

# BOARD AGENDA

## INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus  
Diamondhead Education Center  
Regular Meeting  
October 22, 2015  
6:30 PM

(6:00 PM Listening Session with Dr. Joe Gothard and Stacey Sovine)

### I. Call to Order

A. Welcome

B. Pledge of Allegiance

C. Public Recognition

1. Read for the Record

Presenter: Vicki Roy

2. Reward Schools-Gideon Pond Elementary and Edward Neill Elementary

### 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. Approve Minutes 3

2. Approve Personnel Recommendations 6

3. Adopt a Resolution to Accept Donations 7

4. Approve September Payroll, Claims, Receipts and Investments 9

5. Approve, on a Second Reading Basis, Board Policies 515: *Protection and Privacy of Pupil Records* (rescind JO), 517: *Student Recruiting* (rescind IGDK), 519: *Interview of Students by Outside Agencies* (rescind JIH), 520: *Student Surveys*, 523: *Policies Incorporated by Reference*, 525: *Violence Prevention*, and 529: *Staff Notification of Violent Behavior by Students* (rescind GBEAD) 46

6. Approve Change Orders #014, #015, #016 and #017 for the 2015 Additions and Alterations to Burnsville High School Bid Package #1 102

### III. New Business

A. Award Bid Package # 4 (Part 1 of 2) 113  
Presenter: Lisa Rider, Executive Director of Business Services

B. Approve 2016-17 and 2017-18 Academic Calendars 131  
Presenter: Cindy Amoroso, Assistant Superintendent

C. Approve Seasonal, Casual and Temporary Employee Rates of Pay for the 2015-2016 School Year 140  
Presenter: Stacey Sovine, Executive Director of Human Resources

D. Approve, on a First Reading Basis, Policy 527: *Student Use and Parking of* 142

*Motor Vehicles; Patrols, Inspections, and Searches* and rescind Policy JHFD  
Presenter: Dr. Joe Gothard, Superintendent

IV. Board Committee Reports

148

V. Adjourn

School Board Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
October 8, 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 and Chair VandenBoom were present. Director Sweep was absent. Others in attendance were Superintendent Gothard, Student Representative Abegaz administrators, staff and members of the public.

Attendance

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

Pledge of Allegiance

Moved by Schmid, seconded by Luth, to approve the agenda. Motion carried unanimously (6, 0).

Agenda

Moved by Alt, seconded by Hill, to approve the consent agenda:

Consent Agenda  
Minutes  
Personnel

- Minutes of the September 24, 2015.
  - Approve personnel recommendations for R. Akerson, A. Buchman, K. Cates, R. Mayne, A. McLaughlin, M. Tillman, K. Gaulke, T. Barsness, A. Brambila, J. Campos, J. Hildman, H. Ohama, M. Wolfram, K. Chhen, J. Gust, H. Heerey, S. Gilbertson, P. McDonald, T. Smith, L. Battleson, M. Markhardt, G. Endeshaw, A. Fischer, A. Jaryan, H. Walli, M. Akkerman, L. Kenney, L. Foster, M. Gorman and H. Walberg.
  - Approve change orders #010, #011, #012 and #013 for the 2015 Additions and Alterations to Burnsville High School Bid Package #1.
  - Approve change order #002 for the 2015 Additions and Alterations to Burnsville High School Bid Package #2
- Motion carried unanimously (6, 0).

Approve change orders

Received a report from Superintendent Gothard on Vision One91 Construction.

Report on Vision One91

Moved by Hill, seconded by Schmid, to approve, on a first reading basis, Board Policies 515: *Protection and Privacy of Pupil Records* (rescind JO), 517: *Student Recruiting* (rescind IGDK), 519: *Interview of Students by Outside Agencies* (rescind JIH), 520: *Student Surveys*, 523: *Policies Incorporated by Reference*, 525: *Violence*

Policies

*Prevention, 527: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches (rescind JHFD) and 529: Staff Notification of Violent Behavior by Students (rescind GBEAD).* Point of order given by Schmid and sustained by VandenBoom that there needs to be an amendment to the motion to remove Policy 527 because the main motion is already on the table. Moved by VandenBoom, seconded by Schmid to remove Policy 527 from the main motion. Amendment to the motion carried (5, 1 with Currier, Alt, VandenBoom, Hill, Schmid voting in favor and Luth voting against). Amended main motion carried unanimously after discussion (6, 0).

Moved by Hill, seconded by Currier, to approve on a second reading basis, Policy 613: *Graduation Requirements* and to rescind Policy IKF. Motion carried unanimously after discussion (6, 0).

Received oral reports from Abegaz, Gothard on Business Leader end Educational Partnerships and the Higher Learning Commission; Currier reported on the Burnsville High School Hall of Fame, Alt, Schmid and VandenBoom.

Moved by Currier, seconded by Luth, to adjourn at 7.31 p.m. to a board workshop on MMR followed by a closed session, as permitted by Minnesota Statute §13D.03, to discuss ISD 191's labor negotiation strategy related to BEA. Motion carried unanimously (6, 0).

The workshop began at 7:38 p.m. and ended at 9:12 p.m. The purpose of the board workshop is MMR.

9:15 p.m. closed session.

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DeeDee Currier, clerk

October 22, 2015

Date Approved

Second reading  
of Policy 613

Reports

Adjourn

Closed Session Notes  
INDEPENDENT SCHOOL DISTRICT 191  
October 8, 2015

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

Preliminary

The school board closed session was called to order by Chair VandenBoom at 9:15 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

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

Attendance

Others in attendance were Dr. Joe Gothard, superintendent; Stacey Sovine, executive director of human resources; and Jami Kenney, executive assistant.

Lisa Rider, executive director of business services arrived at 9:16 p.m.

Purpose

The following item was discussed:

- Negotiation Strategy with the Burnsville Education Association.

Adjourn

The closed session adjourned at 9:36 p.m.

October 22, 2015

DeeDee Currier, clerk

Date Approved

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

TO: Members, Board of Education  
Joe Gothard, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: October 22, 2015

RE: Recommended Personnel Changes

**Certified**

**Appointment**

Arthur Iverson -Replacement-Long Term Substitute, Teacher, SPED, 1.0 FTE, MJH and VV, effective 9/21/15 -11/25/15

**Leave of Absence**

Nichole Holden Teacher-Revised , .20 FTE, MWS, effective 10/6/15

**Classified**

**Appointment**

Mary Andren \*New-EA Level IV, 6.75 hrs/day, WB, effective 10/19/15  
Marilyn Bader \*New AVID Tutor, District-Wide, effective 2015/2016 school year  
Erin Bazzachini -Replacement-Food Service Associate, 3 hrs/day, NJH, effective 10/19/15  
Alicia Brambila -New-Revised, Cultural Liaison, 2 hrs/day, HV, effective 9/28/15  
Rosa Davila -Replacement-Food Service Associate, 3.75 hrs/day, HV, 10/19/15  
Joann Handrahan -New AVID Tutor, District-Wide, effective 2015/2016 school year  
Carrie Pope -Replacement-Food Service Associate, 3.25 hrs/day, ERJH, effective 10/19/15  
Sharon Roberson \*New AVID Tutor, District-Wide, effective 2015/2016 school year  
Rachel Schatzlein, \*Replacement-EA Level IV, 6 hrs/day, HV, effective 10/26/15  
Sunny Vuong \*New AVID Tutor, District-Wide, effective 2015/2016 school year

**Change in Assignment**

Vicki Chroust -Assignment changes to EA Level IV, 7 hrs/day, BHS, effective 10/19/15  
Angela Henle \*Assignment changes to EA Level II, 7.25 hrs/day, WB, effective 10/22/15  
Tunhi Nguyen \*Assignment changes to EA Level II, 3 hrs/day, HB, effective 10/19/15

**Resignation**

Megan Berchild -CE Coordinator I, DEC, effective 10/16/15

**Retirement**

Howard Bennett -Custodian, EN, effective 11/30/15



**Agenda II.B.3  
October 22, 2015**

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

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

**Date:** October 15, 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 Oct. 22, 2015.

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

Date	Donor	Recipient	Terms	Donation
9/24/2015	Burnsville Breakfast Rotary Club	ISD 191	BrainPower in a Backpack	\$500.00
9/23/2015	Burnsville Lions Club	Hidden Valley Elementary	Donation to be used for our new playground	\$30,000.00
9/23/2015	Chris Schwingler Operation Round Up Coordinator	Harriet Bishop Elementary	Service Club expenses	\$500.00
9/18/2015	Earl & Carlene McDowell	BHS Hall of Fame	BHS Hall of Fame	\$100.00
9/24/2015	Early Childhood Special Education Staff	ISD 191	BrainPower in a Backpack	\$100.00
9/29/2015	Fatima Batie	Eagle Ridge Junior High School	FACS Donation	\$60.00
9/8/2015	Hannah Cantrell	Hidden Valley Elementary	Donation to be given to students in need	School Supplies: Notebooks, Markers, Pens, Pencils, Glue Sticks, Rulers
9/24/2015	Illumination Church, c/o Andrew Anderson	ISD 191	BrainPower in a Backpack	Several boxes of food
9/16/2015	Lions Club	Gideon Pond Elementary	Student use	Dictionaries for 3rd grade students
9/14/2015	Sue's Daycare/ Gary and Sue Moore	Hidden Valley Elementary	To be donated to studnets	3 dozen backpacks
9/25/2015	Target Corporation	Gideon Pond Elementary	Thanks a Billion	\$125.00
9/16/2015	Tien Cai & Daniel Kuhl	Harriet Bishop Elementary	Provide an instrument to a student that does not have one	Violin, case, bow
10/5/2015	Tom Marlow	Gideon Pond Elementary	Gift	Bunn Coffee maker
9/15/2015	Wells Fargo Community Support Campaign	Hidden Valley Elementary	To be used towards HV beautification Fund	\$60.00
10/2/2015	Wilfred and Janet Williams	Burnsville High School	Hall of Fame	\$200.00
10/13/2015	Alan and Wendy Neiner	Burnsville High School	Education for Automotive Department	2000 Lincoln Continental
10/2/2015	Howard Anderson	Burnsville High School	BHS Hall of Fame	\$100.00
10/2/2015	James or Joann Green	Burnsville High School	BHS Hall of Fame	\$25.00
10/2/2015	Michael or Lisa Schwie	Burnsville High School	BHS Hall of Fame	\$100.00

Total monetary contributions to accept: **\$31,870.00**



**Agenda II.B.4  
Oct 22nd, 2015**

**TO: Dr. Joe Gothard, Superintendent and Board of Education**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: Oct 22nd, 2015**  
**RE: September Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves September payroll checks numbered 718237-718266, and Direct Deposit notices numbered 584925-587726, in the net amount of \$3,648,560.76. Sep & Oct claims to date represented by checks numbered 441987-442616, 129-131, 1013869-1014076, and 101141-101165 and wire transfers and adjustments totaling \$7,576,478.96. Also, that the Board accepts Sep receipts of \$10,254,866.73 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$109,135,732.22 as of September 30, 2015.

September 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  
September 2015**

**Cash Receipts**

Receipts	\$10,254,866.73
Miscellaneous Adjustments	

<b>TOTAL SEPTEMBER CASH RECEIVED</b>	<u><u>10,254,866.73</u></u>
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**CASH DISBURSEMENTS**

Sep

Regular Payroll Checks	718237-718266	\$3,648,560.76
Direct Deposit Notices	584925-587726	

Aug Payables previously approved:	\$538,540.00
Sep Claims previously approved:	\$2,119,672.95
Jun Claims previously approved:	\$483,440.38

Sep Claims:	441987-442220	\$2,317,400.30
	129-131	
	1013869-1014035	
	101141-101157	

Sep Wire Transfers	\$4,017,278.27
Miscellaneous Adjustments	<u>\$6,653.44</u>

<b>TOTAL SEP CASH DISBURSED</b>	<u><u>13,131,546.10</u></u>
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**TOTAL EXPENSES TO BE APPROVED**

Sep Cash Disbursed	\$13,131,546.10
Less: Items Previously Approved	-\$3,141,653.33

Plus: Sep Payables	442221-442312	\$557,321.24
Checks	442535-442616	

Oct Claims:	442313-442534	\$677,825.71
Checks	1014036-1014076	
	101158-101165	

<b>TOTAL TO BE APPROVED</b>	<u><u>11,225,039.72</u></u>
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	<u>Money Market</u>	<u>(Original Cost)</u> <u>Investments</u>	<u>Total 09/30/2015</u>
GENERAL FUND	\$11,353.64	\$28,439,751.19	\$28,451,104.83
OPEB	\$107,286.29	\$9,684,062.00	\$9,791,348.29
OPEB EQUITY INV THROUGH JUNE 30, 2015	\$47,222.79	\$4,560,122.20	\$4,607,344.99
2015A SCHOOL BUILDING BONDS	\$3,160,043.40	\$57,306,913.63	\$60,466,957.03
2012A ALT FACILITIES	\$2,780,974.39	\$999,678.90	\$3,780,653.29
ALT FACILITY FUND	<u>\$2,038,323.79</u>	<u>\$0.00</u>	<u>\$2,038,323.79</u>
	<u><u>\$8,145,204.30</u></u>	<u><u>\$100,990,527.92</u></u>	<u><u>\$109,135,732.22</u></u>

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: 9/30/15

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	\$11,353.64	\$11,353.64	
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
TS	215224	1	9/4/15	1/11/16	MN TRUST TERM SERIES	\$2,000,989.59	\$2,000,000.00	0.140
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
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

**BURNSVILLE ISD 191 / GENERAL FUND**

**2960**

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
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	210440	1	6/3/15	6/2/16	COMMUNITY CAPITAL BANK OF VIRGINIA	\$249,951.11	\$249,300.00	0.261
CD	210441	1	6/3/15	6/2/16	MRV BANKS	\$249,902.84	\$249,300.00	0.242
CD	210442	1	6/3/15	6/2/16	TOMATOBANK NA	\$249,446.88	\$248,800.00	0.260
CD	210443	1	6/3/15	6/2/16	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,946.37	\$249,200.00	0.300
CD	210444	1	6/3/15	6/2/16	HIAWATHA BANK AND TRUST COMPANY	\$249,927.34	\$249,200.00	0.292
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
CD	215193	1	9/4/15	9/2/16	PENTAGON FEDERAL CREDIT UNION (183 day)	\$2,760,666.39	\$2,750,000.00	0.390
SEC	36017	1	9/15/15	9/15/16	Everbank Certificate of Deposit	\$248,000.00	\$248,000.00	0.450
SEC	34831	1	6/12/15	12/12/16	Berkshire Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.517
SEC	36016	1	9/10/15	3/10/17	Capital One Bank (usa), National Association Certificate of Deposit	\$248,000.00	\$248,000.00	0.718
CD	215192	1	9/4/15	3/28/17	PENTAGON FEDERAL CREDIT UNION (183 day)	\$3,779,332.19	\$3,750,000.00	0.500

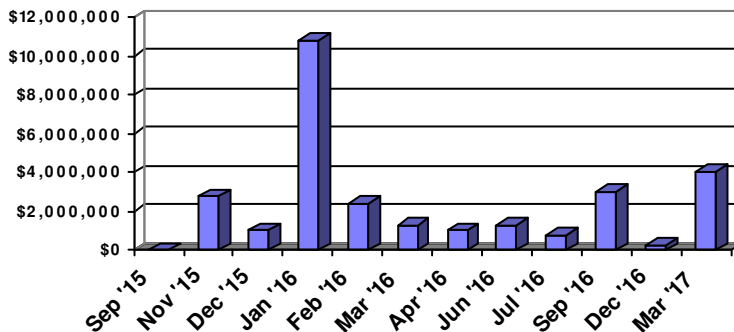
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

**Total Amount --> \$28,574,719.46 \$28,451,104.83**

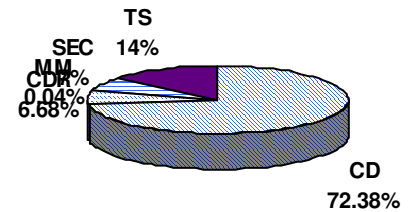
**Time and Dollar Weighted Portfolio Yield: 0.388 %**

**Weighted Average Portfolio Maturity: 211.23 Days**

**MM: 0.04%**  
**CD's: 72.38%**  
**CP: 0.00%**  
**SEC: 6.98%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 9/30/15

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

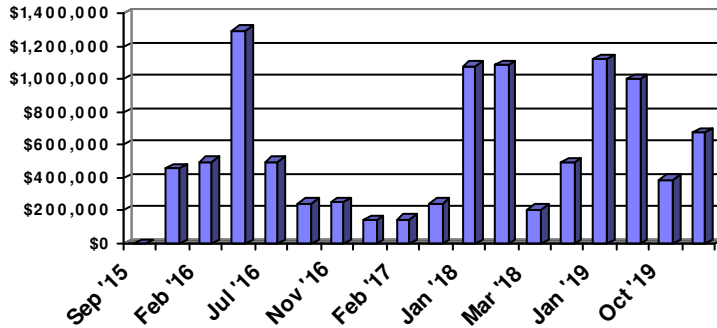
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$107,286.29	\$107,286.29	
CD	181996	1	1/16/13	1/19/16	BANK OF THE WEST	\$249,980.28	\$246,200.00	0.510
CD	181997	1	1/16/13	1/19/16	MIDLAND STATES BANK	\$206,595.48	\$203,800.00	0.456
CD	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	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
SEC	28355	1	10/19/12	12/1/19	COOK CNTY IL HIGH SCH DIST #205 THORNTON TWP	\$350,000.00	\$350,000.00	1.939

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>\$9,971,042.98</b>	<b>\$9,791,348.29</b>

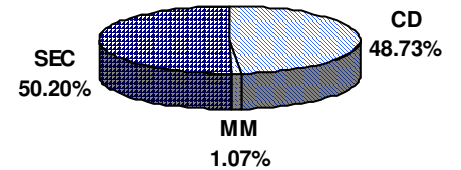
**Time and Dollar Weighted Portfolio Yield: 1.417 %**

**Weighted Average Portfolio Maturity: 808.80 Days**

**MM: 1.10%**  
**CD's: 49.91%**  
**CP: 0.00%**  
**SEC: 48.99%**



*Portfolio Maturity Summary - Maturing \$/Month*



*Portfolio Allocation by Transaction Type*



# Total Portfolio Report CAR

As of: 9/30/15

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	\$3,160,043.40	\$3,160,043.40	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$3,202,313.63	\$3,202,313.63	
CD	209382	1	5/12/15	11/12/15	PENTAGON FEDERAL CREDIT UNION (183 day)	\$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
CD	213963	1	8/12/15	7/21/16	HOME BANK OF ARKANSAS	\$249,996.15	\$249,400.00	0.254
CD	213964	1	8/12/15	7/21/16	UNITY NATIONAL BANK OF HOUSTON	\$249,912.38	\$249,300.00	0.261
CD	213965	1	8/12/15	7/21/16	BANK OF THE OZARKS	\$249,995.95	\$249,500.00	0.211
CD	213966	1	8/12/15	7/21/16	CENTRAL BANK OF OKLAHOMA / ONB BANK AND TRUST COMPANY	\$249,995.52	\$249,500.00	0.211
CD	213967	1	8/12/15	7/21/16	PACIFIC WESTERN BANK	\$249,970.75	\$249,500.00	0.200
CD	213968	1	8/12/15	7/21/16	COMMUNITY WEST BANK	\$249,927.29	\$249,500.00	0.182
CD	213969	1	8/12/15	7/21/16	BANK 7	\$249,942.32	\$249,400.00	0.231
CD	213970	1	8/12/15	7/21/16	FIRST GUARANTY BANK	\$249,982.27	\$249,600.00	0.163
SEC	34620	1	5/13/15	8/1/16	Huntsville AL	\$150,000.00	\$150,000.00	0.370
CD	213962	1	8/12/15	8/11/16	PLAINSCAPITAL BANK	\$249,936.03	\$249,300.00	0.255
CD	209381	1	5/12/15	8/18/16	HIGHLAND BANK	\$1,004,437.22	\$1,000,000.00	0.349
CD	212776	1	7/3/15	8/18/16	FIRST HOME BANK	\$249,921.59	\$249,100.00	0.293
CD	212777	1	7/3/15	8/18/16	STRATFORD STATE BANK	\$249,915.94	\$249,200.00	0.251
CD	213958	1	8/12/15	8/18/16	ENERBANK USA	\$249,915.62	\$249,000.00	0.361
CD	213959	1	8/12/15	8/18/16	GRANDPOINT BANK	\$249,993.67	\$249,100.00	0.345
CD	213960	1	8/12/15	8/18/16	CITIZENS COMMUNITY BANK	\$249,976.51	\$249,200.00	0.300
CD	213961	1	8/12/15	8/18/16	PAN AMERICAN BANK	\$249,989.58	\$249,200.00	0.306
SEC	35761	1	8/19/15	8/19/16	Tcf National Bank - Dtc Certificate of Deposit	\$248,000.00	\$248,000.00	0.350
SEC	35763	1	8/19/15	8/19/16	Mizuho Bank (USA) Certificate of Deposit	\$248,000.00	\$248,000.00	0.400
SEC	35759	1	8/25/15	8/25/16	Bbcn Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.400
SEC	34618	1	6/4/15	9/1/16	LEAVENWORTH CNTY KS UNIF SCH DIST #458	\$995,000.00	\$995,000.00	0.540
SEC	34624	1	6/4/15	9/1/16	GEARY CNTY KS UNIF SCH DIST #475	\$555,000.00	\$555,000.00	0.400
SEC	34628	1	6/1/15	9/1/16	NORTH CENTRL WI TECH CLG DIST	\$1,540,000.00	\$1,540,000.00	0.400
CD	209358	1	5/8/15	9/15/16	GLOBAL BANK	\$249,986.60	\$249,000.00	0.292

**BURNSVILLE ISD 191 / 2015A BONDS**

**5762**

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
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

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

**Total Amount --> \$60,560,110.61 \$60,466,957.03**

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

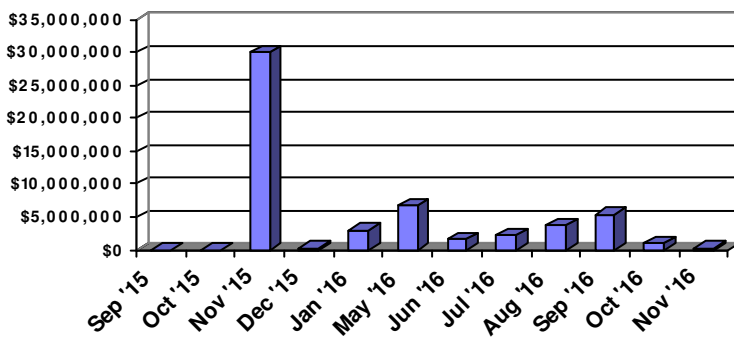
**Weighted Average Portfolio Maturity: 128.36 Days**

**MM: 10.52%**

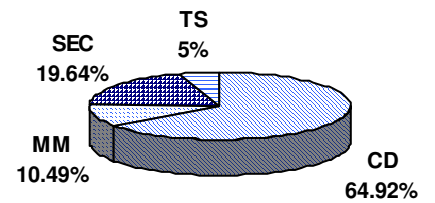
**CD's: 65.12%**

**CP: 0.00%**

**SEC: 19.40%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 9/30/15

PMA Financial Network, Inc.

2135 CityGate Lane  
7th Floor  
Naperville, Illinois 60563  
Telephone . 630-657-6400  
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## BURNSVILLE ISD 191 / 2012A ALT FACILITY

5070

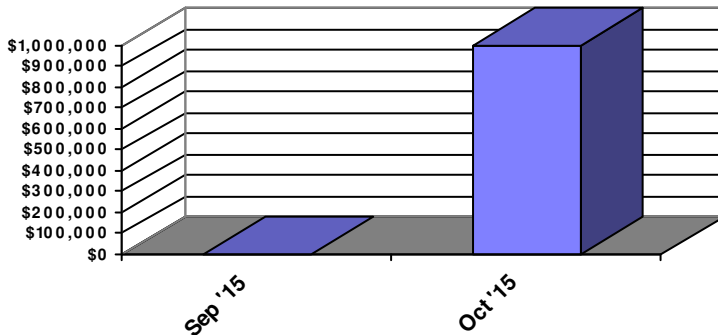
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$2,780,974.39	\$2,780,974.39	
CD	212778	1	7/3/15	10/1/15	TEXAS CAPITAL BANK	\$249,961.62	\$249,900.00	0.100
CD	212779	1	7/3/15	10/1/15	LANDMARK COMMUNITY BANK	\$249,961.63	\$249,900.00	0.100
CD	212780	1	7/3/15	10/1/15	INDEPENDENCE BANK- MT	\$249,961.63	\$249,900.00	0.100
CD	212781	1	7/3/15	10/1/15	ASSOCIATED BANK, NA (N)	\$249,961.63	\$249,900.00	0.100
SDA					Savings Deposit Account - CITIBANK (SDA)	\$78.90	\$78.90	
<b>Total Amount --&gt;</b>						<b>\$3,780,899.80</b>	<b>\$3,780,653.29</b>	

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

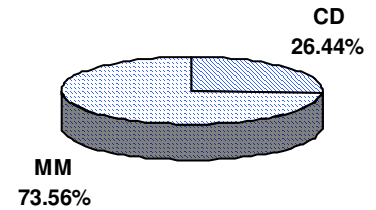
Time and Dollar Weighted Portfolio Yield: 0.100 %

Weighted Average Portfolio Maturity: 0.26 Days

MM: 73.56%  
CD's: 26.44%  
CP: 0.00%  
SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 9/30/15

PMA Financial Network, Inc.

2135 CityGate Lane  
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	\$2,038,323.79	\$2,038,323.79	
<b>Total Amount --&gt;</b>						<b>\$2,038,323.79</b>	<b>\$2,038,323.79</b>	

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

Time and Dollar Weighted Portfolio Yield: 0.000 %

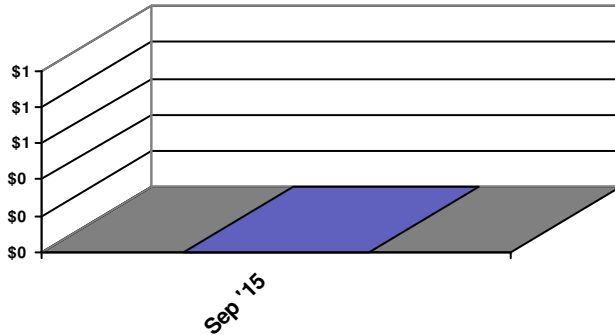
Weighted Average Portfolio Maturity: 0.00 Days

MM: 100.00%

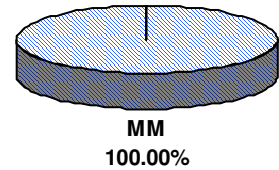
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

September 2015

Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
090115	State of Minnesota	MSDLAF	8,662.50	MN State - MMB
090115	MSDLAF	People's Bank	177,279.34	August 31st Payroll - TSA wire
090115	MSDLAF	State of Minnesota	3,369.50	August 31st Payroll - Child Support
090115	MSDLAF	Internal Revenue Service	715,815.49	August 31st Payroll - Federal Taxes
090115	MSDLAF	State of Minnesota	115,688.26	August 31st Payroll - State Taxes
090115	MSDLAF	Medica	41,778.38	Health Insurance - Admin Fee
090115	MSDLAF	Preferred One	65,572.09	Health Insurance - Admin Fee
090215	MSDLAF	Medica	18,157.24	Health Insurance
090315	MSDLAF	Neopost	50.00	Postage fee
090415	MSDLAF	Delta Dental	29,944.81	Dental Insurance
090415	MSDLAF	Corporate Health	13,345.16	Medical Claims
090415	MSDLAF	Corporate Health	8,960.33	Flex Claims
090815	MSDLAF	Preferred One	257,483.45	Health Insurance
090915	State of Minnesota	MSDLAF	17,035.15	MN State - MMB
091015	State of Minnesota	MSDLAF	25,574.92	MN State - MMB
091015	MSDLAF	Delta Dental	12,148.81	Dental Insurance
091015	MSDLAF	Medica	9,881.43	Health Insurance
091115	MSDLAF	TRA	313,741.93	August 31st Payroll - TRA
091115	MSDLAF	PERA	101,781.70	August 31st Payroll - PERA
091115	MSDLAF	Corporate Health	7,898.77	Medical Claims
091115	MSDLAF	Corporate Health	7,473.86	Flex Claims
091415	MSDLAF	Preferred One	187,288.45	Health Insurance
091515	MSDLAF	People's Bank	177,600.70	Sept 15 Payroll - TSA wire
091515	State of Minnesota	MSDLAF	2,644,863.99	MN State - MMB
091615	MSDLAF	Delta Dental	10,140.04	Dental Insurance
091615	MSDLAF	State of Minnesota	3,369.50	Sept 15 Payroll - Child Support
091615	MSDLAF	Internal Revenue Service	685,967.53	Sept 15 Payroll - Federal Taxes
091615	MSDLAF	State of Minnesota	112,775.67	Sept 15 Payroll - State Taxes
091615	MSDLAF	Medica	4,594.60	Health Insurance

September 2015

Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
091715	State of Minnesota	MSDLAF	87,161.20	MN State - MMB
091815	MSDLAF	Corporate Health	11,437.69	Medical Claims
091815	MSDLAF	Corporate Health	8,666.34	Flex Claims
092115	MSDLAF	State of Minnesota	42.07	Sales Tax
092115	MSDLAF	Preferred One	147,486.33	Health Insurance
092315	MSDLAF	Delta Dental	10,062.21	Dental Insurance
092315	MSDLAF	Medica	1,895.47	Health Insurance
092415	State of Minnesota	MSDLAF	33,949.76	MN State - MMB
092515	MSDLAF	Corporate Health	14,788.32	Medical Claims
092515	MSDLAF	Corporate Health	9,058.66	Flex Claims
092815	MSDLAF	US Bank	150,000.00	Prefunding wire - P Card
092815	MSDLAF	US Bank	20,000.00	Prefunding wire - Payment Plus
092815	MSDLAF	TRA	328,259.34	Sept 15 Payroll - TRA wire
092815	MSDLAF	PERA	103,448.10	Sept 15 Payroll - PERA wire
092815	MSDLAF	Preferred One	183,447.04	Health Insurance
093015	MSDLAF	People's Bank	178,946.35	Sept 30 Payroll - TSA wire
093015	MSDLAF	Delta Dental	14,617.16	Dental Insurance
093015	State of Minnesota	MSDLAF	6,558,010.28	MN State - MMB
093015	MSDLAF	Medica	4,387.38	Health Insurance

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013869		\$72.10	09/16/15	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1013870		\$49.00	09/16/15	88888	6482	DAHLER, ELOISE J
1	1013871		\$100.38	09/16/15	88888	6842	CHALLGREN, MARGARET TEN BROEK
1	1013872		\$111.98	09/16/15	88888	6842	CHALLGREN, MARGARET TEN BROEK
1	1013873		\$35.28	09/16/15	88888	8284	JEFFERS, LUCRETIA
1	1013874		\$64.83	09/16/15	88888	11818	HAMMER, JEFFREY
1	1013875		\$54.12	09/16/15	88888	11818	HAMMER, JEFFREY
1	1013876		\$9.00	09/16/15	88888	12509	LEMIRE, MARY
1	1013877		\$65.64	09/16/15	88888	13396	HUTCHINSON, JENNIFER L
1	1013878		\$5.52	09/16/15	88888	14077	HELKE, DAVID M
1	1013879		\$18.99	09/16/15	88888	14112	HARTL, ARAN J
1	1013880		\$20.38	09/16/15	88888	15977	HEIM, WILLIAM V
1	1013881		\$20.38	09/16/15	88888	16946	DAHL, SABRINA LYNN
1	1013882		\$50.31	09/16/15	88888	17175	FUNSTON, KATHY L
1	1013883		\$57.21	09/16/15	88888	18649	BLUHM, WILLIAM AE
1	1013884		\$91.43	09/16/15	88888	7347	SMITH, KELLY L
1	1013885		\$42.33	09/16/15	88888	7858	WARMKA, CHERI R
1	1013886		\$62.41	09/16/15	88888	8627	ORTH, STEVEN D. R.
1	1013887		\$15.96	09/16/15	88888	8627	ORTH, STEVEN D. R.
1	1013888		\$20.00	09/16/15	88888	9293	SCHROEDER, PATRICIA
1	1013889		\$178.24	09/16/15	88888	10819	MAIDMENT, LORI
1	1013890		\$50.74	09/16/15	88888	11354	SCHAFFER, KRISTY J
1	1013891		\$43.13	09/16/15	88888	14998	NEUER, MICHELLE E
1	1013892		\$80.06	09/16/15	88888	16046	STRAHOTA, SARA J
1	1013893		\$18.47	09/16/15	88888	16491	VITALI, ALICIA F
1	1013894		\$5.35	09/16/15	88888	18635	MCDOWELL, MORGAN
1	1013895		\$995.77	09/23/15	88888	7145	RIGGS, MARK D
1	1013896		\$445.08	09/23/15	88888	7145	RIGGS, MARK D
1	1013897		\$44.48	09/23/15	88888	7820	PAULY, LYNN L
1	1013898		\$19.00	09/23/15	88888	9048	PAHL, NICK H
1	1013899		\$150.00	09/23/15	88888	9091	WALCHER, PAMELA J
1	1013900		\$130.05	09/23/15	88888	9298	ZUPKE, SAMUEL
1	1013901		\$548.93	09/23/15	88888	10819	MAIDMENT, LORI
1	1013902		\$35.43	09/23/15	88888	11828	MARSHALL, JEFFREY
1	1013903		\$49.98	09/23/15	88888	12647	WALLER MCDEVITT, JENNIFER
1	1013904		\$54.86	09/23/15	88888	13156	MORRIS, ANGELA J
1	1013905		\$34.85	09/23/15	88888	13156	MORRIS, ANGELA J
1	1013906		\$6.18	09/23/15	88888	15856	TOUSIGNANT, HOLLY
1	1013907		\$92.17	09/23/15	88888	16345	WALCZAK, CHERYL M
1	1013908		\$32.09	09/23/15	88888	16589	PLANTE, MARY TRACEY
1	1013909		\$261.92	09/23/15	88888	16679	MERKLING, ANGELA MARTIN

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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	1013910		\$45.60	09/23/15	88888	17324	MALONE, MEGGAN J
1	1013911		\$10.99	09/23/15	88888	17462	TINKLENBERG, AARON D
1	1013912		\$12.50	09/23/15	88888	18144	MILINOVICH, TRACY
1	1013913		\$60.00	09/23/15	88888	18417	OLSON, REBECCA L
1	1013914		\$59.99	09/23/15	88888	6482	DAHLER, ELOISE J
1	1013915		\$46.77	09/23/15	88888	8255	HILL, KARI L
1	1013916		\$722.95	09/23/15	88888	11818	HAMMER, JEFFREY
1	1013917		\$100.00	09/23/15	88888	13189	HOUTMAN, JENNIFER L
1	1013918		\$69.20	09/23/15	88888	13256	FANDRICH, KARI M
1	1013919		\$160.50	09/23/15	88888	13288	LUTZ, AMANDA J
1	1013920		\$31.11	09/23/15	88888	13396	HUTCHINSON, JENNIFER L
1	1013921		\$100.74	09/23/15	88888	13425	HUBER, JON ALAN
1	1013922		\$36.84	09/23/15	88888	15982	ANDERSON, BJORN RS
1	1013923		\$325.00	09/23/15	88888	16319	CONNELL, PAUL J
1	1013924		\$73.97	09/23/15	88888	16605	CRAWFORD, CINDY Y
1	1013925		\$45.33	09/23/15	88888	16654	GILRAY, REBECCA J
1	1013926		\$22.47	09/23/15	88888	17521	KREBS, TYLER JON
1	1013927		\$71.25	09/23/15	88888	18369	HAGEL, AVERYEL F
1	1013928		\$18.98	09/23/15	88888	18369	HAGEL, AVERYEL F
1	1013929		\$30.00	09/23/15	88888	18375	BOOKER, ASHLEY Y
1	1013930		\$175.00	09/23/15	88888	18391	JOHNSON, DOUGLAS A
1	1013931		\$19.84	09/29/15	88888	5573	WEILER, ROBERT M
1	1013932		\$169.05	09/29/15	88888	7268	MESARCHIK, MARY L
1	1013933		\$136.00	09/29/15	88888	8627	ORTH, STEVEN D. R.
1	1013934		\$1,924.00	09/29/15	88888	8627	ORTH, STEVEN D. R.
1	1013935		\$607.50	09/29/15	88888	9295	WAGNER-SMITH, SHERRY
1	1013936		\$170.00	09/29/15	88888	9355	SCHMID, CHERYL
1	1013937		\$170.00	09/29/15	88888	10140	MACKEY, GALE M
1	1013938		\$170.00	09/29/15	88888	10288	TOMOSON, RHONDA G
1	1013939		\$170.00	09/29/15	88888	10982	YOUNG, MARY C
1	1013940		\$35.00	09/29/15	88888	11320	WALDRON, RACHELLE
1	1013941		\$170.00	09/29/15	88888	11522	RAMLOW, NANCY
1	1013942		\$170.00	09/29/15	88888	11948	TOELLER, SANDRA L
1	1013943		\$170.00	09/29/15	88888	12021	WEINGARTZ, MARY L
1	1013944		\$170.00	09/29/15	88888	12203	MAY, MARIE T
1	1013945		\$170.00	09/29/15	88888	12243	MAUSER, COURTNEY
1	1013946		\$170.00	09/29/15	88888	12413	SANDBERG, ANN
1	1013947		\$170.00	09/29/15	88888	12967	TEACHOUT, EVI SUE
1	1013948		\$20.00	09/29/15	88888	13315	SANDS, ANNE KIKUE ARAKAWA
1	1013949		\$10.69	09/29/15	88888	13905	WENDLING, PAULA L
1	1013950		\$170.00	09/29/15	88888	14194	MAYERHOFER, TAMERA K
1	1013951		\$170.00	09/29/15	88888	14292	NEHER, TAMALA SUE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013952		\$170.00	09/29/15	88888	14671	SMITH, TRACY J
1	1013953		\$170.00	09/29/15	88888	14675	NEISEN, LUANN M
1	1013954		\$170.00	09/29/15	88888	14860	MARTIN, JOAN M
1	1013955		\$32.20	09/29/15	88888	14998	NEUER, MICHELLE E
1	1013956		\$170.00	09/29/15	88888	15406	REUDER, ROXANNA
1	1013957		\$170.00	09/29/15	88888	15761	MCGAHA, MARIETTA R
1	1013958		\$170.00	09/29/15	88888	15815	MOSSER, DAWN M
1	1013959		\$80.94	09/29/15	88888	16046	STRAHOTA, SARA J
1	1013960		\$200.00	09/29/15	88888	16166	RIDER, LISA K
1	1013961		\$71.30	09/29/15	88888	16669	PETTINELLI, STEPHEN M
1	1013962		\$170.00	09/29/15	88888	16712	QUAST, LUCIA JANE
1	1013963		\$170.00	09/29/15	88888	17053	SCHROEDER, MICHELLE R
1	1013964		\$170.00	09/29/15	88888	17146	MCDONALD, PATRICIA A
1	1013965		\$170.00	09/29/15	88888	17155	TEAL, DARLA L
1	1013966		\$170.00	09/29/15	88888	17160	YIU, CAROL S
1	1013967		\$91.81	09/29/15	88888	17324	MALONE, MEGGAN J
1	1013968		\$170.00	09/29/15	88888	17453	WALLACE, JOY M
1	1013969		\$49.91	09/29/15	88888	17462	TINKLENBERG, AARON D
1	1013970		\$200.00	09/29/15	88888	17487	SOVINE, STACEY
1	1013971		\$170.00	09/29/15	88888	17649	WAHIDI, ZARGHONA
1	1013972		\$170.00	09/29/15	88888	17691	MILLER, LORI A
1	1013973		\$170.00	09/29/15	88888	17813	RACETTE, MARCIA A
1	1013974		\$170.00	09/29/15	88888	17823	UTTER, LINDA M
1	1013975		\$36.66	09/29/15	88888	17882	VOGT, KENDRA M
1	1013976		\$170.00	09/29/15	88888	17950	QUESENBERRY, KIMBERLY
1	1013977		\$170.00	09/29/15	88888	18001	SEXTON, TRACY M
1	1013978		\$44.95	09/29/15	88888	18031	THOMAS, JESSICA
1	1013979		\$170.00	09/29/15	88888	18127	WILDES, ALYZA
1	1013980		\$170.00	09/29/15	88888	18188	TRUE, DIXIE A
1	1013981		\$200.00	09/29/15	88888	18287	STANLEY, STACIE L
1	1013982		\$170.00	09/29/15	88888	18330	STEVENSON, CAROL V
1	1013983		\$200.00	09/29/15	88888	18405	WINTERLIN, GORDON D
1	1013984		\$170.00	09/29/15	88888	18428	MELAKE, BIRHAN G
1	1013985		\$170.00	09/29/15	88888	6687	HILL, GWEN LOUISE
1	1013986		\$30.00	09/29/15	88888	7770	ANDERSON, MEGAN
1	1013987		\$170.00	09/29/15	88888	9093	JACKSON, DEBORAH K
1	1013988		\$170.00	09/29/15	88888	9373	BROWN, MARY KAY
1	1013989		\$170.00	09/29/15	88888	10524	KAISER, DEBRA
1	1013990		\$170.00	09/29/15	88888	10851	BURNS, POLLYANNA M
1	1013991		\$170.00	09/29/15	88888	11106	HUBERTY, LORI A
1	1013992		\$170.00	09/29/15	88888	11153	HOLEWA, MARY A
1	1013993		\$170.00	09/29/15	88888	11213	BEERLING, LORIE A

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013994		\$170.00	09/29/15	88888	11971	GOODING, DIANE
1	1013995		\$170.00	09/29/15	88888	12411	ERZ, MARCIA
1	1013996		\$80.00	09/29/15	88888	12806	CORBAY, STEPHANIE A
1	1013997		\$170.00	09/29/15	88888	12974	EVANS, CHRISTINE O
1	1013998		\$51.48	09/29/15	88888	13396	HUTCHINSON, JENNIFER L
1	1013999		\$170.00	09/29/15	88888	13821	BARNEY, ANGELA J
1	1014000		\$170.00	09/29/15	88888	14501	HARRISON, STACY LYNN
1	1014001		\$29.70	09/29/15	88888	14600	KIRCHNER, AMY
1	1014002		\$304.75	09/29/15	88888	14601	HOESCHEN, KERRY
1	1014003		\$66.70	09/29/15	88888	14633	LEIGHTON, ELIZABETH M
1	1014004		\$170.00	09/29/15	88888	14710	HARTOG, KARRA L
1	1014005		\$170.00	09/29/15	88888	15522	HERBY, BETH ANN
1	1014006		\$170.00	09/29/15	88888	15549	BECKER, BRENDA S
1	1014007		\$193.72	09/29/15	88888	15682	GONZALEZ, MEGAN
1	1014008		\$6.98	09/29/15	88888	15977	HEIM, WILLIAM V
1	1014009		\$30.15	09/29/15	88888	15982	ANDERSON, BJORN RS
1	1014010		\$104.20	09/29/15	88888	16001	FRITZ, KIMBERLY A
1	1014011		\$3.36	09/29/15	88888	16356	CODDINGTON, LAURIE
1	1014012		\$170.00	09/29/15	88888	16392	CHAMBERLAND, TAUSHA
1	1014013		\$70.00	09/29/15	88888	16654	GILRAY, REBECCA J
1	1014014		\$170.00	09/29/15	88888	16794	DONNOHUE, ROSE MARIE
1	1014015		\$211.80	09/29/15	88888	16826	BARR, BARBARA M
1	1014016		\$28.00	09/29/15	88888	17003	ARIAS, ANGELA JOY
1	1014017		\$170.00	09/29/15	88888	17082	LADUKE, LIZETTE
1	1014018		\$170.00	09/29/15	88888	17159	LAFAVRE, MAXINE B
1	1014019		\$35.54	09/29/15	88888	17365	KOPEL, JACLYN C
1	1014020		\$170.00	09/29/15	88888	17611	GILPIN, ASHLEY
1	1014021		\$170.00	09/29/15	88888	17647	LUBKE, JOELLE F
1	1014022		\$44.80	09/29/15	88888	17731	KIBLER, CHRISTIAN D
1	1014023		\$24.96	09/29/15	88888	17771	HELWIG, KRISTINE K
1	1014024		\$170.00	09/29/15	88888	17826	AUSTIN, LINDA M
1	1014025		\$170.00	09/29/15	88888	17929	DECARLO, CAMILLE
1	1014026		\$170.00	09/29/15	88888	17934	ANDERSON, ESTHER R
1	1014027		\$170.00	09/29/15	88888	17940	GUST, JENNIFER
1	1014028		\$400.00	09/29/15	88888	17994	GOTHARD, JOSEPH M
1	1014029		\$200.00	09/29/15	88888	18043	AMOROSO, CYNTHIA
1	1014030		\$170.00	09/29/15	88888	18212	LAWLER, MELISSA J
1	1014031		\$200.00	09/29/15	88888	18391	JOHNSON, DOUGLAS A
1	1014032		\$396.41	09/29/15	88888	18410	JUNGERS, GAIL
1	1014033		\$170.00	09/29/15	88888	18421	DELGADILLO, LUZ
1	1014034		\$10.96	09/29/15	88888	18633	BERCHILD, MEGAN A
1	1014035		\$50.58	09/29/15	88888	18656	ELLIS, TENEASHA L

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1014036		\$149.98	10/07/15	88888	3524	MRAZ, MARK T
1	1014037		\$82.04	10/07/15	88888	4490	RIBNICK, BRIAN
1	1014038		\$143.76	10/07/15	88888	6968	SODERHOLM, WM ERIC
1	1014039		\$26.16	10/07/15	88888	7829	ROCZNIAK, EUGENE A
1	1014040		\$28.96	10/07/15	88888	7841	VAN DER WOUDE, MARK B
1	1014041		\$19.40	10/07/15	88888	7858	WARMKA, CHERI R
1	1014042		\$220.00	10/07/15	88888	9091	WALCHER, PAMELA J
1	1014043		\$62.25	10/07/15	88888	11481	STEENSGARD, ANN M
1	1014044		\$182.92	10/07/15	88888	11689	TUSA, ANGELA M
1	1014045		\$244.95	10/07/15	88888	12901	MCCUE, MICHELLE
1	1014046		\$18.60	10/07/15	88888	15892	SOLBERG, CATHY
1	1014047		\$11.07	10/07/15	88888	16486	SCHMIDT, DWIGHT A
1	1014048		\$61.64	10/07/15	88888	16669	PETTINELLI, STEPHEN M
1	1014049		\$95.68	10/07/15	88888	17431	QUINTANA, MARIANA
1	1014050		\$60.42	10/07/15	88888	17852	SPIELER, VICKI J
1	1014051		\$34.10	10/07/15	88888	18031	THOMAS, JESSICA
1	1014052		\$49.56	10/07/15	88888	18639	PIOTROWSKI, AMY
1	1014053		\$137.64	10/07/15	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1014054		\$53.98	10/07/15	88888	7399	GILES, SHARI M THEIS
1	1014055		\$26.34	10/07/15	88888	7847	KOLSTAD, MICHELE M
1	1014056		\$195.30	10/07/15	88888	9302	BOHR, JENNIFER L
1	1014057		\$10.75	10/07/15	88888	9773	LEHNER, TIMOTHY
1	1014058		\$77.72	10/07/15	88888	11821	BLANDIN, MELISSA
1	1014059		\$21.14	10/07/15	88888	12609	HAMEL, AMY
1	1014060		\$125.00	10/07/15	88888	13360	IVORY, COURTENEY
1	1014061		\$86.08	10/07/15	88888	15074	CHAMERLIK, KAREN
1	1014062		\$172.96	10/07/15	88888	16001	FRITZ, KIMBERLY A
1	1014063		\$150.00	10/07/15	88888	16142	BEENKEN, JULIE D
1	1014064		\$68.04	10/07/15	88888	16244	GILBERTSON, SHERRY A
1	1014065		\$53.00	10/07/15	88888	16605	CRAWFORD, CINDY Y
1	1014066		\$58.00	10/07/15	88888	16608	DITMARSEN, SANDRA L
1	1014067		\$81.58	10/07/15	88888	16789	KRONABETTER, JULIE R
1	1014068		\$110.98	10/07/15	88888	17322	CZAPAR, KELLY N
1	1014069		\$94.76	10/07/15	88888	17435	LUND, ELLIOTT J
1	1014070		\$30.00	10/07/15	88888	17464	EDMONSON, SUSAN L
1	1014071		\$24.97	10/07/15	88888	17920	ARENT, ANNEMARIE
1	1014072		\$66.01	10/07/15	88888	18043	AMOROSO, CYNTHIA
1	1014073		\$72.68	10/07/15	88888	18265	BROWN, JACKLYN D
1	1014074		\$164.16	10/07/15	88888	18325	DIETRICH, KELLY J
1	1014075		\$206.00	10/07/15	88888	18391	JOHNSON, DOUGLAS A
1	1014076		\$25.47	10/07/15	88888	18649	BLUHM, WILLIAM AE
<b>Check</b>	<b>208</b>	<b>Grand</b>	<b>\$27,481.21</b>				

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
<b>Count</b>		<b>Total</b>					

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441987		\$1,913.18	09/14/15	28551	0	ADVANCED IMAGING SOLUTIONS
4	441988		\$90.05	09/14/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	441989		\$226.10	09/14/15	04655	0	BROWN'S ICE CREAM CO.
4	441990		\$1,274.00	09/14/15	27274	0	COMPUTER EXPLORERS
4	441991		\$45.00	09/14/15	00502	0	CORNERSTONE COPY CENTER
4	441992		\$11,864.03	09/14/15	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	441993		\$211.15	09/14/15	09272	2	ECM PUBLISHERS, INC.
4	441994		\$33.50	09/14/15	02995	0	FAST SIGNS
4	441995		\$83.30	09/14/15	00016	1501	FLATMOE, BRUCE
4	441996		\$9,053.04	09/14/15	01541	1	GENERAL PARTS, LLC
4	441997		\$675.00	09/14/15	04248	0	GEYEN, JULIE
4	441998		\$402.00	09/14/15	20324	1	GURSTEL,STALOCH & CHARGO PA
4	441999		\$1,290.93	09/14/15	09046	0	HI TECH REFRIGERATION
4	442000		\$450.00	09/14/15	29251	0	INNOVATIONS IN EDUCATION CONSORTIUM
4	442001		\$10,603.50	09/14/15	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	442002		\$11,530.78	09/14/15	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	442003		\$1,003.00	09/14/15	28098	0	KIRB APPAREL LLC
4	442004		\$184.00	09/14/15	23866	0	MESSERLI & KRAMER PA
4	442005		\$4,700.00	09/14/15	02491	0	MIDWEST BAND INSTRUMENT SERV.
4	442006		\$350.00	09/14/15	02726	0	MN DAPE LEADERSHIP COMMITTEE
4	442007		\$2,975.00	09/14/15	02540	0	MN SCHOOL BOARDS ASSOCIATION (MSBA)
4	442008		\$329.20	09/14/15	28979	0	MOHAMED, KASSIM S.
4	442009		\$3,500.00	09/14/15	06964	0	NICOL, BARBARA
4	442010		\$150.00	09/14/15	00016	2695	PARSON, JEINE MARIE
4	442011		\$75.00	09/14/15	24879	0	PEREZ, MELISSA M.
4	442012		\$134.71	09/14/15	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	442013		\$56.25	09/14/15	03273	1	PROGRESS PUBLICATIONS
4	442014		\$8.00	09/14/15	28528	0	ROCK HARD LANDSCAPE SUPPLY
4	442015		\$439.56	09/14/15	03196	6	SCHOLASTIC INC.
4	442016		\$1,741.43	09/14/15	28183	0	SECOND HARVEST HEARTLAND
4	442017		\$10,348.00	09/14/15	03369	0	SEXTON PRINTING
4	442018		\$898.00	09/14/15	03587	1	SIMPLEX GRINNELL
4	442019		\$395.00	09/14/15	27951	0	SONIC SOUND ENTERTAINMENT
4	442020		\$538.50	09/14/15	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	442021		\$850.00	09/14/15	28352	0	TALENT ASSESSMENT, INC.
4	442022		\$220.00	09/14/15	26535	0	THREADS AND INKS
4	442023		\$21,984.22	09/14/15	08203	1	TIES
4	442024		\$245.30	09/14/15	00497	6	TIME FOR KIDS
4	442025		\$19.26	09/14/15	21190	0	TROUSIL, WANDA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	442026		\$564.00	09/14/15	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	442027		\$547.00	09/14/15	02813	5	US DEPARTMENT OF EDUCATION
4	442028		\$3,199.00	09/18/15	28713	1	AGILE SPORTS TECHNOLOGIES, INC.
4	442029		\$794.24	09/18/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	442030		\$600.00	09/18/15	29279	0	ASPIRE BEVERAGE CO, LLC
4	442031		\$988.45	09/18/15	03931	0	BERRY COFFEE COMPANY
4	442032		\$1,708.64	09/18/15	05352	0	BHS BOYS BASKETBALL BOOSTER CLUB
4	442033		\$2,109.21	09/18/15	09282	0	BHS VOLLEYBALL BOOSTER CLUB
4	442034		\$56.00	09/18/15	21117	0	BIO CORPORATION
4	442035		\$900.00	09/18/15	01168	0	BLOOMINGTON, CITY OF
4	442036		\$700.37	09/18/15	04655	0	BROWN'S ICE CREAM CO.
4	442037		\$680.00	09/18/15	00673	0	BURNSVILLE, CITY OF
4	442038		\$9,408.28	09/18/15	04226	0	BURNSVILLE, CITY OF
4	442039	Unissued	\$0.00	09/18/15	04226	0	BURNSVILLE, CITY OF
4	442040		\$117.85	09/18/15	29280	0	BURRILL, KATHY
4	442041		\$1,584.00	09/18/15	27274	0	COMPUTER EXPLORERS
4	442042		\$180.00	09/18/15	25919	0	CORDOVA, LETICIA
4	442043		\$1,460.85	09/18/15	28540	0	CORE BEVERAGE
4	442044		\$64,919.00	09/18/15	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	442045		\$87.12	09/18/15	02333	1	EARTHGRAINS BAKING CO. INC.
4	442046		\$200.00	09/18/15	27895	0	EBELING, LINDA
4	442047		\$100.00	09/18/15	03622	2	GALE/CENGAGE LEARNING
4	442048		\$260.00	09/18/15	28906	0	GL SPORTS CAMPS, LLC
4	442049		\$400.62	09/18/15	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	442050		\$1,360.65	09/18/15	28903	0	LITURGICAL PUBLICATIONS, INC.
4	442051		\$2,302.00	09/18/15	06563	3	MCGRAW-HILL GLOBAL EDUCATION HOLDINGS LLC
4	442052		\$3,034.24	09/18/15	24921	0	MECA SPORTSWEAR
4	442053		\$185.00	09/18/15	02599	2	MN ASSOC OF EDUC OFFICE PROFESSIONALS (MAEOP)
4	442054		\$225.00	09/18/15	00624	0	MN HISTORICAL SOCIETY
4	442055		\$600.00	09/18/15	06886	2	MN STATE HIGH SCHOOL MATHEMATICS LEAGUE
4	442056		\$41.60	09/18/15	06838	0	MOLLY HAWKINS' HOUSE INC
4	442057		\$60.00	09/18/15	24243	0	MUNOZ, MARIBEL
4	442058		\$525.00	09/18/15	28766	0	MUNOZ, MEGAN
4	442059		\$51.60	09/18/15	02704	0	NASCO
4	442060		\$568.59	09/18/15	02489	1	OFFICE DEPOT COMPANY
4	442061		\$401.30	09/18/15	29262	0	ON DEMAND PRINTING
4	442062		\$371.00	09/18/15	08031	0	ORDWAY CENTER FOR THE PERFORMING ARTS
4	442063		\$65.96	09/18/15	25193	0	PAPER 101
4	442064		\$1,101.46	09/18/15	03116	1	PEARSON EDUCATION

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	442065		\$120.00	09/18/15	24879	0	PEREZ, MELISSA M.
4	442066		\$304.00	09/18/15	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	442067		\$412.94	09/18/15	28539	0	PROSIGN BRANDING SOLUTIONS
4	442068		\$1,116.28	09/18/15	03196	6	SCHOLASTIC INC.
4	442069		\$132.04	09/18/15	25097	1	SCHOOL SPECIALTY INC
4	442070		\$82,852.00	09/18/15	23848	0	SFM
4	442071		\$135.51	09/18/15	28241	0	SOCIAL THINKING PUBLISHING
4	442072		\$140.88	09/18/15	26913	0	SOUTHWEST PLASTIC BINDING COMPANY
4	442073		\$227.04	09/18/15	24021	0	SPIRAL BINDING COMPANY, INC.
4	442074		\$525.15	09/18/15	28502	0	THE MCDOWELL AGENCY, INC.
4	442075		\$1,056.00	09/18/15	02039	0	THE WORKS
4	442076		\$765.60	09/18/15	08203	1	TIES
4	442077		\$5,448.32	09/18/15	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	442078		\$183.75	09/18/15	08798	22	UNIVERSITY OF MINNESOTA
4	442079		\$36,577.99	09/18/15	04417	1	US FOODS INC
4	442080	Unissued	\$0.00	09/18/15	04417	1	US FOODS INC
4	442081	Unissued	\$0.00	09/18/15	04417	1	US FOODS INC
4	442082	Unissued	\$0.00	09/18/15	04417	1	US FOODS INC
4	442083	Unissued	\$0.00	09/18/15	04417	1	US FOODS INC
4	442084		\$15.00	09/18/15	00000	9629	ZINS, AMY
4	442085		\$2,880.00	09/22/15	28551	0	ADVANCED IMAGING SOLUTIONS
4	442086		\$104.90	09/22/15	07362	0	AUTO CLUB GROUP
4	442087		\$3,476.20	09/22/15	23412	1	B&H PHOTO-VIDEO
4	442088		\$100.00	09/22/15	23758	0	BUKKILA, CORY
4	442089		\$101.81	09/22/15	00016	3005	CAI, TIEN
4	442090		\$681.68	09/22/15	02519	0	CENTERPOINT ENERGY
4	442091		\$12,375.00	09/22/15	27322	0	CLIFTONLARSONALLEN, LLP
4	442092		\$425.00	09/22/15	00774	0	CONTINENTAL MATHEMATICS LEAGUE, INC.
4	442093		\$132,760.18	09/22/15	28990	1	CSI LEASING, INC
4	442094		\$26.92	09/22/15	00016	3004	CZAJKOWSKI, SHARLENE
4	442095		\$641.60	09/22/15	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	442096		\$19.00	09/22/15	00016	3007	FRANTZEN, LISA OR JAMES
4	442097		\$22,735.07	09/22/15	01880	0	IND. SCHOOL DIST. 194
4	442098		\$114.75	09/22/15	02483	0	INTEGRA TELECOM
4	442099		\$188.99	09/22/15	03003	2	J.W. PEPPER & SON INC.
4	442100		\$16.99	09/22/15	00016	3006	KAPLAN, EMMA
4	442101		\$39,325.02	09/22/15	28503	1	LINA
4	442102		\$34.98	09/22/15	00016	3003	MENDEZ, WYNTER
4	442103		\$500.60	09/22/15	28979	0	MOHAMED, KASSIM S.
4	442104		\$150.00	09/22/15	06265	6	NATIONAL ASSOCIATION OF SCHOOL NURSES (NASN)

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	442105		\$55.16	09/22/15	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	442106		\$33.90	09/22/15	08521	0	RATWIK, ROSZAK & MALONEY, P.A.
4	442107		\$400.00	09/22/15	08798	12	REGENTS OF THE UNIVERSITY OF MINNESOTA
4	442108		\$1,854.46	09/22/15	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	442109		\$1,942.75	09/22/15	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	442110		\$282.00	09/22/15	03691	0	ROTARY CLUB OF BURNSVILLE
4	442111		\$100.00	09/22/15	09285	0	SAM'S CLUB
4	442112		\$95,683.05	09/22/15	23848	0	SFM
4	442113		\$166.80	09/22/15	03658	0	SUBSCRIPTION SERVICES OF AMERICA INC.
4	442114		\$270.00	09/22/15	26535	0	THREADS AND INKS
4	442115		\$380.00	09/22/15	08458	0	WORDMASTERS LLC
4	442116		\$15,006.32	09/22/15	02776	0	XCEL ENERGY
4	442117		\$2,217.10	09/24/15	29283	0	CRYSTAL LAKE AUTOMOTIVE, INC.
4	442118		\$45,592.65	09/25/15	28300	1	DURHAM SCHOOL SERVICES
4	442119		\$30.00	09/25/15	00016	3009	DUTCHER, VERONICA
4	442120		\$56.00	09/25/15	24703	0	AKUM, STANLEY
4	442121		\$720.66	09/25/15	08821	2	ANDERSON'S
4	442122		\$56.00	09/25/15	27777	0	ANDREWS, JOHN
4	442123		\$32.50	09/25/15	06111	0	ANGER, DAVID
4	442124		\$119.00	09/25/15	25844	0	ASFOUR, MOHAMED
4	442125		\$64.00	09/25/15	27373	0	AYENI, PHILIP
4	442126		\$600.00	09/25/15	09460	0	BAKKEN MUSEUM, THE
4	442127		\$150.00	09/25/15	00016	3014	BUNNELL, JAMES
4	442128		\$1,976.37	09/25/15	02519	0	CENTERPOINT ENERGY
4	442129		\$64.00	09/25/15	25015	0	CHRISTENSEN, ERIK
4	442130		\$9,520.52	09/25/15	28504	0	CORPORATE HEALTH SYSTEMS, INC.
4	442131		\$352.84	09/25/15	00647	0	CROWN RENTAL, INC.
4	442132		\$67.00	09/25/15	23540	0	CRUNSTEDT, BOB
4	442133		\$1,000.00	09/25/15	00016	3008	DAVISON-KERWOOD, IZAAK
4	442134		\$64.00	09/25/15	28071	0	DAY, JON
4	442135		\$32.50	09/25/15	26770	0	DINGMANN, KURT
4	442136		\$108.00	09/25/15	23971	0	DOHERTY, SANDY
4	442137		\$470.40	09/25/15	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	442138		\$85.00	09/25/15	25323	0	FORBES, SCOTT
4	442139		\$20,000.00	09/25/15	29287	0	GIERTSEN COMPANY OF MN INC
4	442140		\$67.00	09/25/15	21290	0	GORMLEY, DAN
4	442141		\$166.60	09/25/15	00016	2457	GUERRIER, CHARITY
4	442142		\$100.00	09/25/15	00016	3013	HANSEN, STACY
4	442143		\$64.00	09/25/15	28944	0	HANSON, RANDY
4	442144		\$71.00	09/25/15	21989	0	HARTWELL, JOSH

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	442145		\$71.00	09/25/15	25361	0	HELDER, STEPHEN
4	442146		\$2,794.88	09/25/15	23838	2	HM RECEIVABLES CO, LLC
4	442147		\$213.40	09/25/15	01182	0	INDUSTRIAL ARTS SUPPLY COMPANY
4	442148		\$466.20	09/25/15	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	442149		\$100.00	09/25/15	27103	0	JOHNSTON, APRYL
4	442150		\$52.56	09/25/15	27225	0	K&K EXPRESS, LLC
4	442151		\$108.00	09/25/15	09369	0	KALLIN, LAWRENCE
4	442152		\$150.00	09/25/15	00016	3012	KHAMVONGSA, MANI
4	442153		\$130.00	09/25/15	00016	3011	KOELLER, DAVID
4	442154		\$112.00	09/25/15	28192	0	KRAMER, PAUL
4	442155		\$85.00	09/25/15	29289	0	LASHOMB, BRIAN
4	442156		\$249.90	09/25/15	00016	2216	LINDSEY, DENISE
4	442157		\$333.20	09/25/15	00016	2201	LOCKREM, LEISHA
4	442158		\$37.50	09/25/15	00016	2744	LOPEZ, JANET
4	442159		\$85.00	09/25/15	29288	0	MADDIO, MICHAEL
4	442160		\$223.05	09/25/15	28496	0	MEDICAL DISPOSAL SYSTEMS, INC.
4	442161		\$185.00	09/25/15	02599	2	MN ASSOC OF EDUC OFFICE PROFESSIONALS (MAEOP)
4	442162		\$1,215.00	09/25/15	03216	0	MROS, RICHARD
4	442163		\$275.50	09/25/15	09589	5	NEOPOST GREAT PLAINS
4	442164		\$1,404.03	09/25/15	00766	0	NORTHFIELD LINES, INC.
4	442165		\$21,000.00	09/25/15	28833	0	PANTHEON SYSTEMS, INC
4	442166		\$262.00	09/25/15	22229	0	QUALITY REFRIGERATION, INC.
4	442167		\$75.00	09/25/15	00016	3010	RITTINGER, GINA
4	442168		\$85.00	09/25/15	29284	0	SAILER, JIM
4	442169		\$67.95	09/25/15	00001	1669	SASH, SCOTT
4	442170		\$35.00	09/25/15	01076	0	SAVAGE PACER
4	442171		\$143.50	09/25/15	27828	1	SCRIPPS NATIONAL SPELLING BEE
4	442172		\$31.20	09/25/15	27563	0	SHRED RIGHT
4	442173		\$415.00	09/25/15	29285	0	TRESONA MULTIMEDIA, LLC
4	442174		\$1,500.00	09/25/15	29286	0	UNIVERSITY OF DENVER
4	442175		\$44,314.34	09/25/15	04417	1	US FOODS INC
4	442176	Unissued	\$0.00	09/25/15	04417	1	US FOODS INC
4	442177	Unissued	\$0.00	09/25/15	04417	1	US FOODS INC
4	442178	Unissued	\$0.00	09/25/15	04417	1	US FOODS INC
4	442179		\$199.00	09/25/15	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	442180		\$340.00	09/29/15	00000	7213	ABRAHAM, CAMILA
4	442181		\$240.00	09/29/15	23652	0	ALL IN ONE TRANSLATION AGENCY, LLC
4	442182		\$49.00	09/29/15	00000	664	BARRETT, JUDITH
4	442183		\$150.00	09/29/15	00000	652	BENSON, BETTY
4	442184		\$3,312.64	09/29/15	26720	0	BLUE BELL ENTERPRISES, INC.
4	442185		\$350.00	09/29/15	27894	0	BURNSVILLE NORDIC SKI BOOSTERS

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4	442186		\$4,050.00	09/29/15	02422	5	BURNSVILLE YMCA
4	442187		\$512.48	09/29/15	02781	5	CENTURYLINK
4	442188		\$30.00	09/29/15	28051	0	DO GOOD DIAPERS LLC
4	442189		\$10,944.00	09/29/15	20041	1	EAGLE BLUFF ENVIRONMENTAL LEARNING CENTER
4	442190		\$3.12	09/29/15	01463	0	FEDEX
4	442191		\$99.00	09/29/15	00000	7214	FORSTER, DENISE
4	442192		\$227.50	09/29/15	20540	0	GARDEN & ASSOCIATES, INC
4	442193		\$1,156.74	09/29/15	02235	2	HM RECEIVABLES CO LLC
4	442194		\$64.00	09/29/15	22980	0	MANN, KEVIN
4	442195		\$67.00	09/29/15	08647	0	MARSHALL, JAMES
4	442196		\$85.00	09/29/15	23667	0	MCCRARY, KELLY
4	442197		\$5,208.00	09/29/15	22948	0	METRO DINING CLUB
4	442198		\$440.00	09/29/15	09181	1	MN ADMINISTRATOR FOR SPECIAL EDUCATION (MASE)
4	442199		\$1,070.00	09/29/15	22324	0	MULTILINGUAL WORD, INC.
4	442200		\$300.00	09/29/15	06265	6	NATIONAL ASSOCIATION OF SCHOOL NURSES (NASN)
4	442201		\$280.00	09/29/15	28607	0	OLSON, ELLEN
4	442202		\$420.00	09/29/15	24879	0	PEREZ, MELISSA M.
4	442203		\$56.00	09/29/15	28913	0	RIEBE, JOSEPH
4	442204		\$35.00	09/29/15	01076	2	SAVAGE PACER
4	442205		\$6,329.75	09/29/15	09588	1	SAVAGE, CITY OF
4	442206		\$200.00	09/29/15	04656	7	SCHOOL NUTRITION DIRECTORS OF MINNESOTA(SNDM)
4	442207		\$20.00	09/29/15	00000	7211	TERRY-MAXWELL, SHIVON
4	442208		\$64.00	09/29/15	29084	0	TESKE, DAVID LUKE
4	442209		\$71.00	09/29/15	28927	0	TORRES, CESAR ULISES
4	442210		\$85.00	09/29/15	23022	0	TUCKER, JON THOMAS
4	442211		\$112.00	09/29/15	28942	0	TUSA, DAVID
4	442212		\$1,000.00	09/29/15	00016	3015	VAN DORPE, COLTON
4	442213		\$85.45	09/29/15	00001	1670	VERGARA MENTADO, ROSA
4	442214		\$85.00	09/29/15	27963	0	VIZINA, PAUL
4	442215		\$210.00	09/29/15	25560	0	WARSAME, KADRA
4	442216		\$98.00	09/29/15	00000	7212	WILLIAMS, SANDRA
4	442217		\$65.00	09/29/15	22327	0	WOLLAN, TOM SR.
4	442218		\$32.50	09/29/15	25298	0	WORM, PHIL
4	442219		\$14.17	09/29/15	02776	0	XCEL ENERGY
4	442220		\$64.00	09/29/15	22288	0	ZEYEN, DON
4	442221		\$8,252.10	10/01/15	23228	0	ACP DIRECT
4	442222		\$678.00	10/01/15	28171	0	ADVANCEPIERRE FOODS
4	442223		\$13,808.18	10/01/15	28147	1	AGROPUR
4	442224	Unissued	\$0.00	10/01/15	28147	1	AGROPUR

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4	442225	Unissued	\$0.00	10/01/15	28147	1	AGROPUR
4	442226	Unissued	\$0.00	10/01/15	28147	1	AGROPUR
4	442227	Unissued	\$0.00	10/01/15	28147	1	AGROPUR
4	442228	Unissued	\$0.00	10/01/15	28147	1	AGROPUR
4	442229	Unissued	\$0.00	10/01/15	28147	1	AGROPUR
4	442230		\$151.00	10/01/15	25114	0	ALL PRO SOUND
4	442231		\$366.00	10/01/15	27586	0	AMERICAN OFFICE PRODUCTS
4	442232		\$2,599.14	10/01/15	03503	0	AMERICAN TIME & SIGNAL
4	442233		\$208.25	10/01/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	442234		\$7,844.35	10/01/15	00477	0	BIX PRODUCE COMPANY
4	442235	Unissued	\$0.00	10/01/15	00477	0	BIX PRODUCE COMPANY
4	442236	Unissued	\$0.00	10/01/15	00477	0	BIX PRODUCE COMPANY
4	442237	Unissued	\$0.00	10/01/15	00477	0	BIX PRODUCE COMPANY
4	442238		\$4,344.00	10/01/15	26720	0	BLUE BELL ENTERPRISES, INC.
4	442239		\$150.00	10/01/15	00673	0	BURNSVILLE, CITY OF
4	442240		\$681.59	10/01/15	20289	1	CDW GOVERNMENT, INC.
4	442241		\$2,499.00	10/01/15	03622	1	CENGAGE LEARNING
4	442242		\$69.00	10/01/15	25513	1	CHURCH OFFSET PRINTING, INC.
4	442243		\$657.65	10/01/15	27279	1	COLE PAPERS INC.
4	442244		\$360.00	10/01/15	29040	0	COMPREHENSIVE REPAIR, INC.
4	442245		\$275.29	10/01/15	28540	0	CORE BEVERAGE
4	442246		\$153.98	10/01/15	00645	0	CUB FOODS
4	442247		\$84.00	10/01/15	22013	0	CUSTOM WATER WORKS
4	442248		\$8,335.98	10/01/15	04186	1	DALCO
4	442249		\$220.00	10/01/15	03820	0	DESIGN FLAGS
4	442250		\$252.05	10/01/15	22343	0	DIFFERENT ROADS TO LEARNING, INC.
4	442251		\$5,724.00	10/01/15	29282	0	DIVERSIFIED FOODS, INC.
4	442252		\$5,650.70	10/01/15	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	442253	Unissued	\$0.00	10/01/15	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	442254	Unissued	\$0.00	10/01/15	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	442255		\$1,000.00	10/01/15	24933	0	DURAND MANUFACTURING, INC.
4	442256		\$100.00	10/01/15	01049	1	EAGAN, CITY OF
4	442257		\$983.87	10/01/15	01064	2	EARL F. ANDERSEN
4	442258		\$1,841.62	10/01/15	01078	0	ELECTRO WATCHMAN, INC.
4	442259		\$23,000.00	10/01/15	29273	1	ELLEVATION, LLC
4	442260		\$544.00	10/01/15	26949	0	FAIRFIELD GLASS & WINDOW, INC.
4	442261		\$27.46	10/01/15	23054	1	FASTENAL
4	442262		\$5,120.67	10/01/15	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
4	442263		\$21,238.00	10/01/15	02082	1	FRIEDGES DRYWALL, INC.
4	442264		\$683.95	10/01/15	01541	1	GENERAL PARTS, LLC
4	442265		\$1,244.07	10/01/15	04387	1	GRAINGER

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4	442266		\$614.10	10/01/15	29268	1	HATCH
4	442267		\$50.00	10/01/15	24154	0	HEALTH COUNSELING SERVICES
4	442268		\$5,900.00	10/01/15	01436	2	HEINEMANN EDUCATIONAL BOOKS
4	442269		\$2,536.32	10/01/15	09046	0	HI TECH REFRIGERATION
4	442270		\$63,383.00	10/01/15	05805	0	HILLER'S FLOORING AMERICA
4	442271		\$2,492.82	10/01/15	09318	1	HILLYARD INC - MINNEAPOLIS
4	442272		\$752.40	10/01/15	01784	2	HIRSHFIELD'S PAINT MANUFACTURING
4	442273		\$5,995.39	10/01/15	26668	1	HM RECEIVABLES CO LLC
4	442274		\$1,944.16	10/01/15	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	442275		\$615.00	10/01/15	29071	0	JOBS FOUNDATION/TECH DUMP
4	442276		\$3,274.07	10/01/15	05816	0	JOHN A. DAL SIN & SON, INC.
4	442277		\$15,150.00	10/01/15	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	442278		\$216.93	10/01/15	02174	1	KAPLAN EARLY LEARNING CO.
4	442279		\$495.00	10/01/15	27253	0	LANDS BEST FOODS LLC
4	442280		\$173.27	10/01/15	27439	1	LEARNING A-Z
4	442281		\$150.00	10/01/15	06419	1	LENSCRAFTERS, INC.
4	442282		\$315.00	10/01/15	05077	0	LOCKSAFE INC.
4	442283		\$1,953.00	10/01/15	28777	0	LOVEGREEN MACHINE SAFETY INC
4	442284		\$1,205.00	10/01/15	08999	1	MEI TOTAL ELEVATOR SOLUTIONS
4	442285		\$1,657.49	10/01/15	23914	0	MIDWEST VENDING
4	442286		\$288.00	10/01/15	28041	0	MIXMI BRANDS INC.
4	442287		\$21.56	10/01/15	27342	1	MONOPRICE
4	442288		\$501.60	10/01/15	02544	1	MTI DISTRIBUTING CO.
4	442289		\$55.06	10/01/15	03519	0	NAPA AUTO PARTS
4	442290		\$500.00	10/01/15	09421	1	NORTHWEST EVALUATION ASSOCIATION (NWEA)
4	442291		\$336.81	10/01/15	02489	1	OFFICE DEPOT COMPANY
4	442292		\$31.75	10/01/15	25193	0	PAPER 101
4	442293		\$4,280.64	10/01/15	28785	1	PRODOCON, INC
4	442294		\$1,747.00	10/01/15	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	442295		\$496.50	10/01/15	03409	0	R.M. COTTON COMPANY
4	442296		\$444.56	10/01/15	05511	0	RED WING SHOE STORE
4	442297		\$118.99	10/01/15	21851	0	RED WING SHOE STORE
4	442298		\$129.35	10/01/15	28946	0	REFRESH TECHNOLOGIES
4	442299		\$985.00	10/01/15	25729	0	RENT N' SAVE PORTABLE SERVICES
4	442300		\$115.00	10/01/15	29181	1	ROCHESTER 101 INC
4	442301		\$192.47	10/01/15	03196	6	SCHOLASTIC INC.
4	442302		\$16,612.73	10/01/15	03587	1	SIMPLEX GRINNELL
4	442303		\$3,828.63	10/01/15	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	442304		\$33.48	10/01/15	04308	0	SUPER DUPER SCHOOL CO.
4	442305		\$440.23	10/01/15	00826	1	TIERNEY BROTHERS, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	442306		\$77,946.25	10/01/15	08203	1	TIES
4	442307		\$1,351.40	10/01/15	22123	1	TOTAL FILTRATION SERVICES, INC.
4	442308		\$426.00	10/01/15	04045	1	TRANE U.S. INC.
4	442309		\$797.32	10/01/15	04037	1	TRIARCO ARTS & CRAFTS
4	442310		\$6,961.49	10/01/15	03802	0	TRIO SUPPLY
4	442311	Unissued	\$0.00	10/01/15	03802	0	TRIO SUPPLY
4	442312		\$367.53	10/01/15	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	442313		\$7,509.44	10/02/15	28551	0	ADVANCED IMAGING SOLUTIONS
4	442314		\$10,064.85	10/02/15	28551	1	ADVANCED IMAGING SOLUTIONS
4	442315		\$123.75	10/02/15	23652	0	ALL IN ONE TRANSLATION AGENCY, LLC
4	442316		\$85.00	10/02/15	28727	0	ALY, ZAKARIA
4	442317		\$99.00	10/02/15	01100	0	ANCOM COMMUNICATIONS INC.
4	442318		\$105.57	10/02/15	00428	0	ARAMARK
4	442319		\$340.00	10/02/15	09426	0	ARNESON, AL
4	442320		\$57.50	10/02/15	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	442321		\$32.50	10/02/15	29291	0	BERG, JASON
4	442322		\$1,710.00	10/02/15	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	442323		\$128.32	10/02/15	02519	0	CENTERPOINT ENERGY
4	442324		\$150.00	10/02/15	00000	395	CHANG, KAREN
4	442325		\$375.00	10/02/15	29277	0	CURWICK, DON
4	442326		\$75.00	10/02/15	00016	3024	DINH, MINH-MAN
4	442327		\$599.90	10/02/15	01002	0	EAGAN, CITY OF
4	442328		\$100.00	10/02/15	00016	3016	EVANS, CHASE
4	442329		\$71.00	10/02/15	29290	0	FAIG, AARON
4	442330		\$75.00	10/02/15	00016	3023	FERARU, MARIANA
4	442331		\$75.00	10/02/15	28438	0	GARZA, WILLIE
4	442332		\$399.00	10/02/15	20324	1	GURSTEL,STALOCH & CHARGO PA
4	442333		\$75.00	10/02/15	00016	2924	HAEKENKAMP, BONNIE
4	442334		\$64.00	10/02/15	29292	0	HUOT, JOHN
4	442335		\$21.95	10/02/15	01286	4	IN TUNE MONTHLY
4	442336		\$11,102.25	10/02/15	29296	0	INTEREUM, INC.
4	442337		\$10.00	10/02/15	27225	0	K&K EXPRESS, LLC
4	442338		\$5,530.87	10/02/15	27633	0	KELLY SERVICES, INC.
4	442339		\$1,500.00	10/02/15	00016	2804	KO, TED
4	442340		\$300.00	10/02/15	00014	2282	KOCH, TED OR LIZ
4	442341		\$31,889.00	10/02/15	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	442342		\$68.00	10/02/15	29055	0	LARSON, ANNETTE
4	442343		\$347.16	10/02/15	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	442344		\$5,176.34	10/02/15	26241	0	M&E REALTY COMPANY
4	442345		\$240.00	10/02/15	09951	0	MATH MASTERS OF MN
4	442346		\$184.00	10/02/15	23866	0	MESSERLI & KRAMER PA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	442347		\$2,263.70	10/02/15	26724	0	MIDWEST MAILING SYSTEMS, INC.
4	442348		\$13,582.15	10/02/15	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	442349		\$300.00	10/02/15	00014	2112	MOTSZKO, KAREN
4	442350		\$128.00	10/02/15	08769	0	NCPERS MINNESOTA
4	442351		\$38.99	10/02/15	02489	1	OFFICE DEPOT COMPANY
4	442352		\$75.00	10/02/15	00016	3018	OLSON, MEGAN
4	442353		\$400.00	10/02/15	02400	1	ORNDORF, RICK
4	442354		\$170.00	10/02/15	11062	0	PETERSON, LEANN L
4	442355		\$75.00	10/02/15	00016	3019	PICARD, CHRISTOPHER
4	442356		\$150.00	10/02/15	00016	3020	PIKALA, JOSH
4	442357		\$170.00	10/02/15	E6705	0	QUINN, CATHERINE A
4	442358		\$282.00	10/02/15	28277	0	ROBERT J. BRUNO, LTD
4	442359		\$1,121.00	10/02/15	27421	0	SANBORN EDUCATION ASSOCIATES, INC.
4	442360		\$119.00	10/02/15	29294	0	SANCHEZ OLANDA, OSCAR DANIEL
4	442361		\$129.89	10/02/15	03532	2	SCHMITT MUSIC
4	442362		\$7,439.43	10/02/15	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	442363		\$75.00	10/02/15	00016	3021	SHEPARD, DONALD
4	442364		\$35.02	10/02/15	00000	9695	STEARNS, FRANCES
4	442365		\$85.00	10/02/15	29293	0	STRACK, GEOFFREY
4	442366		\$520.00	10/02/15	02813	5	US DEPARTMENT OF EDUCATION
4	442367		\$34,792.19	10/02/15	04417	1	US FOODS INC
4	442368	Unissued	\$0.00	10/02/15	04417	1	US FOODS INC
4	442369	Unissued	\$0.00	10/02/15	04417	1	US FOODS INC
4	442370	Unissued	\$0.00	10/02/15	04417	1	US FOODS INC
4	442371		\$41.17	10/02/15	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	442372		\$75.00	10/02/15	00016	3022	WARFA, ABASS
4	442373		\$1,000.00	10/02/15	00016	3017	YOUSUFZAI, DANIAL
4	442374		\$846.40	10/06/15	05599	0	1ST LINE/LEEWES VENTURES LLC
4	442375		\$109.00	10/06/15	00000	7219	ANDERSON, JEFFERY
4	442376		\$163.00	10/06/15	27777	0	ANDREWS, JOHN
4	442377		\$71.00	10/06/15	25844	0	ASFOUR, MOHAMED
4	442378		\$112.00	10/06/15	23367	0	BARTCZAK, ANDREW
4	442379		\$107.00	10/06/15	26265	0	BEECHER, JOHN
4	442380		\$14.00	10/06/15	00000	7220	BERG, DIANE
4	442381		\$119.00	10/06/15	28237	0	BERRY, DALE
4	442382		\$64.00	10/06/15	26888	0	BODEKER, RANDY
4	442383		\$166.60	10/06/15	00016	2209	BRUX, LISA
4	442384		\$280.00	10/06/15	28937	0	BUNKER, JOHN
4	442385		\$239.00	10/06/15	00712	1	BUREAU OF EDUCATION & RESEARCH
4	442386		\$250.00	10/06/15	28702	0	BURNSVILLE HIGH SCHOOL TOUCHDOWN CLUB INC.
4	442387		\$266.02	10/06/15	02781	5	CENTURYLINK

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	442388		\$112.00	10/06/15	00000	7217	CHEN, LI
4	442389		\$270.00	10/06/15	28260	0	CHOY, SERGIO R.
4	442390		\$108.00	10/06/15	26790	0	CLEVELAND, ROLAND
4	442391		\$9.02	10/06/15	26565	1	COMCAST
4	442392		\$108.00	10/06/15	27899	0	COONCE, PERRY
4	442393		\$315.00	10/06/15	22013	0	CUSTOM WATER WORKS
4	442394		\$6,100.00	10/06/15	22061	0	DISTRIBUTED WEBSITE CORPORATION
4	442395		\$60.00	10/06/15	28051	0	DO GOOD DIAPERS LLC
4	442396		\$128.00	10/06/15	24583	0	DORFNER, JOHN
4	442397		\$64.00	10/06/15	28103	0	EVANS, DANIEL
4	442398		\$64.00	10/06/15	28585	0	FAGER, STEVE
4	442399		\$108.00	10/06/15	24296	0	FULTON, STEVE
4	442400		\$323.75	10/06/15	20540	0	GARDEN & ASSOCIATES, INC
4	442401		\$234.00	10/06/15	28438	0	GARZA, WILLIE
4	442402		\$102.00	10/06/15	24708	0	GEIKEN, GARY
4	442403		\$119.00	10/06/15	21989	0	HARTWELL, JOSH
4	442404		\$60.00	10/06/15	00000	7218	HENNEN, JOHN
4	442405		\$119.00	10/06/15	27791	0	HIEDEMAN, LARRY
4	442406		\$56.00	10/06/15	20418	0	HUGHES, JIM
4	442407		\$2,784.22	10/06/15	02483	0	INTEGRA TELECOM
4	442408		\$119.00	10/06/15	24745	0	JACKSON, KIP
4	442409		\$80.00	10/06/15	24735	0	KEES, ED
4	442410		\$900.00	10/06/15	08356	1	KENNEDY & GRAVEN, CHARTERED
4	442411		\$56.00	10/06/15	03225	0	KORTE, STEVE
4	442412		\$108.00	10/06/15	27404	0	LORENSON, DEB
4	442413		\$950.00	10/06/15	28931	0	MASPA/STATE NEGOTIATORS
4	442414		\$349.70	10/06/15	27932	1	MATHESON TRI-GAS, INC.
4	442415		\$21,851.00	10/06/15	06559	0	MATRIX COMMUNICATIONS, INC.
4	442416		\$29.85	10/06/15	00001	1671	MEEHAN, GREGORY
4	442417		\$107.00	10/06/15	05886	0	MILLER, STEVE
4	442418		\$115.00	10/06/15	09127	1	MN SHAPE
4	442419		\$71.00	10/06/15	21266	0	MOORE, JAY
4	442420		\$360.00	10/06/15	24879	0	PEREZ, MELISSA M.
4	442421		\$200.00	10/06/15	00000	8364	PETERSON, DAVID
4	442422		\$65.00	10/06/15	00016	905	PETERSON, STACY
4	442423		\$1,120.00	10/06/15	06693	0	POWELL, MALINDA
4	442424		\$85.00	10/06/15	29213	0	REITELBACH, JOHN ADAM
4	442425		\$273.00	10/06/15	27733	0	RICHARDSON, EUGENE
4	442426		\$71.00	10/06/15	29294	0	SANCHEZ OLANDA, OSCAR DANIEL
4	442427		\$79.00	10/06/15	00000	6713	SANTINEAU-ANDERSEN, LISA
4	442428		\$109.00	10/06/15	00000	7215	SCHAEFER, JOSH
4	442429		\$102.00	10/06/15	24679	0	SCHALLER, WES

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4	442430		\$355.00	10/06/15	26374	0	SEVETT, COREY
4	442431		\$64.00	10/06/15	28190	0	SOWADA, ANDREW
4	442432		\$41.38	10/06/15	03640	5	STAPLES PRINT SOLUTIONS
4	442433		\$83.30	10/06/15	00000	2545	STASKA, LEAH
4	442434		\$4,650.00	10/06/15	27742	0	STRATEGIC SOURCE INC
4	442435		\$79.00	10/06/15	00000	7216	STROH, MONA
4	442436		\$108.00	10/06/15	26780	0	SUNQUIST, JAMES
4	442437		\$188.80	10/06/15	28502	0	THE MCDOWELL AGENCY, INC.
4	442438		\$417.25	10/06/15	03986	0	THE TROPHY HOUSE, INC.
4	442439		\$71.00	10/06/15	28927	0	TORRES, CESAR ULISES
4	442440		\$3,927.09	10/06/15	04417	1	US FOODS INC
4	442441		\$56.00	10/06/15	28956	0	WHITE, CODY
4	442442		\$64.00	10/06/15	22327	0	WOLLAN, TOM SR.
4	442443	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442444	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442445	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442446	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442447	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442448	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442449	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442450	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442451	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442452	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442453	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442454	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442455	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442456	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442457	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442458	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442459	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442460	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND

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							ACCOUNT
4	442461	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442462	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442463	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442464	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442465	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442466	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442467	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442468	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442469	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442470	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442471	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442472	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442473	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442474	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442475	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442476	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442477	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442478	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442479	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442480	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442481	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442482	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442483	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442484	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442485	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	442486	Unissued	\$0.00	09/30/15	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
4	442487		\$877.71	10/09/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	442488		\$10,138.02	10/09/15	04226	0	BURNSVILLE, CITY OF
4	442489	Unissued	\$0.00	10/09/15	04226	0	BURNSVILLE, CITY OF
4	442490		\$85.00	10/09/15	27646	0	CAREY, MARK
4	442491		\$266.02	10/09/15	02781	5	CENTURYLINK
4	442492		\$3,750.00	10/09/15	27322	0	CLIFTONLARSONALLEN, LLP
4	442493		\$9.02	10/09/15	26565	1	COMCAST
4	442494		\$10,314.66	10/09/15	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	442495		\$85.00	10/09/15	29301	0	DOW, BRIAN
4	442496		\$17,355.00	10/09/15	28519	0	EARTHEND
4	442497		\$641.60	10/09/15	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	442498		\$119.00	10/09/15	29302	0	EICHACKER, ERIC
4	442499		\$37.86	10/09/15	28202	0	FOUNDATION 191
4	442500		\$108.00	10/09/15	29307	0	GAULKE, ROBERT
4	442501		\$234.00	10/09/15	29308	0	GRAHAM, DALE
4	442502		\$119.00	10/09/15	29299	0	HUSEMANN, CASSANDRA
4	442503		\$103.50	10/09/15	26689	0	IDVILLE
4	442504		\$239.00	10/09/15	03292	0	INSTITUTE FOR EDUCATIONAL DEVELOPMENT
4	442505		\$16,926.66	10/09/15	27633	0	KELLY SERVICES, INC.
4	442506		\$1,340.00	10/09/15	08356	1	KENNEDY & GRAVEN, CHARTERED
4	442507		\$4,250.00	10/09/15	28953	0	LINDSEY, DELORES
4	442508		\$1,383.55	10/09/15	28752	0	LOWERY MCDONNELL COMPANY
4	442509		\$2,937.33	10/09/15	05220	0	MACPHAIL
4	442510		\$1,535.50	10/09/15	24921	0	MECA SPORTSWEAR
4	442511		\$2,030.00	10/09/15	27788	1	MN DECA- JACKIE SCHILLER
4	442512		\$480.00	10/09/15	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER
4	442513		\$115.00	10/09/15	09127	1	MN SHAPE
4	442514		\$122.60	10/09/15	28979	0	MOHAMED, KASSIM S.
4	442515		\$119.99	10/09/15	02489	1	OFFICE DEPOT COMPANY
4	442516		\$199.99	10/09/15	21571	0	PESI
4	442517		\$119.00	10/09/15	29300	0	PETERSON, AMY
4	442518		\$60.00	10/09/15	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	442519		\$85.00	10/09/15	29303	0	RICK, CHRISTOPHER
4	442520		\$71.86	10/09/15	08917	1	RYDIN DECAL
4	442521		\$163.35	10/09/15	03196	6	SCHOLASTIC INC.
4	442522		\$64.00	10/09/15	29304	0	SCHREIBER, BEN
4	442523		\$7,511.00	10/09/15	23848	0	SFM
4	442524		\$395.00	10/09/15	27951	0	SONIC SOUND ENTERTAINMENT

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	442525		\$60.00	10/09/15	24968	0	TRANG, KRISTINE
4	442526		\$240.00	10/09/15	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	442527		\$29,896.54	10/09/15	04417	1	US FOODS INC
4	442528	Unissued	\$0.00	10/09/15	04417	1	US FOODS INC
4	442529		\$6,043.02	10/09/15	00535	1	VERIZON WIRELESS
4	442530		\$249.95	10/09/15	29298	0	WARM HANDS GREEN HEART
4	442531		\$187.36	10/09/15	20007	0	WASTE MANAGEMENT
4	442532		\$684.00	10/09/15	04419	0	WESTERN PSYCHOLOGICAL SERVICES
4	442533		\$52.05	10/09/15	00000	5204	WOEBKE, LINDA
4	442534		\$85.00	10/09/15	29305	0	ZENNER, JEFF
4	442535		\$4,854.44	10/16/15	28147	1	AGROPUR
4	442536	Unissued	\$0.00	10/16/15	28147	1	AGROPUR
4	442537	Unissued	\$0.00	10/16/15	28147	1	AGROPUR
4	442538		\$588.38	10/16/15	03503	0	AMERICAN TIME & SIGNAL
4	442539		\$332.00	10/16/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	442540	Unissued	\$0.00	10/16/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	442541		\$328.42	10/16/15	03178	1	AQUA LOGIC, INC.
4	442542		\$813.99	10/16/15	00386	1	BARNES & NOBLE, INC.
4	442543		\$496.45	10/16/15	03931	0	BERRY COFFEE COMPANY
4	442544		\$8,213.08	10/16/15	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	442545		\$535.84	10/16/15	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	442546		\$214.53	10/16/15	21653	0	BEYOND PLAY, LLC
4	442547		\$3,445.56	10/16/15	00477	0	BIX PRODUCE COMPANY
4	442548	Unissued	\$0.00	10/16/15	00477	0	BIX PRODUCE COMPANY
4	442549	Unissued	\$0.00	10/16/15	00477	0	BIX PRODUCE COMPANY
4	442550		\$1,640.00	10/16/15	28383	0	BLB CONSULTING, LLC
4	442551		\$738.10	10/16/15	00454	0	BRYAN ROCK PRODUCTS INC
4	442552		\$2,700.00	10/16/15	29306	0	C.G.T. LIMITED
4	442553		\$349.98	10/16/15	28976	1	CAMCOR, INC
4	442554		\$4,726.17	10/16/15	20289	1	CDW GOVERNMENT, INC.
4	442555		\$132.00	10/16/15	25513	1	CHURCH OFFSET PRINTING, INC.
4	442556		\$390.72	10/16/15	24563	0	CRYSTAL BROOK DIRECT
4	442557		\$161.85	10/16/15	00645	0	CUB FOODS
4	442558		\$1,217.73	10/16/15	02444	1	CYNMAR LLC
4	442559		\$7,841.64	10/16/15	04186	1	DALCO
4	442560	Unissued	\$0.00	10/16/15	04186	1	DALCO
4	442561		\$60.99	10/16/15	00837	1	DEMCO, INC.
4	442562		\$1,057.26	10/16/15	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	442563		\$123.10	10/16/15	28982	0	EKON-O-PAC, LLC
4	442564		\$35.00	10/16/15	06038	0	ELLISON EDUCATIONAL EQUIPMENT, INC.

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	442565		\$26.89	10/16/15	23054	1	FASTENAL
4	442566		\$3,525.34	10/16/15	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
4	442567		\$6,600.00	10/16/15	23346	0	FLR SANDERS, INC.
4	442568		\$1,482.19	10/16/15	01541	1	GENERAL PARTS, LLC
4	442569		\$511.83	10/16/15	02086	0	GLEWWE DOORS, INC.
4	442570		\$580.98	10/16/15	01458	1	GOPHER
4	442571		\$642.98	10/16/15	04387	1	GRAINGER
4	442572		\$44.80	10/16/15	00575	0	GROTH MUSIC COMPANY
4	442573		\$20,580.30	10/16/15	01436	2	HEINEMANN EDUCATIONAL BOOKS
4	442574		\$17.38	10/16/15	00862	3	HERFF JONES, INC.
4	442575		\$608.38	10/16/15	09046	0	HI TECH REFRIGERATION
4	442576		\$6,386.30	10/16/15	09318	1	HILLYARD INC - MINNEAPOLIS
4	442577		\$708.89	10/16/15	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	442578		\$435.62	10/16/15	28007	1	INPRO CORPORATION
4	442579		\$1,523.58	10/16/15	05816	0	JOHN A. DAL SIN & SON, INC.
4	442580		\$521.75	10/16/15	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	442581		\$319.96	10/16/15	02203	0	LAKESHORE LEARNING MATERIALS
4	442582		\$1,341.60	10/16/15	27253	0	LANDS BEST FOODS LLC
4	442583		\$1,822.95	10/16/15	28793	1	MANSFIELD OIL COMPANY
4	442584		\$34,416.25	10/16/15	08999	1	MEI TOTAL ELEVATOR SOLUTIONS
4	442585		\$1,013.76	10/16/15	23914	0	MIDWEST VENDING
4	442586		\$432.00	10/16/15	28041	0	MIXMI BRANDS INC.
4	442587		\$61.66	10/16/15	27342	1	MONOPRICE
4	442588		\$42.90	10/16/15	06285	0	MUSIC IN MOTION
4	442589		\$58.50	10/16/15	03858	8	NATIONAL GEOGRAPHIC LEARNING
4	442590		\$285.14	10/16/15	03091	4	NCS PEARSON INC
4	442591		\$355.93	10/16/15	02489	1	OFFICE DEPOT COMPANY
4	442592		\$285.00	10/16/15	27700	0	OLYMPIC COMMUNICATIONS INC.
4	442593		\$286.74	10/16/15	03123	0	PAPCO INC
4	442594		\$1,444.44	10/16/15	03116	1	PEARSON EDUCATION
4	442595		\$157.82	10/16/15	28785	1	PRODOCON, INC
4	442596		\$225.00	10/16/15	28528	0	ROCK HARD LANDSCAPE SUPPLY
4	442597		\$290.00	10/16/15	23241	0	RYAN MECHANICAL, INC.
4	442598		\$329.00	10/16/15	28664	0	SAFETY SIGNS
4	442599		\$360.00	10/16/15	07194	1	SAGE PUBLICATIONS, INC.
4	442600		\$393.65	10/16/15	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	442601		\$855.74	10/16/15	25097	1	SCHOOL SPECIALTY INC
4	442602		\$4,194.75	10/16/15	27010	1	SCHOOLDUDE.COM
4	442603		\$768.00	10/16/15	03587	1	SIMPLEX GRINNELL
4	442604		\$62.99	10/16/15	29172	0	SQUIRRELS, LLC
4	442605		\$51.39	10/16/15	03703	0	SUPREME SCHOOL SUPPLY

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	442606		\$4,900.00	10/16/15	22872	0	SYLVANDER HEATING, INC.
4	442607		\$6,969.50	10/16/15	00826	1	TIERNEY BROTHERS, INC.
4	442608		\$5,505.24	10/16/15	08203	1	TIES
4	442609		\$759.36	10/16/15	00497	6	TIME FOR KIDS
4	442610		\$3,832.40	10/16/15	29144	0	TODAY'S CLASSROOM
4	442611		\$412.56	10/16/15	22123	1	TOTAL FILTRATION SERVICES, INC.
4	442612		\$6,866.84	10/16/15	03802	0	TRIO SUPPLY
4	442613		\$2,848.00	10/16/15	05900	0	UNIQUE SOFTWARE CORPORATION
4	442614		\$6.37	10/16/15	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	442615		\$929.16	10/16/15	04204	4	VIRCO INC
4	442616		\$42,212.00	10/16/15	04337	1	WENGER CORPORATION
<b>Check Count</b>	<b>630</b>	<b>Grand Total</b>	<b>\$1,736,805.05</b>				

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
6	129		\$1,390.00	09/30/15	08315	0	MEADOW GREEN LAWN & LANDSCAPE
6	130		\$7,185.56	09/30/15	20320	0	NORTHERN AIR CORPORATION (NAC)
6	131		\$1,346.16	09/30/15	26086	0	ORKIN COMMERCIAL SERVICES
<b>Check Count</b>	<b>3</b>	<b>Grand Total</b>	<b>\$9,921.72</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	101141		\$60,917.80	09/16/15	24553	0	EBERT CONSTRUCTION
3	101142		\$164.80	09/16/15	09272	2	ECM PUBLISHERS, INC.
3	101143		\$20.00	09/16/15	05805	0	HILLER'S FLOORING AMERICA
3	101144		\$120,135.57	09/16/15	03078	0	KLAMM MECHANICAL CONTRACTORS, INC.
3	101145		\$224,293.10	09/16/15	29276	0	MAX STEININGER, INC.
3	101146		\$53,675.00	09/16/15	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	101147		\$171,331.84	09/16/15	29263	0	VEIT & COMPANY, INC.
3	101148		\$38,878.23	09/16/15	29165	0	WENCK CONSTRUCTION, INC.
3	101149		\$74,513.82	09/22/15	07914	0	MN DEPT OF LABOR AND INDUSTRY
3	101150		\$274,691.57	09/25/15	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101151		\$3,665.00	09/25/15	04400	0	BESTER BROS TRANSFER & STORAGE CO
3	101152		\$6,517.42	09/25/15	00673	0	BURNSVILLE, CITY OF
3	101153		\$165,357.00	09/25/15	29211	0	DERAU CONSTRUCTION, LLC
3	101154		\$184,098.92	09/25/15	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101155		\$1,340.00	09/25/15	29241	0	JAMES R HILL, INC.
3	101156		\$10,216.00	09/25/15	27888	1	NORTHERN TECHNOLOGIES, INC.
3	101157		\$29,300.00	09/25/15	27619	1	SRI CONSULTANTS, INC.
3	101158		\$4,200.51	10/09/15	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101159		\$234,546.00	10/09/15	00673	0	BURNSVILLE, CITY OF
3	101160		\$309.00	10/09/15	09272	2	ECM PUBLISHERS, INC.
3	101161		\$29,715.00	10/09/15	04796	0	PRAXAIR DISTRIBUTION, INC.
3	101162		\$9,640.00	10/09/15	23241	0	RYAN MECHANICAL, INC.
3	101163		\$19,599.69	10/09/15	03587	1	SIMPLEX GRINNELL
3	101164		\$5,550.00	10/09/15	08308	0	SUNDE LAND SURVEYING, LLC.
3	101165		\$55,663.00	10/09/15	29165	0	WENCK CONSTRUCTION, INC.
<b>Check Count</b>	<b>25</b>	<b>Grand Total</b>	<b>\$1,778,339.27</b>				

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**Agenda II.B.5  
October 22, 2015**

**To:** Board of Education, Members  
**From:** Dr. Joe Gothard, Superintendent  
**Date:** October 15, 2015  
**Re:** Board Policies

**RECOMMENDATION:** Approve, on a second reading basis, Board Policies 515: *Protection and Privacy of Pupil Records* (rescind JO), 517: *Student Recruiting* (rescind IGDK), 519: *Interview of Students by Outside Agencies* (rescind JIH), 520: *Student Surveys*, 523: *Policies Incorporated by Reference*, 525: *Violence Prevention*, and 529: *Staff Notification of Violent Behavior by Students* (rescind GBEAD)

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

Policies are attached for your review.

Adopted: 1/86  
Reviewed: 10/8/2015  
Revised: 10/22/2015  
Rescinds: JO

Burnsville-Eagan-Savage School District Policy 515

## **515 PROTECTION AND PRIVACY OF PUPIL RECORDS**

### **I. PURPOSE**

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

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

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

### **III. DEFINITIONS**

#### **A. Authorized Representative**

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### **B. Biometric Record**

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

#### **C. Dates of Attendance**

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who

are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

“Directory information” includes: the student's name; address; telephone listing; photograph; date of birth; major field of study; dates of attendance; grade level; enrollment status (i.e. full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received and the most recent educational agency or institution attended and photographs of students taking part in officially recognized activities, sports, and academic or non-academic classes or programs. One of the purposes of directory information is to allow the School District to include this type of information about the student in official school publications, including but not limited to, the yearbook, the student newspaper, graduation programs, honor roll or other recognition lists, sports programs and drama playbills. Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education

records,” does not include:

- a. Records of instructional personnel which:
  - (1) are in the sole possession of the maker of the record; and
  - (2) are not accessible or revealed to any other individual except a substitute teacher; and
  - (3) are destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
  - (1) maintained separately from education records;
  - (2) maintained solely for law enforcement purposes; and
  - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
  - (1) are made and maintained in the normal course of business;
  - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
  - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
  - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a

physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means the superintendent of schools or designee.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the

individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

**IV. GENERAL CLASSIFICATION**

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

**V. STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Students with Disabilities

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

**VI. DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
  
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
  - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be

accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school district would otherwise use employees;
  - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S.

Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when

no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant

for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the

information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:

- a. the following information about a student must be disclosed: a student's full name; home address; telephone number; date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
- b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid

being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational

and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

**VII. RELEASE OF DIRECTORY INFORMATION**

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent’s or eligible student’s prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student’s name, ID, or school district e-mail address in a class in which the student is enrolled; or

- b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## **VIII. DISCLOSURE OF PRIVATE RECORDS**

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom

personally identifiable information from education records is disclosed.

**B. Private Records Not Accessible to Parent**

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

**C. Private Records Not Accessible to Student**

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

**IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

**A. Confidential Records**

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are

classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the superintendent of schools or designee in writing by September 15 each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and

accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redisclosure**

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

### **B. Redisclosure Not Prohibited**

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI. of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

### **C. Classification of Disclosed Data**

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

### **D. Notification**

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to

court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

### **XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

#### **A. Responsible Authority**

The responsible authority shall be responsible for the maintenance and security of student records.

#### **B. Record Security**

The principal of each school, subject to the supervision and control of the responsible authority, shall be the records manager of the school and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

#### **C. Plan for Securing Student Records**

The building principal shall submit to the responsible authority a written plan for securing student records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

#### **D. Review of Written Plan for Securing Student Records**

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then

promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
  
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
  - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
  
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury

or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state

law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

**XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall

specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

## **XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means superintendent of schools or designee.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

## **XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

**XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

**XIX. ANNUAL NOTIFICATION OF RIGHTS**

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or

transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

**XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

**XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 14 (Administrative Procedures Act)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
Minn. Stat. § 363A.42 (Public Records; Accessibility)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)  
18 U.S.C. § 2331 (Definitions)  
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)  
20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)

42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d  
309 (2002)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)  
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
Burnsville-Eagan-Savage School District Policy 519 (Interviews of Students by Outside Agencies)  
Burnsville-Eagan-Savage School District Policy 520 (Student Surveys)  
Burnsville-Eagan-Savage School District Policy 711 (Video Recording on School Buses)  
Burnsville-Eagan-Savage School District Policy 906 (Community Notification of Predatory Offenders)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

*Adopted: 4/1981*  
*Reviewed: 10/8/2015*  
*Revised: 10/22/2015*  
*Rescinds: IGDK*

*Burnsville-Eagan-Savage School District Policy 517*

**517 STUDENT RECRUITING**

**I. PURPOSE**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district encourages employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, a violation of this policy occurs when employees exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

**III. DEFINITION**

- A. The terms, “undue influence” or “competing for enrollment,” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

**IV. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident

enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

***Legal References:*** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minnesota State High School League Bylaws

***Cross References:*** Burnsville-Eagan-Savage School District Policy 509 (Enrollment of Nonresident Students)  
MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)

*Adopted:* 2/1996  
*Reviewed:* 10/8/2015  
*Revised:* 10/22/2015  
*Rescinds:* JIH

*Burnsville-Eagan-Savage School District Policy 519*

**519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

**I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

**II. GENERAL STATEMENT OF POLICY**

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, the principal shall be responsible for determining whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

**III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. § 626.556, Subd. 10, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minn. Stat. § 626.556, Subd. 10 (c) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district

property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)

**Cross References:** Burnsville-Eagan-Savage School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)

Adopted: 10/22/2015  
Reviewed: 10/8/2015  
Revised:  
Rescinds:

## **520 STUDENT SURVEYS**

### **I. PURPOSE**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

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

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

### **III. DEFINITIONS**

- A. “Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
- B. “Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.
- C. “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- D. “Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or dental screening.

### **IV. STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion.

No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.

- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student has the opportunity to opt out of the survey. Any and all documents containing the written permission of a parent for a student to opt out of a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

**V. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - 1. political affiliations or beliefs of the student or the student's parent;
  - 2. mental and psychological problems of the student or the student's family;

3. sex behavior or attitudes;
  4. illegal, antisocial, self-incriminating, or demeaning behavior;
  5. critical appraisals of other individuals with whom respondents have close family relationships;
  6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. religious practices, affiliations, or beliefs of the student or the student's parent; or
  8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
1. The following policies are to be adopted in consultation with parents:
    - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.
    - b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
    - c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.
    - d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the

Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.
  - (1) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
    - (a) college or other post-secondary education recruitment or military;
    - (b) book clubs, magazines, and programs providing access to low cost literary products;
    - (c) curriculum and instructional materials used by elementary and secondary schools;
    - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
    - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
    - (f) student recognition programs.
  - (2) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of

time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
    - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
    - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
      - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
      - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
      - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.
    - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
    - d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.
- D. The school district shall give parents and students notice of their rights under this section.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. 1232h (Protection of Pupil Rights)  
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)  
*C.N. v. Ridgewood Bd. of Educ.*, 430 F.3d. 159 (3<sup>rd</sup> Cir. 2005)  
*Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

**Cross References:** Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)  
Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)  
Burnsville-Eagan-Savage School District Policy 522 (Student Sex Nondiscrimination)

*Adopted:* 10/22/2015  
*Reviewed:* 10/8/2015  
*Revised:*  
*Rescinds:*

*Burnsville-Eagan-Savage School District Policy 5230*

## **523 POLICIES INCORPORATED BY REFERENCE**

### **PURPOSE**

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to students:

Policy 102	Equal Educational Opportunity
Policy 103	Complaints – Students, Employees, Parents, Other Persons
Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Policy 305	Policy Implementation
Policy 413	Harassment and Violence
Policy 417	Chemical Use and Abuse
Policy 418	Drug-Free Workplace/Drug-Free School
Policy 419	Tobacco-Free Environment
Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Policy 498	Political Campaigns and Activities
Policy 511	Student Fundraising
Policy 524	Internet Acceptable Use and Safety Policy
Policy 525	Violence Prevention
Policy 610	Field Trips
Policy 613	Graduation Requirements
Policy 614	School District Testing Plan and Procedure
Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
Policy 616	School District System Accountability
Policy 707	Transportation of Public School Students
Policy 708	Transportation of Nonpublic School Students
Policy 709	Student Transportation Safety Policy
Policy 710	Extracurricular Transportation
Policy 711	Video Recording on School Buses
Policy 712	Video Surveillance Other Than on Buses
Policy 801	Equal Access to School Facilities

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

*Legal References:*

*Cross References:*

*Adopted:* 10/22/2015  
*Reviewed:* 10/8/2015  
*Revised:*  
*Rescinds:*

*Burnsville-Eagan-Savage School District Policy 525*

## **525 VIOLENCE PREVENTION**

### **I. PURPOSE**

The purpose of this policy is to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

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

- A. The school district will enforce its weapons policy (Policy 501).
- B. The school district will act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

### **III. IMPLEMENTATION OF POLICY**

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of

policies and procedures related to violence prevention and weapons.

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- G. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- H. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- I. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate

harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

#### **IV. PREVENTION STRATEGIES**

The school district will implement prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence. Strategies will include but are not limited to:

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- D. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- E. Establish clear school rules that prevent and deter violence.
- F. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- G. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- H. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- I. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.

#### **V. STUDENT SUPPORT**

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.

- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

**VI. PERSONNEL**

- A. School district personnel shall comply with all policies related to violence prevention.
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 120B.22 (Violence Prevention Education)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.57 (Crisis Management Policy)  
Minn. Stat. § 121A.64 (Notification)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)  
18 U.S.C. § 921 (Definition of Firearm)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*McIntire v. Bethel School*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

**Cross References:** Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)  
Burnsville-Eagan-Savage School District Policy 501 (School Weapons)

Policy)

Burnsville-Eagan-Savage School District Policy 504 (Student Dress and Appearance)

Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)

Burnsville-Eagan-Savage School District Policy 507 (Corporal Punishment)

Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition Policy)

Burnsville-Eagan-Savage School District Policy 526 (Hazing Prohibition)

Burnsville-Eagan-Savage School District Policy 529 (Staff Notification of Violent Behavior by Students)

*Adopted:* 10/22/2015  
*Reviewed:* 10/8/2015  
*Revised:*  
*Rescinds:* GBEAD

## **529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

### **I. PURPOSE**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to interact with such a student.

The purpose of this policy is to address the circumstances in which private student data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the assignment of students with a history of violent behavior.

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

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will interact with such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

### **III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education;
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid, or
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School Staff Member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and

4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

#### **IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

##### **A. Reports of Violent Behavior**

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

##### **B. Recipients of Notice**

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to assignment of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is assigned to a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

##### **C. Determination of Who Receives Notice**

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

##### **D. Form of Written Notice**

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

**V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

## **VII. PROFESSIONAL DEVELOPMENT NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior intervention support and may discuss necessary intervention services such as student behavioral assessments.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
 Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)  
 Minn. Stat. § 121A.45 (Grounds for Dismissal)  
 Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)  
 Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)  
 Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
 34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
 Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

***Cross References:*** Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)



**Agenda II.B.6.  
October 22, 2015**

**To: Members, Board of Education  
Superintendent Gothard**

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

**Date: October 22, 2015**

**Re: Change Orders #014, #015, #016 and #017 for the 2015 Additions and Alterations to Burnsville High School**

RECOMMENDATION: That the Board of Education approve change orders #014, #015, #016 and #017 for the 2015 Additions and Alterations to Burnsville High School Bid Package #1.

On May 28<sup>th</sup>, 2015 the School Board approved the bids for contracts #0600, #0240, #2600, #3100, and #3300 for the 2015 Additions and Alterations to Burnsville High School Bid Package #1.

Change order #014 for contract #0600 (Ebert Construction) is in the amount of \$1,035.00. This change is the result of an unforeseen CMU walled pit that was unearthed while digging for new footings. The cost is to fill the pit with a flowable concrete. The change to this contract is about 1.45%

Change order #017 for contract #0600 (Ebert Construction) is in the amount of \$13,396.00. This change is the result of a design change to the welding booths and reinstallation of fence posts to install the EFIS system on the Annex and adding concrete sills at the exterior windows. The change to this contract is about 3.44%

Change order #015 for contract #3300 (Veit and Company, Inc.) is in the amount of \$4,113.00. Increase length of 18" HDPE (high-density polyethylene pipe) by 20 LF (originally shown as 207 LF, now at 227LF) between manholes due to structure relocation is the reason for this change. The change to this contract is about 12.55%.

Change order #016 for contract #3110 (Max Steininger, Inc.) is in the amount of \$928.00. Additional length of saw cutting requiring remobilization of the cutting crew (saw cutting per base bid already completed) and added aggregate base for the added area of bituminous replacement is the reason for this added cost.

Total change to the original bid package #1 contract amount of \$3,149,439.00 is 4.24%. New bid package #1 total contract amount with change orders to date is in the amount of \$3,283,061.00.

The items on these change orders have been reviewed and validated by ATS&R Architects and Engineers and WENCK Construction Inc.

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION  
AIA DOCUMENT G701/CMa

SEP 14 2015  
SEP 21 2015

OWNER	<input checked="" type="checkbox"/>	PCO #	014
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		
ARCHITECT	<input checked="" type="checkbox"/>		
CONTRACTOR	<input checked="" type="checkbox"/>		
FIELD	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>		

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO  
(Name and address) BURNSVILLE HIGH SCHOOL BP #1  
600 EAST HIGHWAY 13  
BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 0600.004

INITIATION DATE: 09/01/15

TO CONTRACTOR: EBERT, INC. D/B/A EBERT CONSTRUCTION  
(Name and address) 23350 COUNTY ROAD 10  
CORCORAN, MINNESOTA 55357

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0600  
General Construction

CONTRACT DATE: 5/28/2015  
Shop Annex

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for noted on the attached Page #2

# RECEIVED

SEP 15 2015

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	671,900.00
Net change by previously authorized Change Orders .....	\$	8,713.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	680,613.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) (decreased) (unchanged) by this Change Order .....	\$	1,035.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be .....	\$	681,648.00
The Contract Time will be (increased) (decreased) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

WENCK CONSTRUCTION INC.  
CONSTRUCTION MANAGER  
7500 Olson Memorial Hwy, Golden Valley, MN 55427

ADDRESS: *[Signature]*  
BY: *[Signature]* DATE: 9/14/15

EBERT, INC. D/B/A EBERT CONSTRUCTION  
CONTRACTOR  
23350 County Road 10, Corcoran, MN 55357

ADDRESS: *[Signature]*  
BY: *[Signature]* DATE: 9/9/15

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS  
ARCHITECT  
8501 Golden Valley Road, Ste. 300, Mpls., MN 55427

ADDRESS: *[Signature]*  
BY: *[Signature]* DATE: 9/16/15

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS  
OWNER  
100 River Ridge Court, Burnsville, MN 55337

ADDRESS: *[Signature]*  
BY: *[Signature]* DATE: 9-16-2015



CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



# Change Order

**Burnsville High School**

**Project # 30150401**

Tel: 952-707-2000 Fax: 952-707-2102

**Date: 9/1/2015**

**Contractor:**

Ebert Inc.  
23350 County Road 10  
Corcoran, MN 55357

**Architect's Project No:**

**Contract Date:**

**Contract Number: 0600**

**Change Order Number: 004**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-022	001	Provide Flowable Fill at existing Annex Lift Pit per RFI #46.	1,035

The original Contract (s) Value was.....	671,900
Sum of changes by prior Change Orders.....	8,713
The Contract Value prior to this Change Order was.....	680,613
The Contract Value will be changed by this Change Order in the amount of.....	1,035
The new Contract Value including this Change Order will be.....	681,648
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

# CHANGE ORDER

## CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

SEP 16 2015

SEP 28 2015

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>	PCO #	015
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		
ARCHITECT	<input checked="" type="checkbox"/>		
CONTRACTOR	<input checked="" type="checkbox"/>		
FIELD	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>		

PROJECT: 2015 ADDITIONS & ALTERATIONS TO  
 (Name and address) BURNSVILLE HIGH SCHOOL BP #1  
 600 EAST HIGHWAY 13  
 BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 3300.002

INITIATION DATE: 09/01/15

TO CONTRACTOR: VEIT AND COMPANY, INC.  
 (Name and address) 14000 VEIT PLACE  
 ROGERS, MINNESOTA 55374

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #3300  
Site Utility Relocation

CONTRACT DATE: 5/28/2015

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for noted on the attached Page #2

# RECEIVED

SEP 22 2015

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	410,000.00
Net change by previously authorized Change Orders .....	\$	47,326.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	457,326.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	4,113.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ....	\$	461,439.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

WENCK CONSTRUCTION INC.

CONSTRUCTION MANAGER  
 7500 Olson Memorial Hwy, Golden Valley, MN 55427  
 ADDRESS

BY Loel Deen DATE 9/18/15

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS

ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS

BY [Signature] DATE 9/24/15

VEIT AND COMPANY, INC.

CONTRACTOR  
 14000 Veit Place, Rogers, MN 55374  
 ADDRESS

BY [Signature] DATE 9/14/15

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

OWNER  
 100 River Ridge Court, Burnsville, MN 55337  
 ADDRESS

BY \_\_\_\_\_ DATE \_\_\_\_\_



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# Change Order

**Burnsville High School**

**Project # 30150401**

Tel: 952-707-2000 Fax: 952-707-2102

**Date: 9/1/2015**

**Contractor:**

Veit and Company, Inc.  
14000 Veit Place  
Rogers, MN 55374

**Architect's Project No:**

**Contract Date:**

**Contract Number: 3300**

**Change Order Number: 002**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-006	002	Additional piping and elevation changes per PR 006	4,113

The original Contract (s) Value was.....	410,000
Sum of changes by prior Change Orders.....	47,326
The Contract Value prior to this Change Order was.....	457,326
The Contract Value will be changed by this Change Order in the amount of.....	4,113
The new Contract Value including this Change Order will be.....	461,439
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa **SEP 28 2015**

**OCT 06 2015**

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>	PCO #	016
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		
ARCHITECT	<input checked="" type="checkbox"/>		
CONTRACTOR	<input checked="" type="checkbox"/>		
FIELD	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>		

PROJECT: 2015 ADDITIONS & ALTERATIONS TO  
 (Name and address) BURNSVILLE HIGH SCHOOL BP #1  
 600 EAST HIGHWAY 13  
 BURNSVILLE, MINNESOTA 55337

TO CONTRACTOR: MAX STEININGER, INC.  
 (Name and address) 3080 LEXINGTON AVENUE SOUTH  
 EAGAN, MINNESOTA 55121

CHANGE ORDER NO.: 3110.003  
 INITIATION DATE: 09/01/15  
 PROJECT NOS.: 301504.01  
 CONTRACT FOR: Contract #3110  
 Site Demolition &  
 Improvements  
 CONTRACT DATE: 5/28/2015

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for noted on the attached Page #2

# RECEIVED

SEP 30 2015

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	530,000.00
Net change by previously authorized Change Orders .....	\$	33,758.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	563,758.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	982.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be .....	\$	564,740.00
The Contract Time will be (increased) ( <del>decreased</del> ) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

WENCK CONSTRUCTION INC.  
 CONSTRUCTION MANAGER  
 7500 Olson Memorial Hwy, Golden Valley, MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 9/29/15

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 10/1/15

MAX STEININGER, INC.  
 CONTRACTOR  
 3080 Lexington Avenue South, Eagan, MN 55121  
 ADDRESS  
 BY *[Signature]* DATE 9-22-15

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS  
 OWNER  
 100 River Ridge Court, Burnsville, MN 55337  
 ADDRESS  
 BY \_\_\_\_\_ DATE \_\_\_\_\_



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# Change Order

**Burnsville High School**

**Project # 30150401**

Tel: 952-707-2000 Fax: 952-707-2102

**Date: 9/1/2015**

**Contractor:**

Max Steininger, Inc.  
3080 Lexington Avenue South  
Eagan, MN 55121

**Architect's Project No:**

**Contract Date:**

**Contract Number: 3110**

**Change Order Number: 003**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-006	001	Asphalt disposal and add gravel base	982

The original Contract (s) Value was.....	530,000
Sum of changes by prior Change Orders.....	33,758
The Contract Value prior to this Change Order was.....	563,758
The Contract Value will be changed by this Change Order in the amount of.....	982
The new Contract Value including this Change Order will be.....	564,740
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION  
AIA DOCUMENT G701/CMa

SEP 25 2015

OCT 06 2015

OWNER	<input checked="" type="checkbox"/>	PCO #	017
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		
ARCHITECT	<input checked="" type="checkbox"/>		
CONTRACTOR	<input checked="" type="checkbox"/>		
FIELD	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>		

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO  
(Name and address) BURNSVILLE HIGH SCHOOL BP #1  
600 EAST HIGHWAY 13  
BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 0600.005

INITIATION DATE: 09/10/15

TO CONTRACTOR: EBERT, INC. D/B/A EBERT CONSTRUCTION  
(Name and address) 23350 COUNTY ROAD 10  
CORCORAN, MINNESOTA 55357

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0600  
General Construction  
Shop Annex

CONTRACT DATE: 5/28/2015

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for noted on the attached Page #2

# RECEIVED

SEP 30 2015

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) ( <del>Contract XXXXXXX Price</del> ) was .....	\$	671,900.00
Net change by previously authorized Change Orders .....	\$	9,748.00
The (Contract Sum) ( <del>Contract XXXXXXX Price</del> ) prior to this Change Order was .....	\$	681,648.00
The (Contract Sum) ( <del>Contract XXXXXXX Price</del> ) will be (increased) (decreased) (unchanged) by this Change Order .....	\$	13,396.00
The new (Contract Sum) ( <del>Contract XXXXXXX Price</del> ) including this Change Order will be ...	\$	695,044.00
The Contract Time will be (increased) (decreased) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

WENCK CONSTRUCTION INC.

CONSTRUCTION MANAGER  
7500 Olson Memorial Hwy, Golden Valley, MN 55427

ADDRESS  
*Claudia Wenz* 9/29/15  
BY DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS

ARCHITECT  
8501 Golden Valley Road, Ste. 300, Mpls., MN 55427

ADDRESS  
*M. J. Rydeen* 10/1/15  
BY DATE

EBERT, INC. D/B/A EBERT CONSTRUCTION

CONTRACTOR  
23350 County Road 10, Corcoran, MN 55357

ADDRESS  
*B. Ebert* 9/24/15  
BY DATE

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

OWNER  
100 River Ridge Court, Burnsville, MN 55337

ADDRESS  
BY DATE



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# Change Order

**Burnsville High School**

**Project # 30150401**

Tel: 952-707-2000 Fax: 952-707-2102

**Date: 9/10/2015**

**Contractor:**

Ebert Inc.  
23350 County Road 10  
Corcoran, MN 55357

**Architect's Project No:**

**Contract Date:**

**Contract Number: 0600**

**Change Order Number: 005**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-003	001	Welding booth revisions and additional unistruts per PR 003	11,694
RCO-006	002	Removal and reinstallation of fence post to properly install EIFS system on annex per RFI 19.	972
RCO-021	001	Add Concrete sills at exterior window openings per RFI #41.	730

The original Contract (s) Value was.....	671,900
Sum of changes by prior Change Orders.....	9,748
The Contract Value prior to this Change Order was.....	681,648
The Contract Value will be changed by this Change Order in the amount of.....	13,396
The new Contract Value including this Change Order will be.....	695,044
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

# Budget Report with Change Orders

Information	Company	Construction Budget Per Review and Comment	Wenck Estimates	Awarded Bid	Change Orders To Date	Precent of Change	Numer of Change Orders	Contract Amount With Change Orders
Bid Pack #1								
Contract #0600 General Constru	Ebert Construction		\$919,600.00	\$671,900.00	\$23,144.00	3.44%	5	\$695,044.00
Contract #2300 Mechanical	Klamm Mechanical		\$647,800.00	\$900,000.00	\$1,840.00	0.20%	1	\$901,840.00
Contract #2600 Electrical	Peoples Electric		\$293,600.00	\$566,500.00	\$10,025.00	1.77%	3	\$576,525.00
Contract #3110 Site Demolition a	Max Steininger Inc.		\$775,285.10	\$530,000.00	\$34,740.00	6.55%	2	\$564,740.00
Contract #3300 Site Utility Reloc	Veit & Co.		\$243,170.00	\$410,000.00	\$51,439.00	12.55%	2	\$461,439.00
Contract #0240 Building Demoliti	Veit & Co.		\$366,047.14	\$71,039.00	\$12,434.00	17.50%	2	\$83,473.00
		Total	<u>\$3,245,502.24</u>	<u>\$3,149,439.00</u>	<u>\$133,622.00</u>			<u>\$3,283,061.00</u>
Bid Pack #2								
Contract #0345 Precast Concrete	Wells Concrete		\$2,403,594.00	\$2,615,000.00	(\$120,000.00)	-4.59%	1	\$2,495,000.00
		Total	<u>\$2,403,594.00</u>	<u>\$2,615,000.00</u>	<u>(\$120,000.00)</u>			<u>\$2,495,000.00</u>
Bid Pack #3								
Contract #0340 Structural Precas	Wells Concrete		\$1,013,719.00	\$933,340.00	\$0.00	0.00%	0	\$933,340.00
Contract #0330 Cast-In-Place Con	Northland Concrete & Masonry, LLC		\$2,739,043.00	\$2,617,189.00	\$0.00	0.00%	0	\$2,617,189.00
Contract #3301 Site Utilities	Metro Utilities, Inc.		\$181,880.00	\$288,750.00	\$0.00	0.00%	0	\$288,750.00
Contract #0420 Masonry	Crosstown Masonry Incorporated		\$1,305,616.00	\$1,240,000.00	\$0.00	0.00%	0	\$1,240,000.00
Contract #0510 Structural Steel E	Red Cedar Steel Erectors, Inc.		\$599,057.00	\$582,300.00	\$0.00	0.00%	0	\$582,300.00
Contract #0512 Structural Steel S	American Structural Metals, Inc.		\$788,856.00	\$898,900.00	\$0.00	0.00%	0	\$898,900.00
Contract #2202 Structural Steel S	Klamm Mechanical		\$551,250.00	\$872,000.00	\$0.00	0.00%	0	\$872,000.00
Contract #3100 Earthwork/Site D	Max Steininger Inc.		\$1,179,458.00	\$1,071,000.00	\$0.00	0.00%	0	\$1,071,000.00
Contract #3210 Asphalt Paving/C	Midwest Asphalt Corporation		\$1,244,655.00	\$921,900.00	\$0.00	0.00%	0	\$921,900.00
Contract #3290 Landscaping/Irrig	Urban Companies, LLC		\$305,275.00	\$240,069.00	\$0.00	0.00%	0	\$240,069.00
Contract #0241 Building Demoliti	Lloyd's Construction Services Inc.		\$146,221.00	\$285,155.00	\$0.00	0.00%	0	\$285,155.00

Information	Company	Construction Budget Per Review and Comment	Wenck Estimates	Awarded Bid	Change Orders To Date	Precent of Change	Numer of Change Orders	Contract Amount With Change Orders
		Total	<u>\$10,055,030.00</u>	<u>\$9,950,603.00</u>	<u>\$0.00</u>			<u>\$9,950,603.00</u>
		<b>Grand Totals</b>	<b><u>\$15,704,126.24</u></b>	<b><u>\$15,715,042.00</u></b>	<b><u>\$13,622.00</u></b>	<b>0.09%</b>		<b><u>\$15,728,664.00</u></b>



**Agenda III.A  
October 22, 2015**

**To: Members, Board of Education**

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

**Date: October 15, 2015**

**Re: Award the Burnsville High School Bid Package #4 Part 1**

RECOMMENDATION: That the Board of Education award the Burnsville High School Bid Package #4 prime contracts, including the base bid and Alternates #1 through #7, and #9 through #11 and the owner direct purchase to the following contractors and authorize the signing of contracts with said contractors.

Contract#	Type	Contractor	Amount
0610	Selective Demo/Carpentry	George F. Cook Construction Co.	1,443,000
0750	Roofing/Metal Panels	Palmer West Construction Company, Inc.	1,603,200
0810	Doors/Frames/Hardware Supply	Kendell Doors & Hardware, Inc.	409,848
0840	Alum. Entr./Curtainwall/Skylights/Glass	Envision Glass, Inc.	1,276,534
2200	Plumbing/ Heat Piping	El-Jay Plumbing & Heating, Inc.	3,269,000
2302	HVAC/Temperature Controls	Thelen Heating & Roofing, Inc.	2,751,800
2601	Electrical/Communications/Security/Paging	Peoples Electric Company	3,558,650
	<b>Total all Contracts</b>		<b>\$14,312,032</b>

Contract#	Type – Owner Direct Purchase	Contractor	Amount
2380M	Chiller Plant Materials	Trane Co.	849,680
2380L	Chiller Plan Purchase	Trane Co.	446,900
	<b>Total all Owner Direct Purchase</b>		<b>\$1,296,580</b>

On Tuesday October 13, 2015 the Burnsville-Eagan-Savage School District opened sealed bids at 2pm. Wenck Construction, ATS&R and Glenn Simon were present for the bid opening. Bid Pack #4 included 13 (thirteen) alternates. A description of the alternates are attached. The attached recommendation letter from Wenck Construction includes the details of each proposed bid and the recommended lowest responsible bidder for each contract base and accepted alternates. Note Alternates #8, #12 and #13 were rejected. Due to this project utilizing a Construction Management as agent (WCI) there is not one general contractor; rather, there is a number of prime contractors which will require awarding of bids to each and the signing of a contract with each prime contractor.

Due to the large number of contracts included in Bid Package #4 (25); the process of interviews and verification of bid numbers will take longer than just the few days since opening the sealed bids. Therefore on October 22, Part 1 includes the contracts most time critical for which the process has progressed enough to be able to award the bid. Part 2 will include the remaining contracts (identified as TBD on the complete list attached) and will be presented for formal board action on November 5.

This recommendation as well as one of the letters of recommendation from Wenck Construction refers to Owner Direct Purchase for materials and labor related to the Mechanical Chiller Plant. This owner direct purchase allows for the district to maximize its' tax exempt status in making this purchase direct.

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 these contracts to allow for the work to begin as soon as possible.

Attachments:

- Complete list of all Contracts Part 1 and Part 2 (TBD)
- WCI recommendation for base and accepted alternates, Part 1
- WCI recommendation for owner direct purchase, Part 1
- Bid tab summary
- Description of Alternates

**Complete List of All Contracts Bid Pack #4 and Owner Direct Purchases**

Contract#	Type	Contractor	Amount
0335	Polished Concrete Floors	TBD	
0511	Misc. Metals Erection	TBD	
0550	Misc. Metals Fabrication	TBD	
0610	Selective Demo/Carpentry	George F. Cook Construction Co.	1,443,000
0750	Roofing/Metal Panels	Palmer West Construction Company, Inc.	1,603,200
0790	Caulking/Firestopping/Traffic Coatings	TBD	
0810	Doors/Frames/Hardware Supply	Kendell Doors & Hardware, Inc.	409,848
0833	Overhead/Coiling Doors	TBD	
0840	Alum. Entr./Curtainwall/Skylights/Glass	Envision Glass, Inc.	1,276,534
0920	Drywall/Cold Formed Metal Framing/DEFS	TBD	
0930	Tile	TBD	
0950	Acoustical Ceilings	TBD	
0965	Resilient Flooring/Carpet	TBD	
0966	Epoxy Terrazzo Flooring	TBD	
0990	Painting	TBD	
1022	Folding Panel Partitions	TBD	
1044	Signage	TBD	
1140	Food Service Equipment	TBD	
1420	Elevators	TBD	
1440	Wheelchair Lifts	TBD	
2100	Fire Protection	TBD	
2200	Plumbing/ Heat Piping	El-Jay Plumbing & Heating, Inc.	3,269,000
2302	HVAC/Temperature Controls	Thelen Heating & Roofing, Inc.	2,751,800
2305	Testing & Balancing	TBD	
2601	Electrical/Communications/Security/Paging	Peoples Electric Company	3,558,650
	<b>Total all Contracts</b>		<b>\$14,312,032</b>

TBD – To Be Determined by November 5, 2015

Contract#	Type – Owner Direct Purchase	Contractor	Amount
TBD	Architectural Purchase	TBD	
2380M	Chiller Plant Materials	Trane Co.	849,680
2380L	Chiller Plan Purchase	Trane Co.	446,900
	<b>Total all Owner Direct Purchase</b>		<b>\$1,296,580</b>



Responsive partner. Exceptional outcomes.

October 15, 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 #4**

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 and Alternates #1-#7, and #9-#11.

Contract #    Description/Contractor

0610      Selective Demolition/ Carpentry  
George F. Cook Construction Co.  
2300 Nevada Avenue North, Suite #200  
Golden Valley, Minnesota 55427

Base Bid	\$1,384,000
Alternate #1	\$ 30,000
Alternate #2	\$ 29,000
Alternate #3	\$ 0
Alternate #4	\$ 0
Alternate #5	\$ 0
Alternate #6	\$ 0
Alternate #7	\$ 0
Alternate #9	\$ 0
Alternate #10	\$ 0
Alternate #11	\$ 0

**Contract Amount    \$1,443,000**

0750 Roofing and Metal Panels  
Palmer West Construction Company, Inc.  
14595 James Road  
Rogers, Minnesota 55374

Base Bid	\$1,598,500
Alternate #1	\$ 0
Alternate #2	\$ 0
Alternate #3	\$ 0
Alternate #4	\$ 0
Alternate #5	\$ 0
Alternate #6	\$ 0
Alternate #7	\$ 4,700
Alternate #9	\$ 0
Alternate #10	\$ 0
Alternate #11	\$ 0

Contract Amount **\$1,603,200**

0810 Doors/Frames/Hardware - Supply  
Kendell Doors & Hardware, Inc.  
2425 Enterprise Drive, Suite #100  
Mendota Heights, Minnesota 55120

Base Bid	\$ 409,848
Alternate #1	\$ 0
Alternate #2	\$ 0
Alternate #3	\$ 0
Alternate #4	\$ 0
Alternate #5	\$ 0
Alternate #6	\$ 0
Alternate #7	\$ 0
Alternate #9	\$ 0
Alternate #10	\$ 0
Alternate #11	\$ 0

Contract Amount **\$409,848**

0840 Aluminum Entrances/ Storefronts/ Curtainwall/  
 Skylights/ Windows/ Glazing/ Mirrors  
 Envision Glass, Inc.  
 2962 Cleveland Avenue North  
 Roseville, Minnesota 55113

Base Bid	\$1,169,213
Alternate #1	\$ 0
Alternate #2	\$ 0
Alternate #3	\$ 0
Alternate #4	\$ 0
Alternate #5	\$ 30,808
Alternate #6	\$ 44,176
Alternate #7	\$ 32,337
Alternate #9	\$ 0
Alternate #10	\$ 0
Alternate #11	\$ 0

Contract Amount **\$1,276,534**

2200 Plumbing and Heating  
 El-Jay Plumbing & Heating, Inc.  
 520 Apollo Ave. N.E.  
 St. Cloud, Minnesota 56304

Base Bid	\$3,182,000
Alternate #1	\$ 87,000
Alternate #2	\$ 0
Alternate #3	\$ 0
Alternate #4	\$ 0
Alternate #5	\$ 0
Alternate #6	\$ 0
Alternate #7	\$ 0
Alternate #9	\$ 0
Alternate #10	\$ 0
Alternate #11	\$ 0

Contract Amount **\$3,269,000**

2302 HVAC/ Temperature Controls  
Thelen Heating & Roofing, Inc.  
1717 13<sup>th</sup> Street S.E.  
Brainerd, Minnesota 56404

Base Bid	\$2,180,000
Alternate #1	\$ 1,000
Alternate #2	\$ 0
Alternate #3	\$ 0
Alternate #4	\$ 0
Alternate #5	\$ 0
Alternate #6	\$ 0
Alternate #7	\$ 0
Alternate #9	\$ 0
Alternate #10	\$ 0
Alternate #11	\$ 570,800

Contract Amount **\$2,751,800**

2601 Electrical/ Communications/ Security/ Paging  
Peoples Electric Company  
277 East Fillmore Avenue  
St. Paul, Minnesota 55107

Base Bid	\$3,439,000
Alternate #1	\$ 15,000
Alternate #2	\$ 2,500
Alternate #3	\$ 0
Alternate #4	\$ 0
Alternate #5	\$ 3,000
Alternate #6	\$ 0
Alternate #7	<\$ 1,850>
Alternate #9	\$ 31,000
Alternate #10	\$ 70,000
Alternate #11	\$ 0

Contract Amount **\$3,558,650**

**TOTAL      \$14,312,032**

Thank you, and please call with any questions.

Yours very truly,



Audie Miller  
Project Manager

AM:mh

cc: Architect      File. 301504-01



Responsive partner. Exceptional outcomes.

October 15, 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 #4 Owner Direct Purchase**

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 and no Alternates.

<u>Contract #</u>	<u>Description/Contractor</u>		
2380M	Owner Direct Purchase for Mechanical Chiller Plant - Materials Trane Co. 775 Vandalia Street St. Paul, Minnesota 55114	Base Bid	\$ 849,680
		Contract Amount	<b>\$849,680</b>
2380L	Owner Direct Purchase for Mechanical Chiller Plant - Labor Trane Co. 775 Vandalia Street St. Paul, Minnesota 55114	Base Bid	\$ 446,900
		Contract Amount	<b>\$446,900</b>
		<b>TOTAL</b>	<b><u>\$1,296,580</u></b>

Thank you, and please call with any questions.

Yours very truly,

A handwritten signature in blue ink, appearing to read "Audie Miller". The signature is fluid and cursive, with a long horizontal stroke at the end.

Audie Miller  
Project Manager

AM:mh

cc: Architect                      File. 301504-01

**ADDITIONS AND ALTERATIONS TO BURNSVILLE HIGH SCHOOL**

BID PACKAGE #4

Bid Tabulation 10/13/15

Prepared by Wenck Construction, Inc.



Bidder Name	Base Bid	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5	Alternate #6	Alternate #7	Alternate #8	Alternate #9	Alternate #10	Alternate #11	Alternate #12	Alternate #13	Unit Price #1
<b>Contract #0335 - Polished Concrete Floors</b>															
<b>Contract #0511 - Misc. Metals Erection</b>															
<b>Red Cedar Steel Erectors, Inc.</b>	<b>\$126,500.00</b>														
High Five Erectors II, Inc.	\$196,642.00													\$15,000.00	
<b>Contract #0550 - Misc. Metals Fabrication</b>															
<b>American Structural Metals</b>	<b>\$802,450.00</b>														
<b>Contract #0610 - Selective Demo/Carpentry</b>															
<b>George F. Cook Construction Co.</b>	<b>\$1,384,000.00</b>	<b>\$30,000.00</b>	<b>\$29,000.00</b>												
Meisinger Construction Company, Inc.	\$1,472,000.00	\$57,400.00	\$32,000.00											\$10,000.00	
Ebert, Inc. dba Ebert Construction	\$1,523,800.00	\$63,000.00	\$29,400.00											\$10,400.00	
A&L Construction, Inc.	\$1,558,000.00	\$74,000.00	\$29,000.00											\$5,000.00	
<b>Contract #0750 - Roofing/Metal Panels</b>															
<b>Palmer West Construction Company, Inc.</b>	<b>\$1,598,500.00</b>							<b>\$4,700.00</b>							
Central Roofing Company	\$1,657,400.00							\$6,500.00							
Diverse Construction Services, LLC	\$1,669,000.00							\$27,100.00						\$9,700.00	
Flynn Midwest LP dba Dalco Roofing & Sheet Metal	\$1,795,780.00							\$5,400.00							
Rosenquist Construction, Inc.	\$2,120,800.00							\$12,500.00							
John A. Dalsin & Son, Inc.	\$2,562,700.00							\$68,400.00							
<b>Contract #0790 - Caulking/Firestopping/Traffic Coatings</b>															
<b>Contract #0810 - Doors/Frames/Hardware Supply</b>															
<b>Kendell Door, Inc.</b>	<b>\$409,848.00</b>														
Glewwe Doors, Inc.	\$449,194.00														
<b>Contract #0833 - Overhead/Coiling Doors</b>															
<b>Overhead Door of the Northland</b>	<b>\$73,689.00</b>														
Twin City Garage Door	\$111,600.00														
Crawford Doors Sales	\$97,100.00														
<b>Contract #0840 - Alum. Entr./Curtainwall/Skylights/Glass</b>															
<b>Envision Glass, Inc.</b>	<b>\$1,169,213.00</b>						<b>\$30,808.00</b>	<b>\$44,176.00</b>	<b>\$32,337.00</b>						
Ford Metro, Inc.	\$1,238,000.00						\$31,400.00	\$30,000.00	\$31,500.00						
Northern Glass & Glazing, Inc.	\$1,295,000.00						\$48,000.00	\$45,000.00	\$30,000.00						
Empirehouse, Inc.	\$1,935,915.00						\$56,910.00	\$48,415.00	\$47,390.00						
<b>Contract #0920 - Drywall/Cold Formed Metal Framing/DEFS</b>															
<b>Commercial Drywall, Inc.</b>	<b>\$591,575.00</b>	<b>\$9,500.00</b>							<b>\$8,775.00</b>						
Mulcahy Nickalaus	\$679,900.00								\$18,570.00						
Friedges Drywall, inc.	\$686,100.00								\$10,968.00						
RTL Construction, Inc.	\$689,569.00														
<b>Contract #0930 - Tile</b>															
<b>Multiple Concepts Interiors, Inc.</b>	<b>\$1,112,000.00</b>	<b>\$212,000.00</b>													<b>\$7.50</b>
Grazzini Brothers & Company	\$1,423,945.00														

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**ADDITIONS AND ALTERATIONS TO BURNSVILLE HIGH SCHOOL**

BID PACKAGE #4

Bid Tabulation 10/13/15

Prepared by Wenck Construction, Inc.



Bidder Name	Base Bid	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5	Alternate #6	Alternate #7	Alternate #8	Alternate #9	Alternate #10	Alternate #11	Alternate #12	Alternate #13	Unit Price #1
<b>Contract #0950 - Acoustical Ceilings</b>															
<b>Kirk Acoustics</b>	<b>\$301,000.00</b>														
Acoustics Associates, Inc.	\$396,000.00														
Twin City Acoustics, Inc.	\$398,250.00														
<b>Contract #0965 - Resilient Flooring/Carpet</b>															
<b>Floors by Beckers, Inc.</b>	<b>\$475,500.00</b>														<b>\$5.40</b>
Commercial Flooring Services, LLC	\$499,390.00													\$5,900.00	\$6.30
Grazzini Brothers & Company	\$532,529.00														\$7.50
Multiple Concepts Interiors, Inc.	\$589,900.00														\$7.50
<b>Contract #0966 - Epoxy Terrazzo Flooring</b>															
<b>Advanced Terrazzo &amp; Tile Co., Inc.</b>	<b>\$310,000.00</b>														<b>\$2.00</b>
WTG Terrazzo & Tile, Inc.	\$371,100.00														\$2.00
Twin City Tile & Marble Company	\$413,300.00													\$2,500/\$1M	\$1.00
Grazzini Brothers & Company	\$428,645.00														
<b>Contract #0990 - Painting</b>															
<b>Fransen Decorating, inc.</b>	<b>\$213,870.00</b>	<b>\$5,200.00</b>													
Steinbrecher Painting Company	\$287,000.00	\$3,500.00													\$13,000.00
Wasche Commercial Finishes, Inc.	\$334,800.00	(\$2,200.00)													
<b>Contract #1022 - Folding Panel Partitions</b>															
<b>WL Hall Company</b>	<b>\$52,904.00</b>														
Hufcor, Inc.	\$53,914.00														
<b>Contract #1044 - Signage</b>															
<b>Walker Sign Holdings dba Lawrence Sign</b>	<b>\$32,425.00</b>														
ProSign Branding Solutions	\$22,216.68														
<b>Contract #1140 - Food Service Equipment</b>															
<b>Rapids Foodservice Contract &amp; Design</b>	<b>\$18,381.30</b>														
Boelter, LLC	\$25,746.00														
Strategic Equipment, Inc.	\$39,785.00														
Hockenbergs Foodservice Equipment	\$62,995.00														
<b>Contract #1420 - Elevators</b>															
<b>Thyssen Krupp Elevator</b>	<b>\$149,000.00</b>														
<b>Contract #1440 - Wheelchair Lifts</b>															
<b>Arrow Lift</b>	<b>\$26,989.00</b>														
<b>Contract #2100 - Fire Protection</b>															
<b>Total Fire Protection, Inc.</b>	<b>\$299,545.00</b>	<b>\$2,385.00</b>													
Breth Zenzen Fire Protection	\$466,900.00	\$3,800.00													\$7,000.00
Summit Fire Protection	\$695,000.00														

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**ADDITIONS AND ALTERATIONS TO BURNSVILLE HIGH SCHOOL**

BID PACKAGE #4

Bid Tabulation 10/13/15

Prepared by Wenck Construction, Inc.



Bidder Name	Base Bid	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5	Alternate #6	Alternate #7	Alternate #8	Alternate #9	Alternate #10	Alternate #11	Alternate #12	Alternate #13	Unit Price #1
<b>Contract #2200 - Plumbing/Heat Piping</b>															
<b>EI-Jay Plumbing &amp; Heating, Inc.</b>	<b>\$3,182,000.00</b>	<b>\$87,000.00</b>													<b>\$1,200.00</b>
RJ Mechanical, Inc.	\$3,200,000.00	\$96,000.00													
NAC Mechanical & Electrical Services	\$3,521,000.00	\$75,000.00													
Klamm Mechanical Contractors, Inc.	\$3,607,000.00	\$74,000.00													
Weidner Plumbing & Heating Co.	\$3,614,000.00	\$55,000.00												\$16,000.00	
Area Mechanical, Inc.	\$3,665,000.00	\$83,000.00													
<b>Contract #2302 - HVAC/ Temperature Controls</b>															
<b>Thelen Heating &amp; Roofing, Inc.</b>	<b>\$2,180,000.00</b>	<b>\$1,000.00</b>											<b>\$570,800.00</b>	<b>\$391,800.00</b>	<b>\$9,000.00</b>
General Sheet Metal Company, LLC	\$2,237,700.00	\$1,500.00											\$559,700.00	\$387,000.00	\$3,000.00
McDowall Company	\$2,278,490.00	\$2,500.00											\$587,700.00	\$407,000.00	\$6,150.00
NAC Mechanical & Electrical Services	\$2,333,000.00	\$1,000.00											\$570,000.00	\$460,000.00	
Master Mechanical, Inc.	\$2,512,000.00	\$1,500.00											\$587,000.00	\$404,000.00	\$6,000.00
Weidner Plumbing & Heating Co.	\$2,578,000.00												\$582,000.00	\$399,000.00	\$60,000.00
<b>Contract #2305 - Testing &amp; Balancing</b>															
<b>Marcus Global Inc. dba SMB of Minnesota</b>	<b>\$67,800.00</b>	<b>\$0.00</b>													<b>\$12,000.00</b>
<b>Contract #2601 - Electrical/Communications/Security/Paging</b>															
<b>Peoples Electric Company</b>	<b>\$3,439,000.00</b>	<b>\$15,000.00</b>	<b>\$2,500.00</b>			<b>\$3,000.00</b>		<b>(\$1,850.00)</b>	<b>\$757,500.00</b>	<b>\$31,000.00</b>	<b>\$70,000.00</b>				<b>\$3,500.00</b>
NAC Mechanical & Electrical Services	\$3,587,000.00	\$5,000.00				\$7,500.00			(\$32,000.00)	\$16,500.00	\$63,600.00				
Bloomington Electric Company	\$3,899,000.00	\$6,000.00	\$1,000.00			\$3,000.00			\$600,000.00	\$17,000.00	\$64,000.00				\$5,000.00
Phasor Electric Company	\$4,230,000.00	\$5,000.00				\$5,000.00			\$244,000.00	\$16,000.00	\$61,000.00				\$2,500.00
Claude M. Anderson Electric, Inc. DBA NEI Electric	\$4,271,000.00	\$5,500.00	\$1,000.00			\$2,100.00			\$293,064.00	\$17,000.00	\$64,000.00				\$3,000.00
<b>Combined Bids - Contracts 0930/0966</b>															
<b>Grazzini Brothers &amp; Company</b>	<b>\$1,795,000.00</b>	<b>\$250,780.00</b>			<b>\$226,260.00</b>										
<b>Combined Bids - Contracts 2200/2302</b>															
<b>Cool Air Mechanical</b>	<b>\$7,100,000.00</b>												<b>\$566,000.00</b>	<b>\$388,000.00</b>	

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15002.4

**SECTION 01 23 00**

**1.03 DESCRIPTION OF ALTERNATES**

- A. **Alternate 1 - Pool Locker Room Alterations:** State amount on Bid Form to be added to the Base Bid to provide alterations in Girls and Boys Locker Areas Rooms 6-107, 6-108, 6-110, 6-111, 6-112, 6-113, 6-114, 6-115, 6-116, 6-117, 6-121, 6-122, 6-123 and 6-124 as indicated on Sheets A2.2, A3.2, A13.2, MD3.1, MD3.3, MD4.1, MD4.3, M3.02, M3.3, M4.1, M4.4, M5.3, M8.4, E2.3 and E5.1 of the Drawings and related details and Specifications.
- B. **Alternate 2 - Musical Instrument Casework:** State amount on Bid Form to be added to the Base Bid to provide Musical Instrument Casework in Orchestra 7-107 and Band Room 7-109 as indicated in Details 3/A11.3, 3A/A11.3, 3B/A11.3 and as specified in Specification Section 12 32 17. Refer to Electrical Drawings for the abandoning electrical outlets being covered by new casework under this Alternate.
- C. **Alternate 3 - Epoxy Terrazzo Flooring:** State amount on Bid Form to be added to or deducted from the Base Bid to provide Epoxy Terrazzo Flooring, as specified in Section 09 66 23 of the Specifications in lieu of the Base Bid floor finish in Rooms identified on the Room Finish Schedules. Refer to Room Finish Note 14.
- D. **Alternate 4 - Painting of Walls:** State amount on Bid Form to be added to the Base Bid to paint walls in Rooms as indicated on the Room Finish Schedules, as specified in Section 09 91 00 of the Specifications. Refer to Room Finish Note 15.
- E. **Alternate 5 - Electronically Tintable Insulated Glass:** State amount on Bid Form to be added to the Base Bid to provide Electronically Tintable Insulated Glass at the exterior Glazed Aluminum Curtain Wall assembly in Commons Room 10-117, in lieu of Base Bid insulated glazing as specified in Specification Section 08 88 37 and 26 09 00. Refer to Curtain Wall Elevations 2/A9.3 and 2A/A9.3, and Drawings E3.10 and E3.11.
- F. **Alternate 6 - Exterior Sun Control Devices:** State amount on Bid Form to be added to the Base Bid to provide additional Exterior Sun Control Devices as indicated on Exterior Elevations 4A/A4.1 and 3/A4.2 and as specified in Specification Section 10 71 13.
- G. **Alternate 7 - Barrel Metal Framed Skylights:** State amount on Bid Form to be added to the Base Bid to provide the two (2) Barrel Metal Framed Skylights above Room 11-209 per Reflected Ceiling Plan 4A/A7.1 and Detail 6A/A7.3, 1/A13.8 and 4/A13.1, and as specified in Specification Section 08 63 15.
- H. **Alternate 8 - Exterior Plaza LED Light Fixtures:** State amount on Bid Form to be added to or deducted from the Base Bid to provide the Alternate Exterior Plaza LED Light Fixtures, Type DD-ALT in lieu of the Base Bid Exterior Plaza LED Light Fixtures Type DD. Refer to Specification Section 26 06 51 and Sheet E1.1.

15002.4

**SECTION 01 23 00**

- I. **Alternate 9 - Category 6 Cabling to D1X Data Locations:** State amount on Bid Form to be added to the Base Bid to provide Category 6 cabling to all D1X data outlet locations. Refer to Electrical Systems Drawings.
- J. **Alternate 10 - Classroom Audio Enhancement System:** State amount on Bid Form to be added to the Base Bid to provide the Classroom Audio Enhancement System. Refer to Electrical Systems Drawings and Specification Section 27 41 40.
- K. **Alternate 11 - EMCS Provided by Northern Air Corporation (NAC):** State amount to be added to Base Bid to have Alerton Energy Management and Control System provided by Northern Air Corporation (NAC) as indicated in Sections 23 09 13, 23 09 23, 23 09 93 and on Drawings.
- L. **Alternate 12 - EMCS Provided by Direct Digital Controls (DDC):** State amount to be added to Base Bid to have Alerton Energy Management and Control System provided by Direct Digital Controls (DDC) as indicated in Sections 23 09 13, 23 09 23, 23 09 93 and on Drawings.

**PART 2 - PRODUCTS**

Not Used

**PART 3 - EXECUTION**

Not Used

**END OF SECTION**

**M. Alternate 13 - Pollution Liability Coverage**

# Budget Report with Change Orders

Information	Company	Construction Budget Per Review and Comment	Wenck Estimates	Awarded Bid	Change Orders To Date	Precent of Change	Numer of Change Orders	Contract Amount With Change Orders
Bid Pack #1								
Contract #0600 General Construction Shop Annex	Ebert Construction		\$919,600.00	\$671,900.00	\$23,144.00	3.44%	5	\$695,044.00
Contract #2300 Mechanical	Klamm Mechanical		\$647,800.00	\$900,000.00	\$1,840.00	0.20%	1	\$901,840.00
Contract #2600 Electrical	Peoples Electric		\$293,600.00	\$566,500.00	\$10,025.00	1.77%	3	\$576,525.00
Contract #3110 Site Demolition and Improvements	Max Steining Inc.		\$775,285.10	\$530,000.00	\$34,740.00	6.55%	2	\$564,740.00
Contract #3300 Site Utility Relocation	Veit & Co.		\$243,170.00	\$410,000.00	\$51,439.00	12.55%	2	\$461,439.00
Contract #0240 Building Demolition	Veit & Co.		\$366,047.14	\$71,039.00	\$12,434.00	17.50%	2	\$83,473.00
		Total	<u>\$3,245,502.24</u>	<u>\$3,149,439.00</u>	<u>\$133,622.00</u>			<u>\$3,283,061.00</u>
Bid Pack #2								
Contract #0345 Precast Concrete Wall Panels	Wells Concrete		\$2,403,594.00	\$2,615,000.00	(\$120,000.00)	-4.59%	1	\$2,495,000.00
		Total	<u>\$2,403,594.00</u>	<u>\$2,615,000.00</u>	<u>(\$120,000.00)</u>			<u>\$2,495,000.00</u>
Bid Pack #3								
Contract #0420 Masonry	Crosstown Masonry Incorporated		\$1,305,616.00	\$1,240,000.00	\$0.00	0.00%	0	\$1,240,000.00
Contract #3301 Site Utilities	Metro Utilities, Inc.		\$181,880.00	\$288,750.00	\$0.00	0.00%	0	\$288,750.00
Contract #3290 Landscaping/Irrigation Systems	Urban Companies, LLC		\$305,275.00	\$240,069.00	\$0.00	0.00%	0	\$240,069.00
Contract #3210 Asphalt Paving/Curbs	Midwest Asphalt Corporation		\$1,244,655.00	\$921,900.00	\$0.00	0.00%	0	\$921,900.00
Contract #3100 Earthwork/Site Demolition	Max Steining Inc.		\$1,179,458.00	\$1,071,000.00	\$0.00	0.00%	0	\$1,071,000.00
Contract #2202 Structural Steel Supply	Klamm Mechanical		\$551,250.00	\$872,000.00	\$0.00	0.00%	0	\$872,000.00
Contract #0510 Structural Steel Erection	Red Cedar Steel Erectors, Inc.		\$599,057.00	\$582,300.00	\$0.00	0.00%	0	\$582,300.00
Contract #0340 Structural Precast Concrete	Wells Concrete		\$1,013,719.00	\$933,340.00	\$0.00	0.00%	0	\$933,340.00
Contract #0330 Cast-In-Place Concrete	Northland Concrete & Masonry, LLC		\$2,739,043.00	\$2,617,189.00	\$0.00	0.00%	0	\$2,617,189.00
Contract #0241 Building Demolition	Lloyd's Construction Services Inc.		\$146,221.00	\$285,155.00	\$0.00	0.00%	0	\$285,155.00
Contract #0512 Structural Steel Supply	American Structural Metals, Inc.		\$788,856.00	\$898,900.00	\$0.00	0.00%	0	\$898,900.00

Information	Company	Construction Budget Per Review and Comment	Wenck Estimates	Awarded Bid	Change Orders To Date	Precent of Change	Numer of Change Orders	Contract Amount With Change Orders
		Total	<u>\$10,055,030.00</u>	<u>\$9,950,603.00</u>	<u>\$0.00</u>			<u>\$9,950,603.00</u>
Bid Pack #4								
Contract #0790 Caulking/Firestopping/Traffic Coatings			\$96,495.00		\$0.00		0	
Contract #0335 Polished Concrete Floors			\$33,633.60		\$0.00		0	
Contract #0511 Miscellaneous Metals - Erection			\$58,387.35		\$0.00		0	
Contract #0550 Miscellaneous Metals Fabrication- Supply			\$411,285.00		\$0.00		0	
Contract #0990 Painting			\$401,378.25		\$0.00		0	
Owner Direct - Architectural Purchase			\$1,636,582.50		\$0.00		0	
Contract #2601 Electrical/Communications/Security/Paging	Peoples Electric		\$3,736,950.00	\$3,558,650.00	\$0.00	0.00%	0	\$3,558,650.00
Contract #2305 Testing and Balancing			\$71,299.20		\$0.00		0	
Contract #2302 HVAC/Temperature Controls	Thelen Heating & Roofing, Inc.		\$3,479,700.00	\$2,751,800.00	\$0.00	0.00%	0	\$2,751,800.00
Contract #2200 Plumbing and Heating	El-Jay Plumbing & Heating, Inc.		\$3,709,440.00	\$3,269,000.00	\$0.00	0.00%	0	\$3,269,000.00
Contract #2100 Fire Protection			\$427,798.35		\$0.00		0	
Contract #1440 Wheelchair Lift			\$15,750.00		\$0.00		0	
Contract #1420 Elevators			\$189,000.00		\$0.00		0	
Contract #1140 Food Service Equipment			\$15,750.00		\$0.00		0	
Contract #0610 Selective Demolition/Carpentry	George F. Cook Construction Co.		\$1,521,190.65	\$1,443,000.00	\$0.00	0.00%	0	\$1,443,000.00
Contract #1022 Folding Panel Partitions			\$61,425.00		\$0.00		0	
Contract #0750 Roofing and Metal Panels	Palmer West Construction Company, Inc.		\$2,206,743.00	\$1,603,200.00	\$0.00	0.00%	0	\$1,603,200.00
Contract #0966 Epoxy Terrazzo Flooring			\$612,417.75		\$0.00		0	
Contract #0965 Resilient Flooring/Carpet			\$368,131.05		\$0.00		0	
Contract #0950 Acoustical Ceilings			\$383,939.85		\$0.00		0	
Contract #0930 Tile			\$886,415.25		\$0.00		0	

Information	Company	Construction Budget Per Review and Comment	Wenck Estimates	Awarded Bid	Change Orders To Date	Precent of Change	Numer of Change Orders	Contract Amount With Change Orders
Contract #0920 Drywall/Cold Formed Metal Framing/DEF			\$1,222,033.05		\$0.00		0	
Contract #0840 Aluminum Entrances I Storefronts I Curta	Envision Glass, Inc.		\$1,668,936.15	\$1,276,534.00	\$0.00	0.00%	0	\$1,276,534.00
Contract #0833 Coiling/Overhead Doors			\$76,125.00		\$0.00		0	
Contract #0810 Doors/Frames/Hardware - Supply	Kendell Doors & Hardware, Inc.		\$445,068.75	\$409,848.00	\$0.00	0.00%	0	\$409,848.00
Owner Direct - Chiller Plant Purchase			\$1,470,000.00		\$0.00		0	
Contract #1044 Signage			\$47,250.00		\$0.00		0	
		Total	<u>\$25,253,124.75</u>	<u>\$14,312,032.00</u>	<u>\$0.00</u>			<u>\$14,312,032.00</u>
		<b>Grand Totals</b>	<b><u>\$40,957,250.99</u></b>	<b><u>\$30,027,074.00</u></b>	<b><u>\$13,622.00</u></b>	<b>0.0454%</b>		<b><u>\$30,040,696.00</u></b>



**Assistant Superintendent**

TO: Members of the Board of Education Agenda Item III.B  
Superintendent Joe Gothard  
FROM: Cindy Amoroso, Assistant Superintendent  
DATE: October 22, 2015  
RE: 2016-17 and 2017-18 Academic Calendar Approval

**RECOMMENDATION:**

The Board of Education approve the recommended 2016-17 and 2017-18 calendars.

The process used to create the two calendars was the same used in the spring of 2014 in developing the 2015-16 calendar. Bob Nystrom, BEA President, and I took the calendar parameters from Board policy and from the bargaining unit contracts and applied them to the school years. The calendar drafts were taken to the BEA Executive Committee, the Superintendent Leadership Team, the District Instructional Leadership Team, the Custodial Executive Committee, the Secretarial Executive Committee, and the principals for feedback. Feedback from all groups was supportive.

The calendars follow the pattern from the past several years in placing conferences the week of the Education Minnesota Convention in October. A change in the recommended calendars, however, is that we have moved the second conferences of the year to February instead of being the week prior to spring break. The prior practice of conferences preceding spring break created an extended period of 12 days students were not being served by our schools. This breaks up that extended period. The conferences in February provide teachers the opportunity of not only reporting on progress since the October conference, but also provides a valid window of time before the end of the year to set new goals and identify interventions and enrichments necessary for the rest of the year.

# Burnsville-Eagan-Savage School District 191

## 2016-17 School Year Calendar

JULY 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### Start and End Dates

Sept. 6.....First Day  
 June 8 .....Last Day of School  
 June 9 ..... Graduation

### Instructional Schedule

■ No School for all students on shaded dates.

Aug. 29-Sept. 1 ..... Staff Workshops (no students)  
 Sept. 2.....No staff/students  
 Sept. 5.....Labor Day (no staff/students)  
 Sept. 6 .....First Day of School  
 Oct. 17 .....Conference Prep (no students)  
 Oct. 18-19.....Conferences (no students)  
 Oct. 20-21.....Ed. MN (no staff/students)  
 Nov. 7 .....Professional Day (no students)  
 Nov. 24-25 .....Fall Break (no staff/students)  
 Dec. 22-Jan. 2 .....Winter Break (no staff/stu  
 dents)  
 Jan. 16.....MLK, Jr. Day (no staff/students)  
 Jan. 27.....End of Semester Professional  
 Day (no students)  
 Feb. 16 .....Conference Prep (no students)  
 Feb. 17, 20 .....Conferences (no students)  
 Feb. 20 .....Presidents Day (no students)  
 March 13 .....Professional Day (no students)  
 March 27-31.....Spring Break (no staff/stu  
 dents)  
 May 29 .....Memorial Day (no staff/stu  
 dents)  
 June 8 .....Last Student Day  
 June 9 .....Teacher Workshop

### Total

Total School Days ..... 170  
 Total Teacher Work Days ..... 184



# Burnsville-Eagan-Savage School District 191

## 2017-18 School Year Calendar

### July-17

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### September-17

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### November-17

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### January-18

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### March-18

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### May-18

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### August-17

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### October-17

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### December-17

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### February-18

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### April-18

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### June-18

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### Start and End Dates

- Sept. 5 ..... First Day
- June 7 ..... Last Day of School
- June 8 ..... Graduation

### Instructional Schedule

■ No School for all students on shaded dates.

- Aug. 28-31 ..... Staff Workshops (no students)
- Sept. 1 ..... No staff/students
- Sept. 4 ..... Labor Day (no staff/students)
- Sept. 5 ..... First Day of School
- Oct. 16 ..... Conference Prep (no students)
- Oct. 17-18 ..... Conferences (no students)
- Oct. 19-20 ..... Ed. MN (no staff/students)
- Nov. 6 ..... Professional Day (no students)
- Nov. 23-24 ..... Fall Break (no staff/students)
- Dec. 21-Jan. 1 ..... Winter Break (no staff/students)
- Jan. 15 ..... MLK, Jr. Day (no staff/students)
- Jan. 22 ..... End of Semester Professional Day (no students)
- Feb. 15 ..... Conference Prep (no students)
- Feb. 16, 19 ..... Conferences (no students)
- March 12 ..... Professional Day (no students)
- March 26-30 ..... Spring Break (no staff/students)
- May 28 ..... Memorial Day (no staff/students)
- June 7 ..... Last Student Day

### Total

Total School Days ..... 170  
 Total Teacher Work Days ..... 184





# CALENDAR PARAMETERS

## Burnsville-Eagan-Savage

### ISD 191

# Required Calendar Parameters



## Per Policy 602: Organization of School Calendar

- 170 Student Days
- 184 Teacher work days
- 187 Days for new teachers
- 3 Additional days prior to workshop
- Five non-student days for CT and prep
  - One must be after 1<sup>st</sup> semester
  - One must be placed in preparation for fall conferences
  - One must be placed in preparation for spring conferences
  - Two TBD
- Four workshop days prior to first day

# Required Calendar Parameters

3



## Per Policy 602: Organization of School Calendar

- One end-of-year professional day after the last student day;
- Must start after Labor Day
- Four K-12 Conference days; Two fall, Two spring
- No school on Labor Day, EdMN Teacher Conference (two days), Thanksgiving and Friday following, Martin Luther King, Jr., Day, and Memorial Day
- Winter break must be at least seven days excluding weekends, commencing no later than Dec. 24<sup>th</sup>, with classes resuming for students on the first of two consecutive weekdays after the Jan. 1<sup>st</sup> holiday
- School year will end no later than June 11<sup>th</sup>

# Preferred Calendar Parameters

4

- Equal semesters
- Longer 1<sup>st</sup> and 4<sup>th</sup> quarters for testing
- Non-student days as K-12
- Eliminate or keep at a minimum partial weeks

# 2016-17

## Burnsville-Eagan-Savage School District 191 2016-17 School Year Calendar

JULY 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### Start and End Dates

Sept. 6.....First Day  
 June 8 .....Last Day of School  
 June 9 ..... Graduation

### Instructional Schedule

No School for all students on shaded dates.

Aug. 29-Sept. 1 ..... Staff Workshops (no students)  
 Sept. 2.....No staff/students  
 Sept. 5.....Labor Day (no staff/students)  
 Sept. 6 ..... First Day of School  
 Oct. 17 ..... Conference Prep (no students)  
 Oct. 18-19..... Conferences (no students)  
 Oct. 20-21 ..... Ed. MN (no staff/students)  
 Nov. 7 ..... Professional Day (no students)  
 Nov. 24-25 ..... Fall Break (no staff/students)  
 Dec. 22-Jan. 2 ..... Winter Break (no staff/stu  
 dents)  
 Jan. 16.....MLK, Jr. Day (no staff/students)  
 Jan. 27.....End of Semester Professional  
 Day (no students)  
 Feb. 16 ..... Conference Prep (no students)  
 Feb. 17, 20 ..... Conferences (no students)  
 Feb. 20 ..... Presidents Day (no students)  
 March 13 ..... Professional Day (no students)  
 March 27-31 ..... Spring Break (no staff/stu  
 dents)  
 May 29 ..... Memorial Day (no staff/stu  
 dents)  
 June 8 ..... Last Student Day  
 June 9 ..... Teacher Workshop

### Total

Total School Days ..... 170  
 Total Teacher Work Days ..... 184



# 2017-18

## Burnsville-Eagan-Savage School District 191 2017-18 School Year Calendar

July-17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August-17						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September-17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October-17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November-17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December-17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January-18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February-18						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March-18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April-18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May-18						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June-18						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### Start and End Dates

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 June 7 .....Last Day of School  
 June 8 .....Graduation

### Instructional Schedule

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 Jan. 22 .....End of Semester Professional  
 Day (no students)  
 Feb. 15 .....Conference Prep (no students)  
 Feb. 16, 19 .....Conferences (no students)  
 March 12 .....Professional Day (no students)  
 March 26-30 .....Spring Break (no staff/stu  
 dents)  
 May 28 .....Memorial Day (no staff/stu  
 dents)  
 June 7 .....Last Student Day

### Total

Total School Days ..... 170  
 Total Teacher Work Days ..... 184



To: Members of the Board of Education  
Superintendent Joe Gothard

From: Stacey Sovine  
Executive Director of Human Resources

Date: October 22, 2015

RE: Seasonal, casual and temporary employee Pay Rates for the 2015-2016 School Year

**Recommendation:** That the Board of Education approves the following rates of pay for the 2015-2016 school year.

**Discussion:**

The following rates of pay and stipend amounts are both fiscally responsive and competitive with surrounding districts. Most rates have remained flat. There's a recommendation extended to the Board to approve all rates listed herein.

<b>GENERAL</b>	<b>2015 / 2016</b>	Effective:	9/1/2015
Adapted Athletic Facil.	\$ 1,937.00		
Awards Coordinator	\$ 474.00		
BHS Graduation Coordinator	\$ 1,326.00		
Career Fair Coordinator	\$ 1,683.00		
Curriculum Lead	\$ 1,000.00		
DECA	\$ 3,704.00		
El. Administrative Asst.	\$ 2,113.00		
Elem. Arts Festival Coordinator	\$ 700.00		
Equipment Mgr	\$ 5,976.00		
Extended Year Site Coordinator - 9th Grade	\$ 2,900.00		
Extended Year Site Coordinator - Elementary	\$ 3,500.00		
Extended Year Site Coordinator - Elementary/ESL	\$ 4,700.00		
Honor Society, Jr High	\$ 684.00		
Mentor	\$ 250.00		
Mentor Leadership Meetings	\$ 50.00	per mtg	
Natl.Honor Soc. Awards	\$ 500.00		
Play Producer	\$ 1,010.00		
Play Set Designer	\$ 930.00		
Power of One	\$ 668.00		
Robotics	\$ 2,623.00		
First Tech	\$ 2,623.00		<i>Added 9.1.15</i>
Volunteer Coordinator	\$ 2,744.00		
Webmaster Sec.	\$ 3,124.00		
<b>SUBSTITUTES (Casual)</b>			
Food Services	\$ 10.90	per hour	
Health Assistant Substitute Rate	\$ 12.25	per hour	
Health Assistant Substitute Rate (No Formal Medical License)	\$ 12.25	per hour	
LPNS Subbing for Health Assistants	\$ 15.30	per hour	
RN's with 2 - 3 Years Training	\$ 20.40	per hour	
RN's with B.S. Degree	\$ 25.50	per hour	
Clerical (Former Permanent Employees)	\$ 22.25	per hour	
Clerical (Casual Employees)	\$ 14.00	up to step 1 of position classification	
Education Assistant	\$ 11.75	per hour	Modified 9/1/2015
Avid Tutor	\$ 13.00	per hour	
Instructors (Non-licensed)	\$ 16.00	per hour	
Volunteer Coordinator Casual hourly	\$ 20.00	per hour	<i>Added 9/1/15</i>
Community Facilitator	\$ 13.00	per hour	<i>Added 9/1/15</i>
Summer Custodial	\$ 11.75	per hour	
<b>ATHLETICS</b>			
Athletic Coordinator	\$ 4,843.00		
Basketball Announcer	\$ 30.00		
Basketball Scorer	\$ 20.00	per game (typically 3 games/night)	
Basketball Site Supervisor	\$ 80.00		
Basketball Supervision	\$ 30.00		
Basketball Ticket seller/taker	\$ 60.00		
Basketball Timer	\$ 20.00	per game (typically 3 games/night)	
Dance Competition Ticket seller/taker	\$ 20.00	per hour	<i>Added 12.10.14</i>
Football Announcer	\$ 30.00		
Football Field/Gate help	\$ 40.00		
Football Scorer	\$ 30.00		
Football Site Supervisor	\$ 80.00		
Football Supervision	\$ 30.00		
Football Ticket seller	\$ 40.00		
Football Ticket taker	\$ 40.00		
Football Timer	\$ 30.00		
Hockey Announcer	\$ 50.00	2 games (varsity & JV)	
Hockey Scorer/timer	\$ 50.00	2 games (varsity & JV)	
Hockey Supervision	\$ 30.00		
Lacrosse Announcer	\$30 / \$50	single / doubleheader	
Lacrosse On-field scorer/timer	\$ 30.00	2 games (varsity & JV)	
Lacrosse Scorer/timer	\$ 30.00	2 games (varsity & JV)	
Lacrosse Site Supervisor	\$50 / \$80	single / doubleheader	
Lacrosse Supervision	\$ 30.00		
Lacrosse Ticket seller/taker	\$40 / \$70	single / doubleheader	
Soccer Announcer/scorer/timer	\$30 / \$50	single / doubleheader	
Soccer Site Supervisor	\$50 / \$80	single / doubleheader	
Soccer Ticket seller/taker	\$40 / \$70	single / doubleheader	
Swimming Announcer	\$ 30.00		
Swimming Head timer	\$ 30.00		
Swimming Scorer	\$ 30.00		
Swimming Ticket seller/taker	\$ 30.00		
Volleyball Announcer	\$ 30.00		
Volleyball Scorer/timer	\$ 25.00	per match (typically 3 matches/night)	
Volleyball Site Supervisor	\$ 50.00		
Volleyball Ticket seller/taker	\$ 40.00		
Wrestling Scorer	\$ 30.00		
Wrestling Site Supervisor	\$ 50.00		
Wrestling Ticket seller/taker	\$ 30.00		
Wrestling Timer	\$ 30.00		
<b>STUDENTS</b>			
Student workers under 18	\$ 9.00	per hour	Modified 9/1/2015
<b>COMMUNITY EDUCATION</b>			
K+ Classroom Assistant	\$ 13.00	per hour	
Other Unspecified Activities Based Upon Registration	\$ 13.00	per hour	
Senior Citizens Program Licensed Commercial Driver	\$ 19.50	per hour	Added 9/1/2015

DATE 9/1/2015



**Agenda III.D.  
October 22, 2015**

**To:** Board of Education, Members  
**From:** Dr. Joe Gothard, Superintendent  
**Date:** October 15, 2015  
**Re:** Board Policies

**RECOMMENDATION:** Approve, on a first reading basis, Board Policy 527: *Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches* and rescind JHFD.

Administration and the Policy Review Committee have reviewed this policy and recommend approval on a first reading basis.

The edited policy and the current policy are attached for your review.

Adopted: 1/1986  
Reviewed: \_\_\_\_\_  
Revised: \_\_\_\_\_  
Rescinds: JHFD

## **527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

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

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

### **III. DEFINITIONS**

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.

- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

#### **IV. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in parking lots designated for use only by staff or by the general public.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator.

#### **VI. PATROLS, INSPECTIONS, AND SEARCHES**

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

##### **A. Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

##### **B. Search of Interior of Student Motor Vehicle**

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such

searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

## VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations.

## VIII. PARKING FEE/PERMIT SYSTEM

If the school district institutes a permit system and intends to charge students a fee for parking permits or makes changes to parking fees, the procedures in Minn. Stat. 123B.38 must be followed before the fees are implemented.

## IX. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, §10  
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)

*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)  
Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug-Free School)  
Burnsville-Eagan-Savage School District Policy 501 (School Weapons Policy)  
Burnsville-Eagan-Savage School District Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
Burnsville-Eagan-Savage School District Policy 712 (Video Surveillance Other Than on Buses)

Descriptor Term: **Student Automobile Use**

Descriptor Code: **JHFD**

Issued Date: **1/86**

Reviewed Date:

Revised Date:

Rescinds:

Students who opt for driving a licensed motor vehicle to school shall be subject to the rules established by the senior high school administration in regard to such privilege.



**Agenda IV  
October 22, 2015**

**To:** Board of Education, Members  
**From:** Chair VandenBoom  
**Date:** October 15, 2015  
**Re:** Committee Reports

The following committees may provide updates to the School Board:

- Ad Hoc Technology (Director Luth, committee chair)
- 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)