755	JOHNSON, CORY CHARLES
1	1013096		\$109.03	05/13/15	88888	17904	ERICKSON, SHELLY L

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013097		\$256.13	05/13/15	88888	18038	LINDELL, NICOLE L
1	1013098		\$119.89	05/13/15	88888	18039	HUME, LAURIE A
1	1013099		\$82.63	05/13/15	88888	18294	LARABEE, KAITLYN
1	1013100		\$87.98	05/13/15	88888	18386	LEAFBLAD, AMY
1	1013101		\$39.56	05/13/15	88888	18388	JORGENSON, STEPHANIE
1	1013102		\$79.12	05/13/15	88888	18487	GREINER, STEVE
1	1013103		\$24.63	05/13/15	88888	1524	WENDORF, GREG
1	1013104		\$74.69	05/13/15	88888	5573	WEILER, ROBERT M
1	1013105		\$25.30	05/13/15	88888	5728	SAUERMANN-PAGE, KARIN G
1	1013106		\$16.61	05/13/15	88888	6803	MACNAUGHTON, LAURA
1	1013107		\$53.94	05/13/15	88888	6855	SCHILLING, PAM A
1	1013108		\$207.00	05/13/15	88888	7268	MESARCHIK, MARY L
1	1013109		\$65.44	05/13/15	88888	7829	ROCZNIAK, EUGENE A
1	1013110		\$72.24	05/13/15	88888	7858	WARMKA, CHERI R
1	1013111		\$732.52	05/13/15	88888	8627	ORTH, STEVEN D. R.
1	1013112		\$35.71	05/13/15	88888	9239	OPATZ, LARRY
1	1013113		\$107.53	05/13/15	88888	9670	ROBOLE, VICKI M
1	1013114		\$6.00	05/13/15	88888	10140	MACKEY, GALE M
1	1013115		\$72.00	05/13/15	88888	10313	OLSON, AMY
1	1013116		\$116.84	05/13/15	88888	11462	VAURIO, SONYA
1	1013117		\$50.03	05/13/15	88888	11739	PARISEAU, MARCIA L
1	1013118		\$91.00	05/13/15	88888	11789	RAU, JESSICA
1	1013119		\$10.00	05/13/15	88888	12413	SANDBERG, ANN
1	1013120		\$31.40	05/13/15	88888	13156	MORRIS, ANGELA J
1	1013121		\$36.35	05/13/15	88888	13156	MORRIS, ANGELA J
1	1013122		\$138.69	05/13/15	88888	13381	NESVIG, ERIKA
1	1013123		\$159.28	05/13/15	88888	13692	NIEMIEC, ALICIA
1	1013124		\$41.40	05/13/15	88888	13693	NEAL, BRYENY B
1	1013125		\$71.30	05/13/15	88888	13905	WENDLING, PAULA L
1	1013126		\$86.25	05/13/15	88888	14609	ROESKE, MELISSA L
1	1013127		\$122.99	05/13/15	88888	14961	SPRY, KARIE
1	1013128		\$36.23	05/13/15	88888	15386	ORLICH-SULLIVAN, MEGAN
1	1013129		\$19.67	05/13/15	88888	15856	TOUSIGNANT, HOLLY
1	1013130		\$38.81	05/13/15	88888	15962	NIESEN, ELIZABETH A
1	1013131		\$100.05	05/13/15	88888	16213	STAHLY, JANICE
1	1013132		\$19.38	05/13/15	88888	16345	WALCZAK, CHERYL M
1	1013133		\$117.30	05/13/15	88888	16501	NESS, KAREN M
1	1013134		\$266.50	05/13/15	88888	16816	SAHLI, JONATHAN C
1	1013135		\$18.00	05/13/15	88888	16905	WADELL, DANIELLE M
1	1013136		\$37.26	05/13/15	88888	17161	WEATHERFORD, ANDREA M
1	1013137		\$15.00	05/13/15	88888	17169	VAUGHT, ELIZABETH C
1	1013138		\$34.05	05/13/15	88888	17296	SWENSON, JENELLE M

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013139		\$208.04	05/13/15	88888	17565	PETRI, KATHRYN E
1	1013140		\$107.92	05/13/15	88888	17565	PETRI, KATHRYN E
1	1013141		\$84.98	05/13/15	88888	17565	PETRI, KATHRYN E
1	1013142		\$259.54	05/13/15	88888	17565	PETRI, KATHRYN E
1	1013143		\$52.92	05/13/15	88888	17608	RICHARDSON, SARAH ANN SCHLETTY
1	1013144		\$27.66	05/13/15	88888	17716	NEWBY, MATTHEW
1	1013145		\$25.88	05/13/15	88888	18031	THOMAS, JESSICA
1	1013146		\$222.00	05/13/15	88888	18284	MASON, ALEXANDRIA C
1	1013147		\$46.81	05/13/15	88888	18286	TEICH, JESSICA A
1	1013148		\$31.97	05/13/15	88888	18310	THOMPSON, DAVID P
1	1013149		\$40.19	05/13/15	88888	18310	THOMPSON, DAVID P
1	1013150		\$18.99	05/13/15	88888	18335	TERWILLIGER, AMY M
1	1013151		\$30.82	05/13/15	88888	18536	SPAULDING, SHEILA J
1	1013152		\$14.38	05/20/15	88888	5747	CORDAHL, AMBER
1	1013153		\$35.00	05/20/15	88888	6687	HILL, GWEN LOUISE
1	1013154		\$13.63	05/20/15	88888	7298	BRENNAN, CAROL ANN
1	1013155		\$13.45	05/20/15	88888	7839	BARNES, CHERISE C
1	1013156		\$14.72	05/20/15	88888	8189	BRAUN, JEAN C
1	1013157		\$20.73	05/20/15	88888	8284	JEFFERS, LUCRETIA
1	1013158		\$34.27	05/20/15	88888	9267	HOLDEN, MATTHEW J
1	1013159		\$22.43	05/20/15	88888	9390	ANDERSON, BARBARA JEAN
1	1013160		\$67.08	05/20/15	88888	9689	FINN, FAY E
1	1013161		\$103.45	05/20/15	88888	9750	CORONIS, ANTHONY L
1	1013162		\$7.02	05/20/15	88888	9760	KUZIEJ, JANET L
1	1013163		\$89.24	05/20/15	88888	11756	ERICKSON, CONSTANCE
1	1013164		\$41.52	05/20/15	88888	11817	ALVEY, HEATHER
1	1013165		\$13.09	05/20/15	88888	12209	KRUSE, MEGAN M
1	1013166		\$5.99	05/20/15	88888	12209	KRUSE, MEGAN M
1	1013167		\$31.92	05/20/15	88888	12303	LOESCH, JAKE
1	1013168		\$49.16	05/20/15	88888	12322	HARRIS, TRUDIE L
1	1013169		\$12.78	05/20/15	88888	14600	KIRCHNER, AMY
1	1013170		\$35.43	05/20/15	88888	14601	HOESCHEN, KERRY
1	1013171		\$31.00	05/20/15	88888	14601	HOESCHEN, KERRY
1	1013172		\$117.08	05/20/15	88888	14601	HOESCHEN, KERRY
1	1013173		\$108.05	05/20/15	88888	14623	JOHNSHOY, JANET
1	1013174		\$68.17	05/20/15	88888	14969	DEMPSEY, JODI JEAN
1	1013175		\$14.49	05/20/15	88888	15021	DALY, JULIE
1	1013176		\$26.85	05/20/15	88888	15209	GRANT, HEIDI A
1	1013177		\$48.93	05/20/15	88888	15922	DUNN, RUTH C
1	1013178		\$34.67	05/20/15	88888	15977	HEIM, WILLIAM V
1	1013179		\$48.91	05/20/15	88888	16451	LOPEZ, MARIA T

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	439939		\$150.00	05/14/15	27525	0	AHMED, SOFIA
4	439940		\$180.00	05/14/15	27129	0	ALI, AMAAL
4	439941	Clear	\$21,804.70	05/14/15	27586	0	AMERICAN OFFICE PRODUCTS
4	439942		\$30.00	05/14/15	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	439943		\$2,000.00	05/14/15	00016	2908	BOURQUIN, BRITTANY
4	439944	Clear	\$195.00	05/14/15	29188	0	BOYLE, ANTHONY
4	439945	Clear	\$134.00	05/14/15	26077	0	BRUESKE, KARL
4	439946		\$2,184.00	05/14/15	02422	5	BURNSVILLE YMCA
4	439947	Clear	\$75.00	05/14/15	23025	0	CARRIER, BRANDON
4	439948	Clear	\$672.00	05/14/15	07314	0	CEDARVALE LANES
4	439949	Clear	\$15.00	05/14/15	00016	2907	CHEVEZ, CLAUDIA
4	439950	Clear	\$60.00	05/14/15	28401	0	CHOY, KEREN
4	439951	Clear	\$120.00	05/14/15	28260	0	CHOY, SERGIO R.
4	439952	Clear	\$2,032.08	05/14/15	00552	1	CONNEY SAFETY PRODUCTS
4	439953	Clear	\$810.00	05/14/15	25919	0	CORDOVA, LETICIA
4	439954	Clear	\$573.79	05/14/15	28540	0	CORE BEVERAGE
4	439955	Clear	\$272.59	05/14/15	00502	0	CORNERSTONE COPY CENTER
4	439956	Clear	\$67.00	05/14/15	24583	0	DORFNER, JOHN
4	439957	Clear	\$183.00	05/14/15	28531	0	EDUCATION MINNESOTA
4	439958	Clear	\$75.00	05/14/15	24296	0	FULTON, STEVE
4	439959		\$26.54	05/14/15	00016	2822	GLOVER, AMANDA
4	439960		\$73.00	05/14/15	26595	0	HOFFMAN, MICHAEL
4	439961		\$60.00	05/14/15	29182	0	HUTSAL, OLEKSANDRA
4	439962	Clear	\$686.00	05/14/15	04113	0	J&D TROPHY
4	439963	Clear	\$2,000.00	05/14/15	28800	0	JIM THE PIANO GUY
4	439964	Clear	\$45,997.35	05/14/15	27633	0	KELLY SERVICES, INC.
4	439965	Clear	\$360.00	05/14/15	08356	1	KENNEDY & GRAVEN, CHARTERED
4	439966	Clear	\$125.00	05/14/15	03189	0	KILEN, KIP
4	439967	Clear	\$20.82	05/14/15	00016	2861	KINNEY, ETHAN
4	439968		\$67.00	05/14/15	06519	0	KORBA, JERRY
4	439969	Clear	\$75.00	05/14/15	27194	0	KOVALOV, ZAR
4	439970		\$75.00	05/14/15	25578	0	LARSON, JEFF
4	439971	Clear	\$125.00	05/14/15	26493	0	LIKES, TIMOTHY
4	439972	Clear	\$1,217.45	05/14/15	28903	0	LITURGICAL PUBLICATIONS, INC.
4	439973	Clear	\$565.34	05/14/15	27181	0	LUPIENT CHEVROLET, INC
4	439974	Clear	\$150.00	05/14/15	05220	0	MACPHAIL
4	439975	Clear	\$150.00	05/14/15	28114	0	MCKINNEY, TOM
4	439976	Clear	\$75.00	05/14/15	26610	0	MEACHAM, JOHN
4	439977	Clear	\$50.00	05/14/15	08865	10	METRO ECSU-REGION 11 ISD#920
4	439978	Clear	\$933.47	05/14/15	23914	0	MIDWEST VENDING
4	439979	Clear	\$1,500.00	05/14/15	29189	0	MINNESOTA EDUCATION EQUITY PARTNERSHIP

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	439980	Clear	\$684.00	05/14/15	28830	0	MINNESOTA WATER LLC
4	439981	Clear	\$716.00	05/14/15	02613	0	MN ZOO
4	439982	Clear	\$225.00	05/14/15	28766	0	MUNOZ, MEGAN
4	439983	Clear	\$67.00	05/14/15	27347	0	NEIBAUER, NICK
4	439984		\$25.71	05/14/15	00016	2906	ORTH, GEORGE
4	439985		\$91.93	05/14/15	00016	2905	ORTLOFF, HOPE
4	439986	Clear	\$1,290.00	05/14/15	24879	0	PEREZ, MELISSA M.
4	439987	Clear	\$510.00	05/14/15	29171	0	PERFORMANT RECOVERY INC
4	439988	Clear	\$75.00	05/14/15	28451	0	PIGEON, THOMAS
4	439989	Clear	\$122.00	05/14/15	27140	0	PRICE, TIM
4	439990	Clear	\$150.00	05/14/15	29187	0	REETZ, RUSSELL A
4	439991	Clear	\$261.00	05/14/15	28277	0	ROBERT J. BRUNO, LTD
4	439992	Clear	\$1,800.00	05/14/15	29087	0	SCIENCE EXPLORERS, INC.
4	439993	Clear	\$995.00	05/14/15	02490	1	SEA LIFE MINNESOTA, INC.
4	439994	Clear	\$134.00	05/14/15	28797	0	SHIBLEY, JEREMY
4	439995	Clear	\$12.86	05/14/15	00000	9695	STEARNS, FRANCES
4	439996	Clear	\$75.00	05/14/15	27699	0	STEIN, LONNIE
4	439997	Clear	\$180.00	05/14/15	25781	0	TAPIA, FRANCIS
4	439998	Clear	\$6.19	05/14/15	21190	0	TROUSIL, WANDA
4	439999	Clear	\$125.00	05/14/15	05900	0	UNIQUE SOFTWARE CORPORATION
4	440000	Clear	\$571.00	05/14/15	02813	5	US DEPARTMENT OF EDUCATION
4	440001	Clear	\$49.00	05/14/15	29186	0	VAN LUYK, LEONARD
4	440002		\$6.00	05/14/15	00016	2904	VARDAN, ANNE
4	440003	Clear	\$76.00	05/14/15	28450	0	WALZ, RICHARD
4	440004	Clear	\$67.00	05/14/15	22327	0	WOLLAN, TOM SR.
4	440005	Clear	\$12,924.84	05/14/15	02776	0	XCEL ENERGY
4	440006	Clear	\$247.91	05/14/15	00016	2874	XIONG, MALEE
4	440007	Clear	\$250.00	05/19/15	04069	6	ALL STAR FOOTBALL
4	440008	Clear	\$60.00	05/19/15	22108	0	AYAQUICA, SHERI
4	440009	Clear	\$80.50	05/19/15	03931	0	BERRY COFFEE COMPANY
4	440010	Clear	\$172.88	05/19/15	28745	0	CARMAN, KATHERINE
4	440011	Clear	\$507.30	05/19/15	02781	5	CENTURYLINK
4	440012	Clear	\$244.50	05/19/15	24721	0	COPY RIGHT
4	440013		\$49.08	05/19/15	00016	2612	CORCORAN, JENNIFER
4	440014	Clear	\$300.00	05/19/15	25919	0	CORDOVA, LETICIA
4	440015	Clear	\$219.00	05/19/15	00502	0	CORNERSTONE COPY CENTER
4	440016	Clear	\$367.81	05/19/15	24217	0	DAKOTA COUNTY TREASURER AUDITOR
4	440017	Clear	\$58,601.61	05/19/15	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	440018	Clear	\$457.50	05/19/15	20524	0	DEWALD, RINA C.
4	440019		\$3,750.00	05/19/15	29028	0	DIKEL, WILLIAM
4	440020	Clear	\$684,920.80	05/19/15	28300	1	DURHAM SCHOOL SERVICES
4	440021	Clear	\$58.00	05/19/15	07092	0	EAGAN SHIRT WERKS

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4	440022	Clear	\$3,832.39	05/19/15	02333	1	EARTHGRAINS BAKING CO. INC.
4	440023	Clear	\$164.80	05/19/15	09272	2	ECM PUBLISHERS, INC.
4	440024		\$90.00	05/19/15	07144	1	GAGNON PIANO SERVICE
4	440025	Clear	\$15.89	05/19/15	00575	0	GROTH MUSIC COMPANY
4	440026		\$125.00	05/19/15	20123	0	HARDING HIGH SCHOOL
4	440027	Clear	\$59.00	05/19/15	00000	355	HENNEN, BEVERLY
4	440028	Clear	\$100.00	05/19/15	01880	2	IND. SCHOOL DIST. 194
4	440029	Clear	\$16,691.34	05/19/15	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	440030		\$221.00	05/19/15	04113	0	J&D TROPHY
4	440031	Clear	\$34.00	05/19/15	00000	7198	MCGOWAN, ELSIE
4	440032		\$175.00	05/19/15	08865	14	METRO ECSU
4	440033	Clear	\$33.11	05/19/15	00016	1702	MILLER, DAWN
4	440034	Clear	\$5,048.42	05/19/15	06477	0	OFFICE OF ENTERPRISE TECHNOLOGY
4	440035		\$21,000.00	05/19/15	28833	0	PANTHEON SYSTEMS, INC
4	440036	Clear	\$240.00	05/19/15	24879	0	PEREZ, MELISSA M.
4	440037	Clear	\$2,000.00	05/19/15	00016	2909	SAHAL, HAMZA
4	440038	Clear	\$625.00	05/19/15	29087	0	SCIENCE EXPLORERS, INC.
4	440039	Clear	\$71.55	05/19/15	28502	0	THE MCDOWELL AGENCY, INC.
4	440040	Clear	\$118.09	05/19/15	01637	0	THREE RIVERS PARK DISTRICT
4	440041	Clear	\$17,328.50	05/19/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440042	Unissued	\$0.00	05/19/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440043	Unissued	\$0.00	05/19/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440044	Unissued	\$0.00	05/19/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440045	Unissued	\$0.00	05/19/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440046	Clear	\$2,192.92	05/19/15	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	440047	Clear	\$104,096.07	05/19/15	04417	1	US FOODS INC
4	440048	Unissued	\$0.00	05/19/15	04417	1	US FOODS INC
4	440049	Unissued	\$0.00	05/19/15	04417	1	US FOODS INC
4	440050	Unissued	\$0.00	05/19/15	04417	1	US FOODS INC
4	440051	Unissued	\$0.00	05/19/15	04417	1	US FOODS INC
4	440052	Unissued	\$0.00	05/19/15	04417	1	US FOODS INC
4	440053	Unissued	\$0.00	05/19/15	04417	1	US FOODS INC
4	440054	Clear	\$731.00	05/19/15	08340	0	VALLEYFAIR
4	440055	Clear	\$125.00	05/19/15	28058	0	VITKOSKY, WAYNE
4	440056		\$180.00	05/19/15	25560	0	WARSAME, KADRA
4	440057	Clear	\$2,347.50	05/19/15	24245	0	YOUTH ENRICHMENT LEAGUE
4	440058		\$613.75	05/22/15	05419	0	A COOL CAVE INC
4	440059		\$250.00	05/22/15	00111	3	ACT
4	440060		\$660.00	05/22/15	26089	0	ADAGIO DJAY ENTERTAINMENT
4	440061		\$75.00	05/22/15	29194	0	ALLMAN, WILLIAM ANDREW
4	440062		\$545.00	05/22/15	22108	0	AYAQUICA, SHERI
4	440063		\$1,800.00	05/22/15	09039	0	BHS SWIM BOOSTER CLUB

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440064		\$210.00	05/22/15	29198	0	BIRNAMWOOD GOLF COURSE
4	440065	Clear	\$4,528.29	05/22/15	02519	0	CENTERPOINT ENERGY
4	440066	Clear	\$450.00	05/22/15	25919	0	CORDOVA, LETICIA
4	440067	Clear	\$607.79	05/22/15	28540	0	CORE BEVERAGE
4	440068	Clear	\$250.00	05/22/15	00502	0	CORNERSTONE COPY CENTER
4	440069		\$9,850.57	05/22/15	28504	0	CORPORATE HEALTH SYSTEMS, INC.
4	440070	Clear	\$63.00	05/22/15	22013	0	CUSTOM WATER WORKS
4	440071	Clear	\$223.80	05/22/15	23922	0	DISCOUNT STEEL, INC.
4	440072	Clear	\$10,666.66	05/22/15	04416	0	FAIRVIEW
4	440073	Clear	\$73.00	05/22/15	27136	0	FINNEGAN, RYAN
4	440074		\$259.07	05/22/15	28202	0	FOUNDATION 191
4	440075		\$2,505.00	05/22/15	28545	1	GIRLS ON THE RUN TWIN CITIES, INC.
4	440076	Clear	\$350.00	05/22/15	28523	0	GOULD, ROXANNE
4	440077	Clear	\$938.50	05/22/15	25763	1	GTM SPORTSWEAR
4	440078		\$255.00	05/22/15	22490	0	HENRY, GINA
4	440079	Clear	\$97.87	05/22/15	00862	3	HERFF JONES, INC.
4	440080		\$216.00	05/22/15	29192	0	HEY, DAVIS
4	440081		\$122.00	05/22/15	29196	0	HOLLAND, TIM
4	440082		\$2,897.70	05/22/15	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	440083		\$274.00	05/22/15	25195	0	IPROMOTEU, INC.
4	440084		\$184.00	05/22/15	29193	0	JOHNSON, GREG
4	440085	Clear	\$51,847.83	05/22/15	27633	0	KELLY SERVICES, INC.
4	440086		\$5,550.40	05/22/15	28098	0	KIRB APPAREL LLC
4	440087	Clear	\$2,988.49	05/22/15	08682	2	LIFETOUCH
4	440088		\$29.00	05/22/15	00000	7199	MAKI, ARLENE
4	440089		\$40.00	05/22/15	00016	1916	MCDONALD, WENDELYN J
4	440090	Clear	\$552.00	05/22/15	23866	0	MESSERLI & KRAMER PA
4	440091		\$258.00	05/22/15	02613	0	MN ZOO
4	440092		\$425.00	05/22/15	09389	0	MORTENSON, SALLY
4	440093	Clear	\$77.00	05/22/15	00421	0	MUSIC THEATRE INTERNATIONAL
4	440094		\$4.45	05/22/15	00001	1410	NAGEL, KENNETH OR LISA
4	440095	Clear	\$102.00	05/22/15	28905	0	NICE GUY TECHNOLOGY LLC
4	440096		\$60.00	05/22/15	24879	0	PEREZ, MELISSA M.
4	440097		\$49.00	05/22/15	28886	0	POLACEK, DOUGLAS
4	440098		\$120.00	05/22/15	06693	0	POWELL, MALINDA
4	440099		\$98.80	05/22/15	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	440100		\$480.00	05/22/15	26662	0	RAPTOR TECHNOLOGIES LLC
4	440101	Clear	\$134.00	05/22/15	29195	0	RIES, BRENDA
4	440102	Clear	\$232.00	05/22/15	25562	0	SACHS, ALICE
4	440103		\$532.75	05/22/15	00014	1193	SCHATZ, DARCY
4	440104	Clear	\$37.00	05/22/15	20185	0	SHIRTY SOMETHING

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440105	Clear	\$200.00	05/22/15	29191	0	SOLBERG, KELLY
4	440106	Clear	\$12.00	05/22/15	00000	9695	STEARNS, FRANCES
4	440107	Clear	\$372.00	05/22/15	27465	0	SUMMER, JULIE ANNA
4	440108		\$98.00	05/22/15	24311	0	SUNDHEIMER, DONNA
4	440109	Clear	\$15,100.68	05/22/15	04417	1	US FOODS INC
4	440110	Unissued	\$0.00	05/22/15	04417	1	US FOODS INC
4	440111	Clear	\$752.50	05/22/15	08340	0	VALLEYFAIR
4	440112	Clear	\$816.00	05/22/15	24793	0	WATCH ME DRAW! LLC
4	440113		\$75.00	05/22/15	29197	0	WILLIAMS, AARON
4	440114	Clear	\$1,100.00	05/22/15	29199	0	XTREME SPIRIT
4	440115		\$455.75	05/28/15	03847	1	GREAT CLIPS IMAX THEATRE
4	440116		\$446.00	05/28/15	02613	0	MN ZOO
4	440117		\$486.00	05/28/15	02613	0	MN ZOO
4	440118		\$494.50	05/28/15	08340	0	VALLEYFAIR
4	440119		\$3,918.00	06/01/15	28491	0	A.J. MOORE ELECTRIC, INC.
4	440120		\$195.31	06/01/15	01982	0	ADHESIVE LABEL
4	440121		\$141.50	06/01/15	28171	0	ADVANCEPIERRE FOODS
4	440122		\$16,396.62	06/01/15	28147	1	AGROPUR
4	440123	Unissued	\$0.00	06/01/15	28147	1	AGROPUR
4	440124	Unissued	\$0.00	06/01/15	28147	1	AGROPUR
4	440125	Unissued	\$0.00	06/01/15	28147	1	AGROPUR
4	440126	Unissued	\$0.00	06/01/15	28147	1	AGROPUR
4	440127	Unissued	\$0.00	06/01/15	28147	1	AGROPUR
4	440128	Unissued	\$0.00	06/01/15	28147	1	AGROPUR
4	440129	Unissued	\$0.00	06/01/15	28147	1	AGROPUR
4	440130	Unissued	\$0.00	06/01/15	28147	1	AGROPUR
4	440131		\$383.55	06/01/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	440132	Unissued	\$0.00	06/01/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	440133		\$7,527.00	06/01/15	00249	1	APPLE COMPUTER INC.
4	440134		\$111.35	06/01/15	00428	0	ARAMARK
4	440135		\$221.35	06/01/15	00386	1	BARNES & NOBLE INC
4	440136		\$16,040.44	06/01/15	00477	0	BIX PRODUCE COMPANY
4	440137	Unissued	\$0.00	06/01/15	00477	0	BIX PRODUCE COMPANY
4	440138	Unissued	\$0.00	06/01/15	00477	0	BIX PRODUCE COMPANY
4	440139	Unissued	\$0.00	06/01/15	00477	0	BIX PRODUCE COMPANY
4	440140	Unissued	\$0.00	06/01/15	00477	0	BIX PRODUCE COMPANY
4	440141	Unissued	\$0.00	06/01/15	00477	0	BIX PRODUCE COMPANY
4	440142	Unissued	\$0.00	06/01/15	00477	0	BIX PRODUCE COMPANY
4	440143		\$718.78	06/01/15	00172	1	BLICK ART MATERIALS
4	440144		\$3,741.13	06/01/15	26720	0	BLUE BELL ENTERPRISES, INC.
4	440145		\$165.25	06/01/15	04655	0	BROWN'S ICE CREAM CO.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440146		\$1,391.44	06/01/15	04122	0	CALCULATORS, INC.
4	440147		\$20.21	06/01/15	25732	1	CARSON-DELLOSA PUBLISHING COMPANY, LLC
4	440148		\$15,760.25	06/01/15	20289	1	CDW GOVERNMENT, INC.
4	440149		\$467.17	06/01/15	03866	0	CONTINENTAL CLAY COMPANY
4	440150		\$356.30	06/01/15	00645	0	CUB FOODS
4	440151		\$4,053.27	06/01/15	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	440152	Unissued	\$0.00	06/01/15	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	440153		\$808.80	06/01/15	28982	0	EKON-O-PAC, LLC
4	440154		\$320.00	06/01/15	01078	0	ELECTRO WATCHMAN, INC.
4	440155		\$139.83	06/01/15	22450	1	ERIC ARMIN INC.
4	440156		\$44.40	06/01/15	23054	1	FASTENAL
4	440157		\$489.00	06/01/15	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
4	440158		\$748.85	06/01/15	04145	0	FREE SPIRIT PUBLISHING, INC.
4	440159		\$333.75	06/01/15	01541	1	GENERAL PARTS, LLC
4	440160		\$2,251.35	06/01/15	01464	0	GOODHEART-WILLCOX CO., INC.
4	440161		\$391.05	06/01/15	01458	1	GOPHER
4	440162		\$822.40	06/01/15	04387	1	GRAINGER
4	440163		\$682.00	06/01/15	01641	0	H&B SPECIALIZED PRODUCTS, INC.
4	440164		\$30.00	06/01/15	24154	0	HEALTH COUNSELING SERVICES
4	440165		\$61.88	06/01/15	00862	3	HERFF JONES, INC.
4	440166		\$6,373.95	06/01/15	09318	1	HILLYARD INC - MINNEAPOLIS
4	440167		\$12,526.93	06/01/15	25854	1	HOCKENBERGS
4	440168		\$3,048.05	06/01/15	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	440169		\$70.20	06/01/15	29176	0	IPEVO, INC.
4	440170		\$15,000.00	06/01/15	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	440171		\$525.75	06/01/15	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	440172		\$415.24	06/01/15	02203	0	LAKESHORE LEARNING MATERIALS
4	440173		\$81.94	06/01/15	26766	0	LAMINATOR.COM, INC.
4	440174		\$421.45	06/01/15	27253	0	LANDS BEST FOODS LLC
4	440175		\$80.00	06/01/15	02196	0	MACKIN EDUCATIONAL RESOURCES
4	440176		\$604.95	06/01/15	20190	0	MANGRUM-STRICHART LEARNING RESOURCES
4	440177		\$1,937.25	06/01/15	08999	1	MEI TOTAL ELEVATOR SOLUTIONS
4	440178		\$288.00	06/01/15	28041	0	MIXMI BRANDS INC.
4	440179		\$10.08	06/01/15	02544	1	MTI DISTRIBUTING CO.
4	440180		\$223.08	06/01/15	06285	0	MUSIC IN MOTION
4	440181		\$220.70	06/01/15	03519	0	NAPA AUTO PARTS
4	440182		\$240.38	06/01/15	02704	0	NASCO
4	440183		\$734.22	06/01/15	25372	4	NCS PEARSON INC
4	440184		\$1,510.50	06/01/15	04156	0	NEWS-2-YOU, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440185		\$3,102.98	06/01/15	02489	1	OFFICE DEPOT COMPANY
4	440186	Unissued	\$0.00	06/01/15	02489	1	OFFICE DEPOT COMPANY
4	440187	Unissued	\$0.00	06/01/15	02489	1	OFFICE DEPOT COMPANY
4	440188		\$210.00	06/01/15	04333	1	PATTERSON MEDICAL SUPPLY INC
4	440189		\$14,510.00	06/01/15	02475	3	PCS REVENUE CONTROL SYSTEMS, INC.
4	440190		\$1,000.00	06/01/15	28785	1	PRODOCON, INC
4	440191		\$579.54	06/01/15	07235	0	REALLY GOOD STUFF
4	440192		\$217.28	06/01/15	03364	0	REMEDIA PUBLICATIONS, INC.
4	440193		\$733.35	06/01/15	09238	1	RESEARCH PRESS
4	440194		\$115.00	06/01/15	25756	0	ROCHESTER 100, INC.
4	440195		\$483.00	06/01/15	29181	1	ROCHESTER 101 INC
4	440196		\$2,934.36	06/01/15	03808	1	SCANTRON CORPORATION
4	440197		\$460.46	06/01/15	25097	1	SCHOOL SPECIALTY INC
4	440198		\$31.20	06/01/15	27563	0	SHRED RIGHT
4	440199		\$740.33	06/01/15	03587	1	SIMPLEX GRINNELL
4	440200		\$203.96	06/01/15	29172	0	SQUIRRELS, LLC
4	440201		\$183.25	06/01/15	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	440202		\$109.64	06/01/15	03703	0	SUPREME SCHOOL SUPPLY
4	440203		\$39,709.80	06/01/15	28767	1	TEACHSCAPE, INC.
4	440204		\$279.00	06/01/15	00826	1	TIERNEY BROTHERS, INC.
4	440205		\$108.07	06/01/15	03794	0	TOLL GAS & WELDING SUPPLY
4	440206		\$722.40	06/01/15	22123	1	TOTAL FILTRATION SERVICES, INC.
4	440207		\$464.10	06/01/15	04060	0	TRANS-MISSISSIPPI BIOLOGICAL SUPPLY
4	440208		\$7.96	06/01/15	04037	1	TRIARCO ARTS & CRAFTS
4	440209		\$7,727.85	06/01/15	03802	0	TRIO SUPPLY
4	440210	Unissued	\$0.00	06/01/15	03802	0	TRIO SUPPLY
4	440211		\$153.30	06/01/15	29185	0	TWEEN PUBLISHING
4	440212		\$511.04	06/01/15	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	440213		\$1,519.20	06/01/15	29179	0	VSC INC
4	440214		\$1,986.89	06/01/15	04321	1	WARD'S NATURAL SCIENCE
4	440215		\$2,136.00	06/01/15	04419	0	WESTERN PSYCHOLOGICAL SERVICES
4	440216		\$130.00	06/01/15	24860	1	WESTERN PSYCHOLOGICAL SERVICES
4	440217		\$41,546.00	05/29/15	05296	0	360 COMMUNITIES
4	440218		\$10,714.62	05/29/15	28551	0	ADVANCED IMAGING SOLUTIONS
4	440219		\$10,064.85	05/29/15	28551	1	ADVANCED IMAGING SOLUTIONS
4	440220		\$36.00	05/29/15	27249	1	AKT, INC.
4	440221		\$125.00	05/29/15	28459	0	AMMANN, MICHAEL
4	440222		\$500.00	05/29/15	00778	0	ARMSTRONG, MAUREEN
4	440223		\$238.32	05/29/15	00016	1881	ASHPOLE, DAWN
4	440224		\$30.00	05/29/15	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	440225		\$3,304.40	05/29/15	26245	1	AUDIO LOGIC SYSTEMS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440226		\$49.00	05/29/15	23367	0	BARTCZAK, ANDREW
4	440227		\$85.00	05/29/15	00000	3103	BLIX, SHIRLEY
4	440228		\$73.00	05/29/15	29188	0	BOYLE, ANTHONY
4	440229		\$2,353.68	05/29/15	03299	1	BSN SPORTS, INC.
4	440230		\$1,930.00	05/29/15	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	440231		\$98.00	05/29/15	26633	0	CARLSON, JULIE
4	440232		\$20.00	05/29/15	00000	395	CHANG, KAREN
4	440233		\$175.00	05/29/15	25513	1	CHURCH OFFSET PRINTING, INC.
4	440234		\$650.00	05/29/15	24984	0	CORY, BRENT
4	440235		\$10.00	05/29/15	00000	9587	DAHL, GAYLE
4	440236		\$664.00	05/29/15	26840	0	DAKOTA PRINTING, INC.
4	440237		\$122.00	05/29/15	27195	0	DEMPSEY, MATTHEW
4	440238		\$108.15	05/29/15	09272	2	ECM PUBLISHERS, INC.
4	440239		\$183.00	05/29/15	28531	0	EDUCATION MINNESOTA
4	440240		\$75.00	05/29/15	23018	0	FAISON, JOHN
4	440241		\$3.14	05/29/15	01463	0	FEDEX
4	440242		\$404.00	05/29/15	28896	0	FELHABER LARSON
4	440243		\$19.25	05/29/15	00001	1649	FLANAGAN, WENDY
4	440244		\$1,309.90	05/29/15	28651	0	FOOD GROUP
4	440245		\$150.00	05/29/15	20715	0	GAGSTETTER, MARK
4	440246		\$67.00	05/29/15	05108	0	GOTHAM, STEVE
4	440247		\$3.96	05/29/15	00001	1650	HENLE, ANGELA
4	440248		\$122.00	05/29/15	26133	0	HINRICHS, PETER
4	440249		\$190.00	05/29/15	25108	0	HITESMAN & WOLD, P.A.
4	440250		\$122.00	05/29/15	29196	0	HOLLAND, TIM
4	440251		\$3,445.87	05/29/15	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	440252		\$287.25	05/29/15	04113	0	J&D TROPHY
4	440253		\$75.00	05/29/15	22525	0	JACOBSON, BRYCE
4	440254		\$127.11	05/29/15	27225	0	K&K EXPRESS, LLC
4	440255		\$75.00	05/29/15	24781	0	KAUFMAN, MICHAEL
4	440256		\$53,316.38	05/29/15	27633	0	KELLY SERVICES, INC.
4	440257		\$73.00	05/29/15	23607	0	KENNEY, PATRICK
4	440258		\$75.00	05/29/15	27194	0	KOVALOV, ZAR
4	440259		\$67.00	05/29/15	09497	0	LANCETTE, TONY
4	440260		\$12.99	05/29/15	00016	2917	LEAF, CHRISTY
4	440261		\$41,514.41	05/29/15	28503	1	LINA
4	440262		\$229.60	05/29/15	26890	0	LOVLIE, CHRISTINE
4	440263		\$836.00	05/29/15	23675	0	MAXWELL, KIM
4	440264		\$75.00	05/29/15	26610	0	MEACHAM, JOHN
4	440265		\$184.00	05/29/15	23866	0	MESSERLI & KRAMER PA
4	440266		\$98.00	05/29/15	29201	0	MOIR, BILLY DWIGHT

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440267		\$75.00	05/29/15	24946	0	MORROW, DON
4	440268		\$175.00	05/29/15	26062	0	MUEHLBAUER, THOMAS
4	440269		\$245.00	05/29/15	26335	0	NATIONAL ACADEMIC QUIZ TOURNAMENTS, LLC
4	440270		\$128.00	05/29/15	08769	0	NCPERS MINNESOTA
4	440271		\$75.00	05/29/15	29202	0	NIKLAUS, AARON
4	440272		\$900.00	05/29/15	25406	0	NORTH HIGH SCHOOL
4	440273		\$300.00	05/29/15	28768	0	PAULSEN, JANE
4	440274		\$500.00	05/29/15	29171	0	PERFORMANT RECOVERY INC
4	440275		\$75.00	05/29/15	28059	0	PILOTO-OLIVA, ROGELIO
4	440276		\$300.00	05/29/15	21458	0	PRIOR LAKE HIGH SCHOOL
4	440277		\$32.00	05/29/15	E6705	0	QUINN, CATHERINE A
4	440278		\$49.00	05/29/15	29044	0	RAY, CHELSEA
4	440279		\$1,533.48	05/29/15	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	440280		\$1,688.85	05/29/15	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	440281		\$3,613.00	05/29/15	03744	0	RENAISSANCE LEARNING, INC.
4	440282		\$67.00	05/29/15	28342	0	RIESGRAF, DANIEL
4	440283		\$267.00	05/29/15	28277	0	ROBERT J. BRUNO, LTD
4	440284		\$67.00	05/29/15	24557	0	SCHMITZ, STEVE
4	440285		\$319.55	05/29/15	03196	6	SCHOLASTIC INC.
4	440286		\$7,496.00	05/29/15	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	440287		\$36.40	05/29/15	23920	0	SCHUSTER, SHARON
4	440288		\$75.00	05/29/15	29204	0	SINK, ROBERT
4	440289		\$90.00	05/29/15	00001	1651	SLATER, TORI
4	440290		\$75.00	05/29/15	29049	0	SOUERS, RANDY
4	440291		\$156.00	05/29/15	26921	0	SOUTH SUBURBAN CONFERENCE
4	440292		\$680.00	05/29/15	25672	0	SPECIAL DELIVERY OF MINNESOTA, INC
4	440293		\$60.00	05/29/15	02892	5	TREASURER, STATE OF MINNESOTA
4	440294		\$34.00	05/29/15	00000	7200	TREGLAWNY, PATRICIA
4	440295		\$61.25	05/29/15	08798	22	UNIVERSITY OF MINNESOTA
4	440296		\$559.00	05/29/15	02813	5	US DEPARTMENT OF EDUCATION
4	440297		\$20,523.35	05/29/15	04417	1	US FOODS INC
4	440298	Unissued	\$0.00	05/29/15	04417	1	US FOODS INC
4	440299		\$75.00	05/29/15	26134	0	VAN GUILDER, BRUCE
4	440300		\$456.57	05/29/15	26645	1	VENUWORKS OF BURNSVILLE LLC/BPAC
4	440301		\$56.00	05/29/15	28450	0	WALZ, RICHARD
4	440302		\$75.00	05/29/15	21755	0	WIGLEY, JOSH
4	440303		\$85.00	05/29/15	00000	9705	WILKE, BARBARA
4	440304		\$75.00	05/29/15	21014	0	WILKINSON, BRAD
4	440305		\$75.00	05/29/15	05416	0	WILTJER, BRENDEN
4	440306		\$640.00	05/29/15	23191	0	WINNING EDGE SEMINARS, INC
4	440307		\$46,324.00	06/02/15	05017	0	AP EXAMS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440308		\$115.75	06/02/15	29210	0	APPLE VALLEY MEDICAL CLINIC, LTD
4	440309		\$75.00	06/02/15	23925	0	BERG, ADAM
4	440310		\$660.00	06/02/15	27623	0	BROWN, ALASTAIR
4	440311		\$73.00	06/02/15	29208	0	CARLSON, TAIT
4	440312		\$450.00	06/02/15	29003	0	DAMMAR, LINDSEY
4	440313		\$3.14	06/02/15	01463	0	FEDEX
4	440314		\$75.00	06/02/15	29206	0	HACKBARTH, KENT
4	440315		\$50.85	06/02/15	00016	2919	HAUGEN, KRISTIN
4	440316		\$29.95	06/02/15	00001	1652	HENRY, KIM
4	440317		\$100.00	06/02/15	01820	1	IND SCHOOL DIST 318
4	440318		\$10.09	06/02/15	27225	0	K&K EXPRESS, LLC
4	440319		\$149.96	06/02/15	08857	0	LAKEVILLE TROPHY
4	440320		\$5,065.70	06/02/15	26241	0	M&E REALTY COMPANY
4	440321		\$12,528.46	06/02/15	01556	2	MEDICA
4	440322		\$216.00	06/02/15	09589	2	NEOPOST USA INC
4	440323		\$979.46	06/02/15	03219	1	PEPSI-COLA COMPANY
4	440324		\$147.51	06/02/15	00016	2918	POTTER, MICHELLE
4	440325		\$49.00	06/02/15	29183	0	ROCKWOOD, GRANT
4	440326		\$9,375.00	06/02/15	09588	1	SAVAGE, CITY OF
4	440327		\$150.00	06/02/15	29205	0	SCHAFF, TERRY
4	440328		\$75.00	06/02/15	04844	0	SCHMIT, JEFF
4	440329		\$67.00	06/02/15	27141	0	SCHONNING, KENNETH WAYNE
4	440330		\$190.00	06/02/15	06455	1	SHAKOPEE HIGH SCHOOL
4	440331		\$598.00	06/02/15	25137	1	TEAMWORX APPAREL
4	440332		\$17.85	06/02/15	28502	0	THE MCDOWELL AGENCY, INC.
4	440333		\$41.64	06/02/15	04172	0	UNITED PARCEL SERVICE
4	440334		\$13,780.68	06/02/15	04417	1	US FOODS INC
4	440335	Unissued	\$0.00	06/02/15	04417	1	US FOODS INC
4	440336		\$112.50	06/02/15	29207	0	VARBERG, NICHOLAS
4	440337		\$540.00	06/02/15	28386	0	WATER PARK OF AMERICA
4	440338		\$200.00	06/02/15	00807	1	WINONA STATE UNIVERSITY- FOUNDATION ACCT 30122
4	440339		\$1,070.31	06/05/15	05296	5	360 COMMUNITIES
4	440340		\$1,200.00	06/05/15	28363	0	ACET, INC.
4	440341		\$19.00	06/05/15	06215	0	AIRPORT TAXI, INC.
4	440342		\$315.00	06/05/15	00216	1	ALPHA VIDEO & AUDIO, INC.
4	440343		\$49.00	06/05/15	28459	0	AMMANN, MICHAEL
4	440344		\$75.00	06/05/15	23259	0	ANDERSON, TONY
4	440345		\$400.00	06/05/15	27800	0	ANTHOLOGIE, LLC
4	440346		\$400.00	06/05/15	22108	0	AYAQUICA, SHERI
4	440347		\$907.00	06/05/15	28605	0	BARRIS, JODIE
4	440348		\$58.12	06/05/15	00000	9089	BEAL, JAY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440349		\$24.00	06/05/15	00000	7201	BERGER, MARY
4	440350		\$184.08	06/05/15	03931	0	BERRY COFFEE COMPANY
4	440351		\$1,751.34	06/05/15	08837	0	BEST WESTERN PREMIER NICOLLET INN
4	440352		\$1,536.67	06/05/15	26720	0	BLUE BELL ENTERPRISES, INC.
4	440353		\$18.55	06/05/15	00001	1654	BURG, JILL
4	440354		\$122.00	06/05/15	29214	0	BURGESS, ROGER
4	440355		\$4,464.00	06/05/15	02422	5	BURNSVILLE YMCA
4	440356		\$6.00	06/05/15	00016	2920	CASTRO, ZULEMA GARCIA
4	440357		\$120.00	06/05/15	28260	0	CHOY, SERGIO R.
4	440358		\$1,239.22	06/05/15	28540	0	CORE BEVERAGE
4	440359		\$409.00	06/05/15	00647	0	CROWN RENTAL, INC.
4	440360		\$352.80	06/05/15	24563	0	CRYSTAL BROOK DIRECT
4	440361		\$60.00	06/05/15	27790	0	DANG-BOUNLEUTAY, MEILEE
4	440362		\$6.00	06/05/15	00016	2774	DANIELS, ROXANNE
4	440363		\$420.00	06/05/15	20524	0	DEWALD, RINA C.
4	440364		\$2,197.00	06/05/15	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	440365		\$259.07	06/05/15	28202	0	FOUNDATION 191
4	440366		\$500.00	06/05/15	29215	0	GILES OUTDOOR SERVICES, LLC
4	440367		\$448.00	06/05/15	23312	0	GORNY, MICHELE
4	440368		\$38.00	06/05/15	28337	0	HARTMAN, DANIEL
4	440369		\$39,349.02	06/05/15	27811	0	HEADWAY EMOTIONAL HEALTH SERVICES
4	440370		\$143.39	06/05/15	00862	3	HERFF JONES, INC.
4	440371		\$120.00	06/05/15	29182	0	HUTSAL, OLEKSANDRA
4	440372		\$14,488.93	06/05/15	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	440373		\$120.00	06/05/15	22010	0	JASSO, SEVERA E.
4	440374		\$111.00	06/05/15	27225	0	K&K EXPRESS, LLC
4	440375		\$52,104.05	06/05/15	27633	0	KELLY SERVICES, INC.
4	440376		\$21.00	06/05/15	00001	1653	KREIG, JAMES
4	440377		\$81.60	06/05/15	08857	0	LAKEVILLE TROPHY
4	440378		\$51.00	06/05/15	26151	0	LIGHTSPEED TECHNOLOGIES, INC.
4	440379		\$2,080.00	06/05/15	25512	0	MAYER ARTS, INC.
4	440380		\$17.95	06/05/15	00016	2537	MCLELLAN, MALLORY
4	440381		\$150.00	06/05/15	29218	0	MEACHAM, NICHOLAS
4	440382		\$6,233.00	06/05/15	02822	0	MIDWEST FENCE & MFG.
4	440383		\$200.13	06/05/15	23914	0	MIDWEST VENDING
4	440384		\$64,800.00	06/05/15	28524	0	MINNESOTA ALLIANCE WITH YOUTH
4	440385		\$324.00	06/05/15	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER
4	440386		\$78.75	06/05/15	22324	0	MULTILINGUAL WORD, INC.
4	440387		\$59.97	06/05/15	27289	0	NETWORX CORPORATION
4	440388		\$49.00	06/05/15	29212	0	NIELSEN, ERIC
4	440389		\$1,620.00	06/05/15	21021	1	NORTHERN STAR COUNCIL/BSA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440390		\$800.00	06/05/15	03268	0	PACER CENTER, INC.
4	440391		\$436.00	06/05/15	29012	0	PACHABELLY DANCE
4	440392		\$225.00	06/05/15	24879	0	PEREZ, MELISSA M.
4	440393		\$69.47	06/05/15	00016	2918	POTTER, MICHELLE
4	440394		\$129.60	06/05/15	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	440395		\$60.00	06/05/15	21343	0	RAMACHER, THUY
4	440396		\$8,836.68	06/05/15	27969	0	READY FOR KINDERGARTEN
4	440397		\$2,409.09	06/05/15	29158	0	REID, GUYNEL
4	440398		\$122.00	06/05/15	29213	0	REITELBACH, JOHN ADAM
4	440399		\$313.60	06/05/15	28168	0	ROARK, RICHARD JEFFREY
4	440400		\$10.80	06/05/15	00001	1316	ROHRS, ADAM
4	440401		\$200.00	06/05/15	29217	0	ROSS WHEEL SERVICE
4	440402		\$3,180.00	06/05/15	26796	0	SAFEWAY DRIVING SCHOOL
4	440403		\$219.42	06/05/15	09588	4	SAVAGE, CITY OF
4	440404		\$252.41	06/05/15	03196	4	SCHOLASTIC INC.
4	440405		\$100.00	06/05/15	00001	1651	SLATER, TORI
4	440406		\$592.50	06/05/15	25227	0	SOLBERG, STACY
4	440407		\$604.00	06/05/15	25672	0	SPECIAL DELIVERY OF MINNESOTA, INC
4	440408		\$4,650.00	06/05/15	27742	0	STRATEGIC SOURCE INC
4	440409		\$5,293.00	06/05/15	28706	0	STRATEGIC STAFFING SOLUTIONS, LLC
4	440410		\$24.50	06/05/15	03467	0	TAMS WITMARK MUSIC
4	440411		\$1,763.40	06/05/15	01637	0	THREE RIVERS PARK DISTRICT
4	440412		\$3,561.00	06/05/15	28962	1	TOPPERS PIZZA BURNSVILLE
4	440413	Unissued	\$0.00	06/05/15	28962	1	TOPPERS PIZZA BURNSVILLE
4	440414	Unissued	\$0.00	06/05/15	28962	1	TOPPERS PIZZA BURNSVILLE
4	440415	Unissued	\$0.00	06/05/15	28962	1	TOPPERS PIZZA BURNSVILLE
4	440416	Unissued	\$0.00	06/05/15	28962	1	TOPPERS PIZZA BURNSVILLE
4	440417	Unissued	\$0.00	06/05/15	28962	1	TOPPERS PIZZA BURNSVILLE
4	440418		\$445.00	06/09/15	06763	0	APPLE PLACE BOWL
4	440419		\$20.97	06/09/15	00386	1	BARNES & NOBLE INC
4	440420		\$324.60	06/09/15	02519	0	CENTERPOINT ENERGY
4	440421		\$1,254.93	06/09/15	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	440422		\$360.00	06/09/15	25919	0	CORDOVA, LETICIA
4	440423		\$166.19	06/09/15	00389	0	DAVANNI'S PIZZA
4	440424		\$9,473.69	06/09/15	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	440425		\$2,969.79	06/09/15	01002	0	EAGAN, CITY OF
4	440426		\$50.00	06/09/15	03622	2	GALE/CENGAGE LEARNING
4	440427		\$1,800.33	06/09/15	07139	0	HASTINGS BUS COMPANY
4	440428		\$27.70	06/09/15	00001	1659	HEATH, VONDA
4	440429		\$727.12	06/09/15	00862	3	HERFF JONES, INC.
4	440430		\$1,000.00	06/09/15	00016	2922	HUGHES, ALEXANDER

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440431		\$14,432.93	06/09/15	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	440432		\$143.00	06/09/15	00906	5	ISD 917-FUND CHEF
4	440433		\$38.23	06/09/15	03003	2	J.W. PEPPER & SON INC.
4	440434		\$15.79	06/09/15	00016	2921	JOHN, NICOLE
4	440435		\$45.25	06/09/15	00000	220	KIRSCHT, ROBERT
4	440436		\$60.00	06/09/15	25433	0	LUONG, JOE
4	440437		\$29.25	06/09/15	00001	427	MEHR, SUE
4	440438		\$60.00	06/09/15	08865	10	METRO ECSU-REGION 11 ISD#920
4	440439		\$151.30	06/09/15	00001	1655	MEYERS, JULIE
4	440440		\$12,910.10	06/09/15	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	440441		\$20.60	06/09/15	00001	1656	MONDAY, LISA
4	440442		\$5.40	06/09/15	00001	1657	MORRISON, PAM
4	440443		\$320.11	06/09/15	02832	2	NEW READERS PRESS
4	440444		\$61.19	06/09/15	22639	1	NEXTEL
4	440445		\$15.50	06/09/15	00001	1658	ORTHMANN, DONNA
4	440446		\$120.00	06/09/15	24879	0	PEREZ, MELISSA M.
4	440447		\$174.65	06/09/15	00001	1661	RYAN, KAREN
4	440448		\$4,956.43	06/09/15	09588	0	SAVAGE, CITY OF
4	440449		\$75.00	06/09/15	20491	0	SAVAGE, DAWN
4	440450		\$18.80	06/09/15	00016	2055	SCHWADE, JEANNE
4	440451		\$150.00	06/09/15	06620	0	SJOHOLM, MARLENE
4	440452		\$390.00	06/09/15	03660	0	SKATEVILLE
4	440453		\$80.50	06/09/15	00016	2367	STADICK, LISA
4	440454		\$41.38	06/09/15	03640	5	STAPLES PRINT SOLUTIONS
4	440455		\$7,202.50	06/09/15	28706	0	STRATEGIC STAFFING SOLUTIONS, LLC
4	440456		\$280.00	06/09/15	03986	0	THE TROPHY HOUSE, INC.
4	440457		\$9,015.13	06/09/15	04417	1	US FOODS INC
4	440458		\$192.01	06/09/15	20007	0	WASTE MANAGEMENT
4	440459		\$40.00	06/09/15	00001	1660	WENCEL, PAMELA
4	440460		\$14.45	06/09/15	02776	0	XCEL ENERGY
4	440461		\$96.80	06/16/15	00188	1	ACADEMIC COMMUNICATIONS ASSOC.
4	440462		\$56.60	06/16/15	28171	0	ADVANCEPIERRE FOODS
4	440463		\$13,480.85	06/16/15	28147	1	AGROPUR
4	440464	Unissued	\$0.00	06/16/15	28147	1	AGROPUR
4	440465	Unissued	\$0.00	06/16/15	28147	1	AGROPUR
4	440466	Unissued	\$0.00	06/16/15	28147	1	AGROPUR
4	440467	Unissued	\$0.00	06/16/15	28147	1	AGROPUR
4	440468	Unissued	\$0.00	06/16/15	28147	1	AGROPUR
4	440469	Unissued	\$0.00	06/16/15	28147	1	AGROPUR
4	440470		\$430.52	06/16/15	27586	0	AMERICAN OFFICE PRODUCTS
4	440471		\$286.60	06/16/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440472	Unissued	\$0.00	06/16/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	440473		\$234.50	06/16/15	00106	0	AQUA ENGINEERING, INC.
4	440474		\$745.73	06/16/15	09833	0	ARMSTRONG MEDICAL INDUSTRIES, INC.
4	440475		\$495.00	06/16/15	00307	1	BACHMAN'S
4	440476		\$178.95	06/16/15	03931	0	BERRY COFFEE COMPANY
4	440477		\$1,962.55	06/16/15	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	440478		\$11,992.31	06/16/15	00477	0	BIX PRODUCE COMPANY
4	440479	Unissued	\$0.00	06/16/15	00477	0	BIX PRODUCE COMPANY
4	440480	Unissued	\$0.00	06/16/15	00477	0	BIX PRODUCE COMPANY
4	440481	Unissued	\$0.00	06/16/15	00477	0	BIX PRODUCE COMPANY
4	440482	Unissued	\$0.00	06/16/15	00477	0	BIX PRODUCE COMPANY
4	440483	Unissued	\$0.00	06/16/15	00477	0	BIX PRODUCE COMPANY
4	440484		\$408.82	06/16/15	00454	0	BRYAN ROCK PRODUCTS INC
4	440485		\$48.75	06/16/15	25732	1	CARSON-DELLOSA PUBLISHING COMPANY, LLC
4	440486		\$1,105.51	06/16/15	20289	1	CDW GOVERNMENT, INC.
4	440487		\$35.08	06/16/15	03866	0	CONTINENTAL CLAY COMPANY
4	440488		\$28.00	06/16/15	00647	0	CROWN RENTAL, INC.
4	440489		\$101.82	06/16/15	00645	0	CUB FOODS
4	440490		\$5,885.00	06/16/15	29228	0	CUMMINS NPOWER LLC
4	440491		\$81.59	06/16/15	00837	1	DEMCO, INC.
4	440492		\$1,780.68	06/16/15	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	440493		\$1,200.00	06/16/15	27147	0	FLOCABULARY, LLC
4	440494		\$306.24	06/16/15	04387	1	GRAINGER
4	440495		\$412.31	06/16/15	09046	0	HI TECH REFRIGERATION
4	440496		\$3,344.92	06/16/15	09318	1	HILLYARD INC - MINNEAPOLIS
4	440497		\$231.55	06/16/15	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	440498		\$1,511.44	06/16/15	24274	1	INNOVATIVE OFFICE SOLUTIONS
4	440499		\$1,728.26	06/16/15	05816	0	JOHN A. DAL SIN & SON, INC.
4	440500		\$525.25	06/16/15	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	440501		\$1,949.25	06/16/15	06243	0	KUBITZ EDUCATIONAL SERVICES
4	440502		\$11.99	06/16/15	02203	0	LAKESHORE LEARNING MATERIALS
4	440503		\$292.00	06/16/15	06419	1	LENSCRAFTERS, INC.
4	440504		\$6,754.87	06/16/15	02196	0	MACKIN EDUCATIONAL RESOURCES
4	440505		\$23,955.35	06/16/15	29190	1	MAKERBOT INDUSTRIES LLC
4	440506		\$472.96	06/16/15	28793	1	MANSFIELD OIL COMPANY
4	440507		\$247.88	06/16/15	27932	1	MATHESON TRI-GAS, INC.
4	440508		\$1,125.00	06/16/15	22012	0	MIDWEST PLAYSAPES INC
4	440509		\$96.00	06/16/15	28041	0	MIXMI BRANDS INC.
4	440510		\$1,042.91	06/16/15	28240	1	MN SUPPLY
4	440511		\$2,170.94	06/16/15	02544	1	MTI DISTRIBUTING CO.
4	440512		\$54.50	06/16/15	03519	0	NAPA AUTO PARTS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440513		\$78.75	06/16/15	25372	4	NCS PEARSON INC
4	440514		\$1,178.77	06/16/15	02489	1	OFFICE DEPOT COMPANY
4	440515		\$46.15	06/16/15	03073	1	PRO-ED
4	440516		\$1,000.00	06/16/15	28785	1	PRODOCON, INC
4	440517		\$40.00	06/16/15	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	440518		\$1,368.50	06/16/15	21744	0	QUALITY AIR MECHANICAL, INC.
4	440519		\$108.88	06/16/15	07235	0	REALLY GOOD STUFF
4	440520		\$433.62	06/16/15	23374	0	RECYCLE TECHNOLOGIES, INC.
4	440521		\$125.00	06/16/15	21851	0	RED WING SHOE STORE
4	440522		\$585.00	06/16/15	25729	0	RENT N' SAVE PORTABLE SERVICES
4	440523		\$142.00	06/16/15	28528	0	ROCK HARD LANDSCAPE SUPPLY
4	440524		\$5,625.00	06/16/15	28849	0	SCENARIO LEARNING, LLC
4	440525		\$8.49	06/16/15	03532	2	SCHMITT MUSIC
4	440526		\$257.00	06/16/15	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	440527		\$372.35	06/16/15	25097	1	SCHOOL SPECIALTY INC
4	440528		\$1,599.17	06/16/15	03587	1	SIMPLEX GRINNELL
4	440529		\$33.49	06/16/15	28241	0	SOCIAL THINKING PUBLISHING
4	440530		\$159.84	06/16/15	03640	1	STAPLES ADVANTAGE
4	440531		\$690.75	06/16/15	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	440532		\$776.75	06/16/15	04308	0	SUPER DUPER SCHOOL CO.
4	440533		\$1,073.92	06/16/15	22123	1	TOTAL FILTRATION SERVICES, INC.
4	440534		\$117.55	06/16/15	04060	0	TRANS-MISSISSIPPI BIOLOGICAL SUPPLY
4	440535		\$14.96	06/16/15	04037	1	TRIARCO ARTS & CRAFTS
4	440536		\$1,838.73	06/16/15	03802	0	TRIO SUPPLY
4	440537		\$49.50	06/16/15	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	440538		\$1,886.93	06/16/15	27728	1	US GAMES
4	440539		\$1,204.50	06/16/15	24860	2	WESTERN PSYCHOLOGICAL SERVICES
4	440540		\$802.37	06/16/15	07032	1	WILLIAM H. SADLIER, INC.
4	440541		\$135.00	06/12/15	06228	1	ACTE
4	440542		\$13,425.60	06/12/15	06215	0	AIRPORT TAXI, INC.
4	440543		\$299.00	06/12/15	29227	0	ALL AMERICAN SEGWAY, LLC
4	440544		\$500.00	06/12/15	00016	2927	BEATON, SARAH
4	440545		\$29.75	06/12/15	00000	8220	BONNER HALL, DAWN
4	440546		\$49.00	06/12/15	29225	0	BRAND, JONATHAN
4	440547		\$1,000.00	06/12/15	00016	2925	BROWN, KALVINCONA
4	440548		\$13,853.07	06/12/15	02519	0	CENTERPOINT ENERGY
4	440549		\$84.00	06/12/15	22013	0	CUSTOM WATER WORKS
4	440550		\$150.00	06/12/15	29221	0	DANCELIFE BALLROOM
4	440551		\$500.00	06/12/15	29216	0	DAVIS, MARY SUSAN CARPENTER
4	440552		\$1,000.00	06/12/15	00016	2928	DECURTINS, ADAM
4	440553		\$600.00	06/12/15	28159	0	DEMPSEY, VICTORIA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440554		\$375.00	06/12/15	20524	0	DEWALD, RINA C.
4	440555		\$197.44	06/12/15	09859	1	DISCOUNT SCHOOL SUPPLY
4	440556		\$500.00	06/12/15	00016	2929	EDWARDS, JESSICA
4	440557		\$119.40	06/12/15	28982	0	EKON-O-PAC, LLC
4	440558		\$19.00	06/12/15	00016	2926	ESPINOZA-GARCIA, MAGDALENA
4	440559		\$134.00	06/12/15	27226	0	GAINES, ALFONSO
4	440560		\$195.00	06/12/15	29215	0	GILES OUTDOOR SERVICES, LLC
4	440561		\$121.73	06/12/15	25477	0	GRAPHIC EDGE, INC.
4	440562		\$55.20	06/12/15	00001	1662	GREGERSEN, JENNI
4	440563		\$115.79	06/12/15	00016	2924	HAEKENKAMP, BONNIE
4	440564		\$299.00	06/12/15	00016	2923	HAUGEN, DARIN
4	440565		\$4,199.63	06/12/15	00862	3	HERFF JONES, INC.
4	440566		\$15,431.86	06/12/15	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	440567		\$1,000.00	06/12/15	01029	2	INVER HILLS COMMUNITY COLLEGE
4	440568		\$50,438.47	06/12/15	27633	0	KELLY SERVICES, INC.
4	440569		\$437.50	06/12/15	29222	0	KNIGN, LLC
4	440570		\$1,000.00	06/12/15	27675	0	MCCRADY, RYAN
4	440571		\$262.50	06/12/15	22385	0	METRO TRANSIT
4	440572		\$40.00	06/12/15	02491	0	MIDWEST BAND INSTRUMENT SERV.
4	440573		\$500.00	06/12/15	00016	2931	MIDWEST MONARCHS FOOTBALL
4	440574		\$2,483.82	06/12/15	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	440575		\$400.00	06/12/15	24072	0	MN LANDMARKS, INC.
4	440576		\$1,065.00	06/12/15	02422	6	MN YMCA YOUTH IN GOVERNMENT
4	440577		\$417.56	06/12/15	00421	0	MUSIC THEATRE INTERNATIONAL
4	440578		\$75.00	06/12/15	29226	0	NAAE, BRIAN
4	440579		\$89.56	06/12/15	00000	9020	NAVARRETE, LISA
4	440580		\$2,311.58	06/12/15	27783	1	NAVIANCE, INC.
4	440581		\$240.00	06/12/15	24879	0	PEREZ, MELISSA M.
4	440582		\$446.00	06/12/15	00488	0	REGION 3AA
4	440583		\$2,406.90	06/12/15	29158	0	REID, GUYNEL
4	440584		\$75.00	06/12/15	29219	0	ROBB, CRAIG
4	440585		\$23.18	06/12/15	09588	0	SAVAGE, CITY OF
4	440586		\$45.00	06/12/15	27563	0	SHRED RIGHT
4	440587		\$337.21	06/12/15	28053	0	SODEXO, INC. & AFFILIATES
4	440588		\$5,983.00	06/12/15	28095	0	SPED FORMS, INC.
4	440589		\$30.27	06/12/15	24311	0	SUNDHEIMER, DONNA
4	440590		\$1,000.00	06/12/15	00016	2930	SWANSON, ASHLEY
4	440591		\$323.25	06/12/15	29224	0	TABLE TALK CATERING
4	440592		\$230.53	06/12/15	03986	0	THE TROPHY HOUSE, INC.
4	440593		\$300.00	06/12/15	29220	0	THOMAS, EMILY ANN
4	440594		\$17,045.00	06/12/15	21008	0	TLC SPECIAL TRANSPORTATION

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440595	Unissued	\$0.00	06/12/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440596	Unissued	\$0.00	06/12/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440597	Unissued	\$0.00	06/12/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440598	Unissued	\$0.00	06/12/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440599		\$277.00	06/12/15	29223	0	TWIN CITIES FLAG SOURCE, INC.
4	440600		\$49.99	06/12/15	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	440601		\$22,620.00	06/12/15	08595	0	UNIVERSITY OF MINNESOTA-TUITION
4	440602		\$5,041.20	06/12/15	00535	1	VERIZON WIRELESS
4	440603		\$13,380.79	06/12/15	02776	0	XCEL ENERGY
4	440604		\$60.00	06/17/15	27129	0	ALI, AMAAL
4	440605		\$3,759.48	06/17/15	27586	0	AMERICAN OFFICE PRODUCTS
4	440606		\$732.03	06/17/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	440607		\$30.00	06/17/15	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	440608		\$450.00	06/17/15	28518	1	AUDIOLOGY SYSTEMS INC
4	440609		\$1,285.00	06/17/15	28847	0	AUTO-OWNERS INSURANCE COMPANY
4	440610		\$14.10	06/17/15	00016	2357	BRAGER, ROSE
4	440611		\$11,381.74	06/17/15	04226	0	BURNSVILLE, CITY OF
4	440612	Unissued	\$0.00	06/17/15	04226	0	BURNSVILLE, CITY OF
4	440613		\$60.00	06/17/15	28260	0	CHOY, SERGIO R.
4	440614		\$420.00	06/17/15	25919	0	CORDOVA, LETICIA
4	440615		\$77.83	06/17/15	00645	1	CUB FOODS - SOUTH
4	440616		\$64,516.64	06/17/15	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	440617		\$210.00	06/17/15	26356	0	DIAZ RESENDIZ, MA ANA
4	440618		\$30.00	06/17/15	28051	0	DO GOOD DIAPERS LLC
4	440619		\$195.70	06/17/15	09272	2	ECM PUBLISHERS, INC.
4	440620		\$166.93	06/17/15	29168	0	FREE THE CHILDREN
4	440621		\$1,601.00	06/17/15	20540	0	GARDEN & ASSOCIATES, INC
4	440622		\$3,418.90	06/17/15	08682	2	LIFETOUCH
4	440623		\$21.75	06/17/15	00016	2932	MENON, RAJ
4	440624		\$184.00	06/17/15	23866	0	MESSERLI & KRAMER PA
4	440625		\$330.00	06/17/15	03870	0	MN LANDSCAPE ARBORETUM
4	440626		\$300.00	06/17/15	24879	0	PEREZ, MELISSA M.
4	440627		\$510.00	06/17/15	29171	0	PERFORMANT RECOVERY INC
4	440628		\$259.00	06/17/15	28277	0	ROBERT J. BRUNO, LTD
4	440629		\$62.40	06/17/15	27563	0	SHRED RIGHT
4	440630		\$34,511.50	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440631	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440632	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440633	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440634	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440635	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440636	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440637	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440638	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440639	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440640	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440641	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440642	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440643	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440644	Unissued	\$0.00	06/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440645		\$171.40	06/17/15	00001	1663	TRAN, JOHN
4	440646		\$562.00	06/17/15	02813	5	US DEPARTMENT OF EDUCATION
<b>Check Count</b>	<b>708</b>	<b>Grand Total</b>	<b>\$2,394,282.68</b>				

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013180		\$228.58	05/20/15	88888	17653	KUBOUSHEK, KERI L
1	1013181		\$34.27	05/20/15	88888	17755	JOHNSON, CORY CHARLES
1	1013182		\$61.28	05/20/15	88888	17755	JOHNSON, CORY CHARLES
1	1013183		\$40.00	05/20/15	88888	17807	ANDERSON, EMILY E
1	1013184		\$65.00	05/20/15	88888	17821	BRUINS, STEPHANIE
1	1013185		\$2,040.00	05/20/15	88888	17873	DERDEN, WILLIAM M
1	1013186		\$50.80	05/20/15	88888	17951	JUNTUNEN, MEGHAN
1	1013187		\$34.76	05/20/15	88888	18092	FIAGLE, BETHANY
1	1013188		\$258.51	05/20/15	88888	18410	JUNGERS, GAIL
1	1013189		\$119.54	05/20/15	88888	6624	WESSEN, JANE E
1	1013190		\$142.72	05/20/15	88888	6874	STEAD, AMY JO
1	1013191		\$189.52	05/20/15	88888	6968	SODERHOLM, WM ERIC
1	1013192		\$69.78	05/20/15	88888	7858	WARMKA, CHERI R
1	1013193		\$159.86	05/20/15	88888	9501	MOSEY, PATRICIA
1	1013194		\$80.50	05/20/15	88888	9501	MOSEY, PATRICIA
1	1013195		\$56.52	05/20/15	88888	10299	WEIGHTMAN, ELIZABETH C
1	1013196		\$11.97	05/20/15	88888	12853	MATERNOWSKI, PATRICIA
1	1013197		\$42.49	05/20/15	88888	13470	SMALLEY, AMY C
1	1013198		\$34.97	05/20/15	88888	14484	SCHMEICHEL, LINDA
1	1013199		\$5.00	05/20/15	88888	14675	NEISEN, LUANN M
1	1013200		\$12.36	05/20/15	88888	14874	STILES, JENNIFER E
1	1013201		\$46.00	05/20/15	88888	14914	RONN, KELLY J
1	1013202		\$10.35	05/20/15	88888	15133	MOBERG, CARLENE
1	1013203		\$77.09	05/20/15	88888	15288	STAPP, BENJAMIN
1	1013204		\$196.00	05/20/15	88888	15288	STAPP, BENJAMIN
1	1013205		\$41.29	05/20/15	88888	16194	SCALZO, KRISTIN
1	1013206		\$137.44	05/20/15	88888	16573	WEILER, TIFFANY M
1	1013207		\$9.00	05/20/15	88888	17169	VAUGHT, ELIZABETH C
1	1013208		\$49.51	05/20/15	88888	17204	WALKER, ETHAN D
1	1013209		\$4,080.00	05/20/15	88888	17487	SOVINE, STACEY
1	1013210		\$33.00	05/20/15	88888	17691	MILLER, LORI A
1	1013211		\$7.97	05/20/15	88888	17903	PETROSKEY, KELLIE A
1	1013212		\$27.96	05/20/15	88888	18055	NIFFENEGGER, KAMALA N
1	1013213		\$8.98	05/20/15	88888	18096	SWENSON, KRISTIN J
1	1013214		\$34.85	05/20/15	88888	18113	MCCARTNEY, VERONICA M
1	1013215		\$119.90	05/20/15	88888	18113	MCCARTNEY, VERONICA M
1	1013216		\$38.89	05/20/15	88888	18334	SHANLEY, SARAH J
1	1013217		\$1.09	05/20/15	88888	18482	SIMPSON, DAWN
1	1013218		\$59.34	05/27/15	88888	3524	MRAZ, MARK T
1	1013219		\$108.93	05/27/15	88888	7257	O'REILLY, JOHN T
1	1013220		\$19.95	05/27/15	88888	8217	DWIRE, MELINDA
1	1013221		\$25.00	05/27/15	88888	8220	FEELY, EILEEN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013222		\$66.31	05/27/15	88888	8255	HILL, KARI L
1	1013223		\$92.21	05/27/15	88888	9298	ZUPKE, SAMUEL
1	1013224		\$99.95	05/27/15	88888	9298	ZUPKE, SAMUEL
1	1013225		\$59.37	05/27/15	88888	9298	ZUPKE, SAMUEL
1	1013226		\$94.91	05/27/15	88888	9298	ZUPKE, SAMUEL
1	1013227		\$75.00	05/27/15	88888	9373	BROWN, MARY KAY
1	1013228		\$33.24	05/27/15	88888	9755	CHRISTEN, LISA K.
1	1013229		\$169.88	05/27/15	88888	9771	PLUCINAK, JODY L
1	1013230		\$25.98	05/27/15	88888	10637	KUGLER, JULIE
1	1013231		\$144.25	05/27/15	88888	10637	KUGLER, JULIE
1	1013232		\$89.30	05/27/15	88888	10820	SHELDEN, JON
1	1013233		\$56.73	05/27/15	88888	11073	MEYER, CHAD
1	1013234		\$95.00	05/27/15	88888	11306	PETERSON, KERI
1	1013235		\$30.71	05/27/15	88888	11821	BLANDIN, MELISSA
1	1013236		\$68.08	05/27/15	88888	11867	SCHLINK, JOANNE
1	1013237		\$75.00	05/27/15	88888	12203	MAY, MARIE T
1	1013238		\$19.50	05/27/15	88888	12319	CIN, STEPHANIE P
1	1013239		\$75.04	05/27/15	88888	14242	TOFTE, ALISSA G
1	1013240		\$83.47	05/27/15	88888	14242	TOFTE, ALISSA G
1	1013241		\$4,869.00	05/27/15	88888	14596	JENSEN, JENNIFER
1	1013242		\$269.62	05/27/15	88888	14969	DEMPSEY, JODI JEAN
1	1013243		\$84.00	05/27/15	88888	15288	STAPP, BENJAMIN
1	1013244		\$157.24	05/27/15	88888	15375	BIRCH, NANCY A
1	1013245		\$220.80	05/27/15	88888	15977	HEIM, WILLIAM V
1	1013246		\$200.00	05/27/15	88888	16166	RIDER, LISA K
1	1013247		\$348.00	05/27/15	88888	16654	GILRAY, REBECCA J
1	1013248		\$75.00	05/27/15	88888	16667	KEULER, LORI J
1	1013249		\$8.00	05/27/15	88888	16740	NURMELA, CRYSTAL
1	1013250		\$19.98	05/27/15	88888	16860	WAGGONER, HAYLEY M
1	1013251		\$17.94	05/27/15	88888	17216	CHOUANARD, MARY E
1	1013252		\$200.00	05/27/15	88888	17487	SOVINE, STACEY
1	1013253		\$43.00	05/27/15	88888	17611	GILPIN, ASHLEY
1	1013254		\$400.00	05/27/15	88888	17994	GOTHARD, JOSEPH M
1	1013255		\$69.43	05/27/15	88888	18029	GOEBEL, ARIELLE L THIBEAULT
1	1013256		\$24.00	05/27/15	88888	18031	THOMAS, JESSICA
1	1013257		\$200.00	05/27/15	88888	18043	AMOROSO, CYNTHIA
1	1013258		\$26.28	05/27/15	88888	18113	MCCARTNEY, VERONICA M
1	1013259		\$79.00	05/27/15	88888	18113	MCCARTNEY, VERONICA M
1	1013260		\$36.95	05/27/15	88888	18229	FRANKS, ALEXANDER
1	1013261		\$66.94	05/27/15	88888	18229	FRANKS, ALEXANDER
1	1013262		\$213.07	05/27/15	88888	18229	FRANKS, ALEXANDER
1	1013263		\$200.00	05/27/15	88888	18287	STANLEY, STACIE L

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013264		\$74.91	05/27/15	88888	18297	KOCH, REBECCA M
1	1013265		\$202.26	05/27/15	88888	18297	KOCH, REBECCA M
1	1013266		\$255.00	05/27/15	88888	18344	ARONSON, ROBERTA L
1	1013267		\$200.00	05/27/15	88888	18391	JOHNSON, DOUGLAS A
1	1013268		\$200.00	05/27/15	88888	18405	WINTERLIN, GORDON D
1	1013269		\$192.74	06/03/15	88888	4356	SIMON, GLENN D.
1	1013270		\$97.75	06/03/15	88888	5573	WEILER, ROBERT M
1	1013271		\$10.41	06/03/15	88888	6326	NEPSUND, CYNTHIA J
1	1013272		\$28.69	06/03/15	88888	6326	NEPSUND, CYNTHIA J
1	1013273		\$94.20	06/03/15	88888	6874	STEAD, AMY JO
1	1013274		\$81.99	06/03/15	88888	6874	STEAD, AMY JO
1	1013275		\$838.50	06/03/15	88888	8627	ORTH, STEVEN D. R.
1	1013276		\$129.79	06/03/15	88888	8959	WURDEMAN, DEBRA SUE
1	1013277		\$15.81	06/03/15	88888	10299	WEIGHTMAN, ELIZABETH C
1	1013278		\$307.27	06/03/15	88888	14874	STILES, JENNIFER E
1	1013279		\$72.55	06/03/15	88888	15697	OLSON, KIMBERLY LENORA
1	1013280		\$25.30	06/03/15	88888	16574	ROBASSE, CHRISTINE M
1	1013281		\$25.30	06/03/15	88888	16574	ROBASSE, CHRISTINE M
1	1013282		\$37.43	06/03/15	88888	16979	SYLVESTER, GREGORY
1	1013283		\$219.84	06/03/15	88888	17334	OLDER, GLEN R
1	1013284		\$152.78	06/03/15	88888	17398	SCHMIDT, JENNIFER A
1	1013285		\$57.96	06/03/15	88888	17462	TINKLENBERG, AARON D
1	1013286		\$150.00	06/03/15	88888	17632	SHERER, CAROL MARIE
1	1013287		\$10.00	06/03/15	88888	18001	SEXTON, TRACY M
1	1013288		\$10.64	06/03/15	88888	18008	TOMALA, CRYSTAL M
1	1013289		\$60.97	06/03/15	88888	18068	REDIG, ESSIA M
1	1013290		\$158.69	06/03/15	88888	1214	LEONARD, RICHARD JOHN
1	1013291		\$46.93	06/03/15	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1013292		\$303.26	06/03/15	88888	7490	LEAKE, DONALD L
1	1013293		\$48.36	06/03/15	88888	8128	GIERADA, BARBARA L
1	1013294		\$70.65	06/03/15	88888	8128	GIERADA, BARBARA L
1	1013295		\$33.11	06/03/15	88888	8128	GIERADA, BARBARA L
1	1013296		\$13.69	06/03/15	88888	8189	BRAUN, JEAN C
1	1013297		\$66.61	06/03/15	88888	8274	HOLT, CLAYTON B
1	1013298		\$7.65	06/03/15	88888	8287	KRUPKE, GRETA
1	1013299		\$2,912.28	06/03/15	88888	8297	GALLAND, JOHN
1	1013300		\$56.18	06/03/15	88888	8461	CARLSON, COLETTE
1	1013301		\$46.87	06/03/15	88888	9749	BLAIR, MICHAEL E.
1	1013302		\$57.91	06/03/15	88888	10888	JENSEN, LETA
1	1013303		\$867.56	06/03/15	88888	11279	BRANDNER, RENEE
1	1013304		\$32.00	06/03/15	88888	12411	ERZ, MARCIA
1	1013305		\$16.46	06/03/15	88888	13290	LINDELL, MICHELLE M

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013306		\$36.53	06/03/15	88888	14601	HOESCHEN, KERRY
1	1013307		\$44.00	06/03/15	88888	14652	HERKENHOFF, PATRICIA ANN
1	1013308		\$79.00	06/03/15	88888	16142	BEENKEN, JULIE D
1	1013309		\$60.00	06/03/15	88888	16392	CHAMBERLAND, TAUSHA
1	1013310		\$246.68	06/03/15	88888	16789	KRONABETTER, JULIE R
1	1013311		\$68.03	06/03/15	88888	17435	LUND, ELLIOTT J
1	1013312		\$94.31	06/03/15	88888	17873	DERDEN, WILLIAM M
1	1013313		\$80.19	06/03/15	88888	18065	GAULKE, KAYLA M
1	1013314		\$38.93	06/03/15	88888	18265	BROWN, JACKLYN D
1	1013315		\$680.00	06/03/15	88888	18320	CHESLA, PATRICK J
1	1013316		\$37.26	06/03/15	88888	18374	GROVER, HOPE A
1	1013317		\$24.75	06/03/15	88888	18512	CECKA, NICOLE A
1	1013318		\$13.46	06/03/15	88888	18513	BYRNES, NICOLE
1	1013319		\$34.56	06/10/15	88888	5087	LEON, STEVEN F
1	1013320		\$132.08	06/10/15	88888	6429	HART, CYNTHIA K.
1	1013321		\$48.87	06/10/15	88888	7255	HAUER, PAMELA A
1	1013322		\$196.08	06/10/15	88888	7269	BARTH, TAMI RAE
1	1013323		\$17.25	06/10/15	88888	7399	GILES, SHARI M THEIS
1	1013324		\$44.68	06/10/15	88888	7847	KOLSTAD, MICHELE M
1	1013325		\$12.99	06/10/15	88888	8217	DWIRE, MELINDA
1	1013326		\$75.00	06/10/15	88888	8284	JEFFERS, LUCRETIA
1	1013327		\$81.88	06/10/15	88888	8284	JEFFERS, LUCRETIA
1	1013328		\$29.60	06/10/15	88888	8309	HENDRIX, EUGENIA M
1	1013329		\$232.88	06/10/15	88888	8309	HENDRIX, EUGENIA M
1	1013330		\$8.63	06/10/15	88888	8461	CARLSON, COLETTE
1	1013331		\$548.93	06/10/15	88888	8557	HANSMANN, PATRICIA I
1	1013332		\$486.00	06/10/15	88888	8735	GRANT, ANNETTE
1	1013333		\$79.93	06/10/15	88888	9302	BOHR, JENNIFER L
1	1013334		\$23.99	06/10/15	88888	9302	BOHR, JENNIFER L
1	1013335		\$63.83	06/10/15	88888	9302	BOHR, JENNIFER L
1	1013336		\$19.84	06/10/15	88888	9390	ANDERSON, BARBARA JEAN
1	1013337		\$13.99	06/10/15	88888	9752	CAMPEN, KIMBERLY A.
1	1013338		\$216.00	06/10/15	88888	9755	CHRISTEN, LISA K.
1	1013339		\$198.00	06/10/15	88888	9755	CHRISTEN, LISA K.
1	1013340		\$45.08	06/10/15	88888	9777	HENRY, JOEL E
1	1013341		\$2,985.00	06/10/15	88888	9829	BONNEVILLE, JON G
1	1013342		\$134.54	06/10/15	88888	10290	BRADY, STEVE
1	1013343		\$9.08	06/10/15	88888	11345	DILLE, BARBARA L
1	1013344		\$157.30	06/10/15	88888	12072	ENGBERG, DENISE G
1	1013345		\$56.97	06/10/15	88888	12099	FUNCHES, MONIQUE ROY
1	1013346		\$128.06	06/10/15	88888	12301	HJERMSTAD, HEATHER
1	1013347		\$61.96	06/10/15	88888	12319	CIN, STEPHANIE P

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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	1013348		\$31.93	06/10/15	88888	13256	FANDRICH, KARI M
1	1013349		\$36.94	06/10/15	88888	14006	GRIFFIN, LYND SAY K
1	1013350		\$89.00	06/10/15	88888	14751	KELLER, KATIE
1	1013351		\$51.06	06/10/15	88888	15074	CHAMERLIK, KAREN
1	1013352		\$48.02	06/10/15	88888	15682	GONZALEZ, MEGAN
1	1013353		\$5.49	06/10/15	88888	15977	HEIM, WILLIAM V
1	1013354		\$44.99	06/10/15	88888	15977	HEIM, WILLIAM V
1	1013355		\$92.29	06/10/15	88888	16004	JORGENSON, SHANNON E
1	1013356		\$181.35	06/10/15	88888	16004	JORGENSON, SHANNON E
1	1013357		\$48.72	06/10/15	88888	16320	GEDDES, RICHARD W
1	1013358		\$50.90	06/10/15	88888	16451	LOPEZ, MARIA T
1	1013359		\$75.52	06/10/15	88888	16499	DEDOMINES, JENNIFER L
1	1013360		\$636.60	06/10/15	88888	16514	GRAFF, SALLY M
1	1013361		\$558.00	06/10/15	88888	16600	DAY, MARLYS L
1	1013362		\$40.00	06/10/15	88888	16682	HERZOG, SUZANNE RENEE
1	1013363		\$74.46	06/10/15	88888	16683	HREHA, JUSTIN T
1	1013364		\$46.06	06/10/15	88888	17076	AHO, ELLA N
1	1013365		\$25.30	06/10/15	88888	17174	DEMUTH, JOY S
1	1013366		\$24.44	06/10/15	88888	17175	FUNSTON, KATHY L
1	1013367		\$181.84	06/10/15	88888	17540	BARRY, AMBER LEIGH
1	1013368		\$88.65	06/10/15	88888	17731	KIBLER, CHRISTIAN D
1	1013369		\$39.45	06/10/15	88888	17731	KIBLER, CHRISTIAN D
1	1013370		\$13.64	06/10/15	88888	17771	HELWIG, KRISTINE K
1	1013371		\$75.56	06/10/15	88888	17904	ERICKSON, SHELLY L
1	1013372		\$8.51	06/10/15	88888	17981	BLOOD, KELSEY JO
1	1013373		\$29.44	06/10/15	88888	18002	GOLDSMITH, EMILY R
1	1013374		\$18.40	06/10/15	88888	18002	GOLDSMITH, EMILY R
1	1013375		\$14.95	06/10/15	88888	18010	FLUG, JOSHUA W
1	1013376		\$13.98	06/10/15	88888	18030	DAVIDSON, JESSICA J
1	1013377		\$131.90	06/10/15	88888	18039	HUME, LAURIE A
1	1013378		\$26.45	06/10/15	88888	18083	CURTIS, MICHELE A
1	1013379		\$11.50	06/10/15	88888	18104	ABBOTT, MARK M
1	1013380		\$34.50	06/10/15	88888	18166	KASTLER, ANN
1	1013381		\$66.82	06/10/15	88888	18294	LARABEE, KAITLYN
1	1013382		\$52.26	06/10/15	88888	18297	KOCH, REBECCA M
1	1013383		\$107.18	06/10/15	88888	18343	FENSKE, GRETA A
1	1013384		\$36.40	06/10/15	88888	18465	HAYS, TAYLOR E
1	1013385		\$109.83	06/10/15	88888	18465	HAYS, TAYLOR E
1	1013386		\$121.10	06/10/15	88888	18490	BARRON, THOMAS J
1	1013387		\$95.80	06/10/15	88888	18490	BARRON, THOMAS J
1	1013388		\$36.97	06/10/15	88888	6326	NEPSUND, CYNTHIA J
1	1013389		\$107.59	06/10/15	88888	6624	WESSEN, JANE E

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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	1013390		\$36.69	06/10/15	88888	6624	WESSEN, JANE E
1	1013391		\$29.90	06/10/15	88888	7257	O'REILLY, JOHN T
1	1013392		\$365.96	06/10/15	88888	7284	QUIRK, KATHLEEN
1	1013393		\$51.25	06/10/15	88888	7836	NANIA, PAULA A
1	1013394		\$83.26	06/10/15	88888	8180	NORDMARK, PAMELA J
1	1013395		\$36.50	06/10/15	88888	8543	TOLLERUD, TERESA JO
1	1013396		\$552.17	06/10/15	88888	8627	ORTH, STEVEN D. R.
1	1013397		\$73.89	06/10/15	88888	8937	SAMPERS, CYNTHIA
1	1013398		\$400.00	06/10/15	88888	8959	WURDEMAN, DEBRA SUE
1	1013399		\$30.71	06/10/15	88888	9239	OPATZ, LARRY
1	1013400		\$4.60	06/10/15	88888	9239	OPATZ, LARRY
1	1013401		\$46.58	06/10/15	88888	9277	ZEIGLER, SARAH
1	1013402		\$158.11	06/10/15	88888	9501	MOSEY, PATRICIA
1	1013403		\$11.94	06/10/15	88888	9501	MOSEY, PATRICIA
1	1013404		\$106.38	06/10/15	88888	9670	ROBOLE, VICKI M
1	1013405		\$26.92	06/10/15	88888	11543	RUHLAND, MARIA
1	1013406		\$9.52	06/10/15	88888	12397	PELTIER, BRAD W
1	1013407		\$360.00	06/10/15	88888	12889	MOORLACH, BRIAN
1	1013408		\$18.40	06/10/15	88888	13399	ROTHER, KATHERINE M
1	1013409		\$437.91	06/10/15	88888	13431	PAETZOLD, ROBERT JAMES
1	1013410		\$33.12	06/10/15	88888	13470	SMALLEY, AMY C
1	1013411		\$135.70	06/10/15	88888	13692	NIEMIEC, ALICIA
1	1013412		\$58.65	06/10/15	88888	13692	NIEMIEC, ALICIA
1	1013413		\$36.80	06/10/15	88888	13693	NEAL, BRYENY B
1	1013414		\$9.20	06/10/15	88888	13693	NEAL, BRYENY B
1	1013415		\$89.82	06/10/15	88888	13898	TORGERSEN, SHERRY LYNN
1	1013416		\$53.48	06/10/15	88888	13905	WENDLING, PAULA L
1	1013417		\$49.51	06/10/15	88888	14127	ZONDAG, KIMBERLY
1	1013418		\$129.00	06/10/15	88888	14128	SIMPSON, LISA
1	1013419		\$87.50	06/10/15	88888	14130	MCCROSKEY, SHARI
1	1013420		\$14.82	06/10/15	88888	14130	MCCROSKEY, SHARI
1	1013421		\$8.96	06/10/15	88888	14130	MCCROSKEY, SHARI
1	1013422		\$79.35	06/10/15	88888	14195	SCHLOMANN, AMY M
1	1013423		\$6.00	06/10/15	88888	14671	SMITH, TRACY J
1	1013424		\$198.32	06/10/15	88888	14961	SPRY, KARIE
1	1013425		\$136.54	06/10/15	88888	15112	NELSON, TARA A
1	1013426		\$74.19	06/10/15	88888	15112	NELSON, TARA A
1	1013427		\$75.74	06/10/15	88888	15148	WEGENER, KIMBERLY E
1	1013428		\$38.82	06/10/15	88888	15386	ORLICH-SULLIVAN, MEGAN
1	1013429		\$150.00	06/10/15	88888	15580	MOFFITT, LESLIE ALLAN
1	1013430		\$239.78	06/10/15	88888	15580	MOFFITT, LESLIE ALLAN
1	1013431		\$89.13	06/10/15	88888	15700	REID, LISA 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
1	1013432		\$86.83	06/10/15	88888	15911	WILLSON, DAWN M
1	1013433		\$46.58	06/10/15	88888	15962	NIESEN, ELIZABETH A
1	1013434		\$115.00	06/10/15	88888	16213	STAHLY, JANICE
1	1013435		\$149.50	06/10/15	88888	16501	NESS, KAREN M
1	1013436		\$48.88	06/10/15	88888	16501	NESS, KAREN M
1	1013437		\$64.00	06/10/15	88888	16712	QUAST, LUCIA JANE
1	1013438		\$83.94	06/10/15	88888	16740	NURMELA, CRYSTAL
1	1013439		\$49.34	06/10/15	88888	16999	RENKEN, CARISSA M
1	1013440		\$53.48	06/10/15	88888	16999	RENKEN, CARISSA M
1	1013441		\$10.35	06/10/15	88888	16999	RENKEN, CARISSA M
1	1013442		\$231.87	06/10/15	88888	17562	SAHLI, SCOTT J
1	1013443		\$155.04	06/10/15	88888	17565	PETRI, KATHRYN E
1	1013444		\$2.65	06/10/15	88888	17586	PERLICH, SHAWN
1	1013445		\$76.54	06/10/15	88888	17608	RICHARDSON, SARAH ANN SCHLETTY
1	1013446		\$150.00	06/10/15	88888	17882	VOGT, KENDRA M
1	1013447		\$93.15	06/10/15	88888	18026	ROCKE, MARGARET PAGE
1	1013448		\$82.23	06/10/15	88888	18026	ROCKE, MARGARET PAGE
1	1013449		\$38.30	06/10/15	88888	18286	TEICH, JESSICA A
1	1013450		\$10.64	06/10/15	88888	18286	TEICH, JESSICA A
1	1013451		\$92.81	06/10/15	88888	18288	REMSING, JODY L
1	1013452		\$51.52	06/10/15	88888	18293	SANDELL, HEIDI
1	1013453		\$25.76	06/10/15	88888	18293	SANDELL, HEIDI
1	1013454		\$25.76	06/10/15	88888	18293	SANDELL, HEIDI
1	1013455		\$38.02	06/10/15	88888	18416	MALONE, AMANDA B
1	1013456		\$63.00	06/10/15	88888	18437	SCOTT, NICOLE R
1	1013457		\$3.57	06/10/15	88888	18536	SPAULDING, SHEILA J
<b>Check Count</b>	<b>403</b>	<b>Grand Total</b>	<b>\$52,868.23</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
6	112		\$1,425.00	05/14/15	08315	0	MEADOW GREEN LAWN & LANDSCAPE
6	113		\$1,346.16	05/14/15	26086	0	ORKIN COMMERCIAL SERVICES
6	114		\$1,020.00	06/15/15	08315	0	MEADOW GREEN LAWN & LANDSCAPE
6	115		\$1,447.36	06/15/15	07752	1	MILLER ELECTRIC, INC.
6	116		\$1,346.16	06/15/15	26086	0	ORKIN COMMERCIAL SERVICES
6	117		\$312.24	06/15/15	26290	0	PERFORMANCE APPAREL, LLC
<b>Check Count</b>	<b>6</b>	<b>Grand Total</b>	<b>\$6,896.92</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	101048		\$69,860.74	05/15/15	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101049		\$422,584.60	05/21/15	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101050		\$27,063.00	05/21/15	00673	0	BURNSVILLE, CITY OF
3	101051		\$278.10	05/21/15	09272	2	ECM PUBLISHERS, INC.
3	101052		\$24,800.00	05/21/15	23241	0	RYAN MECHANICAL, INC.
3	101053		\$2,489.25	05/21/15	08308	0	SUNDE LAND SURVEYING, LLC.
3	101054		\$55,663.00	05/21/15	29165	0	WENCK CONSTRUCTION, INC.
3	101055		\$12,630.25	05/22/15	22015	0	CM CONSTRUCTION COMPANY, INC.
3	101056		\$5,137.08	05/22/15	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101057		\$10,061.05	05/22/15	04377	0	WIGEN COMPANIES, INC. #86
3	101058		\$150,000.00	05/26/15	00673	0	BURNSVILLE, CITY OF
3	101059		\$725.00	05/26/15	01016	0	DAKOTA COUNTY TREASURER-AUDITOR
3	101060	Unissued	\$0.00	05/31/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
3	101061		\$13,956.65	05/27/15	07914	3	MN DEPT OF LABOR AND INDUSTRY
3	101062		\$247.20	06/04/15	09272	2	ECM PUBLISHERS, INC.
3	101063		\$12,450.00	06/04/15	27888	1	NORTHERN TECHNOLOGIES, INC.
3	101064		\$4,800.00	06/04/15	08308	0	SUNDE LAND SURVEYING, LLC.
3	101065		\$1,790.96	06/05/15	23509	0	COOL AIR MECHANICAL, INC.
3	101066		\$21,650.50	06/05/15	29211	0	DERAU CONSTRUCTION, LLC
3	101067		\$8,677.00	06/05/15	02822	0	MIDWEST FENCE & MFG.
3	101068		\$336.40	06/05/15	23241	0	RYAN MECHANICAL, INC.
3	101069		\$24,157.41	06/05/15	27677	0	THE RETROFIT COMPANIES, INC.
3	101070		\$1,123.95	06/05/15	28708	1	THE WATER HEATER GUY
3	101071		\$27.44	06/11/15	25860	0	PRIORITY COURIER EXPERTS
3	101072		\$55,663.00	06/11/15	29165	0	WENCK CONSTRUCTION, INC.
3	101073		\$1,288.00	06/12/15	02822	0	MIDWEST FENCE & MFG.
3	101074		\$23,763.16	06/12/15	27677	0	THE RETROFIT COMPANIES, INC.
<b>Check Count</b>	<b>27</b>	<b>Grand Total</b>	<b>\$951,223.74</b>				

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**Agenda II.B.5  
June 25, 2015**

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

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

**DATE: June 25, 2015**

**RE: Budget Analysis for the Month Ending May 31, 2015**

**RECOMMENDATION:** That the Board accepts the Budget Analysis for the month ending May 31, 2015

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

	Year- to-Date Revenue	% of Adopted Budget	Year-to-Date Expenditures	% of Adopted Budget
All Funds	\$ 200,954,123	127.53%	\$ 141,606,925	86.51%
General Fund	\$ 98,949,497	85.55%	\$ 97,474,877	81.03%

To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

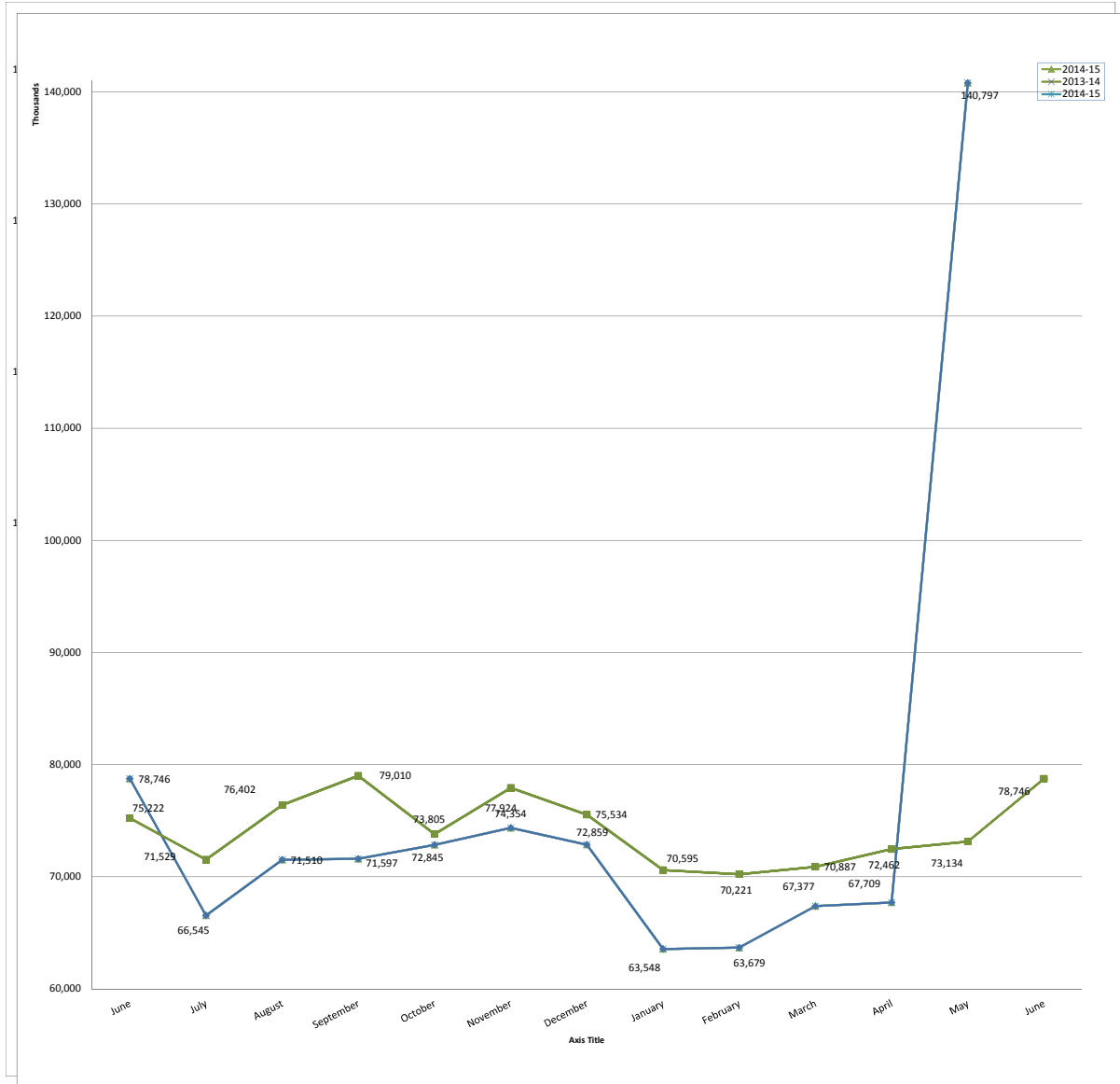
Cash and Investments by Month for Last year and Current year  
 Revenues Year-to-Date for Last two years and Current year  
 Expenditures Year-to-Date for Last two years and Current year

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

ALL FUNDS CASH AND INVESTMENTS

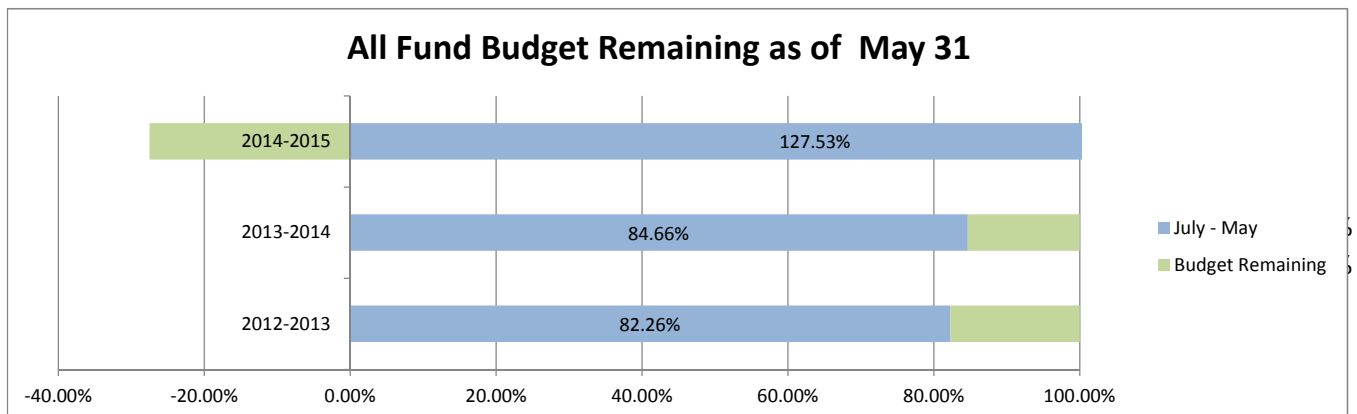
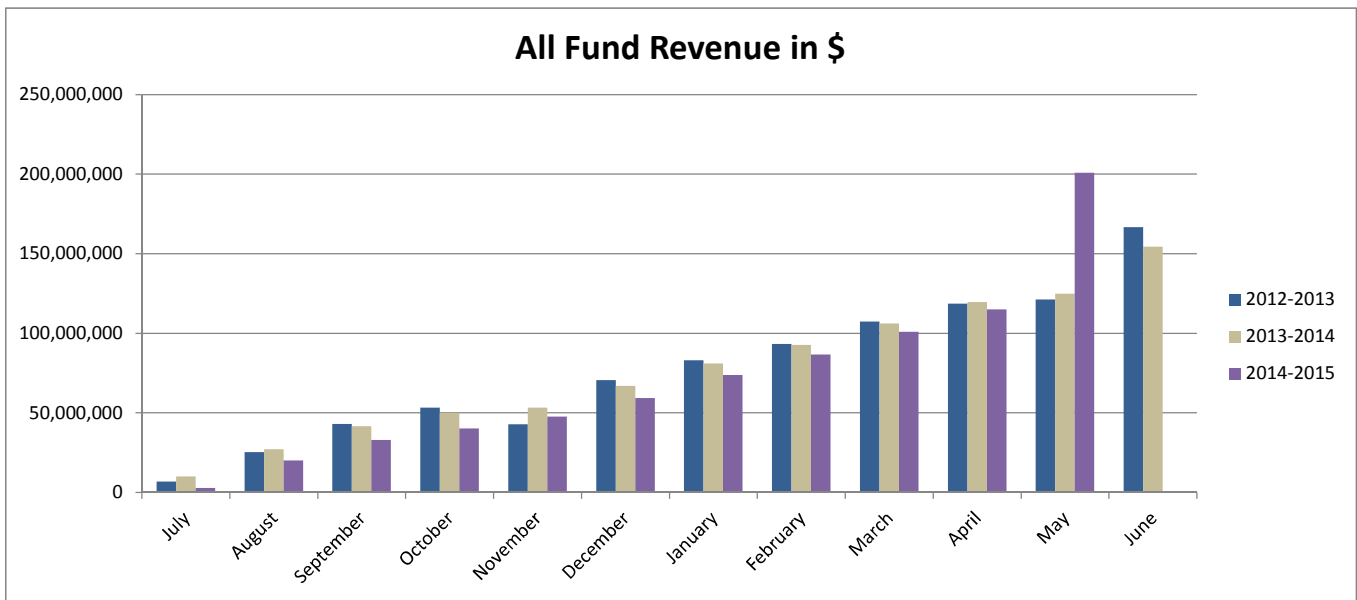
2013 - 14 AND 2014-15

(IN THOUSANDS)



**REVENUE COMPARISON  
ALL FUNDS**

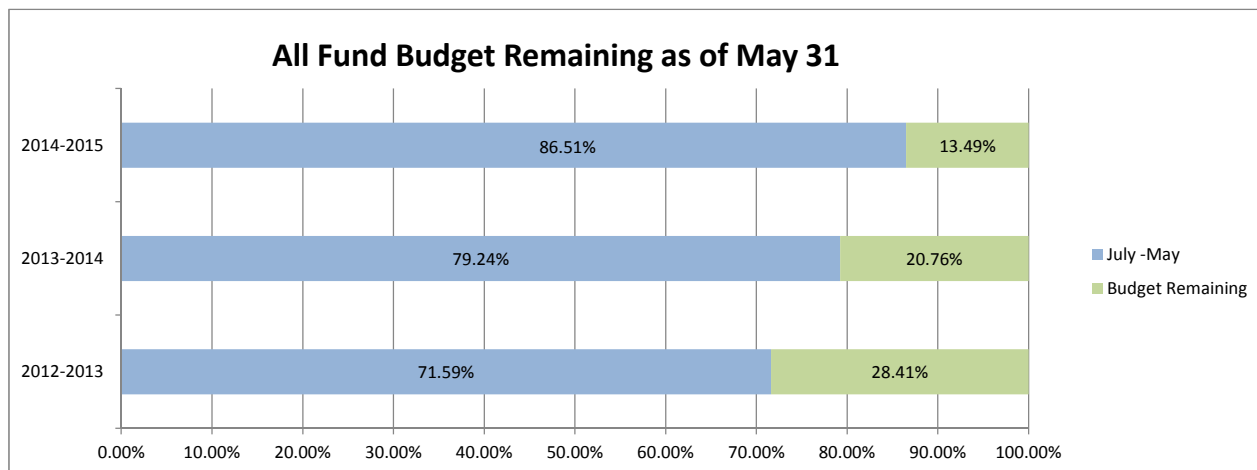
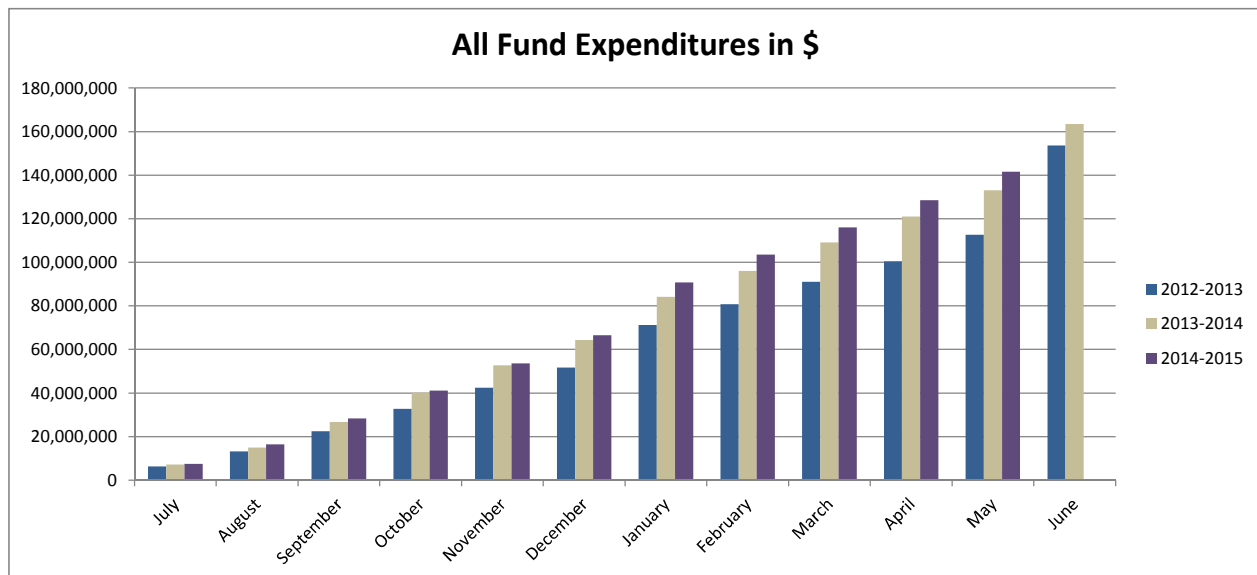
	2012-2013		2013-2014		2014-2015	
	\$	%	\$	%	\$	%
July	6,717,367	4.56%	9,962,088	6.76%	2,850,387	1.81%
August	25,348,903	17.19%	27,156,320	18.42%	20,097,761	12.75%
September	42,917,836	29.10%	41,620,021	28.23%	32,867,875	20.86%
October	53,192,279	36.07%	49,945,312	33.88%	40,162,882	25.49%
November	42,858,382	29.06%	53,270,705 **	36.13%	47,710,427 **	30.28%
December	70,557,852	47.84%	66,951,638	45.41%	59,268,168	37.61%
January	83,041,876	56.31%	81,044,548	54.97%	73,682,714	46.76%
February	93,179,691	63.18%	92,574,079	62.79%	86,673,781	55.00%
March	107,347,885	72.79%	106,129,747	71.99%	100,985,658	64.09%
April	118,511,244	80.36%	119,537,187	81.08%	115,060,703	73.02%
May	121,307,518	82.26%	124,812,839	84.66%	200,954,123	127.53%
June	166,612,030	112.98%	154,456,907	104.77%		0.00%
<b>BUDGET</b>	<b>147,471,770</b>	<b>100.00%</b>	<b>147,425,062</b>	<b>100.00%</b>	<b>157,578,910</b>	<b>100.00%</b>



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

**EXPENDITURE COMPARISON  
ALL FUNDS**

	2012-2013		2013-2014		2014-2015	
	\$	%	\$	%	\$	%
July	6,237,592	3.97%	7,158,138	4.26%	7,547,048	4.61%
August	13,194,220	8.39%	14,925,772	8.89%	16,483,027	10.07%
September	22,408,191	14.25%	26,723,106	15.92%	28,293,796	17.29%
October	32,775,109	20.84%	40,284,425	23.99%	41,129,759	25.13%
November	42,419,942	26.97%	52,655,277	31.36%	53,531,556	32.70%
December	51,677,418	32.86%	64,273,426	38.28%	66,513,786	40.63%
January	71,167,003	45.25%	84,162,075	50.12%	90,772,024	55.45%
February	80,797,834	51.38%	96,072,892	57.22%	103,617,253	63.30%
March	91,013,593	57.87%	109,116,145	64.98%	115,995,927	70.86%
April	100,500,565	63.91%	121,080,912	72.11%	128,584,685	78.55%
May	112,589,482	71.59%	133,051,690	79.24%	141,606,925	86.51%
June	153,627,737	97.69%	163,502,430	97.37%		
<b>BUDGET</b>	<b>157,261,314</b>	<b>100.00%</b>	<b>167,911,404</b>	<b>100.00%</b>	<b>163,689,736</b>	<b>100.00%</b>

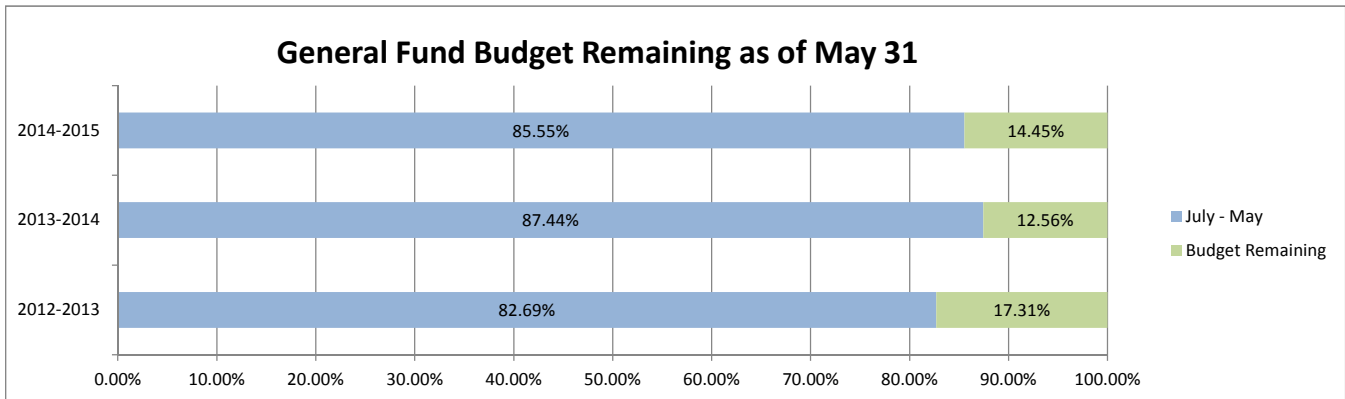
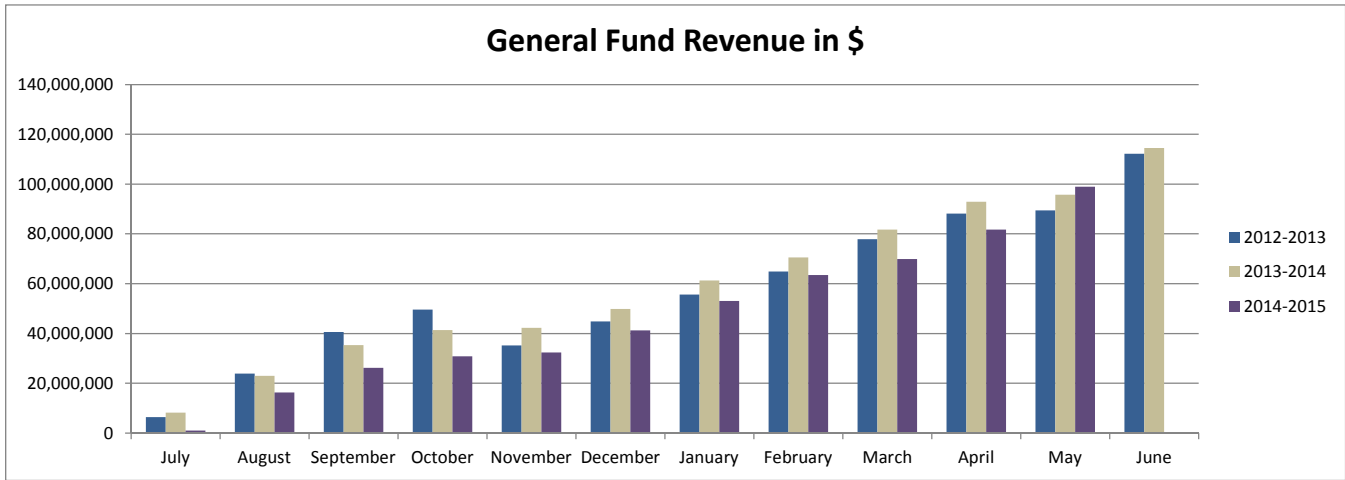


GENERAL FUND CASH AND INVESTMENTS  
2013-14 AND 2014-15



**REVENUE COMPARISON  
GENERAL FUND**

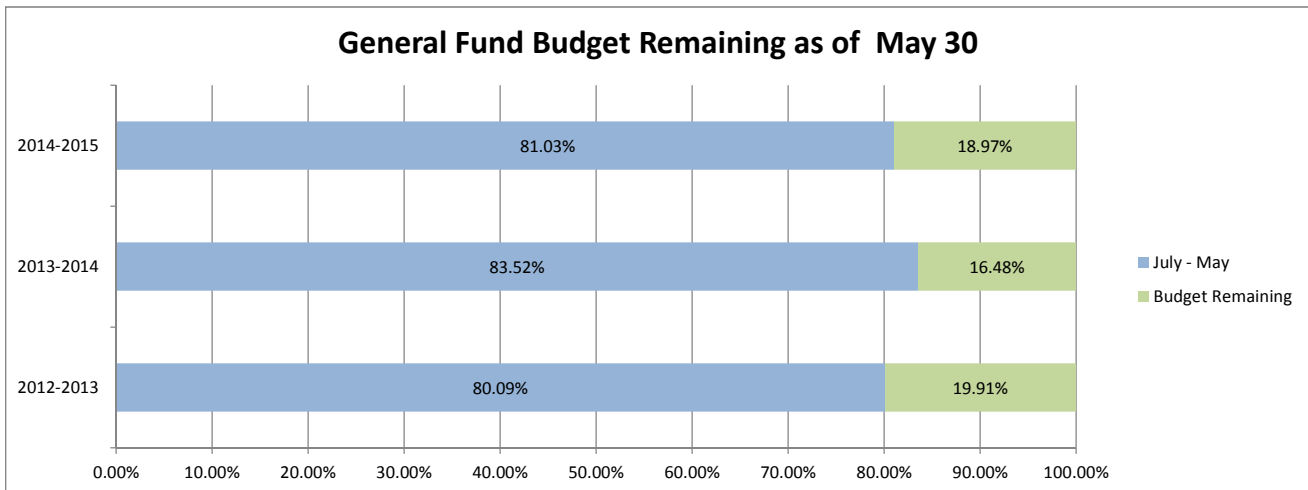
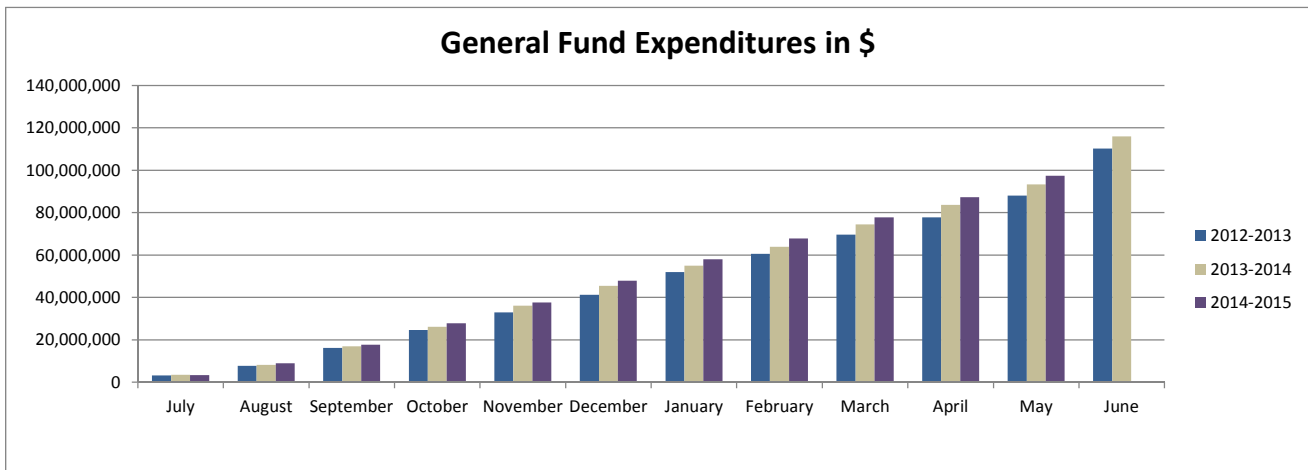
	2012-2013		2013-2014		2014-2015	
	\$	%	\$	%	\$	%
July	6,416,600	5.93%	8,213,239	7.50%	998,299	0.86%
August	23,874,618	22.06%	23,035,862	21.04%	16,255,179	14.05%
September	40,538,045	37.46%	35,369,620	32.30%	26,150,902	22.61%
October	49,597,402	45.83%	41,313,574	37.73%	30,774,320	26.61%
November	35,235,834	32.56%	42,329,912 **	38.65%	32,344,957 **	27.97%
December	44,832,554	41.43%	49,821,048	45.49%	41,271,780	35.68%
January	55,686,273	51.46%	61,240,048	55.92%	53,037,217	45.86%
February	64,825,144	59.90%	70,541,317	64.41%	63,519,175	54.92%
March	77,846,400	71.94%	81,730,478	74.63%	69,865,296	60.41%
April	88,163,261	81.47%	92,855,155	84.79%	81,679,509	70.62%
May	89,486,592	82.69%	95,758,464	87.44%	98,949,497	85.55%
June	112,117,128	103.61%	114,521,447	104.57%		
<b>BUDGET</b>	<b>108,215,137</b>	<b>100.00%</b>	<b>109,511,368</b>	<b>100.00%</b>	<b>115,657,087</b>	<b>100.00%</b>



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

**EXPENDITURE COMPARISON  
GENERAL FUND**

	2012-2013		2013-2014		2014-2015	
	\$	%	\$	%	\$	%
July	3,291,612	2.99%	3,493,163	3.13%	3,337,696	2.77%
August	7,718,161	7.01%	8,175,160	7.32%	8,947,182	7.44%
September	16,257,842	14.78%	16,950,675	15.17%	17,645,205	14.67%
October	24,586,322	22.34%	26,176,565	23.43%	27,881,276	23.18%
November	32,970,837	29.96%	36,060,193	32.27%	37,625,436	31.28%
December	41,323,030	37.56%	45,489,506	40.71%	47,847,779	39.78%
January	52,038,938	47.29%	54,985,329	49.21%	57,981,560	48.20%
February	60,580,030	55.06%	63,905,214	57.19%	67,797,669	56.36%
March	69,662,177	63.31%	74,531,071	66.70%	77,794,585	64.67%
April	77,809,730	70.72%	83,716,830	74.93%	87,372,670	72.63%
May	88,121,623	80.09%	93,317,546	83.52%	97,474,877	81.03%
June	110,325,578	100.27%	116,061,352	103.87%		0.00%
<b>BUDGET</b>	<b>110,032,711</b>	<b>100.00%</b>	<b>111,732,524</b>	<b>100.00%</b>	<b>120,295,546</b>	<b>100.00%</b>





**Agenda II.B.6  
June 25, 2015**

**To: Members, Board of Education**

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

**Date: June 19, 2015**

**Re: Payment of Payroll and Expenditures in June and July 2015**

RECOMMENDATION: That the Board of Education authorizes the release of June and July checks covering District obligations due and payable for June and July business.

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



**Agenda II.B.7  
June 25, 2015**

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

**From:** Bob VandenBoom, Chair

**Date:** June 19, 2015

**Re:** Fall Board Retreat

**RECOMMENDATION:** that the Board of Education approves scheduling a board retreat on August 17, 2015 from 8:00 a.m. to 4:30 p.m. at the Brackett's Crossing Country Club, 17976 Judicial Road, Lakeville, MN, 55044.



**Agenda III.H**  
**June 25, 2015**

**To:** Board of Education, Members

**From:** Dr. Joe Gothard, Superintendent

**Date:** June 19, 2015

**Re:** Board Policies 208, 305, 101, 101.1, 102, 103 and 403

**RECOMMENDATION:** that the Board of Education approves the second reading of Board Policies 208: *Development, Adoption and Implementation of Policies*; 305: *Policy Implementation*; 101: *Legal Status of the School District*; 101.1 *Name of the School District*; 102: *Equal Educational Opportunity*; 103: *Complaints-Students, Employees, Parents, Other Persons*; 403: *Discipline, Suspension, and Dismissal of School District Employees* and rescind Polices KL and GCPAB.

The Policy Review Committee and administration have reviewed these policies and recommend approval on a second reading basis.

Board Policies are attached for your review.

Attachments

/jmk

Adopted: 11/2003  
Reviewed: 6/11/2015  
Revised: 6/25/2015  
Rescinds: BF

## **208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

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

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

### **III. DEVELOPMENT OF POLICY**

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.
- D. All proposed policies will be reviewed by the school board's Policy Review Committee prior to being submitted to the school board for consideration.

### **IV. ADOPTION OF POLICY**

- A. The school board shall give notice of proposed policy changes or adoption of new policies or repeal of existing policies by placing the item on the agenda of two regularly scheduled school board meetings. The proposals shall be distributed and public comment will be allowed at listening sessions prior to final school board action.

- B. The final action taken to adopt the proposed policy or repeal an existing policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The adopted policy will be effective on the later of the date of passage or the date stated in the motion. A repealed policy will no longer be in effect on the later of the date of board action or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted or repealed by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption or repeal of the policy shall be included in the minutes. The emergency action shall expire within one year following the emergency action unless the policy adoption or repeal procedure stated above is followed and the policy adoption or repeal is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

## **V. IMPLEMENTATION OF POLICY**

- A. The superintendent is responsible to implement school board policies and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. Employee and student handbooks shall be subject to annual review and approval by the school board.
- B. Policies adopted by the school board shall be posted to the school district's website using the codification system and format approved by the school board.
- C. The superintendent and employees designated by the superintendent are responsible to keep the digital policies current: <http://www.isd191.org/about-us/district-policies>.
- D. The school board shall review policies at least once every five years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one-fifth of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; 806 Crisis Management Policy; and 208 Development, Adoption, and Implementation of Policies.

- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the action taken, the need for a policy, and will present a recommended policy to the school board for approval.

## VI. RESPONSIBILITIES

- A. Board Members—Discharge their governance responsibility through the adoption of policies that establish the focus, criteria, and parameters for decision-making by school district staff to ensure decisions made are congruent with school district goals and priorities.
- B. Board Policy Review Committee—Reviews recommended policies, prior to submitting to the full board for consideration, to ensure policies are within the scope of the school board’s authority and support the school district’s mission, vision, core values, and strategic direction.
- C. District Administrators—Are responsible for informing their subordinates of existing policies and administrative regulations and ensuring that all policies and regulations are implemented with fidelity.
- D. Staff—Are responsible for implementing all school board policies and administrative regulations with fidelity.
- E. Superintendent—Periodically reviews and evaluates all current policies, keeping the school board apprised of the need to revise or repeal existing policies or adopt new policies.

## VII. CONTACTS

The Office of the Superintendent may be contacted relative to this policy at (952) 707-

2005.**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)

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

**Cross References:** Burnsville-Eagan-Savage School District Policy 305 (Policy Implementation)

*Adopted: 6/25/2015*  
*Reviewed: 6/11/2015*  
*Revised:*  
*Rescinds:*

## **305 POLICY IMPLEMENTATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

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

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall be consistent with said policies.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 208 (Development, Adoption, and Implementation of Policies)

Adopted: 6/25/2015  
Reviewed: 6/11/2015  
Revised:  
Rescinds:

## **101 LEGAL STATUS OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

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

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

### **III. RELATIONSHIP TO OTHER ENTITIES**

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

### **IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**

- A. Funds
  - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district administrators/board members occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district administrators/board members hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district shall establish and apply the school curriculum.
2. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.

F. Actions and Suits

The school district has authority to sue and to be sued.

**Legal References:** Minn. Const. art. 13, § 1  
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)  
Minn. Stat. Ch. 179A (Public Employment Labor Relations)  
Minn. Stat. § 465.035 (Conveyance or Lease of Land)  
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)  
*Minnesota Association of Public Schools v. Hanson*, 287 Minn. 415, 178 N.W.2d 846 (1970)  
*Independent School District No. 581 v. Mattheis*, 275 Minn. 383, 147 N.W.2d 374 (1966)  
*Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965)  
*Huffman v. School Board*, 230 Minn. 289, 41 N.W.2d 455 (1950)  
*State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)

**Cross References:** Burnsville-Eagan-Savage School District Policy 201 (Legal Status of School Board)  
Burnsville-Eagan-Savage School District Policy 603 (Curriculum Development)  
Burnsville-Eagan-Savage School District Policy 604 (Instructional Curriculum)  
Burnsville-Eagan-Savage School District Policy 606 (Textbooks and Instructional Materials)  
Burnsville-Eagan-Savage School District Policy 705 (Investments)  
Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)  
Burnsville-Eagan-Savage School District Policy 801 (Equal Access to School Facilities)  
MSBA Service Manual, Chapter 3, Employee Negotiations  
MSBA Service Manual, Chapter 13, School Law Bulletin “F” (Contract and Bidding Procedures)

*Adopted: 6/25/2015*  
*Reviewed: 6/11/2015*  
*Revised:*  
*Rescinds:*

*Burnsville-Eagan-Savage School District Policy 101.1*

**101.1 NAME OF THE SCHOOL DISTRICT**

**I. PURPOSE**

The purpose of this policy is to clarify the name of the school district.

**II. GENERAL STATEMENT OF POLICY**

Pursuant to statute, the official name of the school district is Independent School District No. 191. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

**III. UNIFORM NAME**

- A. The public name of the school district shall be the Burnsville-Eagan-Savage School District.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 191 (Burnsville-Eagan-Savage), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

***Legal References:*** Minn. Stat. § 123A.55 (Classes, Number)

***Cross References:***

*Adopted:* 10/1999  
*Reviewed:* 6/11/2015  
*Revised:* 6/25/2015  
*Rescinds:* AC

*Burnsville-Eagan-Savage School District Policy 102*

## **102 EQUAL EDUCATIONAL OPPORTUNITY**

### **I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

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

- A. The school district's policy is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee is responsible to comply with and ensure compliance with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss them with the Assistant Superintendent for Teaching and Learning.

### **III. CONTACTS**

The Office of the Assistant Superintendent for Teaching and Learning may be contacted relative to this policy at (952) 707-2015.

**Legal References:** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 402 (Disability Nondiscrimination)  
Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)  
Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)  
Burnsville-Eagan-Savage School District Policy 522 (Student Sex Nondiscrimination)

*Adopted: 6/1986*  
*Reviewed: 6/11/2015*  
*Revised: 6/25/2015*  
*Rescinds: KL*

## **103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

### **I. PURPOSE**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, negotiated agreement, or Terms and Conditions of Employment, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

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

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent, or school board. However, persons are encouraged to file a complaint at the building level with the staff member most immediately involved with the issue when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in a reasonable time-period in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions

of Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act) or other law.

- D. Before a complaint against an employee is acted upon, the employee will have the opportunity to respond to the complaint in writing and/or in conference with the appropriate administrator to present information relevant to the complaint.
- E. No reprisals against a complainant or witness will be tolerated.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)  
Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

*Adopted:*  
*Reviewed:*  
*Revised:*  
*Rescinds: KL*

## **103R COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

The following guidelines should be followed when a complaint or concern is voiced. The goal should be to resolve conflict at the lowest intervention level possible, but do not hesitate to follow the entire process if necessary. It is always wise to keep the administrator aware of any conflicts that are being handled in your building or program, no matter at what level the intervention is currently proceeding.

### **I. COMPLAINT PROCEDURES**

- A. Those making complaints will be urged to provide adequate detail and to identify themselves so the matter can be handled appropriately. The school will make reasonable efforts to investigate and resolve anonymous complaints.
- B. Each school will develop a system to handle general complaints concerning policy and practice. These complaints will be heard, recorded, and periodically reviewed to determine general areas of concern.
- C. Follow up procedures may include an informal conference with the parties involved to attempt to resolve the matter, either individually or together as the administrator determines. Such discussion will take place within ten days after the complaint has been received.
- D. If the issue is not resolved at the conference, the complainant may request that the matter be reviewed by the next highest administrative authority. In such cases, the appropriate administrator will provide the following:
  - 1. A statement of the complaint prepared by the complainant and specifying the precise nature of the complaint.
  - 2. A statement of the facts on both sides of the matter.
  - 3. A summary of the opportunities afforded both sides to be heard.
  - 4. A statement from the complainant proposing resolution of the matter.
  - 5. A statement from the involved staff member(s) proposing resolution of the matter.
  - 6. A recommendation from the administration for proposed resolution of the matter.

## **II. SCHOOL BOARD INVOLVEMENT IN THE COMPLAINT PROCESS**

- A. The superintendent will provide documentation similar to that listed in I.D. above if the school board is required to get involved to resolve the complaint.
- B. The school board will be guided by its code of ethics when hearing complaints.
- C. School board members who receive complaints should encourage the complainant to discuss the issue with the appropriate staff member or administrator.
- D. If the complainant does not wish to discuss the issue with the appropriate staff member or administrator, the school board member will refer the matter to the superintendent for study and possible resolution.
- E. Complaints made directly to the full school board shall be referred to the superintendent for study and possible referral to the appropriate staff member or administrator.

*Adopted: 4/1987*  
*Reviewed: 6/11/2015*  
*Revised: 6/25/2015*  
*Rescinds: GCPAB*

## **403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to achieve the effective operation of Independent School District 191's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

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

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

### **III. DISCIPLINE**

#### **A. Violation of School Laws and Rules**

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of Independent School District 191;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

#### **B. Substandard Performance**

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard

performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of Independent School District 191 and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

**IV. FORMS OF DISCIPLINE**

- A. The forms of discipline that may be imposed by Independent School District 191 include, but are not limited to verbal or written warning; written reprimand;

disciplinary suspension, demotion or leave of absence without pay; and dismissal/termination or discharge from employment.

- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish Independent School District 191's objective of stopping or correcting the offending conduct and improving the employee's performance.

## V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
  - 1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
  - 2. Provide directives to the employee to correct the conduct or performance.
  - 3. Forward copies of all writings to the Executive Director of Human Resources for filing in the employee's personnel file.
  - 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
  - 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. Independent School District 191 retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

**Legal References:** Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)  
Minn. Stat. § 122A.41 (Teacher Tenure)  
Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 122A.58 (Coaches)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)  
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

**Cross References:** MSBA Service Manual, Chapter 3, Employees



**Agenda II.B.9  
June 25, 2015**

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

**From:** Dave Watkins, Director of Instruction

**Date:** June 19, 2015

**Re:** Report on 2014-15 ProPay

The following documents are attached:

- The QCOMP / ProPay Program Review for 2014-2015
- Q Comp Annual Report 2014-15

/jmk

## **QCOMP / ProPay Program Review**

**2014-2015**

### **Overview**

Each QCOMP district is required to conduct a site review with teachers/staff who participate in QCOMP. The Minnesota Department of Education (MDE) has established a Best Practice Model which has been used as a guide to tailor a meaningful program review specific to ISD 191.

Last year, the program review was conducted district-wide and was based on input from teachers/staff, building leadership team members, and collaborative teams. The program review this year closely resembled the review model created two years ago. Instructional coaches met with teachers and teacher leaders. Collaborative teams were also observed during their weekly collaborative team time. Overall, sixteen building leadership team members were interviewed and seventy-four teachers at eighteen different sites were surveyed; eighteen collaborative teams were also observed district-wide.

Information collected during the site visits has provided data to analyze different components of ProPay. The program's strengths and areas of improvement will be documented with a focus on continual program advancement. Components of the ProPay Review may be included in a year-end report sent to MDE.

### **Collaborative Team Site Visits**

Instructional coaches visited eighteen collaborative team meetings at schools/departments throughout the district. At each elementary school, fifth grade collaborative teams were observed. At the secondary sites, science collaborative teams were observed. Other programs in the district (ECSE, ECFE, and SPED Cluster) were also observed by instructional coaches. The purpose of

designating a grade level or department was to focus on inter-rater reliability. Next year's review will include collaborative teams from a different grade level or department.

Prior to observing collaborative teams, instructional coaches created a document based on different observable components. The document was created based on recommended resources (Q Comp Program Review Rubric and Interview Questions) provided by MDE. The purpose of creating the document was to increase inter-rater reliability when compiling observable data during site visits.

Listed below are the questions and checklist instructional coaches used when observing collaborative teams:

Questions to ask the Collaborative Team before the meeting:

- How many members are in your CT?
- What position do you hold?
- How long does your CT meeting typically last?
- How often do you meet as a CT?
- When does the meeting occur? (Instructional release, before school, after school)
- Who determines the agenda for each CT meeting?
- How do you report the work of your CT to your building administrator? (i.e. Google docs)

## Collaborative Team Look-fors

School: \_\_\_\_\_ Date: \_\_\_\_\_ Observers: \_\_\_\_\_

### Structures and Procedures

#### **4- Evident throughout the meeting 3- most 2- some 1-little or none**

##### Sharing Agenda/Goals for meeting

- \_\_\_ Meeting agenda guides ongoing discussions
- \_\_\_ The work of the Collaborative Team follows the action plan.

##### Group developed norms/work agreements shared and followed at the meeting

Procedural? yes no Performance? yes no

- \_\_\_ Teams use consensus-building processes to identify solutions and resolve conflicts.
- \_\_\_ There is a culture of mutual respect and purpose
- \_\_\_ Teams practice effective communication and share in a cooperative culture.
- \_\_\_ All members have a voice (track participation/interaction)
- \_\_\_ Group members share facilitation of the meeting.
- \_\_\_ All members take responsibility for adhering to the norms.
- \_\_\_ Team seeks professional development when needed.

### Curriculum and Instruction Development

#### **4- Primary Focus during the meeting 3- some conversation occurred 2-mentioned 1-not mentioned**

- \_\_\_ Identifying Standards and determining Essential Learning Outcomes
- \_\_\_ Formulating Instructional Objectives and developing Units of Instruction
- \_\_\_ Reviewing tools (resources) and strategies to teach the Unit of Instruction
- \_\_\_ Pacing Units of Instruction
- \_\_\_ Developing and implementing learning targets for instruction
- \_\_\_ Sharing of teaching strategies
- \_\_\_ Utilizing resources (i.e. Curriculum Library) to aid curriculum development
- \_\_\_ Making course adjustments as needed

### Monitoring Progress

#### **4- Primary Focus during the meeting 3- some conversation occurred 2-mentioned 1-not mentioned**

- \_\_\_ Developing rubrics to assess student progress toward mastery and to score student work.
- \_\_\_ Creating common assessments (formative and summative)
- \_\_\_ Analyzing student work using a protocol
- \_\_\_ Analyzing student data using a protocol
- \_\_\_ Developing and monitoring systems of interventions/enrichments within core instruction

### Differentiated Instruction and Support

#### **4- Primary Focus during the meeting 3- some conversation occurred 2-mentioned 1-not mentioned**

- \_\_\_ Analyzing data to determine support needs of the identified students (i.e. four learners charts)
- \_\_\_ Using common assessment results to provide systematic interventions to all students
- \_\_\_ Incorporating broader knowledge of support staff (Using ESL, Special Ed, etc in the meeting.)

Other Comments/ Observations:

After observing a collaborative team, the coaches who observed the team met to discuss the "look fors," as well as the observable strengths and areas of improvement for the collaborative team. An overall summary for each collaborative team was created based on agreed upon observable "look fors." Each collaborative team's strengths and areas of improvement were also documented.

### **Teacher Survey and Teacher Leader Interviews**

The teacher survey and teacher leader interviews were facilitated by instructional coaches. After instructional coaches observed a collaborative team meeting, teachers on the observed team were given a survey. As mentioned previously, seventy-four teachers were given the teacher survey. In addition, fifteen teacher leaders (Building Leadership Team members) were individually interviewed by an instructional coach. The survey and interview questions were created based on recommended resources (Q Comp Program Review Rubric and Interview Questions) provided by MDE. The survey and interview questions focus on collaborative teams, building leadership teams, protocols, responsibilities, training, and Danielson's Framework.

The survey and interview questions are listed below.

#### **Teacher Survey 2014-15**

1. What is the work of your collaborative team? (check all that apply)
  - Determining standards and essential learning outcomes
  - Formulating instructional objectives
  - Developing and implementing learning targets into instruction
  - Creating common assessments (formative and summative)
  - Reviewing student work
  - Reviewing student data
  - Implementing the work of the action plan
  - Other (please specify) \_\_\_\_\_
  - Our collaborative team lacks focus at this time
  
2. How often do you examine student work during your collaborative team time?
  - Not yet
  - Occasionally
  - Regularly
  - Not applicable

3. How often do you examine student data during your collaborative team time?
  - Not yet
  - Occasionally
  - Regularly
  - Not applicable
  
4. What impact has the work of your collaborative team had on your instruction or practice?
  - High impact
  - Moderate impact
  - Low impact
  - No impact
  
5. Which three of the following instructional coaching components have had the greatest impact on your instruction/practice?
  - I am a probationary staff member. I do not work with an instructional coach.
  - Facilitation of my professional reflection
  - Pre-conference discussion
  - Danielson's component discussions
  - Written observation feedback
  - Post-conference discussion
  - Resources/ideas provided by the coach
  - PLP goal and action plan development
  
6. What impact has the instructional coaching process had on your instruction/practice?
  - I am a probationary staff member. I do not work with an instructional coach.
  - High impact
  - Moderate impact
  - Low impact
  - No impact
  
7. What impact has the instructional coaching process had on student learning?
  - I am a probationary staff member. I do not work with an instructional coach.
  - High impact
  - Moderate impact
  - Low impact
  - No impact

8. What impact has the work of your BLT/DLT had on your professional practice?
- High impact
  - Moderate impact
  - Low impact
  - No impact
9. What training have you received on the Danielson's Framework for Teaching? (Select all that apply)
- None
  - Training during the previous ProPay model (2003-2004 school year)
  - Information provided by Instructional coach (i.e. Danielson component cards)
  - Reviewed the Danielson Framework myself
  - College/University coursework/training
  - CILA class on Danielson's Framework during the fall of 2013-2014
  - Danielson component training at the building level 2014-2015
  - Other (please specify) \_\_\_\_\_
10. When do you incorporate your two selected Danielson components into your practice?
- Never
  - Regularly
  - For my observations

### BLT Oral Interview

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

1. Tell us how you were selected as a Building Leadership Team member. *Begin with how you found out about the position existed.* (3,4,22)
2. What are your responsibilities as a BLT member? (23 & 5)
3. How often and how long do you meet? (26)
4. What impact has the work of your BLT had on classroom instruction/professional practice? (6 )  
[Please provide examples of your BLT's work.]
5. What impact has this work had on student achievement? (7)

6. Describe the training that you have received on Danielson's Framework for Teaching.(29)
  
7. Which of the following statements best describes your understanding of Danielson's Framework as related to your role as an observer in the round 2 observation process? Explain your thinking. (29) (Rationale: baseline information to determine the level of training for observer readiness)
  - a. no understanding
  - b. I understand the 2 components related to my PLP goal.
  - c. I can use Danielson's as a tool to observe others.
  - d. I can teach my co-workers about Danielson's components. 2 & 3.

### **Site Review Analysis**


As part of the site review analysis, MDE has provided a Q COMP Program Review Rubric for districts to analyze proficiency based on three components: Teacher Leader Positions (Career Ladder Positions), Job Embedded Professional Development, and Teacher Observation/Evaluation. A subcommittee of instructional coaches reviewed, compiled, and analyzed site review surveys, interview information, and anecdotal notes in order to rate different areas within the three components listed above. Each of the areas was rated as below proficient, proficient, and exemplary (all of proficient and more). Listed below is the analysis of the program review.

## Site Review Report

### Q Comp Program Review 2014-15


Teacher Leader Positions (Career Ladder Positions)	Minnesota Department of <b>Education</b>	Below Proficient Proficient Exemplary
1a: Hiring Process	The teacher leader positions are posted within the district. The selection process includes a personal interview	<b>Proficient</b>
1b: Job Description	Job descriptions containing the general job responsibilities for the teacher leader positions are available, and all district staff members understand the role of teacher leaders.	<b>Proficient</b>
1c: Release Time and Salary Augmentation	The teacher leaders can accomplish their responsibilities within the amount of time provided by extended or release time or receive salary augmentation commensurate with completing the job responsibilities.	<b>Proficient</b>
1d: Teacher Leader Impact on Instruction	The teacher leaders are involved in the learning team meetings as well as one of the following: - Professional development activities. - Teacher observation/evaluation	<b>Proficient</b>
1e: Teacher Leader Evaluation	A formal evaluation system for the teacher leader positions does not exist	<b>Below Proficient</b>
1f: Salary Augmentation Linked to Evaluation Results	The position evaluation does not impact augmentation for the teacher leader positions or continuation in the roles..	<b>Below Proficient</b>
1g: Initial and Ongoing Training for Teacher Leaders	Teacher leaders receive initial training <sup>2</sup> . Ongoing professional development <sup>3</sup> is provided for teacher leaders.	<b>Proficient</b>
<p><b><i>Reason(s) for Below Proficient or Exemplary Placement(s)</i></b>  <i>Presently, there is not a formal evaluation being used for instructional coaches or BLT/DLT members. According to the Q COMP application submitted to MDE in 2012, BLT/DLT members should be evaluated quarterly and members must meet an average of 3 or higher on the 5 level Likert Scale. Instructional coaches must meet a level of proficiency according to rubrics from Charlotte Danielson.</i></p>		

**Site Review Report**  
**Q Comp Program Review 2014-15**

<b>Job-embedded Professional Development</b>		<b>Below Proficient</b> <b>Proficient</b> <b>Exemplary</b>
2a: Purpose of Learning Team Meetings	Teachers <sup>4</sup> are able to clearly communicate the structures, purpose, expectations and outcomes of the learning team meetings in relation to the Q Comp student achievement goals and their classroom practice.	<b>Proficient</b>
2b: Learning Team Size and Composition	The size and composition of learning teams allow for effective professional development that enables all members to engage in the process and activities	<b>Proficient</b>
2c: Learning Team Meeting Time	Learning team meetings occur for an average of at least 50 minutes per week or 90 minutes every two weeks to ensure continuity of teacher learning aligned to the student achievement goals.	<b>Proficient</b>
2d: Learning Applies to Instruction	There is evidence and an expectation that the new teacher learning from learning team meetings applies directly to classroom instruction. Coaching and support is provided as needed.	<b>Proficient</b>
2e: Learning Connected to Observations	There is evidence and an expectation that there is a connection between the teacher learning from learning team meetings and subsequent teacher observations/evaluations.	<b>Proficient</b>
<i>Reason(s) for Below Proficient or Exemplary Placement(s)</i>		

## Site Review Report

### Q Comp Program Review 2014-15

Teacher Observation/Evaluation		Below Proficient Proficient Exemplary
3a: All Staff Training	All teachers receive one or more hours of training in the teacher observation/evaluation process and on the use of the scoring rubric for the observations.	<b>Proficient</b>
3b: Observations and Observers	All eligible teachers (licensed staff members) <sup>5</sup> participate in three live, full-class-period observations of direct classroom instruction by at least two different trained observers each year. Post-observation conferences occur within two weeks of each observation	<b>Proficient</b>
3c: Select Group of Observers	A select group <sup>6</sup> of observers/evaluators who are highly qualified and trained conduct observations.	<b>Proficient</b>
3d: Reflection and Improved Classroom Instruction	Teachers can describe how the observation/evaluation cycle promotes reflection and improved classroom instruction.	<b>Proficient</b>
3e: Progress Toward Attaining Performance Standards	Written feedback <sup>7</sup> is provided after each observation that allows teachers to track growth and progression toward attaining performance standards	<b>Proficient</b>
3f: Annual Observer Training	Annual comprehensive training <sup>8</sup> is provided for all observers, and they have a clear understanding of the process for ensuring inter-rater reliability.	<b>Proficient</b>
3g: Ongoing Observer Training	Observers are required to meet at least twice during each year for ongoing training or engage in at least two ongoing, high-quality, inter-rater reliability activities <sup>9</sup> to strengthen the inter-rater reliability of the scoring process.	<b>Proficient</b>
<i>Reason(s) for Below Proficient or Exemplary Placement(s)</i>		

### Conclusion

Overall, the ProPay program in ISD 191 is proficient in numerous areas deemed important by the Minnesota Department of Education's QCOMP expectations. Surveys, interviews, and observations have provided valuable data to use as the program continues to grow and flourish.



## Q Comp Annual Report 2014-15

Please provide an update on the district Q Comp program for the current school year that includes the summary of findings and recommendations from the annual board report as required under Minnesota Statutes, section 122A.414, subdivision 3(a).

Submit the report in SharePoint according to the directions in the guidelines with the district name as the beginning of the file title (i.e., *ABC School District Q Comp Annual Report 062215*).

Please provide the following District Identification Information.

District Name: Burnsville / Eagan / Savage

District Number: 191

Date Presented to the School Board: June 2015

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. *All information reported should be based on the current school year.* It is recommended that each question be addressed with a brief summary of 3-7 sentences.

### **Component 1: Teacher Leaders**

#### Implementation

Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes  no

If no, please explain what changes have occurred and why?

#### Impact

How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

Each teacher completed a self-assessment using Danielson's Framework for Effective Teaching. Instructional coaches (teacher leaders) conducted two observations and met a minimum of four times a year with each teacher. In addition, a different instructional coach, teacher leader, or administrator met with each teacher and conducted a third observation. Instructional coaches and second observers focused conversations and feedback during pre and post conferences on Danielson's Framework, Professional Learning Plans, and observational feedback based on the selected Danielson components. As a result, the impact of improved classroom instruction was evident by the ongoing and comprehensive reflections of teachers in regards to observations and professional learning plan development and implementation. Based on questions connected to the program review, 88% of teachers indicated instructional coaching (teacher leaders) had a moderate to high impact on their practice and 99% of the teachers surveyed indicated they had training on Danielson Framework for Teaching.

How did the work of teacher leaders impact student achievement?

Instructional coaches and trained teacher leaders observed lessons and provided feedback and focused discussions centered on impacting student achievement. In addition, pre and post conference forms, professional learning plans, and end of the year reflections examined how teachers were impacting student achievement based on their professional learning goals and selected components from Danielson's Framework for Effective Teaching. Building Leadership Teams created school-wide goals based on improving student achievement and collaborative teams met regularly to focus their work on improving instruction or examining student data with a goal of positively impacting student achievement. Based on questions connected to the program review, a majority of teachers stated instructional coaches (teacher leaders) had a moderate to high impact on their instruction (87%) and student learning (77%).

## Review Findings

How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

Teacher leaders received training and resources to fulfill the responsibilities of the position and increase inter-rater reliability. Professional development for building leadership teams and administrators centered on reviewing and utilizing Danielson's Framework for Effective Teaching and learning about resources tied to classroom observations. Teacher leaders met throughout the year to participate on calibration visits in various classrooms and at different sites throughout the district. Administrators and Instructional Coaches completed or are in the process of completing and becoming a trained observer based on studying and passing two

comprehensive exams connected to Danielson Framework for Teaching. Resources were provided for building leadership team members which included using component cards and scripting forms connected to "look fors" when observing a lesson, as well as watching videos based on teaching components connected to Danielson's Framework for Teaching. Administrators, instructional coaches, and/or teacher leaders presented professional development sessions on effective teaching practices during the school year.

What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

Teacher leaders were able to refocus their work with teachers based on teacher evaluations and pre and post conferences throughout the school year. Based on nonbiased objective data collected during evaluations, teacher leaders focused their work on reviewing and discussing high level elements, indicators, and attributes connected to various components within Danielson's Framework for Teaching. Based on the program review, a majority of teachers stated they regularly incorporate different Danielson components into their practice.

### Recommendations

How will the district use the review findings to improve the effectiveness of Component 1?

Based on analysis of the program review, the following recommendations will improve the effectiveness of Teacher Leaders:

Continue to provide ongoing professional development connected to Danielson's Framework for Teaching by using the online resource Teachscape.

Define expectations for building leadership team members to monthly build capacity around Danielson's Framework for Learning by incorporating Teachscape, the online teacher evaluation program

Define expectations for administrators and building leaders to participate in regular calibration visits and discuss trend data.

Develop opportunities for building leaders to present on eight components in domains two and three of Danielson's Framework for Learning.

## **Component 2: Job-embedded Professional Development**

Implementation\_

Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes no

If no, please explain the changes that have occurred and why? [REDACTED]

### Impact

How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

Learning teams (collaborative teams) district wide connected their goals and action steps to strategic plans and school improvement plans. Building and site specific professional development was provided to support the work of learning teams. In addition, collaborative teams met regularly with a focus on impacting classroom instruction. Ongoing and end of the year reflections provided teachers a way to document their learning and its impact on classroom instruction. Learning teams were required to document their work, as well as complete rubrics and reflection questions during the year and forward this information to building and district leadership teams (teacher leaders). There was a strong connection between individual teacher reflections and learning and the learning that occurred during learning team meetings and professional development.

How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

Learning teams focused their work on instructional planning and assessment. Many teams used assessment data and student work to inform their collaborative processing and instructional planning with a focus on improving student achievement. In addition, collaborative teams communicated their goals, actions steps and progress to the school's/program's building leadership team. Many teachers/staff connected their learning team's goal to their own professional learning plan. Learning teams and teachers used assessment or data to guide their teaching to impact student achievement. Teachers were required to document the impact of their professional learning and the work of learning teams throughout the year, as well as list the evidence they would collect to document/record how student learning has been improved/enhanced as a result of their professional learning. End of the year reflections were based on teacher's providing evidence on how their work in collaborative teams impacted student learning and achievement throughout the school year.

### Review Findings

How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

Administrators and building leadership teams analyzed data and created school improvement plans. Emphasis was placed on creating goals and linking action steps to student achievement. Collaborative teams wrote goals on improving instruction and increasing student achievement. Collaborative team goals were connected to school improvement plans. Building goals were connected to the work of learning teams and focused on instructional strategies to increase student achievement. Examples include: Danielson's Framework, Formative and Summative Assessments, Systems of Intervention, Standards Work, AVID Strategies, Gradual Release of Responsibility.

How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

Collaborative teams were required to create SMART goals to improve student achievement. The learning team goals were aligned with the student achievement goals that are part of a building's School Improvement Plan. Collaborative teams were required to assess student achievement data (data days) to determine a target area of focus and communicate the rationale and cite the data that supports the development of the goal. In addition, learning teams regularly evaluated and documented the progress of their goal and updated building leadership teams on the status of their goal. Ongoing reflections were forwarded to building leadership teams during the year and an end of the year collaborative team reflection was completed by learning teams to analyze and gauge the effectiveness of instructional strategies connected to improving instruction and student learning.

### Recommendations

How will the district use the review findings to improve the effectiveness of Component 2?

Based on analysis of the program review, the following recommendations will improve the effectiveness of Job Embedded Professional Development:

Define expectations connected to incorporating Danielson's Framework for Teaching using the Teachscape Teacher Portal into collaborative team work. Expectations will be shared with administrators and building leaders and incorporated into each site's school improvement plan.

Provide collaborative team professional development (before and after school) in the area of analyzing and using student data to impact instructional strategies in the classroom. Professional development will be provided by Continuous Improvement Coaches.

Ensure the work of collaborative teams is directly related to a building's SIP goal by having collaborative teams regularly share their work with administrators and building leaders.

### **Component 3: Observation/Evaluation**

#### **Implementation**

Are licensed staff members observed/evaluated at least three times per year by at least two trained observers/evaluators as outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes  no

If no, please explain the changes that have occurred and why? [REDACTED]

#### **Impact**

What impact did the observation/evaluation process, including coaching, have on classroom instruction?

Instructional Coaches or trained observers met with teachers for a pre-observation to discuss the lesson to be observed, as well as their yearlong professional learning plan. During the pre-observation, learning targets, lesson delivery, assessment strategies, and cognitive engagement were part of classroom instruction discussion. In addition, components within Danielson's Framework were examined and tied to each teacher's professional learning goal. Following the observation, feedback was provided to teachers based on elements within Danielson's Framework. Teachers were required to complete post-observation forms and a professional learning plan reflection. Both forms focus on reflecting on classroom instruction. Using this process, teachers were more intentional as they focused improving their instruction to regularly and intentionally impact student learning and growth.

What impact did the observation/evaluation process, including coaching, have on student achievement?

Teachers were required to participate in a pre and post conference and an observation three times per year. The required forms connected to the process, were focused on student achievement. During the post conference, teachers reflected and discussed if the students learned the intended outcome, how they knew they learned the intended outcome, and what steps were in place for students in need of re-teaching or enrichment. Due to specific questions by coaches, teachers

were more intentional in their use of formative assessment to analyze student achievement. As part of the process, teachers were required to complete three ongoing reflections and an end of the year reflection to document how student achievement was impacted based on the observation/evaluation process.

### Review Findings

How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

Teachers receive feedback during the pre and post conference, as well as an observational write-up. Teachers were required to complete an ongoing professional learning plan reflection based on how their teaching and student learning changed as a result of their professional learning plan goal, actions, and impact on instruction/student learning. In addition, teachers were required to complete a post observation form and discuss their continued learning to deepen their understanding and enhance their practice. The reflection form used was an ongoing process and teachers met with a coach or trained observer throughout the year. Self-reflection on one's instructional practice can be viewed as a year-long continuum.

How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

Trained observers participated in calibration visits (classroom walk-throughs) at their building and district-wide with the goal of increasing inter-rater reliability. Administrators and coaches met before and after the calibration visits to examine observable components and identify trends throughout a building. Nine of the ten instructional coaches were certified as a trained observer using the online program Teachscape. Administrators are in the process of being trained and certified as well. Instructional coaches met before observations began in the fall and discussed "look fors" pertaining to Danielson's Framework. In addition, instructional coaches created component cards to outline "look fors" within each component. These cards were shared with teachers, trained observers, and administrators.

### Recommendations

How will the district use the review findings to improve the effectiveness of Component 3?

Based on analysis of the program review, the following recommendations will improve the effectiveness of Job Embedded Professional Development:

Create an expectation for all sites to include professional development for Danielson's Framework for Teaching into school improvement plans. Establish criteria for embedding the framework into building staff development, collaborative team time, professional learning plans, and ongoing building leadership training.

Share expectations connected to professional development for Danielson's Framework for Teaching with administrators prior to writing school improvement plans.

Create a checklist for administrators to document ongoing professional development throughout the school year.

#### **Component 4: Performance Pay**

##### Implementation

Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

X yes no

If no, please explain the changes that have occurred and why? ██████████

##### Impact

What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement (grade, team or classroom goal)? TBD % (Building Goal- Fall Reporting)

What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results? 100 % (Classroom Observations)

What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results? 100%

What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results? 100%

Is performance pay awarded for another area (besides school-wide goals, measures of student achievement and observation/evaluation results)?

X yes no

If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area?

90%-100% (collaborative learning plans and collaborative team goals)

Recommendations

How will the district use the data to improve the effectiveness of Component 4? █

The district will examine how each part of performance pay is aligned with the district vision and school improvement plans. Building leadership teams will meet in the summer to analyze data and write school improvement plans connected to the district’s vision and site based needs.

**Component 5: Reformed Salary Schedule**

Implementation

Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes no

If no, please explain the changes that have occurred and why? █

Impact

What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100%

What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100%

What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100%

Recommendations

How will the district use the data to improve the effectiveness of Component 5?

QCOMP in ISD 191 is based on a growth model. Teachers/staff create learning plans with a focus on improving instruction and student achievement. The results of the program review and reflective summaries reveal that staff members are seeing a positive impact upon improved instruction and student performance. Based on the program review, 90% of the teachers surveyed indicated they examine student data and 85% of collaborative team indicated they regularly/occasionally examine student work during their weekly meetings. As mentioned previously, building leadership teams will meet in the summer to analyze data and write school improvement plans connected to the district’s vision and site based needs.

General Program Impact and Recommendations

What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

Teachers are observed three times per year and provided feedback to improve their instruction. Teachers are also required to complete a professional learning plan and write reflections based on how their work is positively impacting their instruction and student learning. Collaborative teams meet regularly to analyze standards, analyze data, and examine student work. Administrators and instructional coaches have received extensive training throughout the school year on effective teaching strategies. Teachers receive feedback based on non-biased and objective data. Teachers use the feedback to adjust or modify their teaching to better meet the needs of student learners.

What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

Teachers are incorporating formative assessments into their teaching to check for student understanding. Students achievement is centered building goals aligned to school improvement plans. Collaborative team goals and individual learning goals are connected to building goals and school improvement plans. Teachers and collaborative teams are required to document how their work is impacting teaching and student achievement by recording reflections throughout the year. An end of the year reflection sheet is completed by teachers and teams to document how student achievement has been impacted based on components connected to Q COMP.

How will the district use the review findings to improve the overall effectiveness of the program?

A few growth opportunities were discovered based on the district program review. One area of growth to improve the overall effectiveness of the program was based on teachers and learning teams examining classroom data and student work to guide their instruction and student learning. To address this area next year, coaches will guide teachers on how to use student data to guide one's instruction. Coaches will provide before/after school training for learning teams and meet with individual teachers.

Another growth opportunity for next year based on the review findings was connected to providing ongoing professional development connected to Danielson's Framework for Teaching. Most (90%) teachers indicated they received some training connected to effective teaching strategies. The goal now is for 100% of teachers to receive high quality professional development throughout the year. To address this issue, professional develop connected to the Framework will be part of school improvement plans. Expectations will include: continued professional

development using Teachscape to provide video clips of effective teaching strategies, recalibration for trained observers to increase inter-rater reliability and decrease bias during observations, opportunities to build capacity for building leadership teams connected to effective teaching, and incorporating Danielson's Framework for Teaching into collaborative team work.



**Agenda II.B.10  
June 25, 2015**

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

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

**Date:** June 19, 2015

**Re:** Extended Field Trip Request

**RECOMMENDATION:** That the Board of Education approves the extended field trip proposal submitted by Sky Oaks Elementary for fifth and sixth grade students to go to Eagle Bluff Environmental Center with fifth graders attending December 7-9, 2015 and sixth graders attending December 9-11, 2015.

**Background**

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 standards through hands-on experiments and first hand experiences.

The objectives of this experience are to promote and develop environmental awareness, appreciation, and responsibility by providing academic, social, and outdoor experiences in a natural setting. The classes each student will take include Karst Geology, Oneota, Energy, and Treetops Ropes Course.

Policy IICA prohibits extended field trips for elementary students unless the School Board waives the policy requirements. This proposal is in compliance with Board Policy IICA in all other aspects. Background checks of all volunteers will be completed prior to departure. We believe it is a worthy of your support and recommend action accordingly.



**Agenda III.A  
June 25, 2015**

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

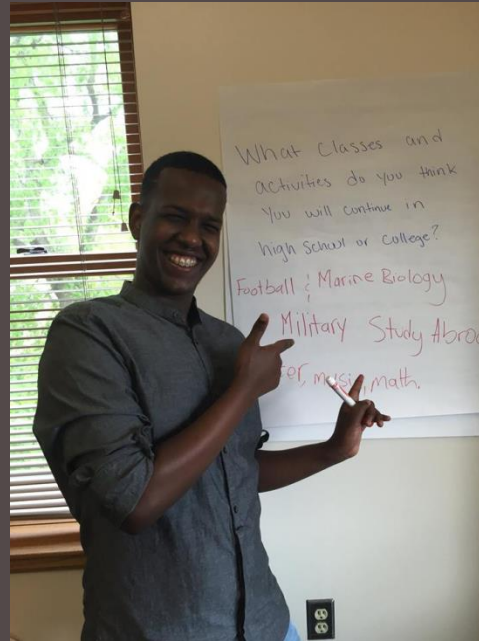
**From:** Tom Umhoefer, Director of Community Education

**Date:** June 19, 2015

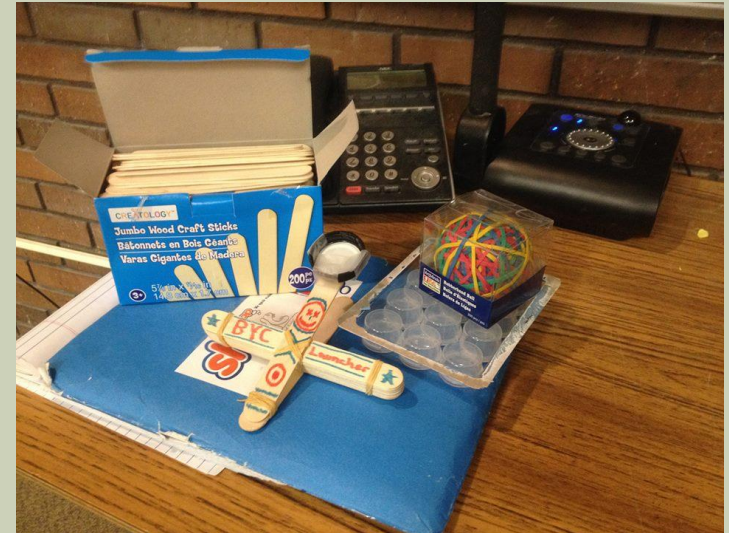
**Re:** Report on Burnsville Youth Collaborative

Receive a report from Tom Umhoefer, director of community education regarding Burnsville Youth Collaborative.

# BURNSVILLE YOUTH COLLABORATIVE



# BYC SCHOOL YEAR UPDATE



- BYC programs served nearly 100 students in year one.
- Offered a variety of activities which included -athletics, art, music, college visits, youth in government, and engineering enrichment activities.
- Offered Academic Support/Enrichment at all times during programming.




















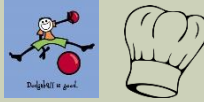

# BYC STUDENTS @ MUN



# BYC SUMMER PROGRAM

- Starting June 22<sup>nd</sup> BYC will begin its first summer programming initiative at Nicollet.
- Student cost= \$20 for the summer. Under \$0.80 cents per day
- Activities- YMCA Camp Streefland (fishing, swimming, canoeing, etc), The Garage (music courses/tech courses), Cooking Matters courses, On-site activities, a trip to the Youth Dance Ensemble, and Edge Fridays (Community Education Scholarships).
- New Partnership with Wilderness Inquiry- Camping Trip and Outdoor Education.

# July 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> Junior Counselors@ *Bus-8:40 	<b>2</b> OFF	<b>3</b> OFF	<b>4</b> Independence Day
<b>5</b>	<b>6</b> Music Lessons/Tech Courses 	<b>7</b> Cooking Matters/NJH 	<b>8</b> Canoeing at Camp Streefland *Bus-12:40pm 	<b>9</b> Cooking Matters/NJH 	<b>10</b> @ The Edge Cascade Bay *Bus-7:45am 	<b>11</b>
<b>12</b>	<b>13</b> Music Lessons/Tech Courses 	<b>14</b> Cooking Matters/NJH 	<b>15</b> Archery and Slingshots @ Streefland *Bus-12:40pm 	<b>16</b> Cooking Matters/NJH 	<b>17</b> @The Edge Edina Pool *Bus-7:45am 	<b>18</b>
<b>19</b>	<b>20</b> Music Lessons/Tech Courses 	<b>21</b> Cooking Matters/NJH 	<b>22</b> Gaga Ball and Extreme Slide @ Streefland *Bus-12:40pm 	<b>23</b> Cooking Matters/NJH 	<b>24</b> @The Edge Pizza/ Movie *Bus-7:45am 	<b>25</b>
<b>26</b>	<b>27</b> Music Lessons/Tech Courses 	<b>28</b> Cooking Matters/NJH 	<b>29</b> Fishing at Camp Streefland *Bus- 12:40pm 	<b>30</b> Cooking Matters/NJH 	<b>31</b> The Edge Canoeing and Rock climbing *Bus-7:45am 	

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# BYC PARTNERS

## **\*Collaborative Leaders\***

- ISD 191 Community Education
- City of Burnsville
- MN Valley YMCA

## **\*Funding\***

- Otto Bremer
- CDBG
- Youthprise

# BYC IN ACTION





**Agenda III.B  
June 25, 2015**

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

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

**Date: June 17, 2015**

**Re: Approve Agreement with Schoology as learning management system (LMS)**

**RECOMMENDATION:** that the Board of Education approve the three year subscription agreement for learning management system (LMS) with Schoology.

Based on the results of proposals from four learning management system (LMS) vendors, testing and trials by ISD191 teachers, recommendations by other Minnesota school districts, compatibility with our legacy administrative systems, and the goals of the three-year technology plan, we recommend that our district enter a three-year subscription agreement with Schoology to provide a K-12 district-wide hosted LMS service. Attached you will find a detailed Schoology recommendation which describes the reasons Schoology was chosen as our LMS; the Schoology response to our RFP for LMS services; and the Master Services Agreement and Pricing structure.

## Spring 2015 LMS Recommendation

During the 14/15 school year we have been investigating Learning Management Systems (LMS) and we believe that Schoology will best meet the needs of our students and staff in ISD191.

Our LMS will become the central hub for an increasingly digital learning ecosystem designed to create collaborative, relevant experiences and resources for students and teachers. The LMS will be used for traditional face-to-face classes as a method for organizing curriculum and course resources, sharing and communicating with students, and gathering feedback and assignments. It will also be the backbone for hybrid courses to be developed in the upcoming years.

Our Goals for choosing an LMS:

- Balances ease of use and functionality for students and staff
- Compliments functions of Google Apps for Education
- Synchronizes with our current TSIS program
- Has flexibility for management
- Is fully compatible with all modern browsers, operating system platforms, and mobile devices
- Includes parent module and can be accessed from home

Why Schoology was chosen:

### 1) Ease of use and comfortable interface

- a) teachers were able to quickly access and begin creating courses and resources in Schoology
- b) training needs for LMS itself are minimal (focus can be on pedagogy and resource selection)

### 2) Full feature set - higher than industry standard

- a) unique course webpages with discussions and feedback options built in
- b) cross-classroom calendars including connectivity to Google calendars
- c) easy creation and editing
- d) student mastery reporting
- e) third party integration (Google Apps, Turnitin.com, Evernote)
- f) audio/video recording
- g) student portfolios capacity

### 3) Other MN districts in area are successfully using

- a) highly recommended by multiple districts (teachers, students, parents and admin)
- b) has surpassed expectations in other districts
- c) local professional development opportunities (TIES, SORLA, regional events, district-sponsored events)

### 4) Integration with MPCC (Minnesota Partnership for Collaborative Curriculum)

- a) Courses are already available and formatted in Schoology
- b) Schoology is one of the identified LMS systems all MPCC courses will be available

### 5) Integration with Student Information System

May 10th TIES announced that they will be phasing out TIESIS and moving to Edupoint Synergy SIS. Our LMS implementation will continue through this transition.

- a) Profiles, Courses, Sections and Student Rostering
  - i) Integration is already available with TIES SIS meaning that profile, course and section creation will be automated. Students who join mid-year are automatically added to the appropriate courses. We will continue to use this integration until we move to the new SIS.
  - ii) Integration is available with Synergy SIS for profiles, course, section and students will be automatically created and rostered. There will be no difference between SISs.
- b) Multiple key Schoology users in area
  - i) Many districts are both TIES and Schoology users. We anticipate that TIES will not improve the TIES SIS but put resources and energy into the new system and the transition.
  - ii) As many TIES SIS districts are Schoology users, TIES and Schoology are in contact to ensure a smooth transition.
- c) Gradebook Connection
  - i) Schoology is waiting for TIES to open their API connection so that grades entered in Schoology would sync to TIES gradebook. This is not functional at this time for any LMS system and TIES Gradebook. We have been told this functionality will still be created by fall 2015 and we fully intend to use it until we move to the new SIS.
  - ii) The Synergy SIS does not currently have the gradebook connection with Schoology or any other LMS. We will stay up to date on developments.

Additional factors include the cost of licenses and the support package that is provided by Schoology.

Schoology has also been named the **Best K-12 Course or Learning Management Solution** and the overall **Best PK-12 Solution** for the second year in the annual [CODiE Awards](#), the education technology industry's equivalent of the Oscars.

This recommendation is the culmination of investigation, research, and experimentation by many groups and individuals including the Instructional Technology Advisory Committee, 7-12 Social Studies Teachers, Secondary Media Specialists, the Teaching and Learning Team, and our District Technology Staff.



Learning Management System

ENTERPRISE EDITION

*Sales Order for:*

**Burnsville Eagan Savage Independent  
School District 191**

**Burnsville Eagan Savage Independent School District 191 - 3YR -**

**2015/18 - (K-12)**

**100 River Ridge Ct**

**Burnsville, MN 55337**

Christopher Arvanitis  
Account Executive  
carvanitis@schoolology.com

**Schoolology, Inc.**  
115 W. 30th St., 10<sup>th</sup> Floor  
New York, NY 10001



## Introduction

Schoolology proposes to work closely with Burnsville Eagan Savage Independent School District 191 to implement a digital learning environment that promotes learning, communication, and collaboration inside and outside of the classroom.

Schoolology is a dynamic, user-centric learning management solution that adjusts to any educational environment. Schoolology's versatility derives from three key components: learning management, enhanced communication, and third-party integration. Using Schoolology's engaging tools, educators can create custom courses, pace students individually, and differentiate instruction. Schoolology also facilitates improvement by providing educators access to globally shared resources. Finally, Schoolology seamlessly integrates third-party software via its advanced API. This award-winning, comprehensive approach ensures engagement and magnifies achievement worldwide.

After launching in 2009, Schoolology is now in more than 60,000 organizations across more than 200 countries worldwide. Schoolology is transforming learning by making academic improvement more accessible. Thousands of schools around the world are working together students more effectively, and this is just the beginning.

# Enterprise Subscription

Schoolology offers a complete cloud-based solution. All hardware, database, and maintenance costs are included in the pricing. Burnsville Eagan Savage Independent School District 191 will not incur costs associated with system upgrades or releases that improve the current features.

## **1. User Authentication**

Schoolology will work with Burnsville Eagan Savage Independent School District 191 to set up users with usernames and passwords to access the Schoolology environment. Burnsville Eagan Savage Independent School District 191 will maintain all usernames, passwords, user groups, roles, and account names locally.

## **2. Advanced User Management**

Burnsville Eagan Savage Independent School District 191 will have access to Schoolology's Advanced User Management Interface which allows administrators to manage user roles, permissions, privacy, and overall system settings. This also affords administrators the ability to manage user, course and enrollment data.

## **3. Enterprise Management Interface**

Burnsville Eagan Savage Independent School District 191 will be able to create multiple buildings using the Enterprise Management Interface. Administrators can organize users into individual buildings, and they can designate different users as administrators. The system administrator is able to then manage all users and schools from the main parent account while certain administrators will be responsible for a particular group of users across different buildings.

#### 4. School Site Branding

Schoolology will provide custom branding services to the Schoolology interface for Burnsville Eagan Savage Independent School District 191. Schoolology will brand the top banner and links with Burnsville Eagan Savage Independent School District 191's desired color scheme, and Schoolology will also replace the Schoolology logo with Burnsville Eagan Savage Independent School District 191's organization logo. In addition, Burnsville Eagan Savage Independent School District 191 will receive domain customization (e.g.lms.schoolname.org) or subdomain customization (e.g. schoolname.schoolology.com).

#### 5. Support Services

Schoolology has a variety of ways for you to access support. There is community-based support that is available to all administrators and instructors via the "Help Center" located in the dropdown menu in the upper right corner of Schoolology. Community support is helpful for finding frequently asked questions and for posting new ideas. As part of your support management practices, you may choose to recommend this level of support for teachers and other staff or faculty at your school.

As an enterprise client you will have access to priority support. You may choose up to three (3) dedicated support contacts from your organization, whose role is to relay any questions, concerns or ideas to the Schoolology team. These three (3) main support contacts can contact Schoolology by:

1. **Phone:** Support contacts may contact a Schoolology representative by using a support code listed in the "Help Center" area (only visible to support contacts).
2. **Ticketing System:** Support contacts may create and track their own support tickets by going directly to [support.schoolology.com](https://support.schoolology.com). Additionally, they can email [help@schoolology.com](mailto:help@schoolology.com) to automatically create a support ticket.

3. **Chat:** Support contacts may use the Chat feature to contact a Schoolology representative to ask questions and troubleshoot issues.

The Schoolology Support Team will work with Burnsville Eagan Savage Independent School District 191 to provide ongoing support throughout your partnership with Schoolology.

Schoolology is accessible 24 hours a day, 365 days a year through a multi-channel support system that includes the Help Center ([support.schoolology.com](https://support.schoolology.com)), an email-based ticketing system, chat, and dedicated phone support.

### **Standard Support**

Standard Support includes 24/7/365 Online Help Center access, 24/7/365 Community access, and email/web ticket, phone, chat support for Support Contacts during business hours (Mon-Fri 8am-8pm ET). Standard support is included in the cost of subscription.

When users in the organization outside of the scope of the package (including, but not limited to, students or parents) contact the Schoolology Help Desk, they will be assisted by Schoolology's Support team. We believe that we should make our greatest effort in helping you and your users succeed. However, please note that response times for these users are not included in the SLA, so they may receive a later response than Support Contacts or other supported faculty members at the organization.

## Enterprise Services

After we have received Burnsville Eagan Savage Independent School District 191's signed Sales Order, a member of Burnsville Eagan Savage Independent School District 191's implementation team will send an Implementation Verification Document to verify information and gather some additional account information. Upon receiving the verification document, the Schoolology Project Specialist will schedule a Kickoff Call to begin the implementation process. During the Kickoff Call, the Schoolology Project Specialist will review all of the initial setup steps that Burnsville Eagan Savage Independent School District 191 will need to get started, as well as address any potential questions or needs that Burnsville Eagan Savage Independent School District 191 might require.

After the Kickoff Call, Burnsville Eagan Savage Independent School District 191 will have access to Schoolology's consulting services, which includes check-in calls and support during implementation. During this process, we establish milestones for your Enterprise Subscription system configuration, and product training. Schoolology will provide continual support throughout the implementation process through our Implementation and Support Teams.

### **6. Implementation**

At the beginning of the implementation, the Schoolology Project Specialist will provide supporting documentation to help guide the setup of the Schoolology system. Burnsville Eagan Savage Independent School District 191's Project Specialist will assist you in the configuration of your system. Items included in your implementation are enterprise configuration, data consolidation, custom branding, domain customization, technical planning, data population, user authentication and consulting. These items contribute to the overall success of your implementation strategy.

In addition to the standard implementation services you will also receive:

Regular communication for monitoring the progress of the implementation.

Assistance with all aspects of the implementation process via guidance, documentation, and other non-hands-on help.

Guidance for setting up custom authentication or single sign-on.

Guidance and Best Practices for migrating data from existing LMS into Schoolology.

A successful implementation is one that aligns with the needs and goals of Burnsville Eagan Savage Independent School District 191. The Schoolology Implementation Team will work with Burnsville Eagan Savage Independent School District 191 to provide guidance and support throughout the implementation process to ensure your goals are met to your satisfaction.

## **7. Web Delivered Training Sessions\***

Schoolology offers web delivered product training to Burnsville Eagan Savage Independent School District 191's team members via a train-the-trainer approach. Our web training is setup for a maximum of 10 attendees and we recommend holding them in a computer lab with a projector and speaker phone. Most sessions are one to two hours in length and it helps to have a moderator present for questions.

As part of your implementation, Burnsville Eagan Savage Independent School District 191 will receive the following Web Delivered Training:

- Schoolology Enterprise Administration - 2 hours

- Schoolology for Master Instructors Part 1 - 2 hours

- Schoolology for Master Instructors Part 2 - 2 hours

- Schoolology for Master Instructors Part 3 - 2 hours

- Follow-up Schoolology Training - 2 hours

The Schoolology Professional Development team will work with project leaders in advance to determine the most effective plan for the web training and will work towards tailoring course agendas to client requests.

\*Training services will expire one (1) year from contract start date.

The Schoolology Team strives to ensure that Burnsville Eagan Savage Independent School District 191 has a positive implementation experience, receives effective professional development and has access to appropriate support resources after your implementation is complete.

## Master Services Agreement

By accepting this Sales Order, you are agreeing to the terms of the Schoolology Master Subscription Agreement, which is located here:

<https://dl.dropboxusercontent.com/u/64457365/Schoolology%20Burnsville%20MSA%202020150619.pdf>

### **SUBSCRIBER NAME:**

Burnsville Eagan Savage Independent School District 191

Signature:

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Printed Name:

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Title:

---

Date:

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# Enterprise Cost Summary

## Exhibit A – Pricing

Contract Start Date: **July 1, 2015**  
 Contract End Date: **June 30, 2018**  
 Enrollment: **9,150**

### Year One

Description	Quantity	Rate	Subtotal
Enterprise Subscription	9,150	\$6.00 Per Student	\$54,900.00
Implementation	1	\$12,000.00	\$12,000.00
			<b>\$66,900.00</b>

### Year Two

Description	Quantity	Rate	Subtotal
Enterprise Subscription	9,150	\$6.00 Per Student	\$54,900.00
			<b>\$54,900.00</b>

### Year Three

Description	Quantity	Rate	Subtotal
Enterprise Subscription	9,150	\$6.25 Per Student	\$57,183.84
			<b>\$57,183.84</b>

Grand Total: **US \$178,983.84**

The initial payment is due 30 days after the invoice date. All renewal subscriptions are invoiced 30 days prior to the start of the new term. Payment for renewal subscriptions must be received within 10 business days after the start of a new term.

***This Sales Order is valid until June 30, 2015.***

Thank you for your business!

## WEB-BASED LEARNING MANAGEMENT SYSTEM SUBSCRIPTION AGREEMENT

**THIS SUBSCRIPTION AGREEMENT** (this “Agreement”) sets forth the terms and conditions pursuant to which Schoology, Inc. (“Schoology”) provides its end user subscribers (each, a “Subscriber”) with access to Schoology’s proprietary learning management system and secure academic social network more particularly described on Schoology’s website located at [www.schoology.com](http://www.schoology.com) (the “Schoology System”). This Agreement is incorporated into and governs each sales order that Schoology offers to its Subscribers (each, the “Sales Order”). Acceptance of the Sales Order or Subscriber’s use of or access to the Schoology System shall constitute Subscriber’s unconditional acceptance of this Agreement. This Agreement shall be effective upon the earlier of the date of Subscriber’s acceptance of the Sales Order or the date of Subscriber’s first use of or access to the Schoology System (the “Effective Date”).

1. **Grant of License; Subscription.** Schoology hereby grants to Subscriber a limited license to access and use the Schoology System during the term specified in the Sales Order, including any renewals thereof (the “Term”). Subscriber hereby accepts the subscription to the Schoology System more particularly described in the Sales Order (the “Subscription”).

2. **Billing and Payment.** Subscriber agrees to pay the fees for the Subscription to the Schoology System in accordance with the payment terms set forth in the Sales Order. Schoology will send an invoice to Subscriber, and Subscriber shall pay the amount due within 30 days of the invoice date by mailing a check or depositing the amount due via wire transfer (in which case Subscriber must contact Schoology at [billing@schoology.com](mailto:billing@schoology.com) for wire transfer instructions). If Subscriber overestimated usage, Schoology shall not be obligated to refund any fees paid hereunder. If, however, Subscriber uses more than the number of Subscribers originally estimated and paid for, Schoology may submit an amended invoice for the amount of such excess usage, and Subscriber agrees to pay the variance within 30 days of the invoice date. Except to the extent fixed in the Sales Order, Schoology’s Subscription fee is subject to change by Schoology without notice and in its sole discretion. Subscriber shall be solely responsible for any personal property taxes or local licensing fees resulting from Subscriber’s Subscription or in connection with Schoology’s delivery of Schoology System under this Agreement.

3. **Ownership.** The Schoology System is owned and copyrighted by Schoology and offered through a subscription, not sold, to Subscriber. All right, title, and interest in and to all images, source code, updates, enhancements, modifications, and improvements contained in or related to the Schoology System, along with all intellectual property rights related thereto, shall remain with Schoology, regardless of the source giving rise to the intellectual property and despite any modifications or adaptations made for the benefit of Subscriber. The “Schoology” trademark is protected by United States and international trademark laws and treaties, as well as other intellectual property laws. Subscriber is not granted any license to use any of Schoology’s trade or service marks and Schoology retains all right, title, and interest in its trade and service marks. Subscriber agrees that Schoology may use, without restriction or royalty obligation, any comments, suggestions or contributions provided by Subscriber with respect to the Schoology System during the course of Subscriber’s use of the Schoology System. Subscriber hereby grants and assigns to Schoology any intellectual property rights that Subscriber may incidentally obtain or have with respect to any such comments, suggestions or contributions.

4. **Confidential Information.** Subscriber acknowledges that all underlying ideas, algorithms, item calibrations, test scripts, concepts, procedures, processes, principles, know-how, and methods of operation that comprise the Schoology System, including updates, enhancements, modifications, and improvements are confidential and contain trade secrets (collectively, “Confidential Information”), and Subscriber will respect such confidentiality, and shall keep all Confidential Information confidential.

Subscriber agrees not to use, disclose, or distribute any Confidential Information, directly or indirectly, without the prior written consent of Schoology, except that Schoology authorizes Subscriber to disclose Confidential Information to Subscriber's employees or agents who have signed written confidentiality and nondisclosure agreements before such disclosure.

5. **Subscriber Information.** Subscriber hereby permits Schoology to use information regarding its schools or district (other than student information) to perform its obligations hereunder and to be used and disclosed to internal and external researchers and other third parties that have executed confidentiality agreements. However, Schoology shall seek permission from Subscriber before including such information that is identifiable to the school or district in any publication.

6. **Renewals; Termination.** Unless otherwise specified in the Sales Order: Subscriber may terminate this Agreement before the end of the applicable Term by providing written notification to Schoology. Schoology may terminate this Agreement in the event Subscriber commits a breach hereof and fails to cure such breach within 30 days from written notice thereof. Upon the termination or expiration of this Agreement for any reason, Schoology will be under no obligation to refund any fees paid by Subscriber for the Schoology System and Schoology shall, for a period of 30 days following such termination or expiration, maintain student information and permit Subscriber with access to such data, in Schoology-augmented reporting form, including norms and learning statements. The parties agree that Sections 2-4 and 9-13 shall survive any termination or expiration of this Agreement.

7. **Support & Maintenance.** Schoology may, from time to time, provide to Subscriber updates, enhancements, modifications, improvements in and to the Schoology System which shall all be subject to the terms and conditions of this Agreement. Schoology has system maintenance periods throughout the year that will affect Subscriber's ability to interact with the Schoology System. Schoology will use commercially reasonable efforts to notify Subscriber in advance of any disruptions.

8. **Limited Warranty.** Schoology warrants to Subscriber that: (a) Schoology will comply with all applicable laws, rules and regulations, and (b) the Schoology System will perform substantially in accordance with its specifications. In the event the Schoology System fails to conform to these warranties, Schoology will use its best efforts to correct the Schoology System. If Schoology is unable to correct the error after using its best efforts, Schoology will refund the unused Subscription fees paid by Subscriber, as depreciated over the Term on a straight line basis, and terminate this Agreement. The limited warranties provided in this Section are void if the failure of Schoology System results from (x) use of the Schoology System in connection with software or hardware not compatible with the Schoology System or not meeting the technical specifications provided by Schoology; (y) improper or inadequate maintenance of Subscriber's equipment or software; or (z) inadequate Internet connectivity or bandwidth. Subscriber is responsible for the results obtained and decisions made from its use of the Schoology System. The Schoology System may include open source software components and use of such components may be subject to additional terms and conditions.

9. **Disclaimer.** EXCEPT FOR THE EXPRESS LIMITED WARRANTIES PROVIDED IN SECTION 8, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE SCHOOLY SYSTEM IS PROVIDED "AS-IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR USE, QUALITY, PRODUCTIVENESS OR CAPACITY, OR THAT THE OPERATION OF THE SOFTWARE INCLUDED WITHIN THE SCHOOLY SYSTEM WILL BE ERROR FREE. EXCEPT AS PROVIDED HEREIN, THE ENTIRE RISK AND LIABILITY ARISING OUT OF THE USE OF THE SCHOOLY SYSTEM REMAINS WITH SUBSCRIBER, INCLUDING, BUT NOT LIMITED TO, WHEN SUBSCRIBER'S PRACTICES ARE INCONSISTENT WITH *THE STANDARDS FOR EDUCATIONAL AND PSYCHOLOGICAL TESTING* (1999) BY THE AMERICAN EDUCATIONAL RESEARCH ASSOCIATION. WITHOUT LIMITING THE FOREGOING, THERE IS NO

WARRANTY FOR PERFORMANCE ISSUES (A) CAUSED BY FACTORS OUTSIDE OF SCHOOLGY'S REASONABLE CONTROL; OR (B) THAT RESULTED FROM ANY ACTION OR INACTION OF SUBSCRIBER OR SUBSCRIBER'S THIRD PARTIES; OR (C) RESULTING FROM SCHEDULED MAINTENANCE PERIODS.

10. **Additional Disclaimer.** SCHOOLGY DOES NOT AND CANNOT CONTROL PERFORMANCE OF THE SCHOOLGY SYSTEM BASED ON THE FLOW OF DATA TO OR FROM SCHOOLGY'S NETWORK AND OTHER PORTIONS OF THE INTERNET, WHICH DEPENDS IN LARGE PART ON THE PERFORMANCE OF INTERNET SERVICES PROVIDED OR CONTROLLED BY THIRD PARTIES. AT TIMES, ACTIONS OR INACTIONS OF SUCH THIRD PARTIES CAN IMPAIR OR DISRUPT SUBSCRIBER'S CONNECTIONS TO THE INTERNET (OR PORTIONS THEREOF). ALTHOUGH SCHOOLGY WILL USE COMMERCIALY REASONABLE EFFORTS TO REMEDY AND AVOID SUCH EVENTS, SCHOOLGY CANNOT GUARANTEE THAT SUCH EVENTS WILL NOT OCCUR. ACCORDINGLY, SCHOOLGY DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATED TO SUCH EVENTS.

11. **Limitation.** THE REMEDIES PROVIDED UNDER THE LIMITED WARRANTY ARE SUBSCRIBER'S SOLE AND EXCLUSIVE REMEDIES FOR ANY VIOLATION OF THIS AGREEMENT. EXCEPT TO THE EXTENT THE FOLLOWING LIABILITY LIMITATION IS PROHIBITED BY APPLICABLE LAW, IN NO EVENT WILL SCHOOLGY, ITS DEVELOPERS, OR ITS SUPPLIERS BE LIABLE FOR ANY DAMAGES OR EXPENSES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS, LOST OPPORTUNITY, LOST SAVINGS, LOSS OF GOODWILL, LOST BUSINESS, LOSS OF ANTICIPATED BENEFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, LOSS OF OR DAMAGE TO DATA, COMPUTER FAILURE OR MALFUNCTION, OR ANY AND ALL OTHER DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL DAMAGES, OR PECUNIARY LOSSES, WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE, ARISING OUT OF THE USE OF OR INABILITY TO USE THE SCHOOLGY SYSTEM, EVEN IF SCHOOLGY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY CASE, SCHOOLGY'S, ITS DEVELOPERS' AND ITS SUPPLIERS' ENTIRE LIABILITY UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNT ACTUALLY PAID BY SUBSCRIBER FOR THE RIGHT TO USE THE SCHOOLGY SYSTEM IN THE TWELVE (12) MONTHS PRECEDING THE INCIDENT GIVING RISE TO LIABILITY.

12. **Miscellaneous**

12.1 **Publicity.** Subscriber consents to Schoology's use and/or references to Subscriber's name, directly or indirectly, in Schoology's marketing and training materials. Subscriber may not use Schoology's name or trademark without Schoology's prior written consent

12.2 **No Disassembly.** Subscriber shall not modify, adapt, translate, reverse engineer, decompile, or disassemble the Schoology System or any software consisting thereof.

12.3 **Force Majeure.** Neither party shall be liable for any delay or failure to perform any obligation hereunder due to causes beyond its control, including without limitation, war, riot, insurrection, civil commotion, terrorist activity, fire, industrial disputes of whatever nature, acts of nature, computer crimes, epidemics, acts or omissions of third party vendors or suppliers, equipment failures, public enemies of government, failure of telecommunications, system malfunctions, fire, or other casualty.

12.4 **Waiver and Severability.** Waiver of any default or breach under this Agreement by Schoology does not constitute a waiver of any subsequent default or a modification of any other provisions of this Agreement. If any part of this Agreement shall be held invalid, illegal, in conflict with any law, or otherwise unenforceable by a court of competent jurisdiction, the remainder of this Agreement will nevertheless remain in full force and effect.

12.5 **No Third Party Beneficiaries.** The parties do not intend to confer any right or remedy on any third party.

12.6 **Entire Agreement.** This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.

12.7 **Assignment.** Subscriber may not assign this Agreement to any third party without the prior written consent of the Schoology. Any such purported assignment shall be null and void. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, and permitted assigns, if any.

12.8 **Notices.** Any notice required under this Agreement shall be in writing and effective when (a) delivered personally against receipt, (b) deposited in the mail and registered or certified with return receipt requested, postage prepaid, (c) shipped by a recognized courier service and addressed to either party as designated in this Agreement, (d) delivered by email to an email address designated by the recipient, or (e) delivered via any of the foregoing at the addresses specified in the Sales Order or such other address as may be provided by the recipient in accordance with this Section.

12.9 **Controlling Law and Venue.** This Agreement shall be construed and controlled by the laws of the State of New York, U.S.A., without giving effect to principles of conflict of laws. The United Nations Convention on Contracts for the International Sale of Goods is specifically disclaimed and shall not apply to this Agreement. Courts located in New York, New York shall be the exclusive forum for any litigation arising out of this Agreement. Subscriber hereby waives any objections to venue, personal jurisdiction, or forum non conveniens.

12.10 **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and the counterparts shall together constitute one and the same instrument, notwithstanding that all of the parties are not signatory to a single original or the same counterpart. The parties may also deliver and accept facsimile or electronically scanned signatures, which shall be binding upon the parties as if the signature were an original.

12.11 **Independent Contractor.** The parties are acting and shall act as independent contractors. Neither party is, nor will be deemed to be, an agent, legal representative, joint venturer or partner of the other party for any purpose. Neither party will be entitled to (a) enter into any contracts in the name of or on behalf of the other party; (b) pledge the credit of the other party in any way or hold itself out as having authority to do so; or (c) make commitments or incur any charges or expenses for or in the name of the other party. Neither party's personnel are, nor shall they be deemed to be at any time during the term of this Agreement, employees of the other party.



**Agenda III.C  
June 25, 2015**

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

**From: Cindy Amoroso, Assistant Superintendent**

**Date: June 25, 2015**

**Re: Present a report for the 2015-2020 Strategic Roadmap**

**2015-2020 Strategic Roadmap**

*All proposed changes are in red type*

<p style="text-align: center;"><b>Mission</b> <i>Our Core Purpose</i></p> <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 style="text-align: center;"><b>District Core Values</b> <i>Drivers of our Words and Actions</i></p> <p>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</p> <p>Respect: I will honor the uniqueness of myself and others</p> <p>Integrity: I will do the right thing...even when no one is looking</p> <p>Partnership: I will engage in relationships and action which empowers learning for ALL</p>
<p style="text-align: center;"><b>Vision 2020</b> <i>What We Intend to Create and Experience</i></p> <ul style="list-style-type: none"> <li>● Utilize technology for instruction to provide rigorous, personalized learning, and maximize operational systems.</li> <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> </ul>	<p style="text-align: center;"><b>Strategic Directions</b> <i>Focused Allocation of Resources</i></p> <ol style="list-style-type: none"> <li>1. Close gaps and raise achievement for all</li> <li>2. Create a culturally proficient school system</li> <li>3. Leverage and maximize resources for optimal student learning</li> <li>4. Raise the capacity for partnership with community</li> </ol>

<ul style="list-style-type: none"> <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>	
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**Proposed Strategic Directions:**

1. **Close Gaps and Raise Achievement for All**
2. **Create Culturally Proficient School System**
3. **Leverage and Maximize Resources for Optimal Student Learning**
4. **Raise the Capacity for Partnership with Community**

**Proposed added Technology statement for Vision:**

**Utilize technology for instruction to provide rigorous, differentiated learning and maximize operational systems.**

After a review of several documents and data sets, five directions are being proposed with an additional statement for the District Vision component of the Roadmap. The review included past Strategic Roadmap documents, the results of the four strategic planning sessions held last year with consultant Pam McBride, the input and feedback received through the many district and community Vision One91 sessions, achievement data, Site Improvement Plan, and goals, and SPA committee work on outcome metrics.

It is recommended that a technology statement be added to the vision portion of the Roadmap, with technology being a strategy embedded in every Direction. This will ensure technology will not be seen as only something that is siloed within the Technology Department but will be seen as a tool that has an impact in all district work.

The information below lists each proposed Direction, gives a description of the essence of the Direction and then gives some bulleted examples of what areas could be addressed as the administration develops the Strategies for each Direction.

Next steps will be for administration to lead the development of strategies, outcomes and metrics for the Directions. This work would be in conjunction with the Vision One91 planning for full deployment in the 2016-17 school year.

Direction	Description
<p><b>Close Gaps and Raise Achievement for All</b></p>	<p>Student achievement is increased through: development and implementation of curriculum that is aligned to MN Academic standards, college/career readiness standards, and high school standardized measures of post-secondary preparedness; offerings for students that honor broad interests and workforce needs; professional development focused on the Danielson Framework for Teaching, use of cultural proficiency tools to guide &amp; monitor programming, and content specific knowledge and instructional strategies; and an intervention/enrichment model that follows Best Practice</p>
<p><b>Create Culturally Proficient School System</b></p>	<p>The CPSS framework is the foundation for ensuring systems-wide educational equity. The Cultural Proficiency Continuum, the Guiding Principles of Cultural Proficiency and the Essential Elements of Cultural Proficiency serve as reference tools to guide organizational development &amp; to equip all ISD 191 formal and informal leaders, non-licensed &amp; licensed staff, and direct and indirect service providers with the capacity needed to serve our diverse community of learners.</p> <p>A linchpin to increasing organizational effectiveness in serving all students, and especially those who are linguistically, ethnically and culturally diverse, is both recognizing and acknowledging the barriers that have historically impeded quality learning for the aforementioned groups of students.</p>
<p><b>Leverage and Maximize Resources for Optimal Student Learning</b></p>	<p>Resources will be strategically allocated to support the District Strategic Roadmap which encompasses Vision One91. A focus on maximizing all resources also includes taking advantage of opportunities to increase resources through partnerships and grants. Technology-specific resources will be allocated to create a high quality digital environment for operations and learning.</p>
<p><b>Raise the Capacity for Partnership with Community</b></p>	<p>Parent, student, staff, and community members are active partners with the district. Partnership opportunities expand the ability of stakeholders to actively participate in the education of students to help students reach high levels of success and to provide support for every student to learn and succeed.</p> <p>Student success will be recognized by the community and create a dynamic that draws students from within and from outside the district.</p>



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# 2015-16 STUDENT/PARENT HANDBOOK

RECOMMENDATION TO THE ISD191 BOARD OF EDUCATION  
JUNE 25, 2015

# Improvements for 2015-16

- Streamline and focus general information
- Reformat Code of Conduct

# Changes in General Information

- Communications Department publishing Back to School Newsletter for general, “nice to know” information
- Handbook will focus on mandatory information; information related to rules and regulations
- Language revised to be clear and concise
- Communications Department working to develop multiple means to provide information to families and students

# Changes to Code of Conduct

- Based on research in improving achievement
- Aligns with work of being a Culturally Proficient School System
- Reflects current work being done and approaches being used in the buildings
- Does not lower our expectations for behavior or diminish consequences we use as responses
- Has been reviewed by admin and teacher leaders
- Has had a thorough legal review and revisions made based on that review

# Changes to Code of Conduct

- Goals:
  - Engage all learners
  - Develop consistent school-wide expectations
  - Teach and promote desired behavior
  - Support strengthened relationships between adults and students, adults and adults, and students and classmates.

# Changes to Code of Conduct

- New information regarding:
  - Philosophy and beliefs toward behavior and discipline
  - Positive Behavioral Interventions and Supports (PBIS)
  - Responses to Behavior
  - Levels of Intervention for Behavior
- Revised information regarding
  - Explanation of Roles
  - Procedural Requirements

# Changes to Code of Conduct

- Reformatted matrix for behavior and responses
  - ▣ Clarifies level of severity for behaviors
  - ▣ Correlates who responds to which level
  - ▣ Provides multiple responses instead of only suspension and expulsion

# Next Steps Pending Approval

- Communications Department producing Back to School Newsletter
- Summer planning for fall communication with staff
- Summer planning for improved communication process and vehicles with students and families
- Year-long implementation and monitoring through Principals, Assoc. Principals, and PBIS coaches and teams

# Thank you

- ISD191 Associate Principals
- ISD191 PBIS Coaches and Teams
- ISD191 Principals
- ISD191 Superintendent Leadership Team
- Jen Babiash
- Charlotte Lindberg



**Agenda III.D  
June 25, 2015**

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

**From:** Cindy Amoroso, Assistant Superintendent

**Date:** June 19, 2015

**Re:** 2015-16 Student/Parent Handbook

**RECOMMENDATION:** that the Board of Education approves the 2015-16 Student/Parent Handbook.



# Student/Parent Handbook 2015-16



**Each Student Real-World Ready**

June 17, 2015

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# General District Information

## **FEES**

ISD 191 families who qualify for free or reduced meal benefits can apply for a waiver from fees that may be assessed at the buildings. Applications are available online at <http://www.school lunchapp.com>. Families qualifying for free or reduced meal benefits should keep their approval letter in a safe place. Families must provide the approval letter they receive once qualified. See “FREE/REDUCED MEAL PROGRAM” for more information.

## **FIELD TRIPS**

Students take both transported and walking field trips to broaden their educational experiences. Parents are often asked to help with supervision. An informational letter and permission form will be sent home and this must be completed and returned to the school before a student may go on a field trip.

## **FOOD POLICY**

The State Department of Health requires that food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Families must adhere to the district’s Wellness Policy (JFCI) and must also check with school staff before sending in treats for a party or other event.

## **HUMAN GROWTH AND DEVELOPMENT**

Each school year, 4th, 5th and 6th grade students receive Human Growth and Development classes. A licensed school nurse teaches these classes which are designed to promote a healthy attitude toward maturing bodies and an awareness of the physical and emotional changes that occur during the adolescent years. Boys and girls are instructed separately at each grade level. The school nurse will also be teaching the state-mandated Human Immune Deficiency (HIV) education along with communicable disease education to 6th grade students. Dates for these classes are communicated through newsletters and websites. Parents or guardians must contact the school if they do not want their child to participate. Children not participating in this class will take part in other health classes led by a classroom teacher. Questions related to human growth and development and Human Immune Deficiency (HIV)/communicable disease education may be directed to the school nurse.

## **ILLNESS AND INJURIES**

In case of illness or significant injury at school, a parent or guardian will be notified by the Health Office staff. Transportation home and all medical care is the responsibility of the parent or guardian. If a parent or guardian cannot be reached, the emergency contact will be called. The person designated as an emergency contact must be able and willing to provide transportation and supervision for the student. It is important that the emergency contact information is current for all students. Be sure that the school has this information by filling out the Health Office Emergency Information form, which is sent home in the fall. If emergency contact cannot be reached, 911 will be called as necessary.

In most cases, children should remain at home for 24 hours after antibiotics have been started. Students should be fever free for 24 hours before returning to school. Please see the district health services website for more information regarding “Is My Child Too Sick for School Today?” which will provide general guidelines regarding if your child should attend school when ill. If a student becomes ill with a communicable disease, please notify the school.

## **IMMUNIZATION RECORDS**

In order for students to enroll or remain enrolled in elementary or secondary schools, Minnesota state law requires documentation of required immunizations or written proof of exemption. Students will not be allowed to start school until this

information or an appropriately signed legal exemption is provided to the district. A list of the required immunizations, the entire ISD 191 immunization policy (JHCB) and immunization forms are available on the district website, [www.isd191.org](http://www.isd191.org), or in the school health office.

### **LATEX-SAFE SCHOOLS**

To safeguard the health of students and staff who have latex allergies, all schools take steps to minimize exposure to natural rubber latex. No latex balloons are allowed. Students with latex allergies should notify the building nurse at their school so that accommodations can be made.

### **LOCKERS (SECONDARY SCHOOLS)**

All lockers are school property and may be opened at any time by school officials. The school is not responsible for replacing lost or stolen student property. Replacement costs will be assessed for school property reported missing from a student's locker unless forced entry can be demonstrated. Lockers should always be locked properly and kept in good condition. Theft from lockers should be reported immediately to the police liaison officer or the main office. Students should not tell anyone their locker combination. If a locker is not operating properly, report it to the attendance desk.

Students enrolled in physical education are assigned a locker. Students are encouraged to mark all of their personal clothing and equipment with appropriate identification. These lockers must be cleared of all clothing and equipment as directed by school staff at the end of scheduled terms. The school will not assume responsibility for the return or condition of student equipment or clothing left in lockers.

Students may also be assigned athletic lockers for use during a specific athletic season. On the date that equipment is due at season's end, all locks and belongings must be removed. Please note that there are no lockers at the Senior Campus.

### **MEDICATIONS**

If a student needs to take medicine at school, a parent must contact the school nurse. Teachers cannot be responsible for a child's medication. Rather, medications must be sent to the school nurse in the original prescription bottle or original packaging along with a note from the parent/guardian providing permission for the medication to be administered during the school day. All medications dispensed at school require a doctor's order. This includes over-the-counter medications. Please refer to the district website for the medication policy (516) and authorization form. For more information, contact the school nurse.

### **PERMITTED ACTIONS**

MN Statute §609.379

Reasonable force may be used upon or toward the person of a child with the child's consent when the following circumstances exist or the actor reasonably believes it to exist:

- a) when used by a parent, legal guardian, teacher or other caretaker of a child or pupil, in the exercise of lawful authority, to restrain or correct the child or pupil.
- b) when used by a teacher or other member of the instructional, support, or supervisory staff of a public or nonpublic school upon or toward a child when necessary to restrain the child from self-injury or injury to any other person or property.

## **REPORTING CHILD ABUSE/NEGLECT**

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

## **SCREENING**

Every school year, students participate in grade level health screening. Students also receive hearing and/or vision screening upon request from their parents or guardians or if the teacher suspects that there may be a hearing or vision concern that is affecting the student's ability to learn. Health Screening includes hearing, vision, height/weight/BMI (body mass index) and dental screening. Please visit the Health Services webpage on the district website for a list of the grade level screenings. *If you do not wish for your child to receive health and/or dental screening, please inform your school health office.*

## **SECTION 504**

Section 504, a provision of the Federal Rehabilitation Act, ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability. A student may qualify for a 504 plan if he or she has a mental or physical condition for which reasonable accommodations are necessary in order to make progress in school. Questions about Section 504 services may be directed to the building 504 contact or Individualized Student Services Department (952) 707-2082.

## **SPECIAL EDUCATION**

If your child is struggling with academics or behaviors, please talk to his or her teacher to discuss your concerns. Each school has a student teacher assistance team (STAT) that addresses students needing support. STAT may refer a student for a special education evaluation after a number of individual supports have been implemented. Also, parents who believe their child may have a disability can make a formal request for a special education evaluation by contacting the building principal.

## **STUDENT DATA PRIVACY POLICY**

The Burnsville-Eagan-Savage School District 191 Board of Education policy (JO) requires the district to comply with the Federal Family Rights and Privacy Act and the Minnesota Government Data Practices Act.

In District 191, educational data are recorded on individual students in areas related to health, academic progress, attendance, testing and special education. Most information in education records is considered private and available only to the student, the student's parents/guardians if the student is not yet 18 years old, and to the school staff who need the data to provide services to the student, unless permission is granted by the student or parent/guardian.

However, according to state and federal guidelines, information that is considered to be directory information may be released to the public without permission of the student or parent/guardian. This includes:

- Student's name;
- Gender;
- Address;
- Telephone number;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees and awards received;
- Photographs for school-approved publications, newspapers and videotapes.

If a student or parent/guardian does not wish any or all of this information to be made public, he or she can “opt out” by notifying his or her school principal in writing.

If the decision is made to opt out, then the student will be excluded from all published information including:

- Honor rolls;
- Programs for concerts and theater performances;
- Athletic programs;
- Yearbooks;
- Press releases, etc.

Draft

# One91 Beliefs about Behavior in School

One91 has revised discipline policies and this student handbook. We researched what's working well across the country and took a close look at what we do here. We are making changes, so please review this handbook and be aware of what is new. Our most important responsibility is to support the success of all our students while they are in school. We also want to prepare them for successful lives after graduation.

We must teach, grow and enhance our students' experiences in four main areas: academic achievement; connection to school and community; social-emotional learning, and college and career readiness.

With this in mind, our plan is to:

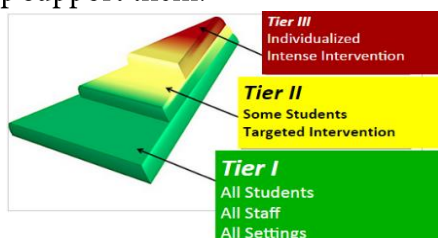
- Have consistent school-wide expectations and make sure students and adults know them.
- Teach and encourage desired behaviors so students know what is expected of them.
- Focus on rewarding positive behavior rather than just punishing negative actions.
- Create expectations and rules that address the diverse cultural needs of our students and staff members.
- Promote equitable actions and always look for ways to be more responsive to the cultures of our students.
- Understand all viewpoints when responding.
- Build stronger relationships between students and their classmates, and between students and school staff members.
- Include students instead of excluding.
- Restore and repair relationships when needed.

## Explanation of PBIS

All One91 schools use Positive Behavioral Interventions and Supports (PBIS) as a way to teach school-wide expectations and to let students know when they have met those expectations.

### PBIS shows that:

- Students learn better when they are taught the school expectations and given the chance to practice them.
- Students are more likely to follow the school expectations when they are recognized for doing what they are supposed to be doing.
- Some students need extra support when it comes to behavior. PBIS has three steps to help support them.



### Students who need additional support may benefit from:

- Additional lessons or instruction on the expected behavior, or skills that will help them meet the expected behavior (refocusing, self-control, self-advocacy, etc.).
- More opportunities to practice the behavior.
- Increased supervision by adults.
- Looking at what has worked for the student in the past, and doing it again.

# Explanation of Roles

It is the responsibility of all stakeholders to promote a safe and inclusive learning environment.

## **All students:**

shall be held individually responsible for their behavior and for knowing and following the Code of Student Conduct and related district policies.

Students should...

- Build and maintain positive, respectful relationships with school staff and caregivers. Have a go-to adult in the building.
- Observe and follow the routines and expectations taught by school staff and administrators.
- Understand the behavior response matrix of expectations and display behaviors in accordance with its content.
- Accept redirection and have open communication with adults.
- Be responsible and accountable for individual academic and social success.
- Do the right thing, even when no one is looking.
- Adhere to all Board policies.

## **All parents and legal guardians:**

shall be held responsible for the behavior of their children as determined by law and community practice. All parents and legal guardians are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Parents and guardians should...

- Establish a positive relationship with someone at the school where communication can readily occur.
- Partner with the school in regard to rules and policies.
- Show and model respect for other students and families.
- Work with staff in a mutually respectful manner focusing on the success of your student.
- Emphasize the importance of being prepared for school, both physically and emotionally. Teach and model skills for following routines and expectations in order to achieve academic and social success.
- Ask for help or information from the school when necessary.

## **All teachers:**

shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall promote use of the Code of Student Conduct.

Teachers should...

- Develop a classroom community and learning environment that provides for academic and social success for ALL.
- Build and maintain positive, respectful relationships with all students and their families.
- Hold high expectations for behavior and academics for all students.
- Teach and model expectations in accordance with the school's Positive Behavioral Interventions and Supports (PBIS) matrix.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.

- Communicate and partner with caregiver(s) in a positive, consistent, proactive, and culturally respectful manner.
- Acknowledge, honor and respond to both positive and negative behaviors.
- Maintain a positive attitude and professional learning environment for ALL.

### **Building principals:**

are given the responsibility and authority to formulate building rules and regulations necessary to enforce this Handbook, subject to final School Board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this handbook.

Building principals should...

- Create a warm, welcoming and positive learning environment for ALL.
- Hold high expectations for students and staff.
- Teach and model expectations in accordance with the school's PBIS matrix.
- Lead/support building development that improves classroom management skills of teachers and promotes a positive learning environment.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.
- Communicate regularly with caregiver(s) in a positive, consistent, proactive and culturally respectful manner.
- Acknowledge, honor and respond to both positive and negative behaviors.

### **Other school district personnel:**

shall be held responsible to work with building administration under the guidance of the superintendent to foster a positive, safe environment.

Other School District Personnel should...

- Contribute to a positive, safe, atmosphere that provides learning opportunities for ALL.
- Accept responsibilities as related to school behavior under the direction of the superintendent.
- Work to support building principals in setting and supporting the school Code of Conduct.
- Model and adhere to the school Code of Conduct and lead an equitable model of behavioral management which contributes to increased learning.
- Hold high expectations for all staff and students.

### **Superintendent:**

shall be responsible for designing, enhancing, and overseeing all behavior policies and enforcement subject to School Board approval. The superintendent will give direction and support to building principals and other district personnel to perform their duties within the framework of this handbook.

The Superintendent should...

- Ensure policy is aligned with best practices and the Strategic Roadmap as outlined by the Board of Education
- Lead/support building principals and other district personnel to improve classroom management processes and promote a positive learning environment.
- Ensure building principals and other district personnel are seeking to treat all students equitably and design policy accordingly.
- Hold high expectations for all staff and students.

## **School Board:**

is given the responsibility and authority to govern and oversee all policies relating to behavior management. The School Board will ensure behavior policy can allow for positive, safe, and productive learning environments in all district schools.

School Board members should...

- Approve all district policies related to behavior management systems.
- Seek to provide equitable outcomes for all students in the district.
- Support and provide guidance to the Superintendent in designing policies related to behavior management systems.
- Support all personnel with implementing best practices.
- Hold high expectations for all students and staff.

Draft

# Procedural Requirements

## ■ Application of the Code of Conduct

The disciplinary responses set forth in the ISD One91 code of conduct apply to students at all times while they are on ISD One91 property or while attending an ISD One91 event. ISD One91 property means any school or other facility, including grounds owned or operated by ISD One91, buses and other ISD One91 vehicles, bus stops, and the facility and grounds of any ISD One91 activity involving students. Student conduct occurring outside school hours and away from school property may be subject to disciplinary action if the administration believes reasonably that the conduct threatens the health or safety of students or staff in the school setting or if conduct causes or is reasonably expected to cause substantial disruption or material interference with school activities.

A student can never be punished physically.

## ■ Factors Impacting Discipline Decisions

ISD One91 staff shall make disciplinary decisions using clear, developmentally appropriate criteria, ensuring that consequences applied are proportional and consistent with:

1. The student's age;
2. Previous severe disciplinary infractions, including the nature of prior misconduct, the number of prior instances of misconduct and the progressive disciplinary measures implemented for such misconduct;

3. Cultural or linguistic factors that may provide context to understand student behavior;
4. The circumstances, including the nature and seriousness of the offense, surrounding the incident ;
5. Other mitigating or aggravating circumstances;
6. Factors and circumstances will be considered, at the district's discretion, on a case-by-case basis.

## ■ Disciplinary Responses

ISD One91 uses a continuum of instructional strategies and disciplinary responses to support student development and positive school environments.

The pages that follow establish levels of responses to defined disciplinary infractions, as follows:

- Responses to Behavior;
- Levels of responses;
- Disciplinary Response Matrix;

## ■ Rights to Continued Access to Instruction

Absences from class due to disciplinary action are excused absences.

Each student suspended in excess of five days, or who has been expelled out of school and has not enrolled in another district, shall receive daily classwork and assignments from each teacher that shall be requested from teachers by administration or designee.

## Responses to Behavior

<b>Behavioral Contract</b>	Correcting inappropriate or disruptive student behavior through a formal plan designed by school staff to offer positive behavioral interventions, strategies, and supports.
<b>Check-in with School Counselor/Resource Specialists</b>	Prompting a student to have an informal check-in with a school counselor, resource teacher, school psychologist, school social worker or coach who has a relationship with the student.
<b>Classroom-based Responses</b>	Prompting a student to reflect on his/her behavior using classroom strategies such as time-out, teacher–student conference, reflection, redirection (e.g., role play), seat change, call home, loss of classroom privilege or apology letter, and re-teaching expectations.
<b>Classroom Removal (limited to one class period)</b>	Removing a student from the classroom setting in order to reintroduce the student in a successful way. This intervention shall not exceed one class period or otherwise determined by an administrator/designee.
<b>Classroom Removal (more than one class period)</b>	Removing a student from the classroom setting to work with assigned support staff in order to reintroduce the student in a successful way. This intervention shall not exceed three class periods or otherwise determined by an administrator/designee. In no case may a student be prohibited from attending a class or activity period of time exceeding five days under this response.
<b>Community Service</b>	Recommending student to participate in an activity that serves and benefits others in the school or broader community (e.g. working at a soup kitchen, cleaning up public spaces, or helping at a facility for the elderly).
<b>Conflict Resolution</b>	Using strategies to assist students in taking responsibility for resolving conflicts peacefully. Students, parents, guardians, teachers, school staff, and/or principals engage in activities that promote problem-solving skills and techniques, such as conflict and anger management, active listening, and effective communication.
<b>Detention</b>	Requiring a student to report to a designated classroom before school, during a free period, after school or on the weekend for a set period of time.
<b>Dismissal</b>	Denying of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
<b>Exclusion</b>	Action taken by the School Board preventing enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.
<b>Expulsion</b>	School Board action prohibiting an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.
<b>Loss of Privileges</b>	Temporarily denying of a student privilege.

<b>Mentoring Program</b>	Pairing students with mentors (e.g. counselor, teacher, fellow student, or community member) who help with their personal, academic, and social development.
<b>Parent Outreach</b>	Informing parents/guardians of their children's behavior and seeking their assistance in correcting inappropriate or disruptive behavior.
<b>Plan for Success/Contract</b>	Developing an agreement between the student, school and family to create opportunities for change.
<b>Referral to an Alternative Education Setting</b>	Recommending a student to a building administrator(s) for placement in an alternative education school, alternative education program, or alternative education placement.
<b>Referral to Community-based Organizations</b>	In consultation with principal or designee, referring students for a variety of services, including after-school programming, individual or group counseling, leadership development, conflict resolution, tutoring, and/or truancy.
<b>Removal from School</b>	Removing a student from classes for more than one class period, but less than one day.
<b>Restorative Practices</b>	Proactively establishing and maintaining a positive school climate and establish a structured approach to teaching appropriate social skills. Employing interventions, responses, and practices designed to identify and address the harm caused by an incident, including harm to a victim, and developing a plan for the student who caused the harm to heal and correct the situation.
<b>Suspension</b>	Action taken by school administration, under rules promulgated by the School Board, prohibiting a pupil from attending school for a period of no more than ten school days. Suspension does not include dismissal from school for one school day or less, except as provided in federal law for a student with a disability. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

# Levels of Intervention for Behavior

## LEVEL 1 – Teacher Initiated Response

*An Office Discipline Referral would not be typically completed at this stage.* These responses aim to change the conditions contributing to the negative behavior and typically will be instituted in a graduated fashion; however, a teacher may exercise discretion to tailor a response to a particular situation:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, break/processing, daily progress);
- Classroom detention (Additional dedicated skill building time);
- Restorative practices;
- Loss of privileges connected to the infraction;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- Collaboration with support staff (EA, Case Manager, School Counselor, Mentor, Coach, Family Support Worker, etc.);
- Collaboration with Community Based Organizations.

## LEVEL 2 – Teacher Initiated Response with Office Support

*An Office Discipline Referral would be created in this situation but would include ongoing Level 1 interventions. Partnership with teacher and administration.* These responses are designed to teach behavior and reinforce appropriate behavior. Many of these responses engage the student's support system in order to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, break/processing, daily progress);
- Plan for Success/Contract;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- School-based or outside facilitated conflict resolution;
- Detention (Additional dedicated skill building time);
- Temporary classroom removal;
- Parent/Guardian conference;
- Home visits;
- Informal and/or preventative school-based mentoring;
- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;<sup>1</sup>
- Referral to mental/chemical/emotional services;
- Loss of privileges connected to the infraction;

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<sup>1</sup> These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the District knows or has reason to believe that the student has a disability.

- Collaboration with Community Based Organizations;
- Notification to extra-curricular supervisor;
- Restorative practices;
- Restitution.

### LEVEL 3 – Support and Administrative Responses

*An Office Discipline Referral would be completed and the administrator would coordinate interventions.* These responses engage the student’s support system to ensure successful learning and to alter conditions that contribute to the student’s inappropriate or disruptive behavior. These responses intent is to intervene in an intense, collaborative, and significant way in order to alter the behavior without removing the student from school. These responses may include short-term removal of a student but should be inclusive and practical in nature in order to change the long-term outcomes:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, daily progress);
- Plan for Success;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- School-based or outside facilitated conflict resolution;
- Detention (Additional dedicated skill building time);
- Temporary classroom removal;
- Parent/Guardian conference;
- Home visits;
- Informal and/or preventative school-based mentoring;
- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;<sup>2</sup>
- Referral to mental/chemical/emotional services;
- Loss of privileges;
- Notification to extra-curricular supervisor;
- Restorative practices;
- Restitution;
- Classroom removal;
- In-school suspension;
- In-school intervention;
- Collaboration with Community Based Organizations.

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<sup>2</sup> *These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the District knows or has reason to believe that the student has a disability.*

## LEVEL 4 – Support, Administrative and Removal Responses

*Immediate notification would be made to the office in this situation. Administration would be working collaboratively with each other to collect information and make a determination for placement.* These responses address serious, safety-related instances. When necessary, due to the nature of the behavior or potential implications for future harm, a student may be removed from the school environment for a period of time.

- Parent/Guardian and Student conference [with administrator(s)];
- Involvement of School Resource Officer;
- Loss of privileges/removal from extracurricular activities (referral to Athletic Director);
- Restitution;
- Manifestation Determination (for students with an IEP/504 plan);
- Formal mentoring program;
- Classroom removal;
- In-school suspension;
- Suspension;
- Referral to an alternative education setting;
- Recommendation for expulsion;
- Collaboration with Community Based Organizations.

## Behavior Response Matrix

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Although progressive discipline is preferred, the District, nonetheless, has the authority to bypass levels on a case-by-case basis. These examples are to clarify some behaviors but do not represent all behavior that may lead to disciplinary action. School Board Policy 506 gives the broad language regarding unacceptable behaviors and disciplinary action. Additional, related policies are referenced below, and in Policy 506.

Behavior	Lowest level should be considered first, followed by progressively more intensive consequences.			
	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
<b>Academic Dishonesty/ Misrepresentation</b>	Plagiarizing (taking someone else's work or ideas for students in grades 6-12), forgery (faking a signature; electronic or actual) of a teacher or parent/guardian); or cheating.			
		Tampering with, or assisting another to tamper with student information or assessment systems.		
<b>Alcohol</b> <i>Policy GBCB, 418</i>			Being under the influence.	
			Using or possessing alcohol.	
			Distributing/selling alcohol.	
<b>Arson</b>	Setting or attempting to set a fire or helping others to set a fire.			
<b>Assault</b>		Engaging in behavior that intentionally causes or threatens.		
<b>Bullying</b> <i>Policy 514</i>		Inappropriately targeting another student over a pattern of events where a perceived imbalance of power exists.		
		Materially, substantially interfering with another student's right to learn or participate in school activities.		

**Lowest level should be considered first, followed by progressively more intensive consequences.**

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
			Using electronic communication that significantly disrupts another student's right to learn or participate in school activities.	
<b>Bus Misconduct</b>	Breaking any bus and/or school rules while waiting for, riding, and leaving the bus. In addition to possible loss of transportation (privilege), misbehavior on district buses will be addressed in accordance with the consequences outlined for the specific behaviors.			
<b>Destruction of Property</b>	Causing accidental damage.			
		Causing intentional damage to property.		
<b>Disrespect</b>	Making inappropriate gestures, verbal or written comments, or symbols to others.			
<b>Disruption</b> <i>Includes, but is not limited to the actions listed in this matrix</i>	Engaging in minor behavior that distracts from the learning environment.			
	Persistently or habitually engaging in minor behavior that distracts from the learning environment (e.g. talking out of turn, throwing small items, horseplay).			
	Engaging in moderate to serious behavior that distracts from teaching and learning and directly affects the safety of others; gang symbols, drawings/messages, or any other type of insignia to display association with an organization that is disruptive to the learning environment.			
	Possessing or using any object that causes distraction, such as wallet chains, lighters, radios, squirt guns, games, laser pointers, etc., is prohibited. If a nuisance object is used in a manner which constitutes a threat, physical assault and/or a weapon violation, the appropriate consequences will be applied.			

**Lowest level should be considered first, followed by progressively more intensive consequences.**

Behavior	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
		<p>Engaging in an inappropriate behavior of a sexual nature.</p> <p>Engaging in intentional, negative actions that significantly disrupt the rights of other students and/or school community members to learn and be safe.</p> <p>Filming or recording in any manner the conduct or activities of other students or staff on District property without permission. In addition, any distribution, transmission, sharing or broadcasting of such activities/conduct on social media or elsewhere is prohibited. This prohibition does not apply to public events held on District property.</p>		
<b>Dress Code</b>	<p>Displaying dress or personal grooming that presents a danger to student's health or safety, provides inadequate coverage or is suggestive, causes an interference with work, or creates classroom or school distraction is not allowed during school or at school-sponsored events. Such attire includes, but is not limited to, chains, clothing with drugs, weapons and/or alcohol, sexually explicit or suggestive messages, or representations that are inappropriate or demeaning to any groups, or that shows gang affiliation.</p>			
<b>Driving</b>		<p>Carelessly or recklessly operating a vehicle; operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.</p>		
<b>Explosives/Bomb Threat</b>	<p>Possessing an incendiary or explosive device, material, or any combination of combustible or explosive substance, other than a firearm, that can cause harm to people or property (e.g., firecrackers, smoke bombs, flares; but NOT "snap pops," which should be treated as a disruption).</p>			

**Lowest level should be considered first, followed by progressively more intensive consequences.**

Behavior	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
				Detonating or possessing and/or threatening to detonate an incendiary device or material, as described above.
<b>Fighting</b>	Engaging in shoving, pushing, or otherwise being physically aggressive toward others (e.g. intentional bumping, body checking, pushing).			
	Engaging in a fight.			
	Engaging in a fight that extends beyond staff interference.			
<b>Firearms</b> <i>Policy JFC</i>				Possessing a firearm as defined by school district/state policy.
<b>Harassment</b> <i>Policy 413</i>	Engaging in intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion or other characteristics, and that interfere with a student's ability to participate in or benefit from the school's educational programs.			
	Unwelcome sexual advances; requests for sexual favors; and/or other inappropriate verbal, written, or physical conduct of a sexual nature; directed toward others. (Consideration would need to be particularly given to the age, grade, developmental level, prior offenses, intentionality and circumstances in determining an appropriate course of action and responses.)			

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
		Creating an intimidating, hostile, or offensive academic environment; substantially or unreasonably interfering with an individual's academic performance; or, otherwise adversely affecting an individual's academic opportunities.		
<b>Hazing</b> <i>Policy 526</i>			Committing an act against another student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.	
<b>Illegal Drugs/ Controlled Substances</b> <i>Policy 418, GBCB</i>			Unauthorized use of, possession of, or being under the influence of a controlled substance or look-alike substance not prescribed by a physician.  Using, possessing (including paraphernalia) or being under the influence of illegal drugs.  Distributing or selling non-illegal drugs or look-alike substances.  Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to a risk of harm.	
<b>Inappropriate Use of Personal Electronic Devices</b>	Using or displaying a personal electronic device that causes a disruption.			

**Lowest level should be considered first, followed by progressively more intensive consequences.**

Behavior	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
<b>Insubordination</b>		Repeatedly or persistently defying or refusing to follow directions of teachers, staff, or administrators.		
<b>Other Firearms/ Weapons/ Knives</b> <i>Policy JFC</i>		Possessing, using, or threatening to use a look-alike gun or facsimile (e.g. water gun).		
		Possessing, using, or threatening to use a non-firearm gun.		
		Possessing ammunition, a knife or other implement that could cause serious bodily harm, without intent to use as a weapon.		
		Possessing a knife or anything that could cause serious bodily harm with intent to use as a weapon.		
		Using or threatening to use, a knife or other implement as a weapon with intent to cause serious bodily harm.		
		Distributing or selling weapons.		
<b>Tardiness</b>	Arriving late to the assigned school locations (class).			
	Persistently (more than three times) arriving late to class or school without an excuse.			

**Lowest level should be considered first, followed by progressively more intensive consequences.**

Behavior	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
<b>Theft</b>	Taking or obtaining property of another without permission and/or knowledge of the owner.			
		Persistently or habitually taking or obtaining property of another without permission and/or knowledge of the owner.		
		Taking or obtaining property of another without permission and/or knowledge of the owner, where the theft is over \$200 or defined as burglary by law enforcement.		
<b>Tobacco</b> <i>Policy 419</i>				Using or possessing tobacco/tobacco related devices.
<b>Truancy</b>	Being willfully absent from class without lawful excuse for one or more class periods on seven different school days.			
<b>Verbal Abuse</b>	Engaging in verbal behavior that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participating in school-sponsored activities which would cause a reasonable person to have a reasonable apprehension that such harm is about to occur, or "fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener to the speaker is prohibited.			



OFFICE OF INDIVIDUALIZED STUDENT SERVICES

Agenda Item III. E.  
June 25, 2015

TO: Members of the School Board  
Superintendent Joseph Gothard

FROM: Stephanie Corbey, Executive Director  
Individualized Student Services

DATE: June 15, 2015

RE: 2015-16 Early Childhood Special Education (ECSE)  
Program Parent Handbook

**RECOMMENDATION:** That the school board approve the  
2015-16 parent handbook for the ECSE Program

The Early Childhood Special Education (ECSE) Program serves over 200 students (children ages birth to 5) in a variety of settings in our school district. Diamondhead Education Center is the primary educational site for children 3-5 years of age.

The parent handbook for the 2015-16 has been updated to include a few changes. The following sections have been revised:

- Alignment with K-12 handbook, where applicable
- Reduction of content
- Retention of items unique to the ECSE Program

**EARLY**

**CHILDHOOD**

**SPECIAL**

**EDUCATION**

**2015-16 PARENT HANDBOOK**

**Early Education Program and Services  
202 West Burnsville Parkway  
Burnsville, MN 55337  
(952) 895-6610**



Dear Parents and Guardians:

Welcome to the Burnsville-Eagan-Savage School District # 191. The Early Childhood Special Education (ECSE) Program is part of the Individualized Student Services Department. This handbook has been prepared for families with children who are receiving services through the ECSE Program. Many of your questions have been anticipated and are covered in this handbook. While the handbook contains general information regarding the ECSE Program, we understand that it may not provide answers to all of the questions you might have regarding your child's education and services while attending the ECSE Program. We are always available to clarify information and respond to your specific questions.

We like to work together with parents to promote their child's education and early learning. Parents are encouraged to visit the ECSE Program and to attend scheduled conferences and participate in parent learning classes and other programs designed to meet your needs.

It is our hope that this handbook will be helpful to you. We strongly encourage and support the team approach in our educational program, with you as a key member of the team. We greatly appreciate it when parents visit and share their experiences with us.

Best wishes for a successful school year.

Sincerely,

*Jackie Smith*

Jackie Smith  
ECSE Supervisor

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## Early Childhood Special Education Program Overview

A variety and continuum of special education services are provided to children and families through the Early Childhood Special Education (ECSE) Program. These services are designed to meet the individual needs of the children who participate in the ECSE Program. The birth-three year old services are primarily provided in the child's natural setting which is either the home or the childcare setting.

Children ages three to five years of age have a variety of classes and services available to meet their needs which are provided in the morning (9-11:30 AM) or the afternoon (12:30-3:00 PM). Based on each child's individual needs and determined by their Individual Education Program (IEP) plan team, a child may receive ECSE services one to four days per week. Services may be provided in center-based classrooms, community based settings and/or in the home. Services provided by the ECSE Program are described below.

**Home Based Services:** ECSE teachers and therapists may provide services in the child's home. These services focus on the individual needs of the child and related needs of the entire family. Home based services/home visits include direct services to the child as well as time for parent involvement and consultation.

**Itinerant Services:** Itinerant services are designed for children who may have needs in different areas of development and are currently enrolled in a preschool or daycare setting that is appropriate for them. An ECSE teacher or educational speech and language pathologist travels to the preschool or daycare setting. Direct service to the child, as well as consultation to the preschool/daycare staff, is provided. The frequency and amount of services provided in these settings is based on the individual needs of each child and determined by the child's IEP team, including parents.

**Community Based Services:** ISD 191's ECSE Program partners with the District's Community Education Preschool Programs and the Head Start Program to provide services in inclusive settings with typically developing peers. Children receiving services in these programs receive support from both licensed and non-licensed ECSE staff.

**Center Based Services:** Some children receive services in a specially-designed ECSE classroom at Diamondhead Education Center with children who are working on individual goals in various areas of development. The center based class hours are:

**Morning Session: 9:00-11:30 AM**

**Afternoon Session: 12:30-3:00 PM**

**Autism Services:** These classroom based services are specially designed for children who need intensive programming to meet their needs and most often have a primary disability of Autism Spectrum Disorders. The emphasis of these classrooms is on the introduction to the classroom experience, communication, play development, cognition, motor, imitation, social interactions, independent work, and self-care skills. Staff provides families with information regarding specific research based strategies and methods for working with children with Autism Spectrum Disorders.

**Speech/Language Therapy Services:** Educational Speech Therapy may be provided in a variety of ways. Therapy services may be any combination of: a community setting, within a small group, or on an individual basis. These services help in the development of communication skills such as vocabulary, sentence structure, and speech sounds.

**Parent-Child Groups/Parenting Sessions:** Group activities for children and their parents/guardians are scheduled throughout the year. During parenting sessions, parents have the opportunity to meet as a group to discuss practical and emotional concerns regarding their child's disability and participate in informational sessions related to specific disabilities and child development.

**Transition to Kindergarten:** In the year before kindergarten, parents will be invited to a transition group where they will have an opportunity to learn about the transition process. This group will also include a parent panel of former ECSE parents with children now in elementary school. There is a time for question & answer with this panel. In the spring, families will have a transition meeting with staff from the elementary school. These meetings will be held at the elementary school that the child will be attending. Parents can share information and hear about kindergarten school services at that time.

**Interagency Services:** **HelpMeGrowMN.org** provides resources for families regarding developmental milestones, to learn if there are concerns, and to help support or refer a child for a comprehensive and confidential screening or evaluation at no cost to the family. Help Me Grow is an interagency service between the Department of Health and the Department of Human Services.

**Parent Teacher Organization/Supports:** The District's *Special Education Advisory Committee* (SEAC) meets five times per year in the evening from 6:00-8:00 P.M. Parents, teachers and community members advise the district Individualized Student Services (special education) Department regarding services for infants, preschool, children, and young adults who receive special education services. If you are interested in serving on the SEAC, contact Stephanie Corbey at 952-707-6261 or [scorbey@isd191.org](mailto:scorbey@isd191.org). Watch the newsletter for information about meeting times and dates. Everyone is welcome to attend.

## **GENERAL INFORMATION**

**Calendars:** All families with children in the Burnsville-Eagan-Savage School District are provided with a district calendar prior to the first day of school. The calendar lists the major events at each of the schools. In addition you will be provided with a calendar for your student who is attending the ECSE Program.

**Change of Address:** Any change to student/family address or contact information must be reported to the school main office at 952-895-6610

**Child Abuse/Neglect Mandated Reporting:** District 191 will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, or sexual abuse. All district employees are mandated reporters and are required by State law to report suspected misconduct toward children and to maintain the confidentiality of such data.

**Clothing:** Play type clothing is suggested. Activities in the ECSE classrooms are many, varied and sometimes messy. Additionally, we encourage you to select clothing for your child that he/she can manage independently. When weather permits, children spend time outdoors on the playground. Please dress your child in outdoor clothing appropriate for the weather. Clearly label all outdoor clothing with your child's name. Also, please send an extra set of clothing for your child (including socks and underwear) clearly labeled with your child's name.

**ECSE Newsletter:** The ECSE school newsletter will be sent home regularly with your child. This newsletter is also posted on the ECSE Program website. The newsletter will be translated upon request. We encourage you to let us know if our communications efforts meet your needs.

**Health Screening:** Students enrolled in ECSE are NOT required to go through the early childhood/kindergarten screening process. All areas of your child's development are assessed and monitored by his/her education team, including health screenings for: vision, hearing, height, and weight. These screenings are completed *at least once* before your child enters kindergarten.

In addition, students may also receive hearing or vision screenings upon request from their parents/guardians or at the request of a teacher, if the teacher suspects that there may be a hearing or vision concern that is affecting the student's ability to learn. If your child fails any part of the hearing or vision screening, the health office will re-screen the child within four weeks to verify the results. If the student fails the second screening, a letter will be sent home with the student outlining the findings and recommendation for follow-up with a physician.

If at any time you have concerns about your child's hearing, vision, height or weight, feel free to contact the health office. **If you do not want your child to**

**participate in these screenings, please contact the ECSE health office at 952-895-6613.**

**IEP Meeting and Student Progress Reporting:** Two scheduled conferences to discuss your child's Individual Education Program (IEP) Plan or Individual Family Service Plan (IFSP) are held each year. Your child's progress and goals will be reviewed and new goals may be developed. The first conference is held in the fall and the second in the spring. These face-to-face exchanges are an important part of the IEP/IFSP process. Additional conferences may be held at the request of the parent or teacher.

**Illness and Injuries:**

In case of a significant illness or an accident at school, you will be notified. Transportation home and all medical care is the responsibility of the parent. If you cannot be contacted, the person whom you listed as the emergency contact will be called. This person should be willing and able to provide transportation and supervision of your child. Be sure the school has this information by completing the Health Office Emergency Information form. If emergency contact cannot be reached, 911 will be called as necessary.

**If your child will be absent from school, please call the school.** If your child should become ill with a communicable disease, please notify the school. In most cases, children should be kept at home for at least 24 hours after antibiotics have been started, fever is resolved, and/or primary symptoms have resolved. For your child's protection, he/she should be free of a fever for 24 hours before returning to school.

**Immunization Records:** It is state law and school district policy that all students must be up to date on their immunizations or show proof of conscientious or medical objection. Your child will not be allowed to start school until this information or an appropriately signed legal exemption is provided. The entire ISD # 191 policy (JHCB) and immunization form are available in the school health office or on the district website, [www.isd191.org](http://www.isd191.org), as follows: Go to the "Services" tab, click on "Health Services," then click on the "Immunization" button on the left side.

**Medications:** If a child needs to take medication at school, a parent must contact the school nurse. Teachers cannot be responsible for a child's medication. Rather, medication must be sent to the school nurse in the original prescription bottle or original packaging along with a note from the parent/guardian providing permission for the medication to be administered during the school day. All medications dispensed at school require a doctor's order. This includes over-the-counter medications. Please refer to the district website for the medication policy and authorization form. For more information, contact the school nurse.

**Snack Time:** Snack time is a part of your child's school program. The State Department of Health requires that the food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school.

Individual classrooms may have limitations on food items due to students with food allergies. If you do not wish to have your child participate in any parties, please inform your child's teacher. If you would like to have your child occasionally bring a snack to share with classmates you may do so if it is store bought. Families are encouraged to donate \$5.00 per month, as they are able, to the ECSE "Snack Attack" fund. This fund is used to purchase food that is used during snack time in the classroom.

**Student Data Privacy:** The Burnsville-Eagan-Savage School District 191 Board of Education policy requires the district to comply with the Federal Family Rights and Privacy Act and the Minnesota Government Data Practices Act.

In District 191, educational data are recorded on individual students in areas related to health, academic progress, attendance, testing and special education. Most information in education records is considered private and available only to the student, the student's parents/guardians if the student is not yet 18 years old, and to the school staff who need the data to provide services to the student, unless permission is granted by the student or parent/guardian.

However, according to state and federal guidelines, information that is considered to be directory information may be released to the public without permission of the student or parent/guardian. This includes:

- Student's name
- Gender
- Address
- Telephone number
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received
- Photographs for school-approved publications, newspaper and videotapes.

**Support (Related) Services Staff:** The ECSE program employs various support service staff to meet the needs of the students. These support service staff may work with your child depending on his/her needs. They include, but are not limited to: Speech/Language Clinician, Occupational Therapist, Physical Therapist, Teacher of the Visually Impaired, Teacher of the Hearing Impaired, and School Nurse. The student's needs and IEP/IFSP drive the service the child will receive. Support service involvement in a student's educational plan is a team decision.

**School Social Work Services:** The ECSE program employs a School Social Worker to help families connect to community resources and provide supports. To contact the social worker, please call **(952) 895-6610**.

**Cultural Liaisons:** The ECSE program employs both Latino and Somali cultural liaisons. The role of the cultural liaison is to assist Latino and

Somali students and families by facilitating communication between school staff and parents. Some of the duties of the liaison include: Disseminating information to parents regarding special education services, school/community resources, and trainings; building a family/school linkage; facilitating communication and relationship building with families; interpretation services; and assist staff in providing culturally and linguistically appropriate assessments and education. To contact the cultural liaisons, please call **(952) 895-6610**.

**Language Interpreters:** When a student/family speaks another language (other than English) in the home and school environment, an interpreter will be utilized to help the family participate in all aspects of the educational planning for their child.

**Educational Assistant (MEA):** Each ECSE classroom employs MEAs to assist the educational team in the implementation of the IEP. The number of MEAs assigned to a classroom is dependent on the students' needs within that classroom. Some of the duties of the MEA include: helping to reinforce concepts taught by the teacher, implementing modifications and adaptations to enhance the instruction for students, assisting in physical management, an assisting with transportation needs.

**Transportation:** Transportation for your child is provided throughout District 191 to children attending the district ECSE Program sites. All ECSE buses have a bus aide assigned due to your child's age. An Emergency Bus card must be completed and received by the school prior to the start of transportation.

Staff members meet the children at the bus when they arrive at school and accompany them to the bus at the end of the school/program day. Parent or daycare providers are responsible for walking children to the bus when they leave home and meeting the bus upon his/her arrival home.

Please contact your child's teacher if you have concerns or questions regarding transportation. All children sit on a star seat when transported by the school district. When your child is sick or will not be attending school, please notify the bus company and your child's teacher.

**Durham School Services Phone Number: (952) 736-8004**

**Visitors in Classrooms:** Parent involvement in his/her child's educational experience is encouraged. Visits must be prearranged with the program administrator, and identification is required. No other children will be permitted to accompany the parent during the visit. All visitors must sign in at the main office.

*If you have any barriers/impairments that interfere with understanding this information such as language, please contact 952-895-6610 for assistance.*

OFFICE OF INDIVIDUALIZED STUDENT SERVICES

Agenda Item III. F  
June 25, 2015

TO: Members of the School Board  
Superintendent Joseph Gothard

FROM: Stephanie Corbey, Executive Director  
Individualized Student Services

DATE: June 16, 2015

RE: 2015-16 BEST Services Transition Program  
Student/Parent Handbook

RECOMMENDATION: That the school board approve the 2015-16 student/parent handbook for the BEST Services Transition Program

The BEST Services Transition Program educates approximately 35 students with Individual Education Program (IEP) plans annually. These students, 18-21 years of age, develop skills to successfully transition from school- to-adult life while earning their high school diplomas. The students range in abilities, skills and post school graduation outcomes.

The BEST Services student/parent handbook for the 2015-16 has been revised to incorporate the following sections:

- Alignment with K-12 District Handbook, where applicable
- Reduced content
- Retention of items unique to the BEST Program

# BEST Services Burnsville-Eagan-Savage Transition Program



## Student Handbook

2015-2016

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



Dear Students:

The BEST Services handbook is written for you as an adult student. Please share this with your parents and/or others that support you as a way to enhance the line of communication between you and your education program. There are services, program guidelines and policies described on these pages. For a more detailed description of District policies, consult with the program staff or visit our district website at [www.isd191.org](http://www.isd191.org).

Many of your questions have been anticipated and are in this handbook. We are always available to discuss any of your concerns. Close cooperation between home and school is essential to promote your best interests. You are encouraged to communicate regularly with your IEP manager and teachers as you work toward achieving your desired post school outcomes. Your parents/guardians and other agency members are encouraged to attend meetings to support you in the purposeful planning of your transition services. Students benefit when there is a meaningful exchange of information between all stakeholders.

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

Sincerely,

Jennifer O'Neill-Mager  
Program Administrator

### **ATTENDANCE & SCHOOL HOURS**

The student day is from 8:00 a.m. to 2:30 p.m. unless otherwise determined by the IEP team. Students are expected to attend and follow their schedule each day unless they are ill or there is an emergency. **Attendance is important to meet Postsecondary Transition Goals.** The student is encouraged to call in their own absence. Students and/or parents have a responsibility to notify BEST at 952-746-7520 about an expected absence and also to notify Durham Transportation at 952-894-3460 to cancel transportation services when there is an absence.

### **CHANGE OF ADDRESS**

Any change to student/family address or contact information must be reported to the school main office.

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

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

### **COMMUNITY BASED INSTRUCTION**

Instruction is conducted at various community locations primarily located in the school district boundaries. Students may walk or be transported by bus or van to community destinations.

### **DISCIPLINE**

Maintaining an atmosphere conducive to learning is a priority for everyone at school. Use of positive behavior supports is encouraged and used by school personnel. Prior to determining discipline, the IEP team will convene to address Code of Conduct infractions at a Level 3 or 4.

### **DRESS CODE**

Students are expected to dress according to work place standards and use good judgment in choosing proper school attire.

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

Students must communicate with staff in the event of arriving late or leaving early.

### **ELECTRONIC DEVICES**

Possession of pagers, cell phones and other electronic communication devices are permitted, but the **use of** such devices may not disrupt the learning environment. The use of such devices may be restricted depending on the instructional or work place setting.

### **FOOD POLICY**

The State Department of Health requires that the food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Families must adhere to the district's Wellness Policy and must also check with school staff before sending in treats for a party or other event.

### **IEP TEAM AND PROGRESS MEETINGS**

IEP team and progress meetings are scheduled individually throughout the school year. The conferences are scheduled to review each student's program and to make plans for future educational programming. Students may request a meeting at any time as well.

### **ILLNESS AND INJURIES**

In case of illness or significant injury at school, a parent or guardian will be notified by the Health Office or school staff. Transportation home and all medical care is the responsibility of the parent or guardian. If a parent or guardian cannot be reached, the emergency contact will be called. The person designated as an emergency contact must be able and willing to provide transportation and supervision for the student. It is important that the emergency contact information is current for all students. Be sure that the school has this information by filling out the Health Office Emergency Information form, which is sent home in the fall. If emergency contact cannot be reaching, 911 will be called as necessary.

In most cases, students should remain at home for 24 hours after antibiotics have been started. Students should be fever free for 24 hours before returning to school. Please see the district health services website for more information regarding "Is My Child Too Sick for School Today?" which will provide general guidelines regarding if you should attend school when ill. If a student becomes ill with a communicable disease, please notify the school.

### **IMMUNIZATION RECORDS**

In order for students to enroll or remain enrolled in elementary or secondary school, Minnesota State Law requires documentation of required immunization or written proof of exemption. Students will not be allowed to start school until this information or an appropriately signed legal exemption is provided to the district. A list of the required immunizations, the entire ISD #191 immunization policy (JHCB) and immunization forms are available on the district website, [www.isd191.org](http://www.isd191.org), or in the school health office.

### **HOMEBOUND INSTRUCTION**

If a continuous absence of 10 days or longer is anticipated, homebound instruction may be an option for a student. This involves a teacher going to the home or mutually agreed upon site to provide help in the student's classes. If the absence is the result of a medical condition, homebound instruction cannot begin until a medical provider's order is received stating the need for extended absence. All requests for homebound instruction should be directed to the school nurse. This program is provided at district expense when deemed appropriate.

### **HOMEWORK**

Based on Individual Education Program plans, students will be asked to follow through with assignments and activities to attain their individual goals.

### **INTERNET**

Computers must be used in a responsible, ethical, and legal manner. Inappropriate use will lead to the loss of computer privileges and possible disciplinary action. The complete Internet policy is available in each office and on the district website ([www.isd191.org](http://www.isd191.org)).

### **MEDICATIONS**

If a student needs to take medicine at school, a parent/guardian must contact the school nurse. Teachers cannot be responsible for a child's medication. Rather, medications must be sent to the school nurse in the original prescription bottle or original packaging along with a note from the parent/guardian providing permission for the medication to be administered during the school day. All medications dispensed at school require a doctor's order. This includes over-the-counter medications. Please refer to the district website for the medication policy and authorization form. For more information, contact the school nurse.

### **PERMITTED ACTIONS** (MN Statute 609.379)

Reasonable force may be used upon or toward the person of a child with the child's consent when the following circumstances exist or the actor reasonably believes it to exist: a) when used by a parent, legal guardian, teacher or other caretaker of a child or pupil, in the exercise of lawful authority, to restrain or correct the child or pupil; b) when used by a teacher or other member of the instructional, support, or supervisory staff of a public or nonpublic school upon or toward a child when necessary to restrain the child from self-injury or injury to any other person or property.

### **PERSONAL ITEMS**

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

### **REPORTING OF MALTREATMENT OF VULNERABLE ADULTS**

District 191 will seek to protect adult students from maltreatment including any forms of abuse including financial exploitation and report when they have a reason to believe that a vulnerable adult is being or has been maltreated, or who has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

### **RESTRICTIVE PROCEDURES**

Physical holding or seclusion is only used in emergency situations with students whose Individual Education Program (IEP) plans include provisions for the use of such procedures or in emergency situations with students with IEPs that do not include the use of this procedure.

### **REPORTING STUDENT PROGRESS**

Student achievement is reported through progress reports and IEP meetings, grades, formal and informal feedback from employers, teachers, and job coaches.

### **STUDENT DATA PRIVACY POLICY**

The Burnsville-Eagan-Savage School District 191 Board of Education policy requires the district to comply with the Federal Family Rights and Privacy Act and the Minnesota Government Data Practices Act.

In District 191, educational data are recorded on individual students in areas related to health, academic progress, attendance, testing and special education. Most information in education records is considered private and available only to the

student, the student's parents/guardians if the student is not yet 18 years old, and to the school staff who need the data to provide services to the student, unless permission is granted by the student or parent/guardian.

However, according to state and federal guidelines, information that is considered to be directory information may be released to the public without permission of the student or parent/guardian. This includes:

- Student's name
- Gender
- Address
- Telephone number
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received
- Photographs for school-approved publications, newspapers and videotapes.

If a student or parent/guardian does not wish any or all of this information to be made public, he or she can "opt out" by notifying his or her school principal in writing.

If the decision is made to opt out, then the student will be excluded from all published information including:

- Honor rolls
- Programs for concerts and theater performances
- Athletic programs
- Yearbooks
- Press releases, etc.

### **TELEPHONE CALLS**

Calls to teachers and students during class time are discouraged. Contact with teachers prior to or after classes is encouraged. In case of an emergency, calls should be made to 952-746-7520 and a message will be delivered to the student. Students will not be permitted to use the phones during the day without permission from the student's IEP manager.

### **VEHICLES**

There is limited parking in the BEST parking lot; therefore, only a limited number of students are permitted to drive vehicles to school. Students who meet criteria for a driving contract may be permitted to drive a vehicle to school. Students

with driving privileges are not permitted to transport other students. Students must sign and follow the contract or driving privileges will be revoked.



**Agenda III.G  
June 25, 2015**

**To: Members, Board of Education**

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

**Date: June 17, 2015**

**Re: Approve Contract for co-located mental health services with Headway Emotional Health Service for 2015-2016**

RECOMMENDATION: That the Board of Education approve the agreement for mental health services with Headway Emotional Health Services for 2015-2016 for a total of \$ 287,694.

As a result of an agreement with Headway Emotional Health Services for the past four years, mental health services have been made available within our schools. This agreement is a decrease of \$29,806 from the previous year as a result of a reduction at BAHS of .4 FTE.

The agreement for 2015-16 calls for 14.6 FTE therapists to be co-located in our schools. As in the past years the Burnsville Alternative High School has dedicated funds to meet specific needs of students within their buildings.

Mental health services continue to be one of the greater needs of our student population and this agreement allows the district to better serve our students. I am pleased to recommend this agreement for your approval.

**CONTRACT TO PROVIDE SERVICES  
BY AND BETWEEN  
INDEPENDENT SCHOOL DISTRICT 191, BURNSVILLE-EAGAN-SAVAGE (ISD 191)  
And  
HEADWAY EMOTIONAL HEALTH SERVICES**

This contact is entered into by the Burnsville-Eagan-Savage Public Schools, District 191, 100 River Ridge Court, Burnsville, Minnesota 55337 ("District 191") and Headway Emotional Health Services ("Headway"), 6425 Nicollet Avenue South, Richfield, Minnesota 55423. District 191 and Headway will be collectively referred to in this contract as "the Parties".

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**I. Services Provided**

**A. Services to Be Provided at District Expense.**

Headway agrees to provide mental health specialists to provide assessment social/emotional support, therapeutic treatment and referral for students and families of students attending District 191 who may be experiencing mental health, personal and family problems that may be interfering with their education and daily functioning. This does not include IEP related mental health services.

**B. Services to Be Provided at Family/Student or Third Party Expense.**

In addition to assessment and referral services, Headway may also provide services to students and families and charge the student or family or a third party for the services. Those services will include, but are not limited to: student counseling; parent guidance and support; and coordination and consultation with school staff.

**II. Headway Employee Training, Background and Employment Status**

**A. Training.**

Headway will ensure that its employees providing service to District 191 students will be appropriately trained for the services they render and appropriately supervised by Headway. Headway has determined that its employees should have a master's degree in a mental health discipline.

**B. Criminal Background Check.**

Headway hereby warrants that each Headway employee providing service to District 191 has been subjected to a criminal background check pursuant to Minnesota Statute Section 299C.60 *et. seq.* Statute Section 123B.03 (as an independent contractor employed by the District) Headway warrants that no prohibited sexual contacts were discovered pursuant to such background inquiries for any employee assigned to work at a District 191 site. A copy of each staff member's criminal background study will be provided to District 191 upon request.

**C. Employment.**

Headway employees shall be hired and employed by Headway. Headway will be solely responsible for hiring, training, discipline, discharge and assignment of employees. Headway will assign service providers to serve in the District for ten months.

Changes in personnel will be made by Headway. Headway agrees to seek consultation with District 191 regarding assignment of service providers to District 191 sites. District 191 shall have absolute authority to prohibit a Headway staff member from providing service under this Agreement. If this occurs, Headway will have thirty business days to replace the provider without disruption of the contract.

Headway employees will not be responsible to provide administrative support to the school and should not be assigned to duties by school staff or administration.

Student, family and staff support that is related to mental health needs of the student will be provided by the service provider as they and/or Headway deem necessary and appropriate. Headway and its employees will have exclusive control and the exclusive right to determine the types, amount, and extent of services, if any, that are provided. They will have the exclusive right to serve, refuse to serve or terminate any client relationship.

The mental health specialists will work as assigned by Headway for an 8.5 hour day (including a lunch period and breaks as required by applicable law and set by Headway) providing services before, during and after school day hours during the 2015-16 school year. Specific hours will depend on the start time for each school and will be determined by Headway. The attached document shows the site locations for the 14.6 FTE Headway therapists who are assigned. The assignments may change during the school year in order to meet the needs of the schools and/or its students. A copy of the current assignments can be requested from the Headway ISD 191 School Based Supervisor or the ISD 191 Director of Health.

Headway employees will receive pay and benefits from Headway and will receive paid leave and holidays and any other benefits in accordance with Headway's personnel policies. Nothing in this contract shall be construed to make a Headway employee an employee of District 191. Service providers and Headway specialists agree that they are not eligible for any benefits provided to District employees or volunteers, including but not limited to insurance, severance, employee benefits, workers compensation, discounts, tenure or any other District employee benefits.

### **III. Independent Contractor Status**

Headway is an independent contractor under this contract. It will provide all necessary training to its employees and will provide all tools, equipment, supplies and materials other than the following. ISD 191 will provide a private space with an internet connection and a locking cabinet for Headway staff to provide counseling sessions.

The mental health specialists will keep records of the various services rendered and in a manner that complies with the applicable privacy laws, so the Parties may evaluate the effectiveness of the services performed. Headway personnel shall complete and submit a weekly Client Services Summary Form and provide it to the Headway supervisor. They will provide a summary report to the District upon the completion of the 2015-2016 school year.

Headway will determine how to provide services, the types and amounts of services and which of its employees will provide the services based on their expertise and professional standards.

## **IV. Data Practices and Confidentiality/Informed Consent**

Headway certifies that its staff members have been instructed on the private nature of information related to students of District 191. Headway will ensure that each service provider will review District 191's Data Practices Policy in full before the provider begins work in the District.

Each Party will be responsible for any data that it creates or maintains and will comply with state and federal law requiring the acquisition of data, the storage of data, the release of data and the destruction of data. Headway will obtain a release of information from each parent/guardian or adult student to share and obtain information from District 191. As members of school collaborative education teams, Headway will provide general recommendations to building staff that will enhance and improve education. District 191 will share information with Headway only as specified under district policy.

Headway will require that students under age 18 years of age will have the written, informed consent of their parent or guardian before Headway provides any services. Students ages 18 years of age and older will sign a written informed consent before services are rendered. Headway will provide initial crisis assessment and support without parental consent.

## **V. District Obligations under Special Education or Other Law**

Headway has no authority to designate its services as "special education", "Section 504" or "related services" under the Individuals with Disabilities Education Improvement Act (IDEIA); Minnesota Statute Section 125A.; Section 504 of the Rehabilitation Act or any other state or federal disability law.

District 191 has certain obligations under the above laws and is solely responsible for providing the services, if any, required by the state and federal laws.

Headway agrees that it may not designate or recommend its services as "related services", "special education" "educational accommodations" or other education services. In addition, Headway agrees to not recommend, as part of its therapeutic program, educational programs and services.

Headway employees may not engage in restraint or seclusion (restrictive procedures) or corporal punishment upon students of District 191 while working as independent contractors for the District.

## **VI. Term**

This Agreement shall be effective for the regular 2015-2016 school year. The term does not include summer school or extended school year.

## **VII. Termination**

Either party may elect to terminate this Agreement by providing 60 days written notice to the contract person identified in Section XV of this Agreement.

## **VIII. Contract Payments**

In consideration for the services described herein that are to be at District expense, the total cost to the District is \$287,694. With \$64,000 of the total cost to be paid by Burnsville Alternative High School and \$39,595 is paid out of Dakota County Local Collaborative Time Study funds.

The payment schedule for the \$287,694 will be made in monthly payments. Headway will provide monthly invoices and quarterly statements which include summary data. The invoice should include student name, date of service, duration of services, provider and licensure, type of service, funding source.

In the event that the program is terminated as provided in section VI, the remaining amount due for the terminated program will be paid by District 191 at a prorated rate based upon the services rendered at the time of termination. If District 191 has paid for more than the services rendered at the time of termination, Headway shall reimburse District 191 for the overpayment. Headway will provide an itemized statement of services for each period.

Payment from ISD 191 to Headway are for ancillary services that are provided to district staff such as staff training, consultation and support, student support groups and parent consultation. Headway will bill its clients for services rendered. Headway will not seek payment beyond the amount specified above in the 2015-2016 school year. Headway agrees that if students, families or third parties do not pay for the services rendered, it will not seek payment from the District.

## **IX. Insurance and Indemnity**

Headway shall maintain insurance coverage to cover any claims arising out of the services provided under this contract and naming District 191 as an additional insured for purposes of claims arising out of services provided under this contract. A certificate evidencing insurance obtained by Headway shall be furnished to District 191 upon request. Headway shall carry the following minimum insurance coverage in a form acceptable to District 191 at Headway's expense during the term of this contract.

- General Liability Insurance, \$1,500,000 per occurrence, minimum.
- Professional Liability Insurance, \$500,000 per occurrence, minimum.
- District 191 will be listed as an additional insured on Headway's insurance policies with respect to claims related to the services provided under this Agreement.

Headway agrees to defend, indemnify and hold harmless District 191 from any and all liability, claims, causes of action, damages, costs including attorneys' fees and expenses for injuries or damage to person or property arising from or in connection with any intentional or negligent act or omission of Headway, its officers, agents and employees; however, this provision has no effect if the sole proximate cause of injuries or damage is the intentional or reckless conduct of District 191.

## **X. Compliance with Applicable Laws**

The Parties warrant that they will comply with all applicable federal, state and local laws.

## **XI. Non-Discrimination**

Neither Headway nor District 191 shall discriminate on the basis of race, religion, creed, color, sex, national origin, ability, age, marital status, public assistance status, membership or activity in a local human rights commission, veteran status, or sexual orientation.

## **XII. Successors**

All covenants, stipulations and promises in this contract will be binding upon and insure to the benefit of the parties hereto and their respective successors, assigns and legal representatives. Headway does not have the right to assign or otherwise transfer its rights or obligations under this contract except with the written consent of District 191. Any prohibited assignment will be null and void.

## **XIII. Governing Law**

This contract will be governed by and construed pursuant to the laws of the state of Minnesota.

## **XIV. Waivers**

No failure on the part of either party to exercise and no delay in exercising any right or remedy hereunder shall operate as a waiver thereof.

## **IX. Amendments**

This contract may not be modified, amended, rescinded, canceled or waived in whole or in part, except by a written instrument signed by both parties or as provided in Section VII, Termination.

## **XV. Entire Agreement**

This contract constitutes and expresses the entire agreement and understanding between the Parties relative to the service provided by Headway. This contract supersedes all other prior agreements between the Parties.

## **XVI. Notices**

Any notices required by this contract shall be sent to the following contact persons for the respective parties:

By their signatures below, the signor acknowledges that he/she has authority to contract on behalf of the Party and that the Party agrees to all of the provisions of contained in this contract.

### **Headway Emotional Health Services**

### **Burnsville-Eagan-Savage School, ISD 191**

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Mark McNamera, Manager  
Client Services  
6425 Nicollet Ave S  
Richfield, MN 55423  
(612)798-8174

---

Lisa Rider, Executive Director  
Business Services  
100 River Ridge Court  
Burnsville, MN 55337  
(952)707-2050

## Headway staff 2015-2016

Prepared by: Debbie Bolton LICSW – School Base Supervisor for 191

Under current FTE of 14.6

<b>BHS</b>	<b>2 FTE</b>
<b>BAHS</b>	<b>1.6 FTE</b>
<b>Eagle Ridge</b>	<b>1.0 FTE</b>
<b>Nicollet Jr High</b>	<b>1.0 FTE</b>
<b>Metcalf Jr High</b>	<b>.6 FTE</b>
<b>Byrne Elementary</b>	<b>.6 FTE</b>
<b>Edward Neil</b>	<b>1.0 FTE</b>
<b>Gideon Pond</b>	<b>.6 FTE</b>
<b>Harriet Bishop</b>	<b>.6 FTE</b>
<b>Rahn</b>	<b>.8 FTE</b>
<b>MW Savage</b>	<b>1.0 FTE</b>
<b>Sioux Trail</b>	<b>1.0 FTE</b>
<b>Sky Oaks</b>	<b>1.0 FTE</b>
<b>Vista View</b>	<b>1.0 FTE</b>
<b>Hidden Valley</b>	<b><u>.8 FTE</u></b>
<b>Totals:</b>	<b>14.6 FTE</b>



# BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT 191 ADOPTED BUDGET 2015-2016 UPDATED FOR FINAL LEGISLATION

# Adopted Budget – Overview

## 2015-2016

2

- Proposed Budget for All Funds
- Based on Board of Education Parameters
- Incorporates Budget Unit Breakdown

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# Adopted Budget – Overview 2015-2016 (cont'd)

3

- Represents best estimate of revenues & expenditures including final legislation
- Subject to revisions
- Must be adopted by July 1
  - Board to take action June 25

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# Budget Process

4

## ➤ Board

- Retreat March 6;
- Workshop April 23;
- Special Board Meeting April 30

## ➤ Input Teams/Processes

- Principal Meetings: February 25; March 11; April 1; April 9
- Staff Meetings: May 6, 7, 11

# Budget Process (cont'd)

5

- April 30, 2015 – Preliminary Budget Guidance Approved by Board of Education
  
- April 30, 2015 and forward
  - Administration completed line item budget for Board of Education including known staffing assumptions; updated estimates for unsettled contracts, incorporated board guidance as well as adjusted for other known items.

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# 2015 – 2016 ADOPTED BUDGET CHANGE IN FUND BALANCE

**ISD 191 BURNSVILLE - EAGAN - SAVAGE  
2015-2016 ADOPTED BUDGET  
CHANGES IN FUND BALANCE**

<b>FUND</b>	<b>PROJECTED FUND BALANCE 6/30/15</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>PROJECTED FUND BALANCE 6/30/16</b>
<b>GENERAL</b>	<b>\$ 17,558,101</b>	<b>\$ 117,485,579</b>	<b>\$ 120,257,155</b>	<b>\$ 14,786,525</b>
<b>FOOD SERVICE</b>	<b>1,430,658</b>	<b>5,259,059</b>	<b>5,247,776</b>	<b>1,441,941</b>
<b>COMMUNITY SERVICE</b>	<b>747,489</b>	<b>5,957,102</b>	<b>5,951,064</b>	<b>753,527</b>
<b>CAPITAL PROJECTS</b>	<b>75,275,557</b>	<b>1,218,000</b>	<b>65,433,528</b>	<b>11,060,029</b>
<b>DEBT SERVICE</b>	<b>2,199,196</b>	<b>10,013,006</b>	<b>11,242,968</b>	<b>969,234</b>
<b>TRUST &amp; AGENCY FUND</b>	<b>188,883</b>	<b>682,150</b>	<b>680,000</b>	<b>191,033</b>
<b>INTERNAL SERVICE FUND</b>	<b>19,401,137</b>	<b>20,912,307</b>	<b>21,851,734</b>	<b>18,461,710</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 116,801,021</b>	<b>\$ 161,527,203</b>	<b>\$ 230,664,225</b>	<b>\$ 48,703,999</b>

# Enrollment History & Projection EC – 12

## 2004 - 2016

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### ISD 191 BURNSVILLE-EAGAN-SAVAGE ENROLLMENT HISTORY AND PROJECTION 2004-2016

	<u>Year</u>	<u>Total</u>	<u>Change</u>	
	2003-04	Actual	11,080	(140)
	2004-05	Actual	10,679	(401)
	2005-06	Actual	10,535	(144)
	2006-07	Actual	10,391	(144)
	2007-08	Actual	10,213	(178)
	2008-09	Actual	9,961	(252)
	2009-10	Actual	9,838	(123)
	2010-11	Actual	9,786	(52)
	2011-12	Actual	9,585	(201)
	2012-13	Actual	9,579	(6)
	2013-14	Actual	9,474	(105)
	2014-15	Estimate	9,397	(77)
	2015-16	Estimate	9,309	(88)

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# General Fund Assumptions

## Staffing Ratios

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	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Elementary	26.85	26.85	26.85	25.80	26.50	26.50	25.20	24.50
Junior High	25.88	25.88	25.88	33.00	35.00	33.00	33.00	33.00
Senior High	30.95	30.95	30.95	35.00	35.00	35.00	35.00	36.00

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# General Fund Assumptions 2015-2016

9

- General Education Formula - \$5,948 (final legislation as of 6/13/15)
- Elementary class sizes average approximately 24.5:1 with a range of 21-30.
- Secondary class sizes set with a goal of 33-36:1 with a range based on subject

200

# General Fund Assumptions (cont'd)

## 2015-2016

10

- Enrollment decrease of 88 students
- OPEB transfer to the operating funds of approximately \$550,000
- Five percent increase in health insurance

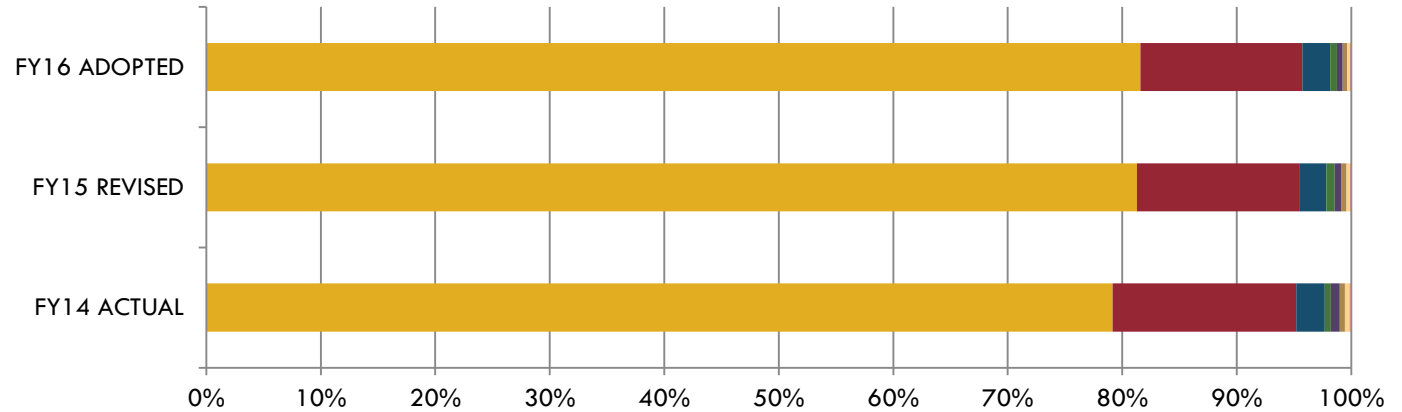
201

# General Fund Budget Comparative Summary

	Actual Results 2013-14	Revised Budget 2014-15	Projected 2015-16
Total Beginning Fund Balance	\$ 23,513,831	\$ 21,960,591	\$ 17,558,101
Revenues	114,626,638	116,289,398	117,485,579
Expenditures	116,179,878	120,691,888	120,257,155
Variance (Revenues - Expenditures)	<u>(1,553,240)</u>	<u>(4,402,490)</u>	<u>(2,771,576)</u>
Total Ending Fund Balance	<u>\$ 21,960,591</u>	<u>\$ 17,558,101</u>	<u>\$ 14,786,525</u>
<b>Breakdown of Fund Balance Categories</b>			
Nonspendable	\$ 256,197	\$ 256,197	\$ 256,197
Restricted	3,633,869	2,741,636	1,765,095
Committed	2,067,348	1,483,026	1,251,536
Unassigned	16,003,177	13,077,242	11,513,697
Total Ending Fund Balance	<u>\$ 21,960,591</u>	<u>\$ 17,558,101</u>	<u>\$ 14,786,525</u>

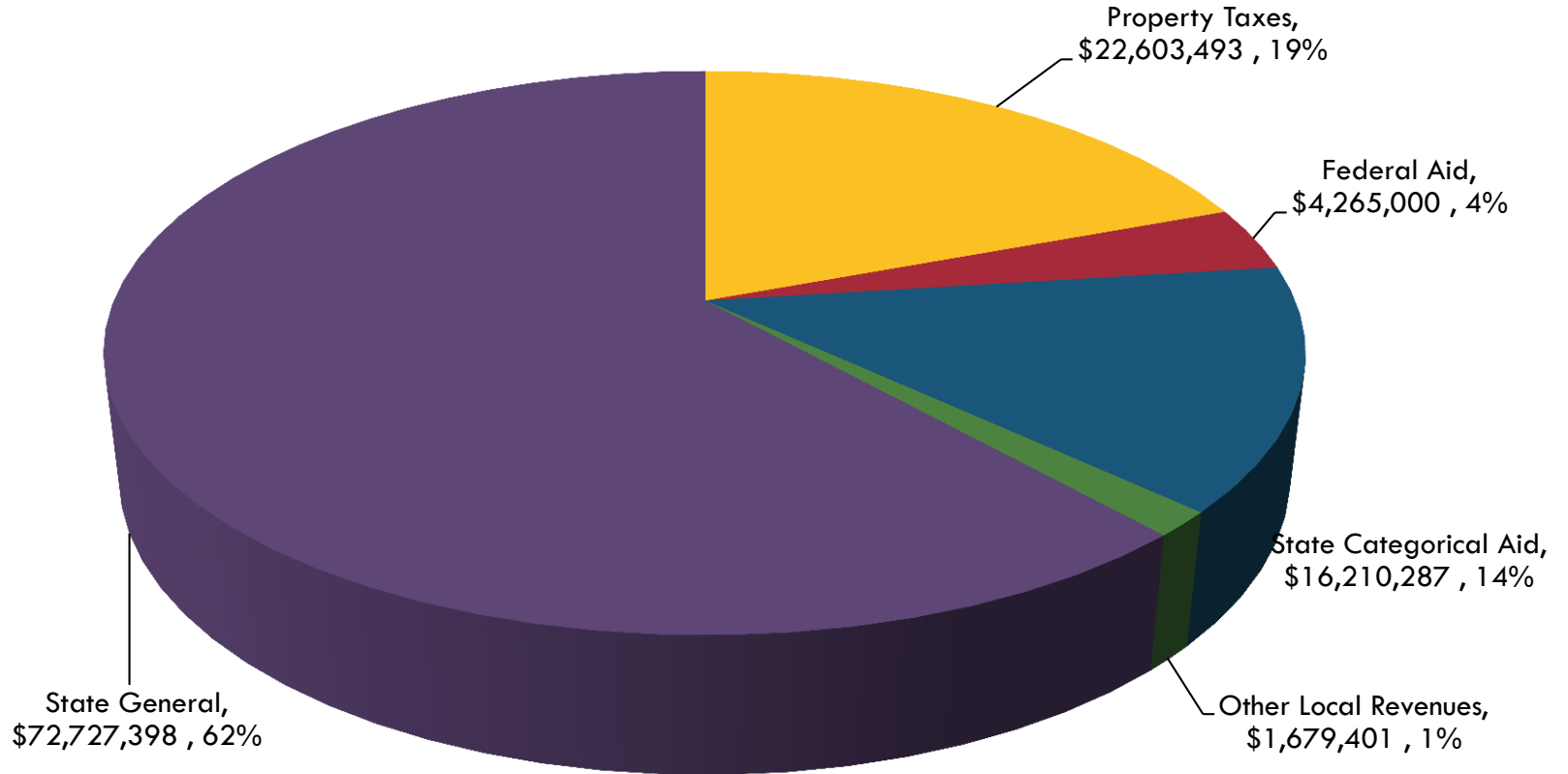
Unassigned Fund Balance % 13.77% 10.84% 9.57%

# General Fund Expenditure Comparison



	FY14 ACTUAL	FY15 REVISED	FY16 ADOPTED
Salaries, Wages & Benefits	79.15%	81.29%	81.58%
Purchased Services, Supplies, Capital, Other	16.06%	14.17%	14.15%
Special Education Transportation	2.49%	2.37%	2.42%
Workers Comp, Unemployment, & Property Casualty Ins.	0.53%	0.73%	0.58%
Rentals and Leases	0.77%	0.56%	0.51%
Capital Lease - Principal	0.46%	0.46%	0.39%
Travel/Conferences	0.41%	0.30%	0.27%
Capital Lease - Interest	0.14%	0.11%	0.09%

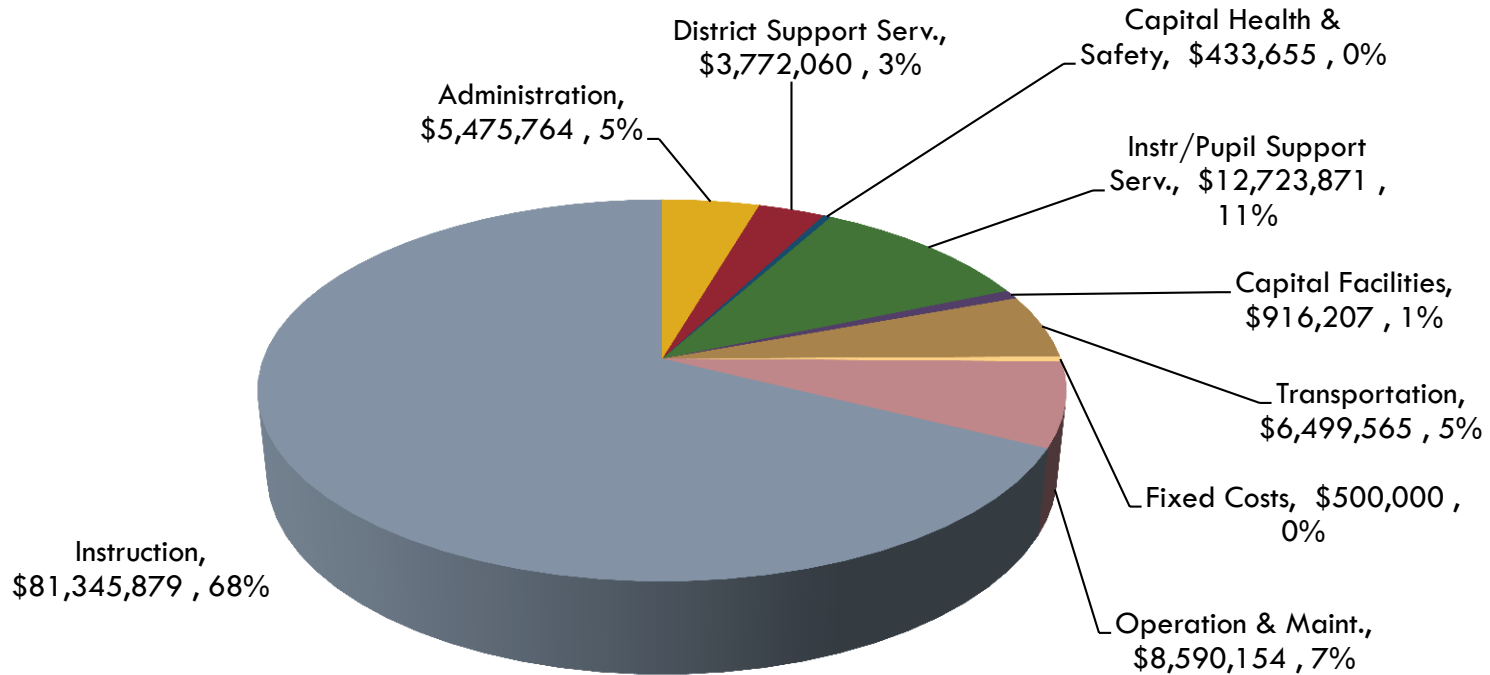
**INDEPENDENT SCHOOL DISTRICT 191  
GENERAL FUND REVENUE  
2015-2016 ADOPTED BUDGET  
\$117,485,579**



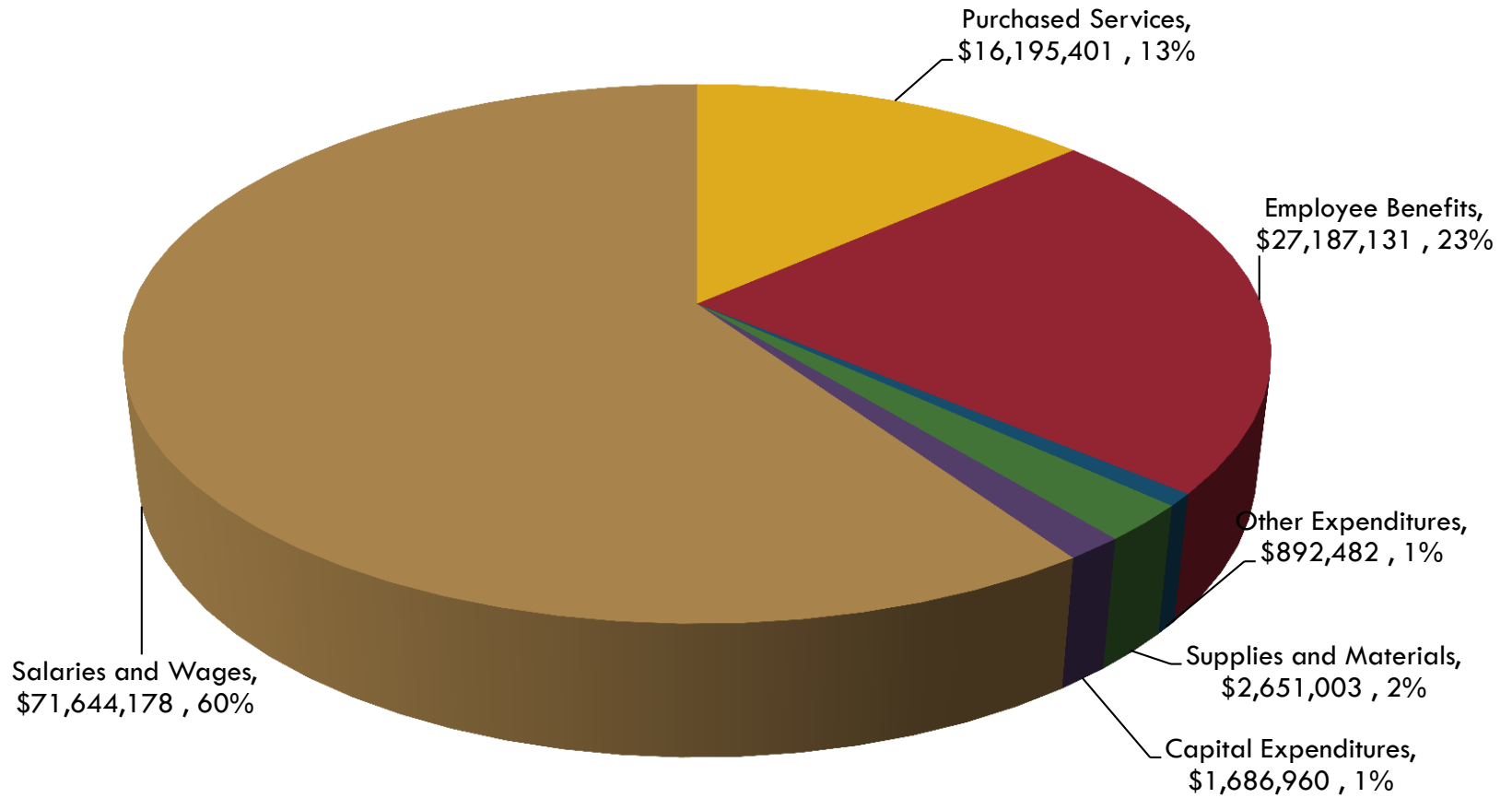
# INDEPENDENT SCHOOL DISTRICT 191 GENERAL FUND EXPENDITURES BY PROGRAM 2015-2016 ADOPTED BUDGET \$120,257,155

14

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**INDEPENDENT SCHOOL DISTRICT 191  
GENERAL FUND EXPENDITURES BY OBJECT  
2015-2016 ADOPTED BUDGET  
\$120,257,155**

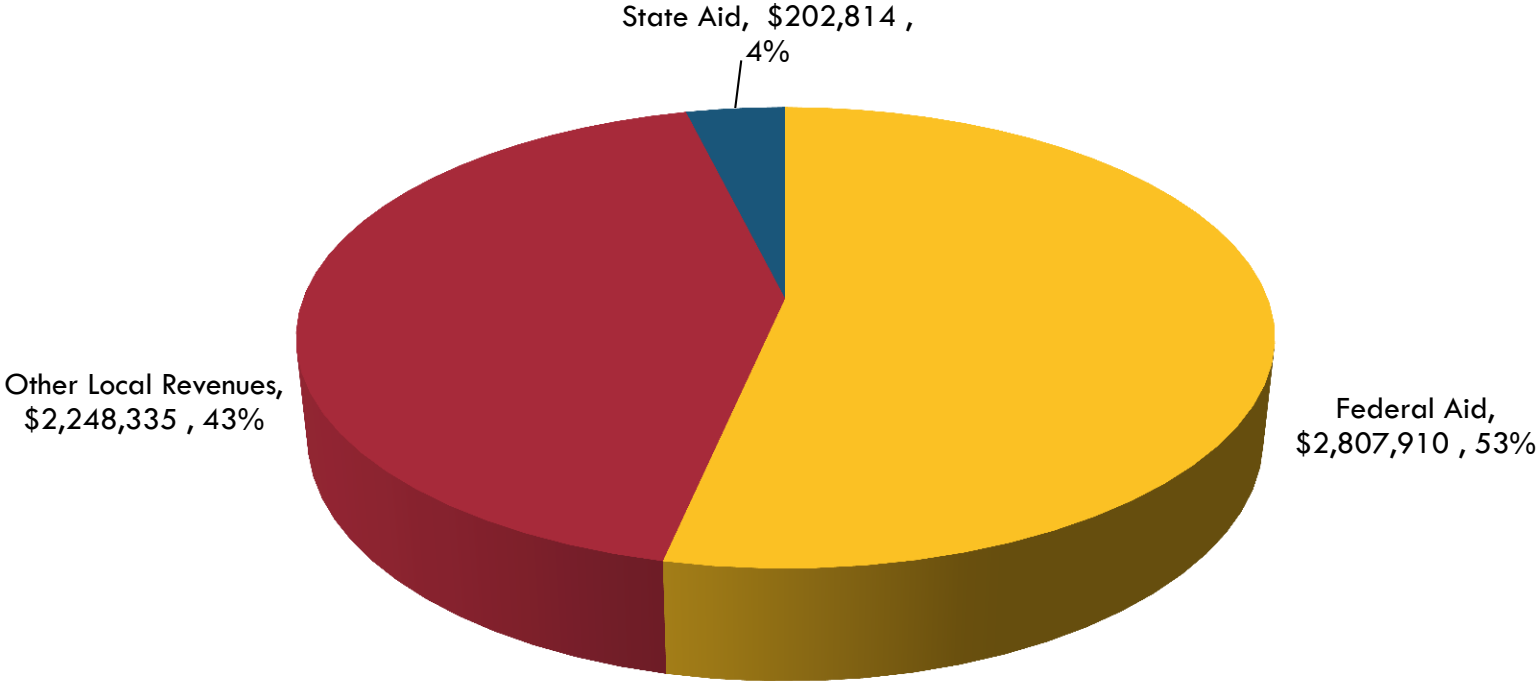


**ISD 191 BURNSVILLE – EAGAN – SAVAGE  
2015 – 16 ADOPTED BUDGET  
FOOD SERVICE FUND**

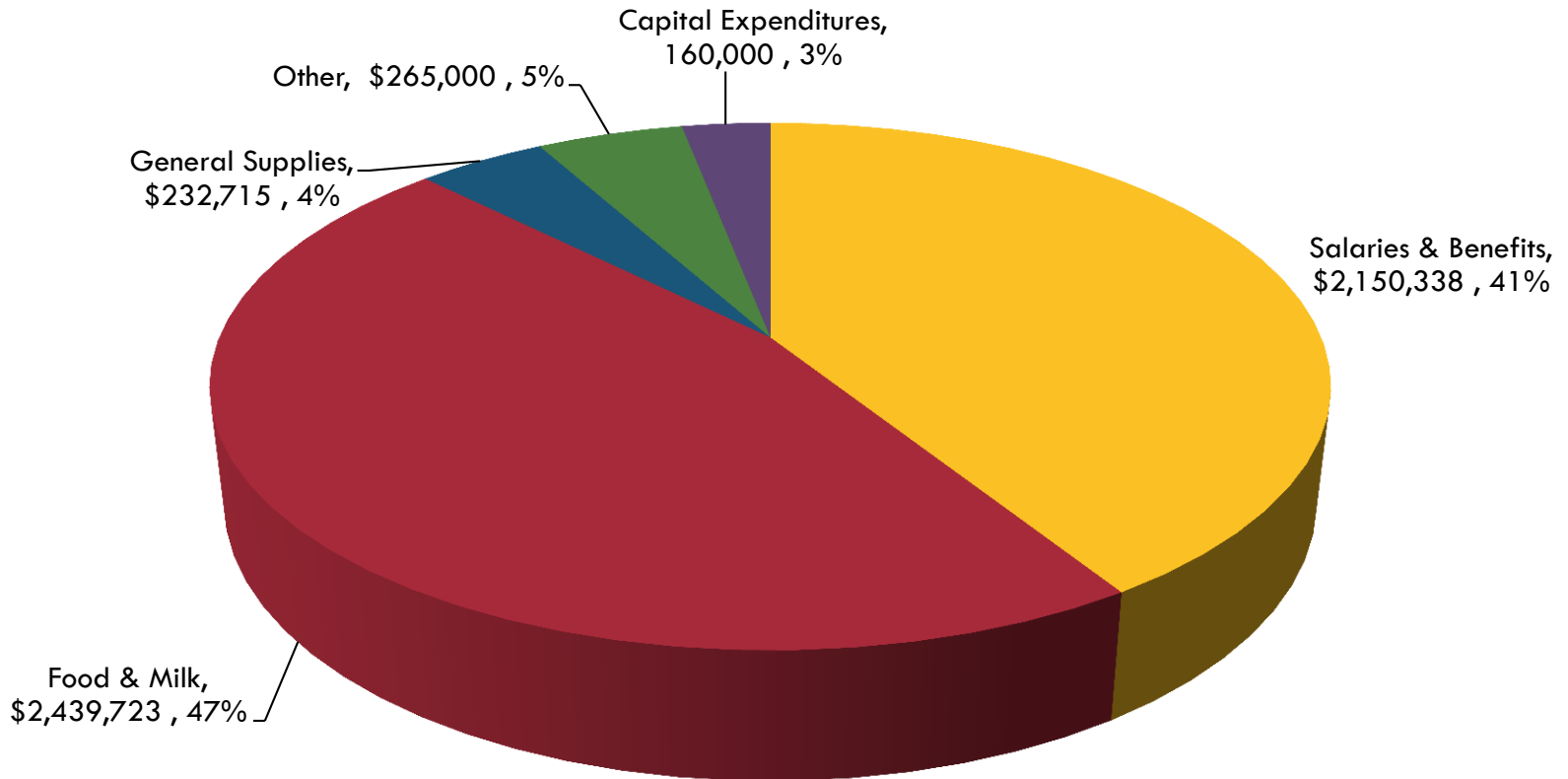
Projected Beginning Fund Balance	\$ 1,430,658
Revenues	5,259,059
Expenditures	<u>(5,247,776)</u>
Net Change in Fund Balance	11,283
Projected Ending Fund Balance	<u><u>\$ 1,441,941</u></u>

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**INDEPENDENT SCHOOL DISTRICT 191  
FOOD SERVICE REVENUE  
2015-2016 ADOPTED BUDGET  
\$5,259,059**



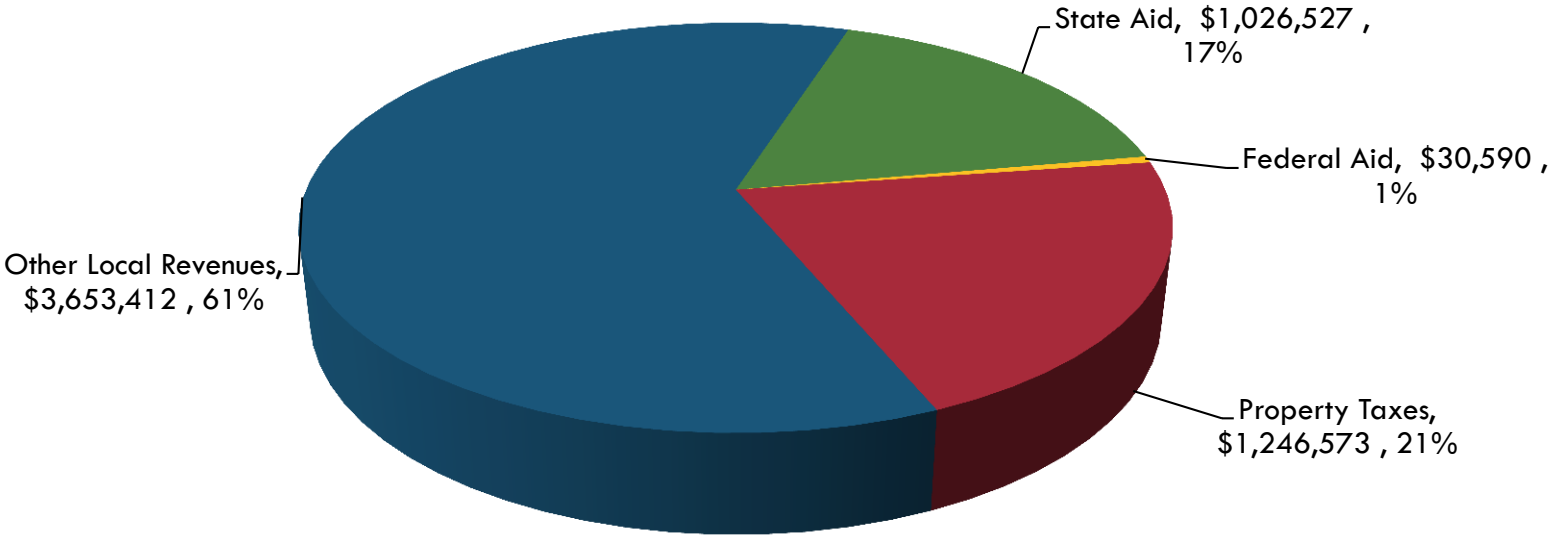
**INDEPENDENT SCHOOL DISTRICT 191  
FOOD SERVICE EXPENDITURES BY OBJECT  
2015-2016 ADOPTED BUDGET  
\$5,247,776**



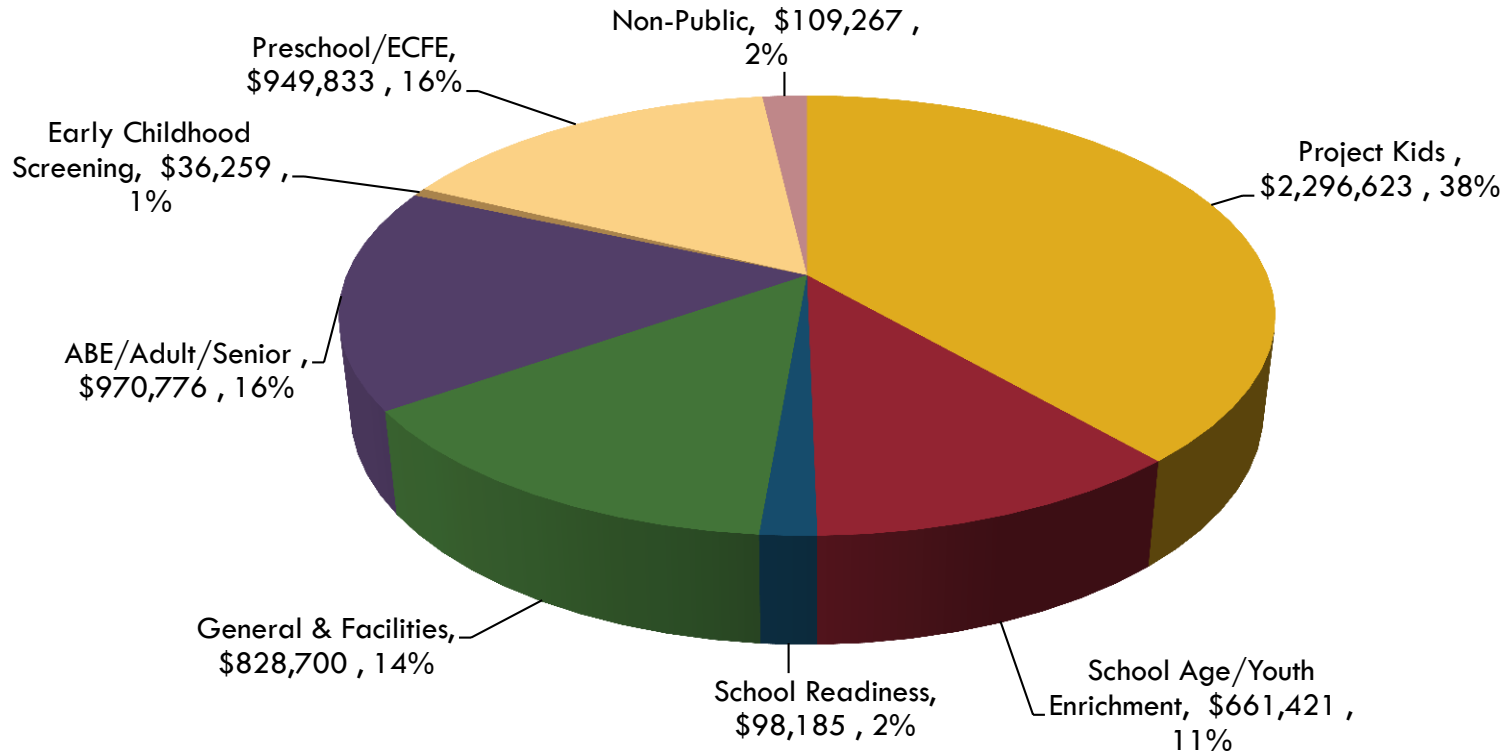
# 2015-2016 ADOPTED BUDGET COMMUNITY SERVICE FUND

Projected Beginning Fund Balance	\$ 747,489
Revenues	5,957,102
Expenditures	<u>(5,951,064)</u>
Net Change in Fund Balance	6,038
Projected Ending Fund Balance	<u>\$ 753,527</u>

**INDEPENDENT SCHOOL DISTRICT 191  
COMMUNITY SERVICE REVENUE  
2015-2016 ADOPTED BUDGET  
\$5,957,102**



**INDEPENDENT SCHOOL DISTRICT 191  
COMMUNITY SERVICE EXPENDITURES BY PROGRAM  
2015-2016 ADOPTED BUDGET  
\$5,951,064**



**ISD 191 BURNSVILLE - EAGAN - SAVAGE  
2015-2016 ADOPTED BUDGET  
CAPITAL PROJECT FUND**

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Projected Beginning Fund Balance	\$ 75,275,557
Revenues	1,218,000
Expenditures	(65,433,528)
Net Change in Fund Balance	<u>(64,215,528)</u>
Projected Ending Fund Balance	<u>\$ 11,060,029</u>

Includes both Alternative Facility Projects (Fund 06)  
and Building Projects (Referendum Fund 26)

This does not include Referendum Capital Project Technology as  
not available until 2016-2017.

**ISD 191 BURNSVILLE - EAGAN - SAVAGE  
2015-2016 ADOPTED BUDGET  
DEBT SERVICE FUNDS**

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Projected Beginning Fund Balance	\$ 2,199,196
Revenues	10,013,006
Expenditures	(11,242,968)
Net Change in Fund Balance	<u>(1,229,962)</u>
Projected Ending Fund Balance	<u>\$ 969,234</u>

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# Adopted Budget 2015-2016

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- Next Steps – Formal Board Approval at the  
June 25, 2015 Board Meeting

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**TO: Members, Board of Education**

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

**DATE: June 17, 2015**

**RE: Approve FY2015-2016 Adopted Budget**

**RECOMMENDATION: That the Board of Education approve the 2015-16 Adopted Budget providing all funds revenues of \$161,527,203 and all funds expenditures of \$230,664,225.**

Since April 30, 2015, when the board approved guidance for the General Fund Budget for FY2015-16 representing revenue assumption of \$500,000 growth on the general education formula and expenditures that would result in a 9.0% projected ending unassigned fund balance; the administration has worked to finalize positions for the coming year and to modify line item budgets within the given parameters. As of June 13, 2015, the Minnesota Legislature passed into law changes to the general education formulas. We have modified our assumption of the general education formula from \$5,831 to the newly approved \$5,948 and the extended time formula of \$5,017 to \$5,117 resulting in an overall increase to our projected revenue calculation of an additional \$696,181 since our report as of June 11, 2015.

Below is a summary of the Proposed FY2015-2016 Adopted Budget for your review. A full summary of the General Fund budget units and the assigned staffing are attached for review prior to action for adoption at the June 25, 2015 board meeting.

Fund	Revenue	Expenditure	Net Increase (Decrease)
General	\$ 117,485,579	\$ 120,257,155	\$ (2,771,576)
Food Service	5,259,059	5,247,776	11,283
Community Service	5,957,102	5,951,064	6,038
Capital Building Project	1,218,000	65,433,528	(64,215,528)
Debt Service	10,013,006	11,242,968	(1,229,962)
Total Governmental	139,932,746	208,132,491	(68,199,745)
Trust and Agency	682,150	680,000	2,150
Internal Service Funds	20,912,307	21,851,734	(939,427)
All Funds	\$ 161,527,203	\$ 230,664,225	\$ (69,137,022)

The 2015-2016 Budget was prepared in accordance with the following Board of Education decisions. The parameters used to develop the budget are detailed in the presentation materials but are essentially as follows:

1. General education funding, on a per pupil basis, was increased as of June 11, 2015 to \$5,881 per adjusted pupil unit, pending legislation and subsequently adjusted to \$5,948 as per final legislation approved June 13, 2015.
2. Elementary class sizes averaging around 24.5:1 resulting from a range of class sizes of 21-30 depending on grade level and secondary class sizes averaging around 33-36:1.
3. Enrollment decreased with estimates based on projected end of year Early Childhood-12 average daily membership of 9,309 for 2015-2016 and 9,397 for 2014-2015, a decrease of 88 average daily memberships. Magnet enrollments are included in this estimate.
4. An estimated \$550,000 reduction in Health Insurance costs across the operating funds is included as a result of the OPEB Trust implicit rate contributions.
5. Five percent increase in 2015-2016 health insurance premium costs for self-insured employee health benefits.
6. After pulling in actual salaries versus the average used in planning and adjusting for other line item budgets, expenditure estimates are about \$55,000 less than the total expenditures identified in the board estimates to result in a 9.0% projected ending fund balance preliminarily approved in April. The change in revenue assumption to the newly approved general education formula has increased the projected Unassigned Fund Balance for the General Fund to 9.57% considering the use of restricted and committed fund balances in the areas of Area Learning Center, Capital, program carryover, and ProPay.

This adopted budget will be revised later in the 2015-2016 year to adjust for actual data relating to federal updates, enrollment, staffing, audited fund balances, etc.

Given the projected fund balance is above the current Board Policy, there is no need for a waiver; however, prior to June 30, 2015 the board will need to define what fund balances they would be committing for 2015-2016.

## **GENERAL FUND**

### **Overview**

On April 30, 2015, the Board acted to preliminarily approve the General Fund total revenues and total expenditures which would result in a projected ending Unassigned General Fund Balance of 9.0%. The revenue assumptions now indicated within this proposed Adopted FY 16 budget reflect final legislation that is was approved June 13, 2015, and has resulted in a projected ending Unassigned General Fund Balance of 9.57% prior to any changes in committed funds yet to be determined by the Board of Education. Federal assumptions are conservative and are expected to be modified mid-year.

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

### **Basic Allowance**

The basic funding allowance is \$5,948 per pupil unit.

### **Special Education**

Special education categorical aid has been estimated similar to prior year budgeted revenues. This is an area of particularly conservative revenue estimates due to the complexity of the calculation which is changing for 2015-2016 and beyond.

### **Referendum**

The district's referendum authority is a combined \$1,696.37 per adjusted pupil unit prior to local optional allowance of \$424. After local optional subtraction the amount is \$1,272.37 reflecting the equivalent amounts approved by the voters in November 2011 and November 2007. Total referendum revenue adjusts each year in direct proportion to adjusted pupil units served. Estimated referendum revenue for the 2015-2016 year is approximately \$17.5 million, or roughly 15% of total General Fund revenues.

### **Alternative Teacher Compensation**

Alternative teacher compensation revenue of approximately \$2.46 million is included in the 2015-2016 budget. The expenditures in this area are in excess of revenues as a purposeful spend down of previous years of committed fund balance. These funds may only be utilized for Alternative Teacher Compensation.

### **Compensatory**

Compensatory revenue of approximately \$7.4 million is included and a portion of these funds is budgeted to cover costs of English Learner staff at all buildings. The remainder of this funding continues to be dedicated to providing educational programs for at risk students through various District initiatives.

### **English Learners**

The estimate is based on the assessment of student needs within our district. The allocation expenditures have remained similar from FY15 to FY16. The degree of services needed by students vary, our assessment of students and the responding services will fluctuate.

### **Enrollment**

Enrollment is a crucial factor in determining a school district's revenue because most funding formulas are student based. The 2015-2016 adopted budget assumes a decline in estimated EC-12 enrollment from estimated 9,397 students (Average Daily Membership) in 2014-2015 to 9,309 in 2015-2016. Enrollment uncertainty creates the potential for significant increases or decreases in student-based revenue. This assumption will need to be re-evaluated when the October 1, 2015, enrollment is known and the retention factor for 2014-2015 is determined. With each student generating approximately \$5,881 in revenue, a small deviation in enrollment can produce a significant change in revenue.

## **Revenue Restrictions**

Restrictions on the use of general education revenue are offset with dedicated revenue. Following are restrictions imposed on general education revenue in 2015-2016:

Basic Skills (Compensatory, EL)	Operating Capital
Learning & Development	Area Learning Center
Gifted & Talented	Alternative Teacher Compensation
Achievement and Integration	Staff Development

## **Capital Expenditures**

Capital expenditures are budgeted in the General Fund but are supported by revenue that is dedicated to this purpose. Capital expenditures included in this budget amount to approximately \$2.5 million and are projected to be less than revenue by approximately \$629,000. The decrease in planned spending of Capital funds is tied directly to the budget adjustment process in an effort to keep expenditures down as much as possible.

## **Student Transportation**

The student transportation budget is based on current service levels and a contingency for potential changes related to transportation services for future years. Since implementing our new contract with Durham School Services in 2012-2013, actual savings have been realized. These savings have been removed from the budget during the FY15 revised budget process.

## **Site Based Budgeting**

A large portion of the operating budget is expended at the site level based on ranges of class sizes determined by Principals and other Administrators in the staffing process. Instructional budgets, while determined on a uniform basis across the district, are distributed among various accounts and programs at the school building level. Any budget balance at the end of a year in school accounts is carried forward to the succeeding year provided the Board continues to commit the related fund balance.

## **FOOD SERVICE**

The Food Service Fund budget shows a surplus of \$11,283 for the 2015-2016 year. The lunch prices incorporated into this budget for 2015-2016 will continue to be \$2.40 for elementary, \$2.50 for Junior High and High School Students, and \$3.60 for adults. Milk prices will increase to \$0.50. Breakfast prices remain at \$1.40 for all students and \$2.00 for adults.

## **COMMUNITY EDUCATION**

The Community Education Fund shows expenditures essentially equal to revenues with no transfer from the General Fund.

## **CAPITAL BUILDING PROJECTS**

The Capital Building Projects Fund includes both the alternative facility projects (approved via 10 year plan) and Vision One91 referendum building projects although they are kept track of separately in our internal codes. These projects reflect the bond proceeds received in May, 2015 as a result of the Vision One91 referendum approval in February, 2015. Additionally, the expenditures indicate a projected spend down of fund balance for the 2015-2016 year of approximately \$65.4 million. This spend down is likely to be less than this as the project completion for the Vision One91 is anticipated to roll into the 2016-2017 fiscal year. However, for tracking purposes we are listing the entire building budget as approved in 2015-2016.

## **DEBT REDEMPTION**

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

## **FORMAT**

Attached is the General Fund budget broken into budget units and a list of employees for each budget unit. This format will allow for a greater understanding of what is included in our entire General Fund budget.

## **SUMMARY**

This budget was developed in accordance with direction provided by the Board of Education. There is potential for significant change as actual enrollment and staffing patterns are recognized. Our reality is there are constant changes to staffing assignments as we adjust our staffing to best serve our students needs. Therefore much of the staffing details will change but overall the amount of positions approved by the board to fulfill its' mission will remain within the guidelines of the proposed budget. Overall, the proposed adopted budget is consistent with earlier projections.

## **2016 Adopted Budget by Budget Unit**

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
<b><u>01010</u></b>	<b>- General Elementary Instruction - Personnel</b>	
Provides the funding necessary to provide instruction in the core academic subjects of language arts, math, and social studies at the district's ten elementary schools. This budget unit consists of salaries and benefits for 215.00 FTEs.		20,900,124
<b><u>01030</u></b>	<b>- General Elementary Instruction - Subs</b>	
Provides the funding necessary for elementary substitutes. This budget unit consists of salaries and benefits for no FTEs.		408,000
<b><u>02010</u></b>	<b>- General Junior High Instruction - Personnel</b>	
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's three junior highs. This budget unit consists of salaries and benefits for 52.80 FTEs.		5,528,539
<b><u>02020</u></b>	<b>- General Junior High Instruction - Subs</b>	
Provides the funding necessary for junior high substitutes. This budget unit consists of salaries and benefits for no FTEs.		153,000
<b><u>03010</u></b>	<b>- General High School Instruction - Personnel</b>	
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's senior high. This budget unit consists of salaries and benefits for 55.90 FTEs.		6,194,028
<b><u>03020</u></b>	<b>- General High School Instruction - Subs</b>	
Provides the funding necessary for high school substitutes. This budget unit consists of salaries and benefits for no FTEs.		102,000
<b><u>04010</u></b>	<b>- PhyEd, Health, Art, Science, Music - Personnel</b>	
Provides the funding to provide K-12 physical education, 7-12 health, K-12 visual arts, K-12 general/vocal music, K-6 science, and 5-12 Instructional music instruction. This budget unit consists of salaries and benefits for 69.50 FTEs.		5,987,199
<b><u>05010</u></b>	<b>- AVID Electives - Personnel</b>	
Provides the funding necessary for AVID elective courses offered from general ed uction formula funds. This budget unit consists of salaries and benefits for 2.40 FTEs.		223,873
<b><u>06010</u></b>	<b>- Family and Consumer Science Instruction</b>	
Provides the funding to operate the instructional program of family and consumer science. This budget unit consists of salaries and benefits for 4.30 FTEs.		437,136
<b><u>06020</u></b>	<b>- Trade and Industrial Education</b>	
Provides the funding to operate the instructional program of trade and industrial education. This budget unit consists of salaries and benefits for 5.00 FTEs.		453,417
<b><u>06040</u></b>	<b>- Business and Office Education</b>	
Provides the funding to operate the instructional program of business and office education. This budget unit consists of salaries and benefits for 3.00 FTEs.		298,816
<b><u>06060</u></b>	<b>- Post-Secondary Tuition</b>	
Provides the budget for secondary students to attend classes through the District's various University and College programs including college in the schools (CIS) and post-secondary enrollment options (PSEO). This budget unit consists of salaries and benefits for no FTEs.		575,000

## **2016 Adopted Budget by Budget Unit**

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
<b>07010</b>	<b>- K-12 Media Services</b>	
Provides the funding to provide K-12 media services- media specialists and media educational assistants. This budget unit consists of salaries and benefits for 14.50 FTEs.		985,341
<b>07020</b>	<b>- K-12 Gifted and Talented</b>	
Provides the funding to provide for a half-time gifted and talented instructor at each elementary school and an additional 1.0 at the gifted and talented magnet school. This budget unit consists of salaries and benefits for 6.10 FTEs.		637,681
<b>07030</b>	<b>- 7-12 Guidance Services</b>	
Provides the funding to provide 7-12 guidance services. This budget unit consists of salaries and benefits for 12.00 FTEs.		1,128,341
<b>07060</b>	<b>- English Second Language Learner</b>	
Provides funding for the district's K-12 English Second Language Learner program and includes salaries, benefits, and other instructional expenses. This budget unit consists of salaries and benefits for 39.50 FTEs.		3,354,843
<b>08010</b>	<b>- Site Allocation of Instructional/Operational Resources</b>	
Provides the per pupil funding allocation for instructional and operational related expenses. This funding is intended to cover the costs of building level equipment repairs, purchase of general supplies, classroom supplies, telephone, etc. This budget unit consists of salaries and benefits for no FTEs.		533,728
<b>08020</b>	<b>- Building Level Copier Leases</b>	
Provides the funding for the monthly lease costs of the main multi-functional device within each school. This budget unit consists of salaries and benefits for no FTEs.		144,835
<b>09010</b>	<b>- Special Ed Salaries/Benefits</b>	
Provides funding for staff costs necessary to operate the Office of Individualized Student Services. Most, but not all of these expenditures, are either reimbursed with state or federal special education funds or are related to general education functions. This budget unit consists of salaries and benefits for 290.20 FTEs.		22,687,030
<b>09020</b>	<b>- Special Ed Benefits</b>	
Provides funding for Individualized Student Services staff benefits. This budget unit consists of salaries and benefits for no FTEs.		49,568
<b>09030</b>	<b>- Special Ed Purchased Services</b>	
Provides funding for Individualized Student Services purchased services, supplies and equipment. This budget unit consists of salaries and benefits for no FTEs.		2,238,184
<b>09040</b>	<b>- Special Ed Transportation</b>	
Required transportation, purchased services, supplies and equipment for students served by Individualized Student Services. This budget unit consists of salaries and benefits for no FTEs.		3,113,100
<b>09100</b>	<b>- OLD SPED</b>	
This budget unit consists of salaries and benefits for no FTEs.		
<b>10010</b>	<b>- Alternative Learning Center</b>	
Provides categorical funds to operate the alternative high school, school within a school, extended day and extended year programs for elementary and junior high school students. This budget unit consists of salaries and benefits for 35.15 FTEs.		3,998,025

## **2016 Adopted Budget by Budget Unit**

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
<b>10020</b>	<b>- Mental Health Services</b>	235,156
<p>Licensed mental health professionals, through a financial partnership with Headway, who are able to respond to pressing mental health needs, proactively support student success, and be readily available in case of a crisis.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>10030</b>	<b>- K-12 Nursing/Health Services</b>	909,356
<p>Provides funding to operate the district health services department including salaries, benefits and other operating expenses for the district school health offices. Certain FTEs may also be included in Special Ed Salaries, 09010.</p> <p>This budget unit consists of salaries and benefits for 10.54 FTEs.</p>		
<b>11010</b>	<b>- Co-Curricular Activities (Non-Athletic)</b>	405,555
<p>Provides the funding to support co-curricular activities. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for 1.00 FTEs.</p>		
<b>11020</b>	<b>- High School Interscholastic Athletics</b>	1,095,956
<p>Provides the funding to provide high school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for 1.38 FTEs.</p>		
<b>11021</b>	<b>- Jr High Interscholastic Athletics</b>	92,580
<p>Provides the funding to provide junior high athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>12010</b>	<b>- Title I, Part A Regular - Improving Basic Programs</b>	1,150,000
<p>Provides funding to help ensure all children meet challenging state academic standards. Includes staffing, instructional, Supplemental Education Services and staff development expenses.</p> <p>This budget unit consists of salaries and benefits for 8.99 FTEs.</p>		
<b>12020</b>	<b>- Title II, Part A Regular - Teacher/Principal Training &amp; Recruiting</b>	250,000
<p>Funding pays a portion of teacher and administrative salaries of highly qualified professionals working to improve student achievement.</p> <p>This budget unit consists of salaries and benefits for 2.75 FTEs.</p>		
<b>12030</b>	<b>- Title III Regular - Limited English Proficient Students</b>	175,000
<p>Funding supports ESL personnel, their professional development, and for interpretation needs of our LEP families.</p> <p>This budget unit consists of salaries and benefits for 1.35 FTEs.</p>		
<b>12050</b>	<b>- Carl Perkins Grant</b>	68,000
<p>Funding pays for professional development and supplies to teachers of Family and Consumer Science, Business, and Technology Education at Burnsville Senior High School.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>13010</b>	<b>- Q-Comp/Pro-Pay</b>	2,778,859
<p>Provides for expenditures associated with the district's Q-Comp / Pro-Pay programs including salaries and benefits, stipends, performance incentives and other operating expenses.</p> <p>This budget unit consists of salaries and benefits for 10.00 FTEs.</p>		
<b>13020</b>	<b>- Integration and Achievement</b>	1,923,278
<p>Provides for expenditures related to the integration and achievement program including salaries and benefits, professional development and other operating expenses.</p> <p>This budget unit consists of salaries and benefits for 18.51 FTEs.</p>		

## **2016 Adopted Budget by Budget Unit**

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
<b>13030</b>	<b>- Compensatory Education</b>	2,917,138
<p>Provides funding for compensatory programs and initiatives to meet the educational needs of students who are under prepared or are not meeting age appropriate performance standards.</p> <p>This budget unit consists of salaries and benefits for 23.66 FTEs.</p>		
<b>14010</b>	<b>- Technology</b>	2,594,489
<p>Provides funding manage and support the district's technologies including instructional, operational resources, equipment and supplies including the District's intranet and telephone systems.</p> <p>This budget unit consists of salaries and benefits for 12.00 FTEs.</p>		
<b>15010</b>	<b>- Instructional Development</b>	537,735
<p>Provides the funding for district professional development (PD) to support the acquisition of district learning goals. Includes operational resources, purchased services, equipment, supplies, and building level PD allocations.</p> <p>This budget unit consists of salaries and benefits for 1.00 FTEs.</p>		
<b>15020</b>	<b>- Curriculum Development</b>	310,429
<p>Provides the funding for the ongoing development of a comprehensive written curriculum. Also includes operational resources, purchased services, equipment and supplies.</p> <p>This budget unit consists of salaries and benefits for 1.00 FTEs.</p>		
<b>15030</b>	<b>- Curriculum Adoptions</b>	600,000
<p>Provides the funding for the purchase of curriculum resources to support delivery of the written curriculum including textbooks, manipulatives, software and software subscriptions.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>15040</b>	<b>- Assessment Program</b>	275,957
<p>Provides the funding necessary to implement required accountability assessments to monitor student progress toward achievement of academic standards through software fees, purchased services, equipment and supplies.</p> <p>This budget unit consists of salaries and benefits for 1.50 FTEs.</p>		
<b>16010</b>	<b>- Board of Education</b>	129,022
<p>Provides the funding for the School Board. Includes School Board stipends, District elections, legal fees and other expenses related to Board initiatives.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>16020</b>	<b>- Superintendent</b>	379,080
<p>Provides the funding to operate the office of Superintendent of Schools to support the District's mission, vision, and instructional goals.</p> <p>This budget unit consists of salaries and benefits for 2.00 FTEs.</p>		
<b>16030</b>	<b>- Assistant Superintendent</b>	177,551
<p>Provides the funding to operate the office of the Assistant Superintendent of Schools to support the development, operation and evaluation of the district's elementary and secondary instructional programs.</p> <p>This budget unit consists of salaries and benefits for 1.50 FTEs.</p>		
<b>16040</b>	<b>- Human Resources</b>	776,121
<p>Provides the funding to support operation of the Human Resources office including advertising, recruiting, hiring, staff development, legal fees, software applications, and compliance requirements.</p> <p>This budget unit consists of salaries and benefits for 5.00 FTEs.</p>		
<b>16041</b>	<b>- Workers Comp, Unemployment, &amp; Premiums for Property Casualty Liability Insurance</b>	1,200,000
<p>Provides the funding to support the District's workers comp, unemployment, and property, casualty liability insurance and contingencies for deductibles.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		

## **2016 Adopted Budget by Budget Unit**

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
<b>16050</b>	- <b>Business</b> Provides the funding to operate the school district's business services- including accounting, payroll, and mandatory state and federal reporting. This budget unit consists of salaries and benefits for 10.50 FTEs.	1,097,060
<b>16051</b>	- <b>Business - Salary Contingency</b> Unallocated FTEs for teacher reserves and overload schedules, yet to be determined. This budget unit consists of salaries and benefits for no FTEs.	61,800
<b>16054</b>	- <b>Business - OPEB Implicit Chargeback</b> Represents allowable medical, dental, and life insurance costs reimbursable by the district's other postemployment benefits trust. This budget unit consists of salaries and benefits for no FTEs.	-546,307
<b>16060</b>	- <b>Communications and Marketing</b> Provides the funding to the District's communications and marketing initiatives, maintenance of District websites, social networks, publications, etc. This budget unit consists of salaries and benefits for 2.00 FTEs.	368,039
<b>16070</b>	- <b>Student Registration and Census</b> Provides the funding to operate the school district's student registration, enrollment, and reporting services. This budget unit consists of salaries and benefits for 5.50 FTEs.	444,031
<b>17011</b>	- <b>Elementary Administrators</b> Provides the funding to operate the elementary principals' offices at each school. This budget unit consists of salaries and benefits for 10.00 FTEs.	1,339,200
<b>17012</b>	- <b>Elementary Building Clerical</b> Provides the funding to operate the elementary principals' offices at each school. This budget unit consists of salaries and benefits for 11.38 FTEs.	472,508
<b>17013</b>	- <b>Elementary EAs</b> Provides the funding various administrative and educational roles at each school. This budget unit consists of salaries and benefits for 15.45 FTEs.	334,969
<b>17014</b>	- <b>Elementary Admin Benefits</b> Provides the funding for the benefits of the above administrator, clerical and EA staff. This budget unit consists of salaries and benefits for no FTEs.	614,244
<b>17021</b>	- <b>Secondary Administrators</b> Provides the funding to operate the secondary principals' offices at each school. This budget unit consists of salaries and benefits for 11.00 FTEs.	1,312,666
<b>17022</b>	- <b>Secondary Building Clerical</b> Provides the funding to operate the secondary principals' offices at each school. This budget unit consists of salaries and benefits for 18.62 FTEs.	780,488
<b>17023</b>	- <b>Secondary EAs</b> Provides the funding various administrative and educational roles at each school. This budget unit consists of salaries and benefits for 7.19 FTEs.	241,364
<b>17024</b>	- <b>Secondary Admin Benefits</b> Provides the funding for the benefits of the above administrator, clerical and EA staff. This budget unit consists of salaries and benefits for no FTEs.	754,826

## 2016 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
<b>17025</b>	<b>- Miscellaneous Stipends</b>	147,889
Provides the funding for miscellaneous stipends and extra hours that are currently not attached to another budget unit. This budget unit consists of salaries and benefits for no FTEs.		
<b>17026</b>	<b>- Campus Cup</b>	113,681
Provides the funding of the Café located at the Senior Campus at Diamondhead. This budget unit consists of salaries and benefits for no FTEs.		
<b>18010</b>	<b>- Student Transportation</b>	3,387,925
Provides the funding to transport eligible students to and from school including during regular and extended year/day terms. This budget unit consists of salaries and benefits for 2.97 FTEs.		
<b>19010</b>	<b>- Custodial</b>	5,205,745
Provides the funding to operate the District's custodial services. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 70.40 FTEs.		
<b>19020</b>	<b>- Building, Grounds and Maintenance</b>	1,407,815
Provides the funding to operate the District's building, grounds and maintenance departments. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 5.75 FTEs.		
<b>19030</b>	<b>- Environmental Health and Safety/ADA Compliance</b>	433,655
Provides the funding to operate the District's environmental health and safety department. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 1.00 FTEs.		
<b>19040</b>	<b>- Facility Leases</b>	658,207
Provides the funding for the District's facility leases for BEST, Pates Stadium and the Hamilton Building. This budget unit consists of salaries and benefits for no FTEs.		
<b>19050</b>	<b>- Warehouse and Purchasing</b>	94,686
Provides the funding to operate the school district's warehouse and purchasing departments. This budget unit consists of salaries and benefits for 1.25 FTEs.		
<b>19060</b>	<b>- Utilities</b>	1,936,587
Provides the funding for the District's utilities. This budget unit consists of salaries and benefits for no FTEs.		
<b>20010</b>	<b>- School Resource Officers</b>	260,000
Provides the primary funding for school police resource officers for the district's secondary schools. This budget unit consists of salaries and benefits for no FTEs.		
<b>20030</b>	<b>- Safe Schools</b>	217,007
Provides the primary funding for additional supervision at Burnsville Senior High and Metcalf Junior High. This budget unit consists of salaries and benefits for 5.19 FTEs.		
<b>21000</b>	<b>- Miscellaneous State and Local Grants</b>	6,000
Provides the primary funding for various grants received outside of Federal and Special Education funding. This budget unit consists of salaries and benefits for no FTEs.		
<b>Total General Fund Expenditure Budget</b>		<b>120,257,155</b>
Total General Fund Period FTEs - 1,085.72		

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 01010

Description	Location Description	Employee Number	Employee Name	Period FTE
1ST GRADE TCR	EDWARD NEILL	007300	ROSSINI, CATHERINE L	1.00
		014129	OLSEN, LAURA	1.00
		017212	ALLMAN, KELLIE R	1.00
	GIDEON POND	008371	MEAGHER, LORI A	1.00
		010401	ODEGARD, ELISA	1.00
		016727	SELBY, HANNAH	1.00
	HARRIET BISHOP	011875	MARSHALL, DEBRA L	1.00
		015065	STROWBRIDGE, STACI	1.00
		016643	BEEGLE, ANDREA L	1.00
		018092	FIAGLE, BETHANY	1.00
	HIDDEN VALLEY	002063	MILLER, DIANE	1.00
		014189	HIEBERT, TRACY	1.00
		014261	LANGRECK, LORI	1.00
		016049	BRIGGS, LORI A	1.00
	MW SAVAGE	007770	ANDERSON, MEGAN	1.00
		009901	BUSSE, CYNTHIA	1.00
		013315	SANDS, ANNE	1.00
	RAHN	007076	WHITE-JARZYNA, SUSAN L	1.00
		007314	GAMBUCCI, ANN MARIE	1.00
		017311	HOINS, DAWN	1.00
	SIOUX TRAIL	000000	Open Position	1.00
		014988	KUNKEL, ROBERTA E	1.00
		016429	PETERSON, CHRISTINE K	1.00
	SKY OAKS	007207	OSTDIEK, TERESA L	1.00
		008687	RISTEAU, JILL A	1.00
		014325	SCHNEIDER, MARISA LYNN MOE	1.00
		018133	GILIUSON, KRISTA	1.00
	VISTA VIEW	011357	GANDRUD, JENNIFER L	1.00
		013360	IVORY, COURTENEY	1.00
		017784	BELGRAVE, ANGELA I	1.00
	WM. BYRNE	008412	OSTENDORF, CHARLENE M	1.00
		012779	SMITH, MELISSA	0.50
		014128	SIMPSON, LISA	1.00
016675		MASON, BRIDGET C	0.50	
<b>1ST GRADE TCR</b>				<b>33.00</b>
2ND GRADE TCR	EDWARD NEILL	003833	LAMB, CYNTHIA L	1.00
		007279	BEARTH, LUKE A	1.00
		012899	LENTON, TIFFANEY	1.00
	GIDEON POND	010293	JOOSTEN, NANCY	1.00
		011595	STONEKING, STACY	1.00
		018034	AMBUEHL, JENNIFER A	1.00
	HARRIET BISHOP	008791	SVARE, JANE	1.00

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE	
2ND GRADE TCR	HARRIET BISHOP	010295	ENGEN, AMY	1.00	
		012866	SCHMIDT-BOYLES, DAWN	1.00	
		016759	BERRYMAN, ASHLEY A	1.00	
	HIDDEN VALLEY	008217	DWIRE, MELINDA	1.00	
		011354	SCHAFER, KRISTY J	1.00	
		016740	NURMELA, CRYSTAL	1.00	
	MW SAVAGE	009755	CHRISTEN, LISA K.	1.00	
		017222	ELLIOTT, RACHEL R	1.00	
		018329	VINS, MARIELLE F	1.00	
	RAHN	009771	PLUCINAK, JODY L	1.00	
		010311	MATHYS, SANDRA	1.00	
		014112	HARTL, ARAN J	1.00	
	SIOUX TRAIL	007295	OTREMBIA, KAREN ANN HOBERG	1.00	
		012528	KLEVEN, MARK A	1.00	
		016364	WILLIAMS, SACIA A	1.00	
	SKY OAKS	012698	JERMELAND, MEGHAN M	1.00	
		012790	KOSMALKI, ERIN J	1.00	
		015696	MULDER, LINDSEY	1.00	
		017268	SINGLETON, SARAH K	1.00	
	VISTA VIEW	012554	DENNIS, TERESA L	1.00	
		012724	STEEG, KIMBERLY KAYE	1.00	
		013000	TUCCI, AMY J	1.00	
	WM. BYRNE	004991	BIGELOW, DEBRA K	1.00	
		009820	ORLANDO, KARI R	1.00	
		018290	JORGENSON, LINDSEY E	1.00	
	<b>2ND GRADE TCR</b>				<b>32.00</b>
	3RD GRADE TCR	EDWARD NEILL	006933	ZAKARIASEN, LYNDA K	1.00
			017951	JUNTUNEN, MEGHAN	1.00
			018033	THIES, BENJAMIN D	1.00
		GIDEON POND	015398	SKOGLUND, ALLISON L	1.00
016097			ZUCOLLO, SUSAN R	1.00	
017307			TRAETOW, ANDREA	1.00	
HARRIET BISHOP		007347	SMITH, KELLY L	1.00	
		007546	HABERLACK, CHERYL A	1.00	
		009294	MORLOCK, KATHERINE R	1.00	
		012343	HUBER, ERIN	1.00	
HIDDEN VALLEY		006810	KNUDSEN, EYENIA	1.00	
		008543	TOLLERUD, TERESA JO	1.00	
		011867	SCHLINK, JOANNE	1.00	
		017787	CHISAKA, BRIDGET N	1.00	
MW SAVAGE		006375	PRESTON, ANGELA	1.00	
	010787	STOLTZ, LISA A	1.00		
	010826	KACHMAN, ANGELA	1.00		

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
3RD GRADE TCR	RAHN	009764	HILL, GARY S	1.00
		011306	PETERSON, KERI	1.00
		013288	LUTZ, AMANDA J	1.00
	SIOUX TRAIL	000000	Open Position	1.00
		014308	BOCHE, SONIA R	1.00
		014318	HORWART, LESLIE	1.00
	SKY OAKS	017176	POLLITT, LINDSEY M	1.00
		017236	GABBERT, LINLEY K	1.00
		017864	BIEN, MEGAN M	1.00
	VISTA VIEW	008281	PLASCHKO, MARY BETH	1.00
		010911	SILVERS, KATHRYN	1.00
		013189	HOUTMAN, JENNIFER L	1.00
	WM. BYRNE	015044	COOPER, KIRENZA I	1.00
		017365	KOPEL, JACLYN C	1.00
		018007	LAMONT, HEIDI O	1.00
018008		TOMALA, CRYSTAL M	1.00	
<b>3RD GRADE TCR</b>				<b>33.00</b>
4TH GRADE TCR	EDWARD NEILL	007308	HOVLAND, SUSAN C	1.00
		007322	CONDON, JAMES F	1.00
		015626	PETRELLA, SARA M	1.00
	GIDEON POND	008289	GALLUS, JEFFREY	1.00
		013528	KING, DANIEL AUSTIN	1.00
	HARRIET BISHOP	010346	CORONIS, STACY S	1.00
		016895	GANT, SARAH M	1.00
		016896	NAEF, NATHAN A	1.00
		016951	WARD JOHNSTON, JULIE MARGARET	1.00
	HIDDEN VALLEY	015572	ANDERSON, KRISTEN L	1.00
		015700	REID, LISA M	1.00
		016463	LECOMPTE, EMILIE S	1.00
	MW SAVAGE	010888	JENSEN, LETA	1.00
		016629	VILLAS, HOLLIE R	1.00
		018113	MCCARTNEY, VERONICA M	1.00
	RAHN	008255	HILL, KARI L	1.00
		014242	TOFTE, ALISSA G	1.00
	SIOUX TRAIL	013117	BATTERMAN, JESSICA M	1.00
		017801	MULLIKEN, ASHLEY E	1.00
	SKY OAKS	016691	BERG, MATTHEW T	1.00
		016926	BRYANT, MELANIE A	1.00
		017759	TAYLOR, DAVID	1.00
	VISTA VIEW	000000	Open Position	1.00
		017819	ABRAHAMSON, JONATHAN	1.00
		017921	LEE, JENNIFER	1.00
	WM. BYRNE	013378	HAPPE, NICOLE	0.50

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
4TH GRADE TCR	WM. BYRNE	016313	HANSON, DEBRA A	1.00
		017752	BRAGG, KAITLIN J	1.00
<b>4TH GRADE TCR</b>				<b>27.50</b>
5TH GRADE TCR	EDWARD NEILL	014779	ZAK, GLORIA	1.00
		015745	ENGDAHL, ANN MARY	1.00
		017677	GLAS, JOHN M	1.00
	GIDEON POND	006803	MACNAUGHTON, LAURA	1.00
		016859	SPROUL, SARAH C	1.00
	HARRIET BISHOP	011321	WALLENTA, PAUL S	1.00
		012377	ANDERSON, MELISSA	1.00
		016154	MECHAVICH, EMILY A	1.00
	HIDDEN VALLEY	016016	SCHWENN, JEFFREY A	1.00
		017581	RAEBEL, BETH A	1.00
		018377	ERTL, ABBY	1.00
	MW SAVAGE	008220	FEELY, EILEEN	1.00
		009298	ZUPKE, SAMUEL	1.00
		013691	JARZYNA-INGLES, ANNE W	1.00
	RAHN	002469	LAWELLIN, MARCIA	1.00
		013382	MIKELSON, TERESA	1.00
	SIOUX TRAIL	017293	DEZIEL, TRACY J	1.00
		018356	NESS, KATIE L	1.00
	SKY OAKS	006855	SCHILLING, PAM A	1.00
		013416	GRIFFIN, MICHELE C	1.00
		018046	WEBSTER, SUSAN M	1.00
	VISTA VIEW	016616	TAPPER, COURTNEY	1.00
		017953	ANDERSON, JANAYA L	1.00
	WM. BYRNE	008128	GIERADA, BARBARA L	1.00
		008287	KRUPKE, GRETA	1.00
		015791	MONSON, KATE A	1.00
	<b>5TH GRADE TCR</b>			
6TH GRADE TCR	EDWARD NEILL	017754	HYER, AARON	1.00
		018401	SPANTON, JENNIFER	1.00
	GIDEON POND	006421	ROBISON, THOMAS C	1.00
		009750	CORONIS, ANTHONY L	1.00
	HARRIET BISHOP	009293	SCHROEDER, PATRICIA	1.00
		014051	HIEB, MEGAN L	1.00
		015404	SORUCO, MARIA R	1.00
	HIDDEN VALLEY	012397	PELTIER, BRAD W	1.00
		016600	DAY, MARLYS L	1.00
		017260	JAEGER, MOLLY E	1.00
	MW SAVAGE	008959	WURDEMAN, DEBRA SUE	1.00
		013569	SAWDEY, MARY E	1.00
013583		TOFTE, ALEXANDER J	1.00	

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
6TH GRADE TCR	RAHN	000000	Open Position	1.00
		012304	LUNDAHL, TIMOTHY	1.00
	SIOUX TRAIL	010150	BARTON, DUANE	1.00
		015375	BIRCH, NANCY A	1.00
	SKY OAKS	016012	NEMETZ, J SCOTT	0.50
		017408	PRUGH PLOEHN, KATHRYN A	1.00
		018030	DAVIDSON, JESSICA J	0.50
		018091	KENNEDY, MATTHEW	1.00
	VISTA VIEW	007339	PODRATZ, ANNE MARIE	0.50
		014649	DRAYTON, MARGOT ELIZABETH	1.00
		016631	ORLENKO, CORBIN D	0.50
	WM. BYRNE	003383	ILES, CORNELIA	1.00
		012317	ENGLE, JOSEPH	1.00
		016320	GEDDES, RICHARD W	1.00
		016401	WALGENBACH, RACHEL C	0.50
<b>6TH GRADE TCR</b>				<b>25.50</b>
KINDERGARTEN TCR	EDWARD NEILL	009236	LIPPKA, JONALYN	1.00
		012095	PRAYFROCK, JUDIE A	1.00
		017751	BARNABY, BRIONNA	1.00
		018417	OLSON, REBECCA L	1.00
	GIDEON POND	012217	GRUENKE, BETH N	1.00
		015015	TREKELL, TERESE	1.00
		018073	CAMPBELL, ALEXIS K	1.00
	HARRIET BISHOP	000000	Open Position	1.00
		011361	HARROLD, STACEY L	1.00
		012306	MEYER, TANYA L	1.00
		016645	PAVEK, BROOKE C	1.00
	HIDDEN VALLEY	009569	ANDREWS, DONNA	1.00
		013352	FINCH, CHRISTINE M	1.00
		014130	MCCROSKEY, SHARI	1.00
		016679	MERKLING, ANGELA MARTIN	1.00
	MW SAVAGE	008735	GRANT, ANNETTE	1.00
		013290	LINDELL, MICHELLE M	1.00
		015682	GONZALEZ, MEGAN	1.00
	RAHN	009785	MCCARTHY, JENNIFER	1.00
		016946	DAHL, SABRINA LYNN	1.00
		017608	RICHARDSON, SARAH	1.00
		017885	WENZ, RACHEL M	1.00
	SIOUX TRAIL	009715	PEDERSON, ELIZABETH M	1.00
		016614	HAGEN, AIMEE E	1.00
		017910	RING, KATLIN	1.00
		018012	ODEGARD, ELIZABETH A	1.00
	SKY OAKS	006090	RITCHIE, JACKI RAE	1.00

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

Description	Location Description	Employee Number	Employee Name	Period FTE
KINDERGARTEN TCR	SKY OAKS	014978	PUTMAN, TANJA	1.00
		017335	NICHOLSON, MARCIA L	1.00
		017880	KEDING, ANGELICA	1.00
		018111	WARRICK, ASHLEY	1.00
	VISTA VIEW	011718	BROSTROM, JEANNE L	1.00
		014453	RHINEVAULT, LYNN	1.00
		016608	DITMARSEN, SANDRA L	1.00
		018371	ZIMMERMAN, KARA J	1.00
	WM. BYRNE	008557	HANSMANN, PATRICIA I	1.00
		011322	FARRELL, TRACY E	1.00
		017292	CALNON, JENNIFER	1.00
		<b>KINDERGARTEN TCR</b>		
<b>Budget Unit 01010</b>				<b>215.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 02010

Description	Location Description	Employee Number	Employee Name	Period FTE
LANG ARTS TCR	EAGLE RIDGE	006874	STEAD, AMY JO	1.00
		009749	BLAIR, MICHAEL E.	1.00
		017204	WALKER, ETHAN D	1.00
		018037	GRAMENTZ, JACQUELYN R	0.60
		018307	ELWARD, LUCIUS P	1.00
	METCALF	008627	ORTH, STEVEN D. R.	1.00
		008871	NASH, STEPHANIE	1.00
		015277	HANSEN, WILLIAM C	1.00
		018031	THOMAS, JESSICA	0.80
	NICOLLET	010823	SMOLKE, ANGELA S	1.00
		012894	SORENSEN, BRAD	0.80
		014966	CHRISTY SIGSTAD, DANIELLE H	0.40
		014991	NEMETH, HEATHER	1.00
<b>LANG ARTS TCR</b>				<b>11.60</b>
MATH TCR	EAGLE RIDGE	011805	NELSON, AMY MAI-LEE	1.00
		012283	NELSON, MICHELLE L	1.00
		017221	DURAND, ERIK M	0.80
		017957	WYSOCKI, STEVEN J	0.80
		018311	HAGEN, ALISON M	1.00
	METCALF	000000	Open Position	0.30
		004490	RIBNICK, BRIAN	1.00
		009760	KUZIEJ, JANET L	1.00
		014106	MUELLER, SARAH K	1.00
		014122	LOTZE, TIMOTHY	0.80
		018005	QUAMME, DAVID R	1.00
	NICOLLET	006804	NYSTROM, ROBERT J	1.00
		007817	AMUNDSON, JANE E	0.60
		012099	FUNCHES, MONIQUE ROY	0.40
		014989	GRUENEICH, JANELLE	0.40
		017014	WEGLEITNER, ELIZABETH M	0.40
		017791	BANITT, JUSTIN	0.40
<b>MATH TCR</b>				<b>12.90</b>
SCIENCE TCR	EAGLE RIDGE	006842	CHALLGREN, MARGARET TEN BROEK	0.80
		011818	HAMMER, JEFFREY	1.00
		014601	HOESCHEN, KERRY	1.00
		017755	JOHNSON, CORY CHARLES	0.60
		017771	HELWIG, KRISTINE K	0.80
		018352	ORSTAD, TARA	0.40
	METCALF	000000	Open Position	0.60
		007715	MARONDE, JOHN W	1.00
		011073	MEYER, CHAD	1.00
		016669	PETTINELLI, STEPHEN M	1.00

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SCIENCE TCR	NICOLLET	000000	Open Position	0.10
		006968	SODERHOLM, WM ERIC	1.00
		007690	GORES, CHERYL L	1.00
		008274	HOLT, CLAYTON B	1.00
		017753	GYSBERG, JILL	0.60
<b>SCIENCE TCR</b>				<b>11.90</b>
SOC STU TCR	EAGLE RIDGE	008487	ALLEN, TRUDY L	1.00
		012432	KLUBBERUD, MICHAEL	0.80
		016920	DETTLING, AMY LYN	0.40
		017361	CZAPAR, RYAN J	0.80
		017795	SIMMONS, SEAN D	1.00
		018037	GRAMENTZ, JACQUELYN R	0.40
	METCALF	005031	SHELERUD, SHARON	1.00
		008284	JEFFERS, LUCRETIA	1.00
		016894	BOUSU, MOLLIE J	1.00
		018010	FLUG, JOSHUA W	0.60
	NICOLLET	011911	ELFERING, JEAN	0.60
		013438	SCHWEIM, ROBERT W	1.00
		013468	SILBERMAN, KEVIN	1.00
		014431	IVERSON, ADAM	1.00
		014874	STILES, JENNIFER E	0.40
<b>SOC STU TCR</b>				<b>12.00</b>
WORLD LANG TCR	EAGLE RIDGE	017540	BARRY, AMBER LEIGH	1.00
		017737	BLAZQUEZ, JAVIER	0.60
	METCALF	005853	CHALLGREN, MARK A	1.00
	NICOLLET	005728	SAUERMANN-PAGE, KARIN G	0.20
		017786	LARSON, KATIE	1.00
		018386	LEAFBLAD, AMY	0.60
<b>WORLD LANG TCR</b>				<b>4.40</b>
<b>Budget Unit 02010</b>				<b>52.80</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 03010

Description	Location Description	Employee Number	Employee Name	Period FTE
AREA LEADER	BHS	000000	Open Position	0.00
<b>AREA LEADER</b>				<b>0.00</b>
BEA PRESIDENT	DIAMONDHEAD	014589	WUENSCH, WENDY DRUGGE	1.00
<b>BEA PRESIDENT</b>				<b>1.00</b>
LANG ARTS TCR	BHS	000000	Open Position	0.80
		004912	WALTERS, TERRY J.	1.00
		009554	MEYER, JOSEPH	0.60
		012647	WALLER MCDEVITT, JENNIFER	0.60
		013366	DYRHAUG, MICHELLE	1.00
		013419	WEBBER, GLORIA M	1.00
		014101	BURKE, KATIE J	1.00
		014970	DEUTSCH, MATTHEW R	0.40
		016319	CONNELL, PAUL J	1.00
		016328	RUDOLPH, ROXANNE J	1.00
		016617	HANSEN, MARIE C	1.00
		016854	STAUM, ANNE C	1.00
		016884	BURNHAM, CHARLES F	1.00
		017521	KREBS, TYLER JON	1.00
		017781	EGGERS, SHEANA	0.60
		017844	WEINBERG, DAVID M	0.10
	018041	MILLEA, ALLISON B	1.00	
	EAGLE RIDGE	017781	EGGERS, SHEANA	0.40
<b>LANG ARTS TCR</b>				<b>14.50</b>
MATH TCR	BHS	000000	Open Position	1.00
		010805	MEUSER, TERESA	1.00
		011284	NOSS, JEAN	1.00
		012100	DELMONT, BROOKE	1.00
		013364	CHRISTIAN, DAVID	1.00
		013863	FLOYD, KEVIN S	1.00
		014075	CROATT, CHARLES C	1.00
		014443	FEIG, PETER E	0.40
		014622	HARROD, KIMBERLEE N	1.00
		016011	NELSON, JEFFREY P	0.40
		016602	GOMER, JENNA M	0.40
		016612	GEHRKE, ANDREW R	0.50
		017882	VOGT, KENDRA M	1.00
		018075	SCHLAGER, DEREK A	1.00
<b>MATH TCR</b>				<b>11.70</b>
SCIENCE TCR	BHS	003547	HUGSTAD-VAA, JENNIFER JO	1.00
		008728	MORGAN, WILLIAM E	1.00
		009394	HUEMOELLER, MICHAEL T	1.00
		011821	BLANDIN, MELISSA	0.40

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SCIENCE TCR	BHS	011833	DOUGLAS, LORI	1.00
		013396	HUTCHINSON, JENNIFER L	1.00
		013425	HUBER, JON ALAN	1.00
		015372	BANE, DEANNA S	0.60
		015980	AAMODT, WILLIAM P	1.00
		016497	SCHERRER, HUEL C	1.00
		016612	GEHRKE, ANDREW R	0.50
		016888	DAVIDSON, ELIZABETH A	1.00
		018605	WERNER-DEMPSEY, ANNE	1.00
<b>SCIENCE TCR</b>				<b>11.50</b>
SOC STU TCR	BHS	011282	GRAFF, JENNIFER	0.50
		011887	MCDEVITT, PAUL DAVID	1.00
		012944	STRAND, NATHAN R	0.60
		013373	AARS, KRISTINA	1.00
		013413	COLEMAN, COLLEEN M	0.50
		013426	MILINOVICH, CHRIS M	1.00
		013445	WENDLING, KATHRYN	1.00
		014596	JENSEN, JENNIFER	1.00
		015288	STAPP, BENJAMIN	0.40
		015377	ENGELHARDT, WILLIAM T	1.00
		015580	MOFFITT, LESLIE ALLAN	0.80
		015689	FRANSSEN, MICHAEL S	1.00
		016089	VAN SCHOONHOVEN, KATHERINE	1.00
		016304	EPPEN, MATTHEW W	1.00
<b>SOC STU TCR</b>				<b>11.80</b>
WORLD LANG TCR	BHS	005728	SAUERMANN-PAGE, KARIN G	0.80
		009250	DUNDON, MARY LOU	1.00
		009773	LEHNER, TIMOTHY	1.00
		010142	HOLCOMBE, SARA J	0.20
		014984	JENSEN, AMANDA LYNN	1.00
		015003	OLSON, KIM MARIE	1.00
		017737	BLAZQUEZ, JAVIER	0.40
<b>WORLD LANG TCR</b>				<b>5.40</b>
<b>Budget Unit 03010</b>				<b>55.90</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 04010

Description	Location Description	Employee Number	Employee Name	Period FTE
ART TCR	BHS	007284	QUIRK, KATHLEEN	0.40
		008737	HAMMES, TIMOTHY	1.00
	EAGLE RIDGE	009625	WITTSTRUCK, JAMES	1.00
	EDWARD NEILL	017547	MERKEL, SARA A	1.00
	GIDEON POND	017241	SCHRIVER, MARA C	1.00
		005733	LAWRENCE, ROELY	1.00
	HARRIET BISHOP	016428	JORDAN, ALLISON A	0.20
		HIDDEN VALLEY	007820	PAULY, LYNN L
	METCALF	018484	PERRY, BRIAN	1.00
	MW SAVAGE	008797	KNOTT, KELLY S	1.00
	NICOLLET	007284	QUIRK, KATHLEEN	0.60
	RAHN	017565	PETRI, KATHRYN E	1.00
	SIoux TRAIL	018381	DEROUIN, JILL	1.00
	SKY OAKS	018376	COOPER, JENNIFER	1.00
	VISTA VIEW	018045	VO, KELLY RAE	1.00
	WM. BYRNE	014143	WEILANDGRUBER, ELIZABETH	1.00
<b>ART TCR</b>				<b>14.20</b>
BAND TCR	BHS	009402	HOLMES, MOLLY	1.00
		015996	FRENCH, KEITH J	1.00
	EAGLE RIDGE	018369	HAGEL, AVERYEL F	0.50
	EDWARD NEILL	015992	ELLISON, NICHOLAS	0.34
	GIDEON POND	008180	NORDMARK, PAMELA J	0.50
	HARRIET BISHOP	008180	NORDMARK, PAMELA J	0.50
	HIDDEN VALLEY	016979	SYLVESTER, GREGORY	0.33
		METCALF	003524	MRAZ, MARK T
	018374		GROVER, HOPE A	0.10
	MW SAVAGE	015992	ELLISON, NICHOLAS	0.33
	NICOLLET	012349	BAKKEN, ANN	0.50
	RAHN	006829	LANGSJOEN, SONJA	0.31
	SIoux TRAIL	016979	SYLVESTER, GREGORY	0.33
	SKY OAKS	006829	LANGSJOEN, SONJA	0.32
	VISTA VIEW	015992	ELLISON, NICHOLAS	0.33
	WM. BYRNE	006829	LANGSJOEN, SONJA	0.31
<b>BAND TCR</b>				<b>7.20</b>
MUSIC TCR	EDWARD NEILL	011452	TRANBY, BONITA K.	1.00
	GIDEON POND	018451	MELLO, MICHAEL	1.00
	HARRIET BISHOP	016624	PERRY, JESSICA A	1.00
	HIDDEN VALLEY	016353	OWENS, KARI J	1.00
	MW SAVAGE	017742	BUCK, REBECCA L	1.00
	RAHN	014982	LUCIUS, RACHEL H	1.00
	SIoux TRAIL	017772	ADEDEJI, OLUWATONI	1.00
	SKY OAKS	004880	SHOOK, JOANN	1.00

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE	
MUSIC TCR	VISTA VIEW	017247	WOOD, KIMBERLY R	1.00	
	WM. BYRNE	004609	KANNE, VICKI ANN	1.00	
<b>MUSIC TCR</b>				<b>10.00</b>	
PHY ED TCR	BHS	007145	RIGGS, MARK D	1.00	
		007841	VAN DER WOUDE, MARK B	1.00	
		008269	VAN DER WOUDE, LORALIE A	1.00	
		012439	STACHOWSKI, SUSAN C	1.00	
		013495	BROWN, CHRISTOPHER M	0.50	
	EAGLE RIDGE	000000	Open Position	0.20	
		009827	PEARSON, CHAD W	1.00	
		011475	HERMES, SHELLEY	1.00	
		013495	BROWN, CHRISTOPHER M	0.50	
	EDWARD NEILL	015881	DUNGEY, NATHAN	1.00	
	GIDEON POND	015046	MORRISSEY, KEVIN P	1.00	
	HARRIET BISHOP	012303	LOESCH, JAKE	1.00	
		016001	FRITZ, KIMBERLY A	0.20	
	HIDDEN VALLEY	014820	CEOLA, MICHAEL	1.00	
	METCALF	006571	SCHOLL, WAYNE	1.00	
		016001	FRITZ, KIMBERLY A	0.80	
	MW SAVAGE	014605	MCKANE, MICHELLE M	1.00	
	NICOLLET	014115	ANDREWS, BRIDGETTE	0.80	
		014187	MILLER, CHAD	1.00	
	RAHN	010820	SHELDEN, JON	1.00	
	SIoux TRAIL	016376	SWEENEY, MICHAEL J	1.00	
	SKY OAKS	016539	MAY, GREGORY A	1.00	
	VISTA VIEW	012889	MOORLACH, BRIAN	1.00	
	WM. BYRNE	014613	JOHNSON, RONNA E	1.00	
	<b>PHY ED TCR</b>				<b>21.00</b>
	SCIENCE TCR	EDWARD NEILL	015982	ANDERSON, BJORN RS	1.00
		GIDEON POND	011789	RAU, JESSICA	1.00
HARRIET BISHOP		007763	RISTEAU, JOSEPH S	0.20	
		007858	WARMKA, CHERI R	1.00	
HIDDEN VALLEY		009501	MOSEY, PATRICIA	1.00	
MW SAVAGE		016046	STRAHOTA, SARA J	1.00	
RAHN		017798	NIELSEN, BRITTNEY	1.00	
SIoux TRAIL		016693	KHAMRATTHANOME, BOUNTHAVY	1.00	
SKY OAKS		011352	KNUDSEN, JULIE A	1.00	
VISTA VIEW		014969	DEMPSEY, JODI JEAN	1.00	
WM. BYRNE		016589	PLANTE, MARY TRACEY	1.00	
<b>SCIENCE TCR</b>				<b>10.20</b>	
SPECIALIST	SKY OAKS	011362	TEIEN, JOAN K	0.50	
		017821	BRUINS, STEPHANIE	0.30	
<b>SPECIALIST</b>				<b>0.80</b>	

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

Description	Location Description	Employee Number	Employee Name	Period FTE
STRINGS TCR	BHS	018374	GROVER, HOPE A	0.20
	EAGLE RIDGE	017332	FRICANO, SARAH L	0.40
	HARRIET BISHOP	017332	FRICANO, SARAH L	0.60
		017807	ANDERSON, EMILY E	0.40
	METCALF	018374	GROVER, HOPE A	0.40
	RAHN	017807	ANDERSON, EMILY E	0.60
<b>STRINGS TCR</b>				<b>2.60</b>
VOCAL TCR	BHS	014149	SCHMIDT, MARTHA H	1.00
		018101	AKERVIK, ERIK M	1.00
	EAGLE RIDGE	018369	HAGEL, AVERYEL F	0.30
	HARRIET BISHOP	018369	HAGEL, AVERYEL F	0.20
	METCALF	003524	MRAZ, MARK T	0.50
	NICOLLET	012349	BAKKEN, ANN	0.50
	<b>VOCAL TCR</b>			
<b>Budget Unit 04010</b>				<b>69.50</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 06010

Description	Location Description	Employee Number	Employee Name	Period FTE
FACS TCR	BHS	004518	THOM, MARLYS	1.00
		009374	ASFELD, BETH M	1.00
		016015	EICHTEN, HEIDI J	0.20
	EAGLE RIDGE	016015	EICHTEN, HEIDI J	0.80
	METCALF	015691	KING, LAURIE J	0.70
	NICOLLET	000000	Open Position	0.50
		015691	KING, LAURIE J	0.10
<b>FACS TCR</b>				<b>4.30</b>
<b>Budget Unit 06010</b>				<b>4.30</b>

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

### **Budget Unit: 06020**

Description	Location Description	Employee Number	Employee Name	Period FTE
IND TECH TCR	BHS	009586	WOLF, NICHOLAS	1.00
		013441	TESMER, RUSSELL	1.00
	EAGLE RIDGE	010290	BRADY, STEVE	0.60
	METCALF	010290	BRADY, STEVE	0.40
		013431	PAETZOLD, ROBERT JAMES	0.30
		018229	FRANKS, ALEXANDER	1.00
	NICOLLET	013431	PAETZOLD, ROBERT JAMES	0.70
<b>IND TECH TCR</b>				<b>5.00</b>
<b>Budget Unit 06020</b>				<b>5.00</b>

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

### **Budget Unit: 06040**

Description	Location Description	Employee Number	Employee Name	Period FTE
BUSINESS TCR	BHS	015991	DRAHOS, CYNTHIA	1.00
		017324	MALONE, MEGGAN J	1.00
	EAGLE RIDGE	008784	CARROLL, MICHELE	1.00
<b>BUSINESS TCR</b>				<b>3.00</b>
<b>Budget Unit 06040</b>				<b>3.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 07010

Description	Location Description	Employee Number	Employee Name	Period FTE
EA MEDIA	BHS	017600	LAKE, LISA L	1.00
	EDWARD NEILL	006496	STICKLE, SHARON ANN	0.75
	GIDEON POND	014484	SCHMEICHEL, LINDA	0.75
	HARRIET BISHOP	013666	BECKER, SARAH J	0.75
	HIDDEN VALLEY	000000	Open Position	0.25
		010373	AKKERMAN, MARY	0.50
	MW SAVAGE	009053	FELDHAKA, M. MICHELLE	0.75
	RAHN	017282	SCHEUNEMAN, KRISTEN JOY	0.81
	SIoux TRAIL	012072	ENGBERG, DENISE G	0.75
	SKY OAKS	011193	BERGE, KRISTY K	0.75
	VISTA VIEW	014670	CERMAK, BARBARA L	0.75
	WM. BYRNE	011405	HORTON, SHEILA M	0.75
<b>EA MEDIA</b>				<b>8.56</b>
EA SUPPORT LVL 3	NICOLLET	009303	KINSELLA, JOSEPH	0.94
<b>EA SUPPORT LVL 3</b>				<b>0.94</b>
MEDIA COORDINATOR	DISTRICT-WIDE	009216	MEYER, NANCY L	1.00
<b>MEDIA COORDINATOR</b>				<b>1.00</b>
MEDIA SPECIALIST	BHS	010804	OIE, ROGER	1.00
	EAGLE RIDGE	008297	GALLAND, JOHN	1.00
	METCALF	015999	GRIFFITHS, ROBERT H	1.00
	NICOLLET	016356	CODDINGTON, LAURIE	1.00
<b>MEDIA SPECIALIST</b>				<b>4.00</b>
<b>Budget Unit 07010</b>				<b>14.50</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 07020

Description	Location Description	Employee Number	Employee Name	Period FTE
GIFTED/ENRICH TCR	EDWARD NEILL	018523	PETTES, JULIE A	0.50
	GIDEON POND	013149	MIRS, LAUREL	0.50
	HARRIET BISHOP	007763	RISTEAU, JOSEPH S	0.80
		009752	CAMPEN, KIMBERLY A.	0.80
	HIDDEN VALLEY	007257	O'REILLY, JOHN T	0.50
	MW SAVAGE	012521	HOLDEN, NICHOLE L	0.50
	RAHN	014619	SLATTERY, CARA	0.50
	SIOUX TRAIL	014226	STALOCK, SHARRON C	0.50
	SKY OAKS	011362	TEIEN, JOAN K	0.50
	VISTA VIEW	007339	PODRATZ, ANNE MARIE	0.50
	WM. BYRNE	015074	CHAMERLIK, KAREN	0.50
<b>GIFTED/ENRICH TCR</b>				<b>6.10</b>
<b>Budget Unit 07020</b>				<b>6.10</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 07030

Description	Location Description	Employee Number	Employee Name	Period FTE
COUNSELOR	BHS	000000	Open Position	1.00
		010808	LIMKE, JEFFREY	1.00
		011858	MARSHALL, VERONICA JEAN	1.00
		017554	WELKE, ASHLEY L	1.00
		018065	GAULKE, KAYLA M	1.00
	EAGLE RIDGE	013371	HARRISON, P SCOTT	1.00
		018025	HENDERSON, MICHELLE A	1.00
	METCALF	006550	SODERHOLM, JOHN	1.00
		010819	MAIDMENT, LORI	1.00
	NICOLLET	006865	KELSON, FREDERICK A	1.00
		015857	BRETT, CARRIE A	0.30
		016009	MARKHAM, ANGELA L	0.70
	<b>COUNSELOR</b>			
EA CAREER CNTR	BHS	013651	SEXTON, MARCIA	1.00
<b>EA CAREER CNTR</b>				<b>1.00</b>
<b>Budget Unit 07030</b>				<b>12.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 07060

Description	Location Description	Employee Number	Employee Name	Period FTE
ESL TCR	ALTERNATIVE HIGH SCHOOL	012504	DURAND, KIM	1.00
		018074	SHAW, OKSANA	0.60
	BHS	014964	PARENT, ANDREA J	1.00
		017776	WINTERLIN, JEFFREY	1.00
		018074	SHAW, OKSANA	0.40
		018349	MOREN, KIMBERLY J	1.00
	EAGLE RIDGE	009748	BLAIR, FRANCES M.	1.00
		018313	KACK, AMANDA	0.40
	EDWARD NEILL	014996	MUSA-AGBONENI, KARI	1.00
		015021	DALY, JULIE	1.00
		018285	SCHAUER, ELI D	1.00
	GIDEON POND	016025	YOUNG, KRISTEN A	1.00
		017785	OLSON-WYMAN, SAMANTHA L	1.00
	HARRIET BISHOP	009629	MCKINNEY, MARGARET	1.00
		015741	PHILLIPS, MARIA	1.00
	HIDDEN VALLEY	011315	PROCTOR, BETH	1.00
		014131	MICHELS, CHRISTINE	1.00
		014986	KESSLER, CECILIA	1.00
		016427	THOMPSON, JENNA R	1.00
		017883	HELENBURG, JESAMINE C	1.00
		018085	O'BRIEN, BRIANNA	1.00
	METCALF	012887	FRIENDT, ANDREA LYNN	1.00
		018313	KACK, AMANDA	0.60
	MW SAVAGE	015383	BENSON, BRIANA M	1.00
		017837	ANDERSON, ALYSSA KAE	1.00
	NICOLLET	010313	OLSON, AMY	0.60
		017753	GYSBERG, JILL	0.40
	RAHN	015697	OLSON, KIMBERLY LENORA	1.00
		017003	ARIAS, ANGELA JOY	0.80
	SIOUX TRAIL	010638	FREDRICKSON, REBECCA	1.00
		017003	ARIAS, ANGELA JOY	0.20
	SKY OAKS	012947	BLOM, ANNE E	1.00
		015565	CADWELL, ANN M	1.00
		016507	STITZMEYER, ELIZABETH A	1.00
		016618	HENNEN, JENNIFER S	1.00
		017656	RIPHENBURG, WENDY A	1.00
		017770	CULLISON, CAROLINE E	1.00
		017822	JONES, NOELLE	1.00
	VISTA VIEW	013456	CONDON, ANNE T	1.00
		013535	GROVER, MELISSA MANGER	0.50
		014138	THOMPSON, SALOUA	1.00
		015527	LIMBERG, MINDI L	1.00

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

Description	Location Description	Employee Number	Employee Name	Period FTE
ESL TCR	WM. BYRNE	017234	MARSHALLA, ASHLEY A	1.00
		018602	LORINCZ, KRISTEN L	1.00
<b>ESL TCR</b>				<b>39.50</b>
<b>Budget Unit 07060</b>				<b>39.50</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 09010

Description	Location Description	Employee Number	Employee Name	Period FTE
ASSISTIVE TECH	CLUSTER - WEST	014623	JOHNSHOY, JANET	0.20
<b>ASSISTIVE TECH</b>				<b>0.20</b>
BEHAVIOR SPECIALIST	CLUSTER - SEC	017322	CZAPAR, KELLY N	1.00
<b>BEHAVIOR SPECIALIST</b>				<b>1.00</b>
CLERICAL	ASC	007572	KAISER, TANYA J	0.50
		011825	SIEBER, ANDREA	1.00
		013879	REISINGER, TONETTE A	1.00
	CLUSTER - CENT	016377	ALEXON, BETH J	1.00
	CLUSTER - EAST	015133	MOBERG, CARLENE	1.00
	CLUSTER - ECSE	014219	GRIES, BRENDA J	1.00
	CLUSTER - SEC	016194	SCALZO, KRISTIN	1.00
	CLUSTER - WEST	004467	BARLAGE, SUSAN	1.00
	ECSE CENTER	014210	WILLENBURG, JOANNA	1.00
<b>CLERICAL</b>				<b>8.50</b>
CULTURAL LIAISON	CLUSTER - ECSE	017832	HASSAN, RAHMA	0.88
		017905	RIVEROS, ANNA-MARIA	1.00
<b>CULTURAL LIAISON</b>				<b>1.88</b>
DAPE	CLUSTER - CENT	009267	HOLDEN, MATTHEW J	1.00
	CLUSTER - EAST	009239	OPATZ, LARRY	1.00
<b>DAPE</b>				<b>2.00</b>
DIR SPED	ASC	012806	CORBAY, STEPHANIE A	1.00
<b>DIR SPED</b>				<b>1.00</b>
EA HEALTH	DISTRICT-WIDE	006831	SPENCE, LORETTA	0.35
		010844	LUTH, DONITA	0.88
		012009	STENE, BARBARA	0.70
		013681	HANSEN, SARAH J	0.35
		015833	GADDY, KESHIA	0.70
<b>EA HEALTH</b>				<b>2.98</b>
ECSE TCR	CLUSTER - ECSE	007255	HAUER, PAMELA A	1.00
		015112	NELSON, TARA A	1.00
	ECSE CENTER	000000	Open Position	1.50
		007047	JAEGER, JEAN M	1.00
		012139	HIMRICH, JOANNE	1.00
		013692	NIEMIEC, ALICIA	1.00
		015386	ORLICH-SULLIVAN, MEGAN	1.00
		015695	THOMPSON, HYE-JEONG M	1.00
		016004	JORGENSON, SHANNON E	1.00
		016213	STAHLY, JANICE	1.00
		016309	BAIMA, STEPHANIE A	1.00
		016501	NESS, KAREN M	1.00
		016999	RENKEN, CARISSA M	1.00
017586	PERLICH, SHAWN	1.00		

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
ECSE TCR	ECSE CENTER	017796	BLOMQUIST, STEPHANIE	1.00
		017981	BLOOD, KELSEY JO	1.00
		018026	ROCKE, MARGARET PAGE	1.00
		018536	SPAULDING, SHEILA J	1.00
<b>ECSE TCR</b>				<b>18.50</b>
LEAD SPEECH TCR	ECSE CENTER	012479	OSCARSON, KRISTI R	0.50
<b>LEAD SPEECH TCR</b>				<b>0.50</b>
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.10
	BEST	015733	MCDERMOTT-BATY, JODY	0.20
	BHS	009091	WALCHER, PAMELA J	0.65
	EAGLE RIDGE	015482	EILERTSON, JANE ANN	0.44
	ECSE CENTER	018006	HENKE, LORI A	0.87
	EDWARD NEILL	015733	MCDERMOTT-BATY, JODY	0.37
	HARRIET BISHOP	015983	BAGGOT, LYNN	0.10
	HIDDEN VALLEY	009363	BIEN, BERNADETTE L	0.27
	METCALF	011320	WALDRON, RACHELLE	0.53
	NICOLLET	010972	WITTNEBEL, KATHY	0.16
	RAHN	016826	BARR, BARBARA M	0.23
	SIoux TRAIL	015394	BEAULIEU, KOURTNEY A	0.67
	SKY OAKS	016142	BEENKEN, JULIE D	0.39
	VISTA VIEW	010553	WARDELL, BARBARA J	0.13
WM. BYRNE	016435	RIDGLEY, ANGELA K	0.10	
<b>NURSE</b>				<b>5.21</b>
OCC THERAPIST	CLUSTER - CENT	007847	KOLSTAD, MICHELE M	1.00
		012294	RUMPZA, LAURIE	0.20
	CLUSTER - EAST	007304	GOSSMAN, LISA ANN	0.80
	CLUSTER - ECSE	007268	MESARCHIK, MARY L	1.00
		009670	ROBOLE, VICKI M	0.80
		012294	RUMPZA, LAURIE	0.75
	CLUSTER - SEC	014609	ROESKE, MELISSA L	0.50
		007304	GOSSMAN, LISA ANN	0.20
	CLUSTER - WEST	012294	RUMPZA, LAURIE	0.05
014609		ROESKE, MELISSA L	0.30	
		014623	JOHNSHOY, JANET	0.60
<b>OCC THERAPIST</b>				<b>6.20</b>
PSYCHOLOGIST	CLUSTER - CENT	000000	Open Position	1.10
		009960	BOEKHOFF, LYNETTE	1.00
		017719	NIERENGARTEN, BRIANNA L	0.20
	CLUSTER - EAST	014118	KOMAR, KAREN K	1.00
		017716	NEWBY, MATTHEW	1.00
		018310	THOMPSON, DAVID P	1.00
	CLUSTER - ECSE	000000	Open Position	0.50
007836		NANIA, PAULA A	1.00	

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
PSYCHOLOGIST	CLUSTER - ECSE	011935	SCHULTZ, HOLLY	1.00
		015381	KRAL, MELISSA M	1.00
	CLUSTER - WEST	017719	NIERENGARTEN, BRIANNA L	0.80
		000000	Open Position	0.50
		010321	LAUTIGAR-BEUTZ, JULIE	0.70
		014949	CHRISTENSON, ANNE	1.00
<b>PSYCHOLOGIST</b>				<b>11.80</b>
READING SPECIALIST	EDWARD NEILL	009295	WAGNER-SMITH, SHERRY	0.68
		013372	HAYDEN, SUZANNE	0.68
	HIDDEN VALLEY	009786	COLLINS, LEANNE	0.68
		013422	KRZEWKI, CATHERINE D	0.68
	SKY OAKS	011543	RUHLAND, MARIA	0.68
		016885	CUNNIEN, LAURIE A	0.68
	VISTA VIEW	016431	WARD, KARI M	0.68
		016605	CRAWFORD, CINDY Y	0.68
<b>READING SPECIALIST</b>				<b>5.44</b>
SOCIAL WORKER	CLUSTER - CENT	000000	Open Position	0.50
		013144	ROLF, BRENDA J	0.50
	CLUSTER - ECSE	014751	KELLER, KATIE	1.00
	CLUSTER - SEC	000000	Open Position	0.50
		014594	HEWETT, THOMAS	1.00
<b>SOCIAL WORKER</b>				<b>3.50</b>
SPED COORD	DISTRICT-WIDE	000000	Open Position	1.00
		018325	DIETRICH, KELLY J	1.00
<b>SPED COORD</b>				<b>2.00</b>
SPED EA	BEST	010425	GOODLING, BEVERLY	0.88
		010529	TOUSIGNANT, KARE KATHLEEN	0.88
		010922	IVERSON, WILLIAM C	0.88
		011868	PAYNE, BARBARA	0.88
		013243	FINCH, JEANNE	0.88
		014312	ANDERSON, CHERYL L	0.88
		014641	ENGSTROM, HEATHER L	0.88
		015516	FRANK, SHARON M	0.88
		018130	DUALEH, ABDULKARIM H	0.88
		018419	CHROUST, VICKI	0.88
		018460	TUCKER, CINDY I	0.88
		018461	KHAN, NAJMA	0.88
		BHS	005969	BENGTSON, CAROL
	007879		BERG, DAVID A	0.88
	009609		GREINER, JODELL	0.88
	010398		THOENNES, SALLY	0.88
	011860		WOLFF, DENISE	0.88
	012061		HOLTAN, HELEN	0.88

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	BHS	013097	RINEVELD, DEBORAH J	0.88
		013140	WAGNER, PATRICIA	0.88
		013630	HOFFER, JESSICA M	0.88
		013864	HOKS, LINDA	0.88
		014658	RAY, STEPHEN	0.88
		016055	LARSON, JANET ANNE	0.88
		016095	GARVIS, ANGELA N	0.88
		016344	CHRISSIS, ERIK R	0.88
		018093	BUCKNER, ANTHONY L	0.88
		018102	STRAND, JORDAN	0.88
	DISTRICT-WIDE	006624	WESSEN, JANE E	1.00
		011462	VAURIO, SONYA	0.75
	EAGLE RIDGE	009616	HAYES, ERIC L	0.88
		015023	BRINGGOLD, DEBBIE	0.88
		016208	MCCRAY, SHARON	0.88
		017997	ZEIMET, KARLIE	0.88
	ECSE CENTER	000000	Open Position	1.31
		006168	FREDRIKSON, KAYE E	0.65
		012514	HO, LINDA S	0.81
		013037	WALTERSON, KRISTEN A	0.81
		013672	RINGGER, TRACY A	0.81
		014502	REILLY, TERRI LYNN	0.65
		015809	INSELMAN, SANDRA L	0.81
		015913	KENNEDY, LORA J	0.81
		016918	HILCHEY, LINDA M	0.81
		017161	WEATHERFORD, ANDREA M	0.81
		017383	JOHNSON, KAREN A	0.81
		017496	ABDALLAH, HIBO SAAD	0.81
		017497	EISENBERG, RACHELLE L	0.81
		017612	HANDRAHAN, JOANN MARY	0.38
		017654	KEIRSTEAD, AMY	0.81
		017895	BACHMEIER, MICHELLE M	0.72
		018000	WESLEY, JANET M	0.81
		018409	ARTIGA-ROSA, PATRICIA	0.81
		018533	BURKART, PAULA J	0.81
		EDWARD NEILL	000000	Open Position
	012533		ROCKETT, JOAN	0.84
	014868		POFAHL, JANELL C	0.84
	015757		TILLMAN, JACK R	0.84
	016375		KUHLMAN, SUSAN M	0.84
	016470		GILLIS, CINDY M	0.84
	017618		HERMAN, LINDA R	0.84
	018481		FRIESTAD, TAM	0.84

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	GIDEON POND	000000	Open Position	0.84
		011968	HENDRICKSON, LISA	0.84
		017838	TERFEHR, DIANE C	0.84
	HARRIET BISHOP	008372	SISLER, JANE L	0.84
		008958	CARNEY, CATHERINE	0.84
	HIDDEN VALLEY	007928	HUNTER, SANDRA J	0.84
		012912	JONES, JEAN	0.84
		014639	WIEDEMANN, LAURA E	0.84
		015892	SOLBERG, CATHY	0.84
		015894	SANZ, MARGARET M	0.84
		016209	ULRICH, KIMBERLY A	0.88
		017729	WEBER, ROBERT D	0.84
		METCALF	010011	PAYNE, DEBRA K
	013202		HRIMNAK, SANDI J	0.88
	013641		WHITE, RUTHANN	0.88
	014293		BUTORAC, MELANIE A	0.88
	014871		ADRIAN, JANN L	0.88
	015936		THOMPSON, ROBERT L	0.88
	016518		ASHLEY, JAMES M	0.88
	MW SAVAGE	010469	HICKERSON, KAREN A	0.84
		010587	PETERSON, DENISE	0.84
		010686	LATOURELLE, SANDRA E	0.84
		011033	VAN GUILDER, SUZANN	0.84
		016378	SCHILLER, LORI L	0.84
		018088	REDDY, ANN C	0.84
		018172	PACKER, TARA J	0.84
		018408	CAMPBELL, COURTNEY	0.84
	NICOLLET	011936	DIDDE, SALLY	0.88
		012367	KAUFMAN, MARGARET M	0.88
		012492	NEEDHAM, DIANE M	0.88
		014511	FELTON, MICHELLE M.	0.88
	RAHN	007092	SCHNEEWEIS, PATRICIA RAE	0.84
		010095	MANSANO, KATHLEEN M	0.84
		010377	CAMPBELL, SUSAN	0.84
		012562	SCHUNK, MARIANA S	0.84
		013483	WEGNER, LISA L	0.84
		015240	DROEGE, SHERYL L	0.84
		017640	RAICHERT, SARAH	0.84
		017884	SMITH, NATHAN J	0.84
	SIOUX TRAIL	010470	HUGHES, DEBORAH JEAN	0.84
		010560	POLSKI, LEANN	0.84
		011032	ANDERSON, BARBARA J	0.84
		013485	THEYSON, BRENDA	0.84

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	SIOUX TRAIL	016433	DYLLA, TAMMY S	0.84
		018407	CAYER, CHRISTINA	0.84
		018560	KNIGHT, HEIDI	0.84
	SKY OAKS	009596	BOLDT, JULIE A	0.84
		009852	SHORT, CLAIRE	0.84
		013572	KEGLEY, RENEE C	0.84
		016460	SMITH, SHERI D	0.81
		016553	DATRES, SUSAN	0.84
		017513	HEY, LINDA L	0.84
		VISTA VIEW	009428	ZIEGLMEIER, KAREN C
	010053		ROARK, KARI L	0.84
	011513		BROWN, RUTH	0.84
	013150		DUBANOSKI, BARBARA JEAN	0.84
	013604		LARSON, JOANN C	0.84
	013980		AUGE, ELIZABETH	0.84
	015128		ADAMSON, KIMBERLY S	0.84
	018216		HALL, JENNIFER J	0.84
	WM. BYRNE	007646	BARTELLS, CAROL A	0.84
		008473	RASINEN, DIANA M	0.84
		009964	ENGEL, SUSAN J	0.84
		015532	BURRILL, SARAH	0.84
		016340	MISZKIEWICZ, KELLY A	0.84
		016665	KOECHLEIN, LAURIE LEEANNE	0.84
018482		SIMPSON, DAWN	0.84	
<b>SPED EA</b>				<b>108.45</b>
SPED LEAD TCR	BHS	016232	WORKMAN, CAROLYN J	0.50
<b>SPED LEAD TCR</b>				<b>0.50</b>
SPED SUPERVISOR	DISTRICT-WIDE	009802	O'NEILL-MAGER, JENNIFER	1.00
		017542	SMITH, JACQUELINE J	1.00
		018288	REMSING, JODY L	1.00
<b>SPED SUPERVISOR</b>				<b>3.00</b>
SPED TCR	ALTERNATIVE HIGH SCHOOL	013156	MORRIS, ANGELA J	1.00
	BEST	000000	Open Position	1.00
		018345	HAMILTON, EDWARD L	1.00
		018604	SCHMIDTKE, ANGILA R	1.00
	BHS	000000	Open Position	1.00
		006077	WEGLEITNER, JANE M	1.00
		009500	DEBRONSKY, ROBIN S	1.00
		009804	HULTING, LINDA JANE	1.00
		010825	WILLIAMS, KAREN	1.00
		012230	MCCOOL, MOLLY	1.00
		014142	WEI, HAIHUA	1.00
014998	NEUER, MICHELLE E	1.00		

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED TCR	BHS	016823	BUNKERS, KATHLEEN K	1.00
		016898	KNOX, JACOB M	1.00
		017296	SWENSON, JENELLE M	0.50
		017548	REGAN, HEATHER R	1.00
		017557	WALKER, RYAN M	1.00
		017799	EILER, ELIZABETH P	1.00
		018598	LYONS, JOANNA L	1.00
		018600	SCHROEDER, ALYSSA M	1.00
	CLUSTER - CENT	012336	LOGAN, KARI M	0.50
		013437	SULLIVAN, JODI L	1.00
		014127	ZONDAG, KIMBERLY	1.00
	CLUSTER - EAST	017216	CHOUANARD, MARY E	1.00
		017246	CANTON, EMILIE J	1.00
	CLUSTER - SEC	012869	SCHEIT, ANDREA	0.50
		016232	WORKMAN, CAROLYN J	0.50
		017296	SWENSON, JENELLE M	0.50
	CLUSTER - WEST	007298	BRENNAN, CAROL ANN	1.00
		009390	ANDERSON, BARBARA JEAN	0.50
	EAGLE RIDGE	009835	MORTINSON, ELIZABETH	1.00
		010301	CARLSON, SCOTT A	1.00
		010375	BANKS, LEANNE	1.00
		011330	WEBBER, JEFFREY	1.00
	EDWARD NEILL	000000	Open Position	1.00
		006092	DOYLE, SANDRA J.	1.00
		014744	BYRNE, ELISE R	1.00
		016311	DISCHER, TRACY L	1.00
		018291	BING, DENA M	1.00
	GIDEON POND	010755	LYNCH, MOLLY	1.00
		017958	RASMUSSEN, EMILY	1.00
	HARRIET BISHOP	009390	ANDERSON, BARBARA JEAN	0.50
		010323	MILLER, JILL ELIZABETH	1.00
	HIDDEN VALLEY	000000	Open Position	1.50
		004110	GOETZ, DEBORAH E	1.00
		017678	JOHNSON, HOLLIE E	1.00
		017805	MILLER, ERIN M	1.00
	METCALF	000000	Open Position	0.50
		009409	GEDITZ, RANDALL J	1.00
		010297	JOHNSON, DAVID P	1.00
		011317	COX, KELLY J	1.00
		011913	FOLEY, COLLEEN CHARLOTTE	1.00
		012754	NASH, DEREK B	1.00
		016878	TETZLOFF, MITZI R	1.00
	MW SAVAGE	006793	BISEK, KATHRYN A	1.00

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE	
SPED TCR	MW SAVAGE	009228	ROARK, KIMBERLY J	1.00	
		009959	FECHNER, SUSAN	1.00	
		012880	MURRAY, MARGARET E	1.00	
		016045	TANGNEY, AMY K	1.00	
	NICOLLET	010741	RAPPE, BRIAN	1.00	
		012339	BELL, ANGELA	1.00	
		012901	MCCUE, MICHELLE	1.00	
		016355	SCHROEDER, JEAN M	1.00	
		017681	KAPPEL, GENEVIEVE N	1.00	
		018367	BLONS, LLIANE M	1.00	
		RAHN	000000	Open Position	1.00
			009244	LANGE, LINDA L	1.00
	015148		WEGENER, KIMBERLY E	1.00	
	016186		LAUER, LISA N	1.00	
	SIOUX TRAIL	009789	HIRSCHEY, WENDY	1.00	
		011822	TUSHIE, PATRICIA	1.00	
		015010	NELSON, KATIE L	1.00	
		016448	HENRICH, SARAH L	1.00	
	SKY OAKS	006100	SAUNDERS, SHARON D	1.00	
		006816	HATRICK, MARY MERRILL	1.00	
		014593	HANSON, AMY E	1.00	
		015135	PRED, RENEE R	1.00	
		018337	MORAN, LAURA E	0.50	
	VISTA VIEW	012312	STROH, CAROL	1.00	
		013524	STEINKRAUS, JENNIFER	1.00	
		016013	PETERSON, JULIE A	1.00	
		017522	BORRELL, MARY	1.00	
		018337	MORAN, LAURA E	0.50	
	WM. BYRNE	009811	BYRNE, EDWARD	1.00	
		015022	OGDAHL, MICHAEL A	1.00	
		017616	STEPHENS, DAWN M	1.00	
		017674	HOYT, KASEY D	1.00	
	<b>SPED TCR</b>				<b>82.50</b>
	SPEECH TCR	CLUSTER - CENT	006452	BERG, JANET	0.60
			012301	HJERMSTAD, HEATHER	1.00
			012335	SCHLICHTING, CATHERINE	0.50
			015993	FAUST, DANIELLE M	1.00
			016315	JAMISON, DARCI L	1.00
			018002	GOLDSMITH, EMILY R	1.00
		CLUSTER - EAST	007839	BARNES, CHERISE C	0.75
014147			KLINNERT, ELIZABETH	1.00	
014479			KIBLER, JEANNE	1.00	
CLUSTER - ECSE		007269	BARTH, TAMI RAE	1.00	

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

Description	Location Description	Employee Number	Employee Name	Period FTE
SPEECH TCR	CLUSTER - ECSE	007835	WOODCOCK, SUSAN M	0.80
		008309	HENDRIX, EUGENIA M	1.00
		013693	NEAL, BRYENY B	1.00
		014624	JORDAN, JOANNA	1.00
		014961	SPRY, KARIE	1.00
		015693	MEULEBROECK, SUSANNE	1.00
		015962	NIESEN, ELIZABETH A	1.00
		016023	VODNICK, SARAH A	0.50
		018403	REGNIER, STACY	1.00
	CLUSTER - SEC	013406	ALLEN, SUSAN M	1.00
	CLUSTER - WEST	005747	CORDAHL, AMBER	1.00
		006452	BERG, JANET	0.40
		011808	SPODEN, ANNEMARIE	1.00
		013411	BRINKMAN, CAROLE I	0.50
		018097	MAGNER, HEIDI	1.00
<b>SPEECH TCR</b>				<b>22.05</b>
WORK EXP TCR	BEST	017904	ERICKSON, SHELLY L	1.00
	BHS	007838	MOULSOFF, NORINE L	1.00
	CLUSTER - SEC	018063	LEHMKUHL, AMY	1.00
<b>WORK EXP TCR</b>				<b>3.00</b>
<b>Budget Unit 09010</b>				<b>290.20</b>

# FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

## Budget Unit: 10010

Description	Location Description	Employee Number	Employee Name	Period FTE
ACADEMIC ENRICHMENT COORD	DIAMONDHEAD	017655	JENSEN, STEVEN	0.50
<b>ACADEMIC ENRICHMENT COORD</b>				<b>0.50</b>
ART TCR	ALTERNATIVE HIGH SCHOOL	017556	NAGAHASHI, ANDREW T	1.00
<b>ART TCR</b>				<b>1.00</b>
CLERICAL	ALTERNATIVE HIGH SCHOOL	011345	DILLE, BARBARA L	1.00
		015821	NAAS, ANNE B	1.00
	BALC - SECONDARY	009223	REIHER, PAM	1.00
<b>CLERICAL</b>				<b>3.00</b>
COUNSELOR	ALTERNATIVE HIGH SCHOOL	016786	RUSSELL, DESHA S	1.00
<b>COUNSELOR</b>				<b>1.00</b>
LANG ARTS TCR	ALTERNATIVE HIGH SCHOOL	013329	MEILLEUR, STEPHANIE J	1.00
		014533	SLONEKER, ANGELA	1.00
	BHS	009554	MEYER, JOSEPH	0.40
		014970	DEUTSCH, MATTHEW R	0.60
	EAGLE RIDGE	018029	GOEBEL, ARIELLE THIBEAULT	1.00
	METCALF	015401	FOLDENAUR, HOLLY A	1.00
	NICOLLET	014966	CHRISTY SIGSTAD, DANIELLE H	0.40
<b>LANG ARTS TCR</b>				<b>5.40</b>
MATH TCR	ALTERNATIVE HIGH SCHOOL	012268	JOHNSON, DEBRA S	1.00
		017652	MCNEIL, ANTHONY M	1.00
	BHS	014443	FEIG, PETER E	0.60
		016011	NELSON, JEFFREY P	0.40
	EAGLE RIDGE	018379	CONNELL, LAURA	1.00
	METCALF	014527	BENSON, ROSS S	1.00
	NICOLLET	012099	FUNCHES, MONIQUE ROY	0.60
		014989	GRUENEICH, JANELLE	0.60
017014		WEGLEITNER, ELIZABETH M	0.60	
		017791	BANITT, JUSTIN	0.60
<b>MATH TCR</b>				<b>7.40</b>
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.65
<b>NURSE</b>				<b>0.65</b>
PHY ED TCR	ALTERNATIVE HIGH SCHOOL	014892	REUSS, ERIC	1.00
<b>PHY ED TCR</b>				<b>1.00</b>
PRINCIPAL	BALC - SECONDARY	012351	PORTER, JANICE	1.00
<b>PRINCIPAL</b>				<b>1.00</b>
PRINCIPAL ASST	ALTERNATIVE HIGH SCHOOL	017873	DERDEN, WILLIAM M	1.00
<b>PRINCIPAL ASST</b>				<b>1.00</b>
READING TCR	ALTERNATIVE HIGH SCHOOL	000000	Open Position	0.20
		014600	KIRCHNER, AMY	0.50
<b>READING TCR</b>				<b>0.70</b>
SCIENCE TCR	ALTERNATIVE HIGH SCHOOL	013415	ENGELHARDT, ANGELA C	1.00

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

Description	Location Description	Employee Number	Employee Name	Period FTE
SCIENCE TCR	ALTERNATIVE HIGH SCHOOL	016103	PILNEY, MAUREEN A	1.00
	BHS	011821	BLANDIN, MELISSA	0.60
		015372	BANE, DEANNA S	0.40
	EAGLE RIDGE	017755	JOHNSON, CORY CHARLES	0.40
		018352	ORSTAD, TARA	0.60
	METCALF	016003	PRANSCHKE, STEPHANIE T	1.00
<b>SCIENCE TCR</b>				<b>5.00</b>
SOC STU TCR	ALTERNATIVE HIGH SCHOOL	014195	SCHLOMANN, AMY M	1.00
		014600	KIRCHNER, AMY	0.50
		017126	BERGMAN, ANNA T	1.00
	BHS	012944	STRAND, NATHAN R	0.40
		015288	STAPP, BENJAMIN	0.60
	EAGLE RIDGE	018036	CLEVELAND, GEOFFREY W	1.00
	METCALF	017243	STUCYNSKI, MARY E	0.80
		018010	FLUG, JOSHUA W	0.20
	NICOLLET	000000	Open Position	0.80
		011911	ELFERING, JEAN	0.40
<b>SOC STU TCR</b>				<b>6.70</b>
WORK EXP TCR	ALTERNATIVE HIGH SCHOOL	017214	BATES, DANIEL W	0.80
<b>WORK EXP TCR</b>				<b>0.80</b>
<b>Budget Unit 10010</b>				<b>35.15</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 10030

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	BHS	010287	TANBERG, TERESA L	0.88
<b>CLERICAL</b>				<b>0.88</b>
DIR HEALTH SERVICES	ASC	015911	WILLSON, DAWN M	1.00
<b>DIR HEALTH SERVICES</b>				<b>1.00</b>
EA HEALTH	DISTRICT-WIDE	006831	SPENCE, LORETTA	0.35
		011895	WITTENKELLER, JANE E	0.88
		013681	HANSEN, SARAH J	0.52
<b>EA HEALTH</b>				<b>1.75</b>
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.25
	BHS	009091	WALCHER, PAMELA J	0.35
	EAGLE RIDGE	015482	EILERTSON, JANE ANN	0.56
	EDWARD NEILL	015733	MCDERMOTT-BATY, JODY	0.23
	HARRIET BISHOP	015983	BAGGOT, LYNN	0.65
	HIDDEN VALLEY	009363	BIEN, BERNADETTE L	0.63
	METCALF	011320	WALDRON, RACHELLE	0.47
	NICOLLET	010972	WITTNEBEL, KATHY	0.84
	RAHN	016826	BARR, BARBARA M	0.37
	SIOUX TRAIL	015394	BEAULIEU, KOURTNEY A	0.23
	SKY OAKS	016142	BEENKEN, JULIE D	0.51
	VISTA VIEW	010553	WARDELL, BARBARA J	0.47
WM. BYRNE	016435	RIDGLEY, ANGELA K	0.65	
<b>NURSE</b>				<b>6.21</b>
NURSE - REGISTERED	DISTRICT-WIDE	012375	ROBISON, KIMBERLY A	0.70
<b>NURSE - REGISTERED</b>				<b>0.70</b>
<b>Budget Unit 10030</b>				<b>10.54</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 11010

Description	Location Description	Employee Number	Employee Name	Period FTE
BHS THEATER OPS MGR	BHS	010591	DAY, RANDELL	1.00
<b>BHS THEATER OPS MGR</b>				<b>1.00</b>
ELEM STUDENT COUNCIL	MW SAVAGE	000000	Open Position	0.00
<b>ELEM STUDENT COUNCIL</b>				<b>0.00</b>
PLAY - FULL LENGTH DIRECTOR	METCALF	000000	Open Position	0.00
<b>PLAY - FULL LENGTH DIRECTOR</b>				<b>0.00</b>
YEARBOOK - ASST	BHS	000000	Open Position	0.00
<b>YEARBOOK - ASST</b>				<b>0.00</b>
<b>Budget Unit 11010</b>				<b>1.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 11020

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR ACTIVITIES	BHS	011828	MARSHALL, JEFFREY	1.00
<b>DIR ACTIVITIES</b>				<b>1.00</b>
EA SUPPORT LVL 3	BHS	015800	PULLEY, ERIC D	0.38
<b>EA SUPPORT LVL 3</b>				<b>0.38</b>
SOCCER - ASST GIRLS	BHS	000000	Open Position	0.00
<b>SOCCER - ASST GIRLS</b>				<b>0.00</b>
<b>Budget Unit 11020</b>				<b>1.38</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 12010

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	007888	SHERIN, JUDITH L	0.50
		018293	SANDELL, HEIDI	0.15
<b>CLERICAL</b>				<b>0.65</b>
EA SUPPORT LVL 3	HIDDEN VALLEY	017431	QUINTANA, MARIANA	0.47
<b>EA SUPPORT LVL 3</b>				<b>0.47</b>
TITLE 1 TCR	EDWARD NEILL	014652	HERKENHOFF, PATRICIA ANN	1.00
	GIDEON POND	013149	MIRS, LAUREL	0.50
	HIDDEN VALLEY	007923	GRISWOLD, CHERYL A	1.00
	MW SAVAGE	018289	HARVES, NICOLE R	0.60
	RAHN	014619	SLATTERY, CARA	0.02
		016667	KEULER, LORI J	0.50
	SIOUX TRAIL	018211	HENDRICKSON, CAROLINE	0.80
	SKY OAKS	017821	BRUINS, STEPHANIE	0.70
		018350	HART-BOHNEN, TARA L	1.00
VISTA VIEW	000000	Open Position	1.00	
<b>TITLE 1 TCR</b>				<b>7.12</b>
TLT COORDINATOR	DISTRICT-WIDE	018296	VAN OSDEL, BETHANY A	0.75
<b>TLT COORDINATOR</b>				<b>0.75</b>
<b>Budget Unit 12010</b>				<b>8.99</b>

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

### **Budget Unit: 12020**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	007888	SHERIN, JUDITH L	0.50
<b>CLERICAL</b>				<b>0.50</b>
TLT COORDINATOR	ASC	014534	BABIASH, JENNIFER M	1.00
	DISTRICT-WIDE	018296	VAN OSDEL, BETHANY A	0.25
		018334	SHANLEY, SARAH J	1.00
<b>TLT COORDINATOR</b>				<b>2.25</b>
<b>Budget Unit 12020</b>				<b>2.75</b>

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

### **Budget Unit: 12030**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	018293	SANDELL, HEIDI	0.35
<b>CLERICAL</b>				<b>0.35</b>
ESL COORDINATOR	ASC	018545	KROHN, JULIE C	1.00
<b>ESL COORDINATOR</b>				<b>1.00</b>
<b>Budget Unit 12030</b>				<b>1.35</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 13010

Description	Location Description	Employee Number	Employee Name	Period FTE
BLT/DLT	GIDEON POND	000000	Open Position	0.00
<b>BLT/DLT</b>				<b>0.00</b>
CIC COORDINATOR	DISTRICT-WIDE	009277	ZEIGLER, SARAH	0.50
<b>CIC COORDINATOR</b>				<b>0.50</b>
CONTINUOUS IMPROVMENT COACH	DISTRICT-WIDE	006326	NEPSUND, CYNTHIA J	1.00
		007569	O'REILLY, GINA	1.00
		008189	BRAUN, JEAN C	1.00
		009277	ZEIGLER, SARAH	0.50
		009302	BOHR, JENNIFER L	1.00
		010299	WEIGHTMAN, ELIZABETH C	1.00
		011817	ALVEY, HEATHER	1.00
		011966	WEAR, LISA	1.00
		012319	CIN, STEPHANIE P	1.00
		013470	SMALLEY, AMY C	1.00
<b>CONTINUOUS IMPROVMENT COACH</b>				<b>9.50</b>
<b>Budget Unit 13010</b>				<b>10.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 13020

Description	Location Description	Employee Number	Employee Name	Period FTE
AVID COORDINATOR	ALTERNATIVE HIGH SCHOOL	017214	BATES, DANIEL W	0.20
	BHS	016602	GOMER, JENNA M	0.20
	EAGLE RIDGE	012432	KLUBBERUD, MICHAEL	0.20
	METCALF	018031	THOMAS, JESSICA	0.20
	NICOLLET	014874	STILES, JENNIFER E	0.20
<b>AVID COORDINATOR</b>				<b>1.00</b>
AVID TCR	EAGLE RIDGE	006842	CHALLGREN, MARGARET TEN BROEK	0.20
		017361	CZAPAR, RYAN J	0.20
		017771	HELWIG, KRISTINE K	0.20
	METCALF	014122	LOTZE, TIMOTHY	0.20
		015691	KING, LAURIE J	0.20
		017243	STUCYNSKI, MARY E	0.20
<b>AVID TCR</b>				<b>1.20</b>
CULTURAL LIAISON	DISTRICT-WIDE	000000	Open Position	2.00
		015209	GRANT, HEIDI A	1.00
		016451	LOPEZ, MARIA T	1.00
		016970	RAMOS, VERONICA	1.00
		018140	KAAHIYE, AXMAD	1.00
		018158	ABDULLAHI, SAHRO	1.00
		018233	OMAR, ABDULAH	1.00
<b>CULTURAL LIAISON</b>				<b>8.00</b>
DIR DIVERSITY/INTEGRATED SVCS	ASC	018287	STANLEY, STACIE L	1.00
<b>DIR DIVERSITY/INTEGRATED SVCS</b>				<b>1.00</b>
EA SUPPORT LVL 3	HIDDEN VALLEY	017991	ALI, MARYAN H	0.69
		017992	GUTIERREZ BELTRAN, MARIA L	0.81
	SKY OAKS	017995	ABTOW, ANAB A	0.81
<b>EA SUPPORT LVL 3</b>				<b>2.31</b>
SOCIAL WORKER	EDWARD NEILL	013144	ROLF, BRENDA J	0.50
	GIDEON POND	018516	KHALIF, ABDULLAHI M	0.50
	HARRIET BISHOP	018297	KOCH, REBECCA M	0.50
	HIDDEN VALLEY	018306	REICHERT, KRISTEN K	0.50
	MW SAVAGE	018320	CHESLA, PATRICK J	0.50
	RAHN	018297	KOCH, REBECCA M	0.50
	SIoux TRAIL	018353	MORRISSEY, MICHELLE M	0.50
	SKY OAKS	018516	KHALIF, ABDULLAHI M	0.50
	VISTA VIEW	018320	CHESLA, PATRICK J	0.50
	WM. BYRNE	018353	MORRISSEY, MICHELLE M	0.50
<b>SOCIAL WORKER</b>				<b>5.00</b>
<b>Budget Unit 13020</b>				<b>18.51</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 13030

Description	Location Description	Employee Number	Employee Name	Period FTE	
EA HEALTH	ALTERNATIVE HIGH SCHOOL	000000	Open Position	0.25	
<b>EA HEALTH</b>				<b>0.25</b>	
EA SUPPORT	GIDEON POND	018488	BURKHARDT, MARK	0.50	
	WM. BYRNE	013905	WENDLING, PAULA L	0.21	
<b>EA SUPPORT</b>				<b>0.71</b>	
EA SUPPORT LVL 3	ALTERNATIVE HIGH SCHOOL	017874	JARYAN, ALFRED	0.62	
	NICOLLET	016338	WICKHAM, LAURA	0.84	
	RAHN	018472	WATERS, STACIE	0.19	
<b>EA SUPPORT LVL 3</b>				<b>1.66</b>	
INTERVENTIONIST	BHS	000000	Open Position	1.80	
		016011	NELSON, JEFFREY P	0.20	
	EAGLE RIDGE	016920	DETLING, AMY LYN	0.60	
		017221	DURAND, ERIK M	0.20	
		017957	WYSOCKI, STEVEN J	0.20	
	EDWARD NEILL	010637	KUGLER, JULIE	1.00	
		018055	NIFFENEGGER, KAMALA N	1.00	
	GIDEON POND	000000	Open Position	0.50	
		015074	CHAMERLIK, KAREN	0.50	
	HARRIET BISHOP	009752	CAMPEN, KIMBERLY A.	0.20	
		016428	JORDAN, ALLISON A	0.80	
	HIDDEN VALLEY	007257	O'REILLY, JOHN T	0.50	
		009358	KRAFT, STEPHEN	1.00	
	METCALF	017240	SCHNOBRICH, ANGELA M	1.00	
	MW SAVAGE	011355	DUETHMAN, ELIZABETH A	1.00	
	NICOLLET	000000	Open Position	0.60	
		015857	BRETT, CARRIE A	0.20	
	RAHN	014619	SLATTERY, CARA	0.48	
		016667	KEULER, LORI J	0.50	
	SIOUX TRAIL	000000	Open Position	0.50	
		014226	STALOCK, SHARRON C	0.50	
	SKY OAKS	014633	LEIGHTON, ELIZABETH M	1.00	
		016012	NEMETZ, J SCOTT	0.50	
		018030	DAVIDSON, JESSICA J	0.50	
	VISTA VIEW	000000	Open Position	0.20	
		010142	HOLCOMBE, SARA J	0.80	
		016619	BORDONARO, JENNIFER ELIZABETH	1.00	
	WM. BYRNE	013378	HAPPE, NICOLE	0.50	
	<b>INTERVENTIONIST</b>				<b>17.78</b>
	PBIS COORDINATOR	DISTRICT-WIDE	016087	ROBB, EMILY C	0.20
	<b>PBIS COORDINATOR</b>				<b>0.20</b>
	READING SPECIALIST	EDWARD NEILL	009295	WAGNER-SMITH, SHERRY	0.32
			013372	HAYDEN, SUZANNE	0.32

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

Description	Location Description	Employee Number	Employee Name	Period FTE
READING SPECIALIST	HIDDEN VALLEY	009786	COLLINS, LEANNE	0.32
		013422	KRZEWKI, CATHERINE D	0.32
	SKY OAKS	011543	RUHLAND, MARIA	0.32
		016885	CUNNIEN, LAURIE A	0.32
	VISTA VIEW	016431	WARD, KARI M	0.32
		016605	CRAWFORD, CINDY Y	0.32
<b>READING SPECIALIST</b>				<b>2.56</b>
SOCIAL WORKER	HIDDEN VALLEY	018306	REICHERT, KRISTEN K	0.50
<b>SOCIAL WORKER</b>				<b>0.50</b>
<b>Budget Unit 13030</b>				<b>23.66</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 14010

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR TECHNOLOGY	ASC	018391	JOHNSON, DOUGLAS A	1.00
<b>DIR TECHNOLOGY</b>				<b>1.00</b>
INSTRUCTION/TECHNOLOGY COORD	ASC	016735	GORTON, RACHEL	1.00
<b>INSTRUCTION/TECHNOLOGY COORD</b>				<b>1.00</b>
TECH SPEC 1	ASC	010890	RETHLAKE-HOMOLKA, PAM	1.00
		016345	WALCZAK, CHERYL M	1.00
		017435	LUND, ELLIOTT J	1.00
<b>TECH SPEC 1</b>				<b>3.00</b>
TECH SPEC 2	ASC	016683	HREHA, JUSTIN T	1.00
		017002	KOPP, ELIZABETH A	1.00
		018040	DOLNEY, ALEXANDER N	1.00
		018396	WHIPPLE, ALEC H	1.00
<b>TECH SPEC 2</b>				<b>4.00</b>
TECH SPEC 3	ASC	012287	LUND, TIMOTHY J	1.00
<b>TECH SPEC 3</b>				<b>1.00</b>
TECH SPEC 4	ASC	005573	WEILER, ROBERT M	1.00
<b>TECH SPEC 4</b>				<b>1.00</b>
TECH SUPP	DIAMONDHEAD	009777	HENRY, JOEL E	1.00
<b>TECH SUPP</b>				<b>1.00</b>
<b>Budget Unit 14010</b>				<b>12.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### **Budget Unit: 15010**

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR INSTRUCTION	ASC	018215	WATKINS, DAVID	1.00
<b>DIR INSTRUCTION</b>				<b>1.00</b>
<b>Budget Unit 15010</b>				<b>1.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 15020

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR CURRICULUM	DIAMONDHEAD	017175	FUNSTON, KATHY L	1.00
<b>DIR CURRICULUM</b>				<b>1.00</b>
<b>Budget Unit 15020</b>				<b>1.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### **Budget Unit: 15040**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	014360	CECKA, NANETTE	1.00
<b>CLERICAL</b>				<b>1.00</b>
STUDENT INFO/TESTING COORD	ASC	011756	ERICKSON, CONSTANCE	0.50
<b>STUDENT INFO/TESTING COORD</b>				<b>0.50</b>
<b>Budget Unit 15040</b>				<b>1.50</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 16010

Description	Location Description	Employee Number	Employee Name	Period FTE
SCHOOL BOARD	DISTRICT-WIDE	006811	CURRIER, DEEDEE C	0.00
		013108	HILL, RONALD I	0.00
		014317	SWEEP, SANDRA M	0.00
		014416	LUTH, DANIEL W	0.00
		017471	SCHMID, JAMES D	0.00
		017593	VANDENBOOM, ROBERT J	0.00
		018011	ALT, ABIGAIL	0.00
<b>SCHOOL BOARD</b>				<b>0.00</b>
<b>Budget Unit 16010</b>				<b>0.00</b>

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

### **Budget Unit: 16020**

Description	Location Description	Employee Number	Employee Name	Period FTE
EXEC ADMIN ASSISTANT	ASC	017901	KENNEY, JAMI M	1.00
<b>EXEC ADMIN ASSISTANT</b>				<b>1.00</b>
SUPERINTENDENT	ASC	017994	GOTHARD, JOSEPH M	1.00
<b>SUPERINTENDENT</b>				<b>1.00</b>
<b>Budget Unit 16020</b>				<b>2.00</b>

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

### **Budget Unit: 16030**

Description	Location Description	Employee Number	Employee Name	Period FTE
ASST SUPERINTENDENT	ASC	018043	AMOROSO, CYNTHIA	1.00
<b>ASST SUPERINTENDENT</b>				<b>1.00</b>
CLERICAL	ASC	011739	PARISEAU, MARCIA L	0.50
<b>CLERICAL</b>				<b>0.50</b>
<b>Budget Unit 16030</b>				<b>1.50</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 16040

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR HUMAN RESOURCES	ASC	017487	SOVINE, STACEY	1.00
<b>DIR HUMAN RESOURCES</b>				<b>1.00</b>
HR BENEFITS SPECIALIST	ASC	018189	LINDBERG, CHARLOTTE	1.00
<b>HR BENEFITS SPECIALIST</b>				<b>1.00</b>
HR COORD	ASC	016573	WEILER, TIFFANY M	1.00
<b>HR COORD</b>				<b>1.00</b>
HR EMPLOYMENT SPECIALIST	ASC	012322	HARRIS, TRUDIE L	1.00
<b>HR EMPLOYMENT SPECIALIST</b>				<b>1.00</b>
HR LABOR RELATIONS MGR	ASC	017174	DEMUTH, JOY S	1.00
<b>HR LABOR RELATIONS MGR</b>				<b>1.00</b>
<b>Budget Unit 16040</b>				<b>5.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 16050

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	011739	PARISEAU, MARCIA L	0.50
		014243	LAQUA, NANCY A	1.00
		015662	WILSON, MICHELE L	1.00
		015940	ZELLMER, JULIE A	1.00
		015943	LEACH, CHARLOTTE	1.00
		016596	KAISERSHOT, STACY L	1.00
		018321	DITTER, NATALIE L	1.00
		018322	SWANSON, RENAE A	1.00
<b>CLERICAL</b>				<b>7.50</b>
DIR ACCOUNTING	ASC	018405	WINTERLIN, GORDON D	1.00
<b>DIR ACCOUNTING</b>				<b>1.00</b>
DIR BUSINESS	ASC	016166	RIDER, LISA K	1.00
<b>DIR BUSINESS</b>				<b>1.00</b>
PYRL SUPERVISOR	ASC	016574	ROBASSE, CHRISTINE M	1.00
<b>PYRL SUPERVISOR</b>				<b>1.00</b>
<b>Budget Unit 16050</b>				<b>10.50</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 16060

Description	Location Description	Employee Number	Employee Name	Period FTE
COMMUNICATIONS COORD	ASC	017462	TINKLENBERG, AARON D	1.00
<b>COMMUNICATIONS COORD</b>				<b>1.00</b>
DIR COMMUNICATIONS	ASC	015922	DUNN, RUTH C	1.00
<b>DIR COMMUNICATIONS</b>				<b>1.00</b>
<b>Budget Unit 16060</b>				<b>2.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 16070

Description	Location Description	Employee Number	Employee Name	Period FTE
BILINGUAL GREETER CE	ASC	018175	ROMERO, DENISE	0.50
<b>BILINGUAL GREETER CE</b>				<b>0.50</b>
CLERICAL	DIAMONDHEAD	015033	HARDT, ANNETTE	1.00
		018083	CURTIS, MICHELE A	1.00
		018207	LOPEZ, KASSANDRA	1.00
		018293	SANDELL, HEIDI	0.50
<b>CLERICAL</b>				<b>3.50</b>
INFORMATION SYSTEMS COORD	ASC	012023	MCCARTHY, BRIGID M	1.00
<b>INFORMATION SYSTEMS COORD</b>				<b>1.00</b>
STUDENT INFO/TESTING COORD	ASC	011756	ERICKSON, CONSTANCE	0.50
<b>STUDENT INFO/TESTING COORD</b>				<b>0.50</b>
<b>Budget Unit 16070</b>				<b>5.50</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 17011

Description	Location Description	Employee Number	Employee Name	Period FTE
PRINCIPAL	EDWARD NEILL	017169	VAUGHT, ELIZABETH C	1.00
	GIDEON POND	017563	BLACK, KRISTINE C	1.00
	HARRIET BISHOP	013381	NESVIG, ERIKA	1.00
	HIDDEN VALLEY	009829	BONNEVILLE, JON G	1.00
	MW SAVAGE	008086	NEPSUND, JEFF L	1.00
	RAHN	018070	BORER, BARBARA	1.00
	SIOUX TRAIL	018071	MCPARLAND, SHANNON	1.00
	SKY OAKS	018003	GOELDNER, DREW S	1.00
	VISTA VIEW	013654	ROBB, BRADLEY E	1.00
	WM. BYRNE	017156	BOMSTA, LYLE J	1.00
<b>PRINCIPAL</b>				<b>10.00</b>
<b>Budget Unit 17011</b>				<b>10.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 17012

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	EDWARD NEILL	014558	STICKLE, CAROLYN E	1.00
	GIDEON POND	013867	ZIMMERMAN, SYBIL	1.00
	HARRIET BISHOP	013925	HINMAN, JENNIFER J	1.00
	HIDDEN VALLEY	013957	BERRA, ANGELA M	1.00
		016690	LARSON, DEBORAH M	0.88
	MW SAVAGE	009856	BYRNE, PATRICIA C	0.50
		011910	HREHA, KYLE J	1.00
	RAHN	015885	CROSBIE, CYNTHIA	1.00
	SIOUX TRAIL	010841	CENCI, BARB	1.00
	SKY OAKS	016287	PERALTA, NANCY E	1.00
	VISTA VIEW	006482	DAHLER, ELOISE J	1.00
	WM. BYRNE	017583	MCBRIDE, KRISTEN	1.00
<b>CLERICAL</b>				<b>11.38</b>
<b>Budget Unit 17012</b>				<b>11.38</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 17013

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LUNCH	EDWARD NEILL	017006	ROSENBERGER, ROSE M	0.12
		018387	KRUGER, TARA N	0.38
	GIDEON POND	015754	KUMP, JOLENE	0.25
		018488	BURKHARDT, MARK	0.25
	HARRIET BISHOP	013398	GUSTAFSON, RENEE D	0.28
		013666	BECKER, SARAH J	0.06
		017450	NGUYEN, TUNHI T	0.25
		017833	HEEREY, HEATHER	0.25
	HIDDEN VALLEY	018541	CHHEN, KUOY L	0.16
		012372	MCCONNELL, DIANE	0.25
		017431	QUINTANA, MARIANA	0.12
		018150	CHRISTENSEN, MARY	0.31
	MW SAVAGE	018384	SCHWARZ, DARCIE N	0.25
		014441	BAKER, YVONNE M	0.31
	RAHN	018430	COOK, LAURIE N	0.31
		010976	MOSLEY, JULIE G	0.25
	SIoux TRAIL	015131	HENLE, ANGELA G	0.25
	SKY OAKS	015616	BERGE, SARA K	0.50
		018505	WINEY, HUNTER	0.25
	VISTA VIEW	018152	FOSTER, LATISHA L	0.31
018160		OMAR, AMANI	0.28	
WM. BYRNE	013905	WENDLING, PAULA L	0.25	
	015501	KELJIK, SUSAN B	0.22	
	016036	KOCH, DONALD C	0.25	
<b>EA LUNCH</b>				<b>6.12</b>
EA SUPPORT	EDWARD NEILL	017006	ROSENBERGER, ROSE M	0.69
		018387	KRUGER, TARA N	0.38
	GIDEON POND	015754	KUMP, JOLENE	0.31
		018488	BURKHARDT, MARK	0.12
	HARRIET BISHOP	011373	FONTANA, PEGGY	1.00
		013398	GUSTAFSON, RENEE D	0.19
		017833	HEEREY, HEATHER	0.12
		018541	CHHEN, KUOY L	0.06
	HIDDEN VALLEY	000000	Open Position	0.09
		012372	MCCONNELL, DIANE	0.25
		018150	CHRISTENSEN, MARY	0.12
	MW SAVAGE	015460	SAMUEL, LAURIE	0.44
	RAHN	010976	MOSLEY, JULIE G	0.50
	SIoux TRAIL	015131	HENLE, ANGELA G	0.22
	SKY OAKS	011193	BERGE, KRISTY K	0.25
015616		BERGE, SARA K	0.25	
018341		MILLER, KATHERINE C	1.00	

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

Description	Location Description	Employee Number	Employee Name	Period FTE
EA SUPPORT	VISTA VIEW	014670	CERMAK, BARBARA L	0.06
		016244	GILBERTSON, SHERRY A	0.62
		017120	OLSON, DIANE B	0.62
	WM. BYRNE	000000	Open Position	0.75
		013905	WENDLING, PAULA L	0.42
		015501	KELJIK, SUSAN B	0.22
<b>EA SUPPORT</b>				<b>8.70</b>
EA SUPPORT LVL 3	RAHN	018472	WATERS, STACIE	0.62
<b>EA SUPPORT LVL 3</b>				<b>0.62</b>
<b>Budget Unit 17013</b>				<b>15.45</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 17021

Description	Location Description	Employee Number	Employee Name	Period FTE
DEAN	BHS	014612	MULLINS, CYNTHIA	1.00
<b>DEAN</b>				<b>1.00</b>
PRINCIPAL	BHS	014077	HELKE, DAVID M	1.00
	EAGLE RIDGE	007490	LEAKE, DONALD L	1.00
	METCALF	014914	RONN, KELLY J	1.00
	NICOLLET	011279	BRANDNER, RENEE	1.00
<b>PRINCIPAL</b>				<b>4.00</b>
PRINCIPAL ASST	BHS	007326	MORRISSETTE, BRUCE P	1.00
		007829	ROCZNIAK, EUGENE A	1.00
		014183	BELLMONT, CHRISTOPHER	1.00
	EAGLE RIDGE	014960	BRASPENICK, CHERIE	1.00
	METCALF	015977	HEIM, WILLIAM V	1.00
	NICOLLET	016900	LEACH, JEFFREY A	1.00
<b>PRINCIPAL ASST</b>				<b>6.00</b>
<b>Budget Unit 17021</b>				<b>11.00</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 17022

Description	Location Description	Employee Number	Employee Name	Period FTE	
BURSAR	BHS	016592	BECKERS, CHRISTINE A	1.00	
<b>BURSAR</b>				<b>1.00</b>	
CLERICAL	BHS	008305	DECKER, WENDY	1.00	
		011374	FRATZKE, JAYNE M	1.00	
		015803	RIGGS, JEANINE L	1.00	
		016459	SCHERER, DEBRA M	1.00	
		017141	WADE, LISA P	0.62	
		017676	BRISCOE, MELANIE A	1.00	
		017943	MANN, LINDSEY	1.00	
		018554	THORNTON, JENIFER A	1.00	
	EAGLE RIDGE	009963	CLEVELAND, KATHRYN	1.00	
		014316	SIMON, LYDIA	1.00	
		017903	PETROSKEY, KELLIE A	1.00	
	METCALF	008233	BIELECK, DEBORAH D	1.00	
		012064	PETERSON, LAURA J	1.00	
		012853	MATERNOWSKI, PATRICIA	1.00	
	NICOLLET	003613	STEPHES, JANET	1.00	
		011378	MARO, JULIE A	1.00	
		011980	DERENDAL, BARBARA L	1.00	
	<b>CLERICAL</b>				<b>16.62</b>
	REGISTRAR	BHS	017539	WOOD, EMILY L	1.00
<b>REGISTRAR</b>				<b>1.00</b>	
<b>Budget Unit 17022</b>				<b>18.62</b>	

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 17023

Description	Location Description	Employee Number	Employee Name	Period FTE
EA SUPPORT	BHS	018535	NUR, IFRAH H	0.25
<b>EA SUPPORT</b>				<b>0.25</b>
EA SUPPORT LVL 3	BHS	012978	RUZZI, YVONNE R	0.88
		015800	PULLEY, ERIC D	0.50
		016348	VILLE, JUANITA	0.88
	EAGLE RIDGE	009118	NEUMAN, JEAN M	0.81
		011497	SHAFFER, PENNY L	0.88
	METCALF	000000	Open Position	0.81
		011892	PETERSON, KIM L	0.81
	NICOLLET	006653	PERKINS, TERRI M	0.88
	<b>EA SUPPORT LVL 3</b>			
SCIENCE LAB	BHS	018535	NUR, IFRAH H	0.50
<b>SCIENCE LAB</b>				<b>0.50</b>
<b>Budget Unit 17023</b>				<b>7.19</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 18010

Description	Location Description	Employee Number	Employee Name	Period FTE	
EA TRANS	EDWARD NEILL	015757	TILLMAN, JACK R	0.16	
	GIDEON POND	015754	KUMP, JOLENE	0.38	
	HARRIET BISHOP	008958	CARNEY, CATHERINE	0.06	
		013398	GUSTAFSON, RENEE D	0.12	
		013666	BECKER, SARAH J	0.06	
		017833	HEEREY, HEATHER	0.06	
		018541	CHHEN, KUOY L	0.06	
		HIDDEN VALLEY	000000	Open Position	0.19
	017431		QUINTANA, MARIANA	0.12	
	MW SAVAGE	015460	SAMUEL, LAURIE	0.38	
	RAHN	010976	MOSLEY, JULIE G	0.19	
		017282	SCHEUNEMAN, KRISTEN JOY	0.06	
		018472	WATERS, STACIE	0.06	
	SIOUX TRAIL	012072	ENGBERG, DENISE G	0.25	
	SKY OAKS	018505	WINEY, HUNTER	0.38	
	VISTA VIEW	014670	CERMAK, BARBARA L	0.19	
	WM. BYRNE	000000	Open Position	0.16	
		015501	KELJIK, SUSAN B	0.09	
	<b>EA TRANS</b>				<b>2.97</b>
	<b>Budget Unit 18010</b>				<b>2.97</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 19010

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	ALTERNATIVE HIGH SCHOOL	006402	DIMBERIO, ROBBIE	1.00
		017639	PRESS, MARY	1.00
		018104	ABBOTT, MARK M	0.50
	BHS	005403	CHANTARA, THOMAS KHAMRING	1.00
		007303	HRIMNAK, JOSEPH MICHAEL	1.00
		011401	GOMEZ, OSCAR A	1.00
		011601	ZEIMET, EDWARD	1.00
		014940	MORALES, MANUELA	1.00
		015467	ORELLANA, LAURA I	1.00
		015904	FOSTER, KENT M	1.00
		016544	O'LEARY, TIMOTHY J	1.00
		016567	ANDERSON, JOHN CHARLES	1.00
		017019	SCHMIDT, BRENT G	1.00
		018190	JOHNSON, BRIAN J	1.00
		018192	WOLFRAM, MICHAEL	1.00
		018226	SCHWANKE, CRAIG A	1.00
		018230	SAHLI, TERESEA	1.00
		018305	WICK, DARRYL	1.00
	DIAMONDHEAD	011220	TOELLER, JOHN F.	1.00
		011234	CARLSON, KEITH A	1.00
		012135	GRAUPMANN, DAVID A	1.00
		013225	BERG, HAROLD J	1.00
		014811	THURBER, LAURIE	1.00
	DISTRICT-WIDE	000000	Open Position	1.00
		010543	WURDEMAN, SCOTT	1.00
		015179	WENDORF, ERIC S	1.00
		018366	BOGUE, DREW A	0.50
	EAGLE RIDGE	003670	JOHNSON, GLENN A.	1.00
		010273	SCHALLENBERG, CATHERINE	1.00
		012446	GORZYCKI, MARK	1.00
		014939	LY, TY V	1.00
		016566	ALVARADO, ANGEL	1.00
	EDWARD NEILL	014228	BENNETT, HOWARD D	1.00
		017433	REIMERS, JAMES F	1.00
		018608	SATHER, DEREK D	0.50
	GIDEON POND	017436	LAKE, DAVID	1.00
		018487	GREINER, STEVE	1.00
		018608	SATHER, DEREK D	0.50
	HARRIET BISHOP	000000	Open Position	0.50
		015758	CARLSON, SANDRA K	1.00
		017084	LAVALLE, PATRICK J	1.00
	HIDDEN VALLEY	007748	NELSON, KIRK A	1.00

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE	
CUSTODIAN	HIDDEN VALLEY	017163	SULLIVAN, GERALDINE E	1.00	
		018047	MATYKIEWICZ, BRANDON J	1.00	
	METCALF	000000	Open Position	0.00	
		005087	LEON, STEVEN F	1.00	
		016816	SAHLI, JONATHAN C	1.00	
		016890	KREPS, RODNEY V	1.00	
		017643	VENDEL, MATTHEW M	1.00	
	MW SAVAGE	000000	Open Position	1.50	
		005868	FREDERICKSON, NORMAN D	1.00	
		017916	ROBASSE, CHARLES W	1.00	
	NICOLLET	010163	WESTLUND, DALE V	1.00	
		013074	MARTINEZ, ROBERT V	1.00	
		015476	MARCHESSAULT, PATRICK	1.00	
		015783	O'LEARY, DANIEL L	1.00	
		015910	TESKE, JEFFREY J	1.00	
	RAHN	011614	NEEDHAM, TIMOTHY	1.00	
		015736	GILBERTSON, DALE	1.00	
		018555	MCDONALD, DAVID	0.50	
	SIOUX TRAIL	011269	GLEND, MARK	1.00	
		017333	JONES, GARY A	1.00	
		018104	ABBOTT, MARK M	0.50	
	SKY OAKS	017328	KINYON, TERRY R	1.00	
		017334	OLDER, GLEN R	1.00	
		018153	KAISERSHOT, TROY M	1.00	
	VISTA VIEW	009048	PAHL, NICK H	1.00	
		017694	WOLLERSHEIM, CHRISTIAN P	1.00	
		018366	BOGUE, DREW A	0.50	
	WM. BYRNE	009178	BERGUM, THOMAS J	1.00	
		017644	HENDERSON, SEAN M	1.00	
		018555	MCDONALD, DAVID	0.50	
	<b>CUSTODIAN</b>				<b>67.00</b>
	DIR OF OPERATIONS	ASC	004356	SIMON, GLENN D.	0.40
	<b>DIR OF OPERATIONS</b>				<b>0.40</b>
	OPS SUPERVISOR	DISTRICT-WIDE	000000	Open Position	1.00
			004439	JOHNSON, DONLEY D.	1.00
			012926	SHAWBACK JR, ARTHUR	1.00
<b>OPS SUPERVISOR</b>				<b>3.00</b>	
<b>Budget Unit 19010</b>				<b>70.40</b>	

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 19020

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	DISTRICT-WIDE	001524	WENDORF, GREGORY	0.75
		002941	LENO, CRAIG ALAN	1.00
		012488	SCHUUR, MYRON G	1.00
		012673	DYKSTRA, BRYAN G.	1.00
		017638	POWERS, DANIEL	1.00
		018191	POWERS, SCOTT D	1.00
<b>CUSTODIAN</b>				<b>5.75</b>
<b>Budget Unit 19020</b>				<b>5.75</b>

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

### **Budget Unit: 19030**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	011725	THOMPSON, SUSAN M	1.00
<b>CLERICAL</b>				<b>1.00</b>
<b>Budget Unit 19030</b>				<b>1.00</b>

## **FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)**

### **Budget Unit: 19050**

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	DISTRICT-WIDE	001524	WENDORF, GREGORY	0.25
		008678	HARTMAN, THOMAS P	1.00
<b>CUSTODIAN</b>				<b>1.25</b>
<b>Budget Unit 19050</b>				<b>1.25</b>

## FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

### Budget Unit: 20030

Description	Location Description	Employee Number	Employee Name	Period FTE
EA SUPPORT LVL 3	BHS	008955	LORIG, DIANE	0.88
		009806	WALLS, ELI	0.88
		012451	ROBLES, MICHELLE R	0.88
		015056	DOVE, BETTY ANN	0.88
		018246	GINGERY, GARY	0.88
	METCALF	012065	ROBERTSON, PAULA	0.81
<b>EA SUPPORT LVL 3</b>				<b>5.19</b>
<b>Budget Unit 20030</b>				<b>5.19</b>



**Agenda III.I  
June 25, 2015**

**To: Members, Board of Education**

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

**Date: June 17, 2015**

**Re: Establish Fiscal Year 2015 Committed Fund Balance**

RECOMMENDATION: that the Board of Education approve the commitment of fund balance for Fiscal year 2015 to include fund balance resulting from carryover funds, ProPay funds, and Vision One91 purposed funds in the amount of \$\_\_\_\_\_.

The Fund Balance Policy DAA approved June 2, 2011 follows GASB Statement No. 54 which allows for the highest decision-making authority of a government, our Board of Education, to commit fund balance for a specific purpose by taking action prior to year end while amounts can be determined in a subsequent period. Commitments would be calculated as follows:

**Carryover Funds:** Calculated with revenues generated by department or site plus any unspent expenditure budget, as audited.

**ProPay Funds:** Calculated with dedicated revenues unspent, as audited.

**Vision One91 Purposed Funds:** An amount of \$\_\_\_\_\_ shall be committed toward the successful implementation of Vision One91.



**Agenda III.I  
June 25, 2015**

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

**Date: June 17, 2015**

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**Carryover Funds:** Calculated with revenues generated by department or site plus any unspent expenditure budget, as audited.

**ProPay Funds:** Calculated with dedicated revenues unspent, as audited.

**Vision One91 Purposed Funds:** An amount of \$\_\_\_\_\_ plus the audited unassigned general fund balance ending June 30, 2015 above \$13,077,242, total not to exceed \$\_\_\_\_\_ shall be committed toward the successful implementation of Vision One91.



**Agenda III.J  
June 25, 2015**

**To: Members, Board of Education**

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

**Date: June 18, 2015**

**Re: Award the Burnsville High School Bid Package #2**

RECOMMENDATION: That the Board of Education award the Burnsville High School Bid Package #2 of Precast Concrete Wall Panels to Wells Concrete, Inc. and authorize the signing of the contract.

#0345 Precast Concrete Wall Panels	
Wells Concrete, Inc.	\$2,615,000

On Tuesday, June 9, 2015 the Burnsville-Eagan-Savage School District opened sealed bids at 2pm. Wenck Construction and Glenn Simon were present for the bid opening. The attached recommendation letter from Wenck Construction includes the bid tab and the recommended lowest responsible bidder for the precast concrete wall panels. The alternate brick choice was not acceptable, therefore only the base bid is recommended for approval. Walls are anticipated to be on site in December.

The contracts for contractors have been developed with the assistance of our construction attorney, Michael Rowley of Terhaar, Archibald, Pfefferle, and Griebel, LLP (TAP&G); Wenck Construction Incorporated (WCI); and Krause Anderson (Property Casualty Insurance) representation. This contract will be finalized in the coming weeks. We ask that the board authorize the signing of this contract to allow for the work to begin as soon as possible.

Attachment: WCI recommendation and bid summary



Responsive partner. Exceptional outcomes.

June 18, 2015

Independent School District #191  
100 River Ridge Court  
Burnsville, Minnesota 55337

ATTENTION: Mr. Glenn Simon

**RE: ADDITIONS AND ALTERATIONS TO BURNSVILLE HIGH SCHOOL - BID PACKAGE #2**

Dear Mr. Simon:

Based upon bid results and the results of our pre-award conferences with the apparent low bidder(s), we are making a recommendation for award of the following time critical prime contracts, including the base bid with no alternates.

<u>Contract #</u>	<u>Description/Contractor</u>		
0345	Precast Concrete Wall Panels Wells Concrete, Inc. 835 Highway 109 NE P.O. Box 308 Wells, Minnesota 56097	Base Bid	\$2,615,000
		Contract Amount	\$2,615,000
		<b>Total</b>	<b><u>\$2,615,000</u></b>

Thank you, and please call with any questions.

Yours very truly,

Mark Hovelson  
Project Executive

MH:am

cc: Architect File. 301504-01

	1	2	3	4	5
<b>BIDDER NAME</b>	Wells Concrete				
<b>BASE BID</b>	\$ 2,615,000				
<b>ALTERNATES</b>					
# A1 Endicott Thin Brick	\$ (150,000)				
# A2 Yankee Hill Thin Brick	No Bid				
<b>LABOR &amp; MATERIAL</b>	INCL				
<b>LABOR ONLY</b>					
<b>MATERIAL ONLY</b>					
<b>TAX</b>	INCL				
<b>BID SECURITY</b>	YES				
<b>TOTAL</b>	\$ 2,465,000	\$ -	\$ -	\$ -	\$ -
<b>ADDENDUM #1 6/2/15</b>	YES				
<b>GENERAL INCLUSIONS</b>					
<b>GENERAL EXCLUSIONS</b>					
<b>NOTES</b>	Erection schedule qualified for 12/14/15 from 11/2/15.				



**Agenda Item III.K  
June 25, 2015**

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

**From:** Dan Luth, Vice Chair

**Date:** June 19, 2015

**Re:** Summary of Superintendent's Evaluation

Director Dan Luth will provide a public summary of Superintendent Gothard's performance evaluation that took place during a closed session on June 11, 2015.



**Agenda IV  
June 25, 2015**

**To:** Board of Education, Members  
**From:** Chair VandenBoom  
**Date:** June 19, 2015  
**Re:** Committee Reports

The following committees may provide updates to the School Board:

- Negotiating Committee (Director Schmid, committee chair)
- Policy Review Committee (Dr. Currier, committee chair)
- Student Performance and Achievement (Director Hill, committee chair)
- Legislative Committee (Director Hill, committee chair)
- Ad Hoc Technology (Director Luth, committee chair)