

BOARD AGENDA

INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus
Diamondhead Education Center
Regular Meeting
March 24, 2016
6:30 PM

(6:00 PM Superintendent Listening Session with Dr. Joe Gothard, Superintendent and Stacey Sovine, Executive Director of Human Resources)

- I. Call to Order
 - A. Welcome Public
 - B. Pledge of Allegiance
- 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 Meeting Minutes 3
 - 2. Approve Personnel Recommendations 6
 - 3. Adopt a Resolution to Accept Donations 7
 - 4. Payroll, Expenditures, Receipts, and Investments 9
 - 5. Budget Analysis 59
 - 6. Approve FY17 Achievement and Integration Revenue and Budget 66
 - 7. Approve Change Orders #077, #083, #084, #085, #095, #096, #081, #089, and #090 for the 2015 Additions and Alterations to Burnsville High School 81
- III. New Business
 - A. Approve the Proposed Revisions and Re-adopt the Unchanged Language in the 2015-2017 Master Agreement with the Burnsville Principal Association
Presenter: Stacey Sovine, Executive Director of Human Resources 104
 - B. Approve Renaming of Buildings 129
Presenter: Lisa Rider, Executive Director of Business Services
 - C. Approve First reading of Board Policies *409: Employee Publications, Instructional Materials, Inventions, and Creations (rescind GCQB); 606: Instructional Resources (rescind IIAA, IIAC, KLB, KLBA); 705: Investments (rescind DG); 707: Transportation of Students; 708: Transportation of Nonpublic Students; 710: Extracurricular Transportation; 711: Video Recording on School Buses; 712: Video Surveillance Other than on Buses; 713: Student Activity Accounting; 715: Purchasing and Bid Equipment; and 805: Waste Reduction and Recycling (rescind ECR and ECR-R)*
Presenter: Dr. Joe Gothard, Superintendent 130
- IV. Committee Reports 197

V. Adjourn to a Board Workshop
A. Self Insurance Benefits

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
March 10, 2016

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

Call to Order

Members present: Directors Currier, Alt, Schmid, VandenBoom, Mackall, Hill and Chair Luth. Others in attendance were Superintendent Gothard, Student Representative Abegaz, staff and members of the public.

Attendance

Luth welcomed the audience and asked Alt to lead the Pledge of Allegiance.

Pledge of Allegiance

Public recognition was given to Burnsville High School Triple A Recipients and the perfect PSAT Scorer at Burnsville High School.

Public Recognition

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

Agenda

Moved by VandenBoom, seconded by Mackall, to approve the consent agenda:

Consent Agenda Minutes

- Approve minutes of the February 25, 2016 regular school board meeting and closed session.
- Approve personnel recommendations for K. Long, L. Banks, L. Boekhoff, M. Challgren, M. Hatrick, P. Hauer, J. Johnshoy, R. Lawrence, M. Mraz, L. Pauly, S. Shelerud, T. Walters and J. Wegleitner, R. Matos, J. Lopez, W. Ruiz, and T. Barseness.
- Adopt a resolution to approve and accept donations.
- Approve, on a second reading basis, Board Policies 609: *Religion*; 701: *Establishment and Adoption of School District Budget* (rescind DBH); 701.1: *Modification of School District Budget* with edits (rescind DBH); 702: *Accounting* (rescind DIA); 703: *Annual Audit* (rescinds DB and DIC); 704: *Development and Maintenance of an Inventory of Fixed Assets and a Fixed Accounting System*; 705.1: *Post-Issuance Debt Compliance*; 705.2: *Other Post-Employment Employee Benefits (OPEB) Investments* (rescind 705R); 706: *Acceptance of Gifts*; 714: *Fund Balances* (rescind DAA); 801: *Equal Access to School Facilities*; 802: *Disposition of Obsolete Equipment and Material* (rescind DN); and 807: *Health and Safety Policy* (rescind 803).
- Approve change orders #068, #069, and #071 for the 2015 Additions and Alterations to Burnsville High School.

Human Resources

Donations Policies

Change Orders

Motion carried unanimously (7, 0).

Receive a report on Schoology-Staff and Student from Rachel Gorton,

Report on

instructional technology coordinator.

Schoology

Moved by Mackall, seconded by Currier, to award the base bid in the amount of \$569,000.00 for the Harriet Bishop School 2016 roof rehabilitation project to B & B Sheet Metal & Roofing Inc. Motion Carried unanimously after discussion (7, 0).

Award Bids

Moved by Currier, seconded by Hill, to award the Diamondhead Education Center and Administrative Services base bid and Alternate #1 to the following contractors and authorizes the signing of contracts with said contractors: #0610 for general construction to George F. Cook Construction Company in the amount of \$1,074,800; #2300 for mechanical to Northland Mechanical Contractors in the amount of \$371,500; and #2600 for electrical/communications/security/sound to Gopher, LLC in the amount of \$570,000. Total of all contracts \$2,016,300. Motion carried unanimously after discussion (7, 0).

General Obligation
Alternative
Facilities

Moved by VandenBoom, seconded by Mackall, to approve the 2016 Smarter People Planning, LLC and ISD 191 Data Sharing Agreement. Motion carried unanimously after discussion (6, 1 with Mackall, Alt, Luth, VandenBoom, Currier and Hill voting in favor and Schmid voting against).

Agreement

Received verbal reports from Student Representative Abegaz, Superintendent Gothard, and Board Members Currier, Alt, and Luth.

Reports

Moved by VandenBoom, seconded by Alt, to adjourn at 7:49 p.m. Motion carried unanimously (7, 0).

Adjourn

/s/ Jim Schmid
Jim Schmid, clerk

March 24, 2016
Date Approved

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
March 11, 2016

The retreat of the Board of Education was called to order by Chair Luth at 8:08 a.m. at Oak Ridge Hotel and Conference Center, 1 Oak Ridge Drive, Chaska, MN 55318.

Call to Order

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

Attendance

J. Gothard, J. Kenney, C. Amoroso, R. Dunn, L. Rider, S. Sovine, S. Stanley, G. Simon were also present.

Mackall left the meeting at 2:00 p.m.

The purpose of the retreat was board organization and short- and long-term planning.

Purpose

The retreat adjourned at 4:04 p.m.

Adjourn

March 24, 2016

Jim Schmid, 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: March 24, 2016

RE: Recommended Personnel Changes

Certified

Appointment

Christina Polk *Replacement-Long Term Substitute, Teacher, 1.0 FTE, MJH, effective 4/4/16

Leave of Absence

Megan Anderson -Teacher, MWS, requests 1.0 FTE general leave of absence, effective 2016/2017 school year
Michelle Lindell -Teacher, MWS, requests .50 FTE parental leave of absence, effective 2016/2017 school year

Retirement

Classified

Appointment

Change in Assignment

Melanie Butorac -Assignment changes to EA Level III, 7.0 hrs/day, , GP, effective 3/14/16
Michael Johnson -Assignment changes to Custodian Level II, 8 hrs/day, District-Wide, effective 4/4/16
Winston Ruiz -Assignment changes to EA Level IV, 6.75 hrs/day, HV, effective 3/11/16
Karen Sampers -Assignment changes to CE Program Associate, 8 hrs/day, DEC, effective 3/9/16
Matthew Vendel -Assignment changes to Custodian Level II, 8 hrs/day, District-Wide, effective 4/4/16

Resignation

Jeffrey Klinkhammer -CE Coordinator, DEC, effective 3/25/16

Coaches/Co-Curricular Appointment

Mallory Betzold -Replacement-Assistant Softball Coach, BHS, effective Spring Season
Charles Fredericks -Replacement-Assistant Lacrosse Coach, BHS, effective Spring Season
Antoinette Goodman -Replacement-Assistant Girls Track and Field Coach, BHS, effective Spring Season
Kristina Kelly -Replacement-Assistant Softball Coach, BHS, effective Spring Season
Anouack Phousirith -Replacement-Assistant Track and Field Coach, BHS, effective Spring Season



**Agenda II.B.3
March 24, 2016**

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

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

Date: March 18, 2016

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 March 24, 2016.

Jim Schmid
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
3/10/2016	New Spirit UCC/Michael Stoos	Sky Oaks Elementary	General student use for food or supplies	\$50.00
3/8/2016	Simon Barham, Control Products, Inc.	Burnsville High School	Bowls for BrainPower	Roll of Bubble Wrap
3/14/2016	Burnsville Lions Club & Macy's	Sioux Trail Elementary	Books to send home with BrainPower in a BackPack	36 books
3/15/2016	Minnesota Alliance With Youth	Harriet Bishop Elementary	To be used for the HB Service Club	\$386.00

Total monetary contributions to accept: **\$436.00**



**Agenda II.B.4
March 24, 2016**

TO: Dr. Joe Gothard, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: March 15, 2016
RE: February Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves February payroll checks numbered 718398-718419, and Direct Deposit notices numbered 599676-602699, in the net amount of \$3,649,542.79. Feb & Mar claims to date represented by checks numbered 444834-445476, 151-153, 1015037-1015255, and 101309-101352 and wire transfers and adjustments totaling \$8,759,078.25. Also, that the Board accepts Feb receipts of \$11,659,901.68 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$91,726,013.88 as of February 29, 2016.

February 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
February 2016**

Cash Receipts

Receipts	\$11,659,901.68
Miscellaneous Adjustments	

TOTAL FEBRUARY CASH RECEIVED

11,659,901.68

CASH DISBURSEMENTS

Feb

Regular Payroll Checks	718398-718419	\$3,649,542.79
Direct Deposit Notices	599676-602699	

Jan Payables previously approved:	\$236,773.49
Feb Claims previously approved:	\$489,479.58

Feb Claims:	444834-445050	\$2,808,172.63
	445114-445156	
	151-153	
	1015037-1015116	
	101309-101335	

Feb Wire Transfers	\$4,533,194.23
Miscellaneous Adjustments	<u>\$8,480.02</u>

TOTAL FEB CASH DISBURSED

11,725,642.74

TOTAL EXPENSES TO BE APPROVED

Feb Cash Disbursed	\$11,725,642.74
Less: Items Previously Approved	-\$726,253.07

Plus: Feb Payables	445051-445113	\$235,422.97
Checks	445396-445476	

Mar Claims:	445157-445395	\$1,173,808.40
Checks	1015117-1015255	
	101336-101352	

TOTAL TO BE APPROVED

12,408,621.04

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 2/29/2016</u>
GENERAL FUND	\$2,502,307.97	\$19,323,232.80	\$21,825,540.77
OPEB	\$20,548.66	\$9,831,562.00	\$9,852,110.66
OPEB EQUITY INV THROUGH JANUARY 31, 2016	\$69,856.97	\$4,189,859.90	\$4,259,716.87
2015A SCHOOL BUILDING BONDS	\$991,897.95	\$50,321,149.70	\$51,313,047.65
2012A ALT FACILITIES	\$3,782,545.66	\$0.00	\$3,782,545.66
ALT FACILITY FUND	\$693,052.27	\$0.00	\$693,052.27
	<u>\$8,060,209.48</u>	<u>\$83,665,804.40</u>	<u>\$91,726,013.88</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: 02/29/16

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

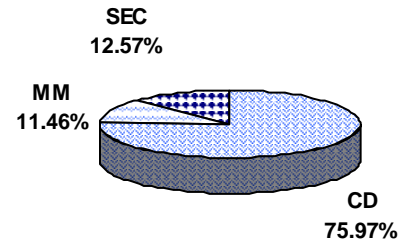
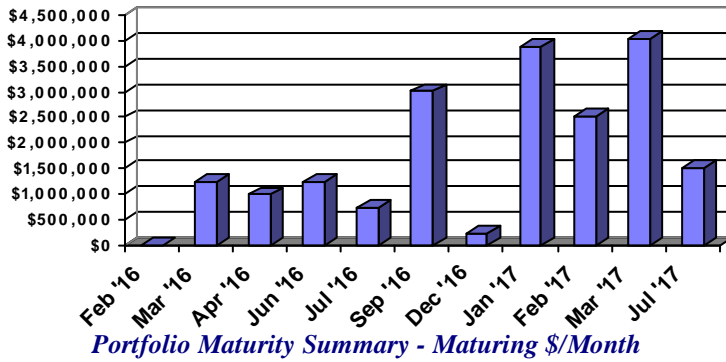
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$2,502,307.97	\$2,502,307.97	
CD	194320	1	03/03/14	03/14/16	POST OAK BANK, NA	\$249,914.78	\$247,900.00	0.400
CD	194321	1	03/03/14	03/14/16	PREMIER BANK	\$249,927.32	\$248,100.00	0.362
CD	194322	1	03/03/14	03/14/16	INDEPENDENT BANK / BANK OF HOUSTON	\$249,965.07	\$248,200.00	0.350
CD	194323	1	03/03/14	03/14/16	STATE BANK OF DAVIS	\$249,932.51	\$248,200.00	0.348
CD	194324	1	03/03/14	03/14/16	LENA STATE BANK	\$249,927.31	\$248,200.00	0.342
CD	208545	1	04/02/15	04/01/16	STATE BANK OF INDIA (NY)	\$249,952.09	\$249,300.00	0.262
CD	208546	1	04/02/15	04/01/16	BANCO POPULAR NORTH AMERICA	\$82,505.75	\$82,300.00	0.250
CD	208547	1	04/02/15	04/01/16	BANCO POPULAR NORTH AMERICA	\$84,210.00	\$84,000.00	0.250
CD	208548	1	04/02/15	04/01/16	BANCO POPULAR NORTH AMERICA	\$83,207.50	\$83,000.00	0.250
SEC	34466	1	04/09/15	04/06/16	Bank Of India Certificate of Deposit	\$248,000.00	\$248,000.00	0.351
SEC	34467	1	04/16/15	04/15/16	Synovus Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
CD	210440	1	06/03/15	06/02/16	COMMUNITY CAPITAL BANK OF VIRGINIA	\$249,951.11	\$249,300.00	0.261
CD	210441	1	06/03/15	06/02/16	MRV BANKS	\$249,902.84	\$249,300.00	0.242
CD	210442	1	06/03/15	06/02/16	TOMATOBANK NA	\$249,446.88	\$248,800.00	0.260
CD	210443	1	06/03/15	06/02/16	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,946.37	\$249,200.00	0.300
CD	210444	1	06/03/15	06/02/16	HIAWATHA BANK AND TRUST COMPANY	\$249,927.34	\$249,200.00	0.292
CD	208542	1	04/02/15	07/26/16	METROPOLITAN COMMERCIAL BANK	\$249,959.80	\$249,000.00	0.293
CD	208543	1	04/02/15	07/26/16	ROCKFORD B&TC	\$249,959.80	\$249,000.00	0.293
CD	208544	1	04/02/15	07/26/16	GREAT MIDWEST BANK	\$249,946.44	\$249,300.00	0.197
CD	215193	1	09/04/15	09/02/16	PENTAGON FEDERAL CREDIT UNION (183 day and out)	\$2,760,666.39	\$2,750,000.00	0.390
SEC	36017	1	09/15/15	09/15/16	Everbank Certificate of Deposit	\$248,000.00	\$248,000.00	0.450
SEC	34831	1	06/12/15	12/12/16	Berkshire Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.517
CD	220225	1	02/11/16	01/26/17	MAINSTREET BANK	\$249,929.19	\$248,400.00	0.642
CD	220226	1	02/11/16	01/26/17	BREMER BANK, NA	\$249,943.31	\$248,400.00	0.648
CD	220227	1	02/11/16	01/26/17	NOA BANK	\$249,988.64	\$248,700.00	0.540
CD	220248	1	02/12/16	01/26/17	BOFI FEDERAL BANK	\$3,120,232.59	\$3,104,500.00	0.530
CD	220214	1	02/11/16	02/13/17	MODERN BANK, NATIONAL ASSOCIATION	\$139,800.10	\$138,765.00	0.740
CD	220215	1	02/11/16	02/13/17	ERICSON STATE BANK	\$249,926.60	\$248,200.00	0.690
CD	220216	1	02/11/16	02/13/17	AFFILIATED BANK	\$249,926.60	\$248,200.00	0.690
CD	220217	1	02/11/16	02/13/17	COMMUNITY STATE BANK - OK	\$249,945.36	\$248,200.00	0.697
CD	220218	1	02/11/16	02/13/17	SAVOY BANK	\$249,902.43	\$248,300.00	0.640
CD	220219	1	02/11/16	02/13/17	CRESTMARK BANK	\$249,902.43	\$248,300.00	0.640
CD	220220	1	02/11/16	02/13/17	NEWBANK, NA	\$249,902.43	\$248,300.00	0.640
CD	220221	1	02/11/16	02/13/17	TALMER BANK AND TRUST	\$249,960.14	\$248,200.00	0.703
CD	220222	1	02/11/16	02/13/17	FLAGLER BANK	\$127,703.13	\$126,935.00	0.600
CD	220223	1	02/11/16	02/13/17	TWO RIVERS BANK & TRUST	\$249,903.03	\$248,300.00	0.640
CD	220224	1	02/11/16	02/13/17	CENTRUE BANK	\$249,921.80	\$248,300.00	0.648
SEC	36016	1	09/10/15	03/10/17	Capital One Bank (usa), National Association Certificate of Deposit	\$248,000.00	\$248,000.00	0.718
CD	215192	1	09/04/15	03/28/17	PENTAGON FEDERAL CREDIT UNION (183 day and out)	\$3,779,332.19	\$3,750,000.00	0.500
SEC	36587	1	11/24/15	07/14/17	Federal Home Loan Mortgage Corporation Note	\$1,500,000.00	\$1,499,932.80	0.753

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.						Total Amount -->	\$21,918,777.24	\$21,825,540.77

Time and Dollar Weighted Portfolio Yield: 0.554 %

Weighted Average Portfolio Maturity: 246.75 Days

MM: 11.47%
CD's: 75.98%
CP: 0.00%
SEC: 12.56%



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 02/29/16

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

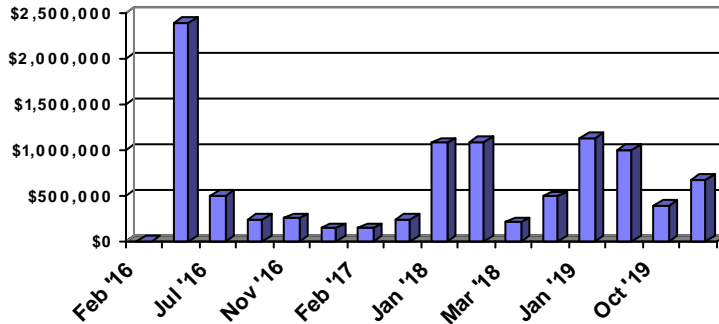
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$20,548.66	\$20,548.66	
CD	186939	1	06/21/13	06/21/16	FIFTH THIRD BANK	\$155,206.99	\$152,000.00	0.703
CD	187204	1	06/27/13	06/27/16	FIFTH THIRD BANK	\$92,008.39	\$90,000.00	0.743
SEC	29761	1	06/28/13	06/28/16	BMW Bank Of North America Certificate of Deposit	\$249,000.00	\$249,000.00	0.753
CD	208035	1	03/24/15	06/30/16	CFG COMMUNITY BANK	\$249,921.56	\$248,500.00	0.450
CD	208036	1	03/24/15	06/30/16	IDB BANK- NY	\$100,497.94	\$100,000.00	0.392
CD	208037	1	03/24/15	06/30/16	GBC INTERNATIONAL BANK	\$203,045.66	\$202,500.00	0.212
CD	217111	1	10/15/15	06/30/16	MODERN BANK, NATIONAL ASSOCIATION	\$110,196.19	\$110,000.00	0.251
CD	219475	1	01/25/16	06/30/16	FARMERS STATE BANK WATERLOO	\$249,920.62	\$249,500.00	0.392
CD	219476	1	01/25/16	06/30/16	EDGAR COUNTY B&TC	\$230,847.02	\$230,500.00	0.350
CD	220577	1	02/19/16	06/30/16	ENTERPRISE BANK & TRUST	\$249,979.57	\$249,600.00	0.421
CD	220578	1	02/19/16	06/30/16	THE FIRST, NA	\$249,979.55	\$249,600.00	0.420
SEC	34379	1	03/30/15	06/30/16	Safra National Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.360
CD	187467	1	07/02/13	07/05/16	FIRST CAPITAL BANK	\$249,919.20	\$244,400.00	0.750
CD	187468	1	07/02/13	07/05/16	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	07/02/13	11/14/16	DAKOTA COMMUNITY BANK	\$249,965.13	\$244,200.00	0.700
CD	192889	1	01/13/14	01/13/17	FAR EAST NATIONAL BANK	\$144,811.46	\$140,800.00	0.949
SEC	23783	1	12/20/10	02/01/17	Woodridge Illinois Taxable	\$150,000.00	\$150,000.00	3.350
SEC	30736	1	09/25/13	09/25/17	Cit Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.508
CD	205079	1	01/08/15	01/08/18	FIRST FREEDOM BANK	\$164,252.21	\$159,400.00	1.012
CD	205080	1	01/08/15	01/08/18	TRUSTONE FINANCIAL FEDERAL CREDIT UNION	\$249,684.73	\$241,600.00	1.111
CD	205081	1	01/08/15	01/08/18	HIBERNIA BANK	\$207,054.62	\$201,000.00	1.003
CD	192888	1	01/13/14	01/16/18	INDUSTRIAL & COMMERCIAL BANK OF CHINA	\$210,686.40	\$200,000.00	1.332
SEC	33742	1	01/14/15	01/16/18	Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,000.00	1.404
CD	205817	1	02/03/15	02/05/18	ADIRONDACK BANK	\$240,475.35	\$234,000.00	0.921
CD	205818	1	02/03/15	02/05/18	FIRST NB OF MCGREGOR	\$102,681.43	\$100,000.00	0.891
CD	205819	1	02/03/15	02/05/18	FIRST NATIONAL BANK	\$249,815.96	\$243,000.00	0.932
SEC	33857	1	02/05/15	02/05/18	Ally Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.154
CD	182782	1	02/15/13	02/15/18	PLAINS COMMERCE BANK	\$249,902.70	\$236,400.00	1.142
CD	208034	1	03/24/15	03/26/18	PEAPACK-GLADSTONE BANK	\$208,860.51	\$203,000.00	0.960
SEC	30731	1	09/25/13	09/25/18	Discover Bank Certificate of Deposit	\$247,000.00	\$247,000.00	2.013
SEC	30738	1	09/25/13	09/25/18	Compass Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.962
CD	192886	1	01/13/14	01/14/19	M.Y. SAFRA BANK	\$248,142.42	\$228,500.00	1.717
CD	192887	1	01/13/14	01/14/19	STEARNS BANK NA (N)	\$248,500.88	\$230,700.00	1.542
SEC	28287	1	10/09/12	01/15/19	Lakewood Township NJ Ref	\$630,000.00	\$630,000.00	1.580
SEC	28397	1	11/15/12	08/15/19	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	12/01/19	FAIRFIELD & UNION OH LOCAL SCH DIST	\$330,000.00	\$294,162.00	1.620
SEC	28355	1	10/19/12	12/01/19	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 & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>						Total Amount -->	\$10,018,796.59	\$9,852,110.66

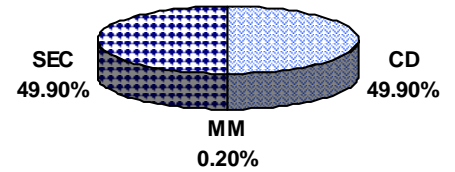
Time and Dollar Weighted Portfolio Yield: 1.445 %

Weighted Average Portfolio Maturity: 670.27 Days

MM: 0.21%
CD's: 51.10%
CP: 0.00%
SEC: 48.69%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 02/29/16

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	\$991,897.95	\$991,897.95	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$1,449.70	\$1,449.70	
TS	219676	1	01/29/16	03/01/16	MN TRUST TERM SERIES	\$14,004,909.59	\$14,000,000.00	0.400
CD	209399	1	05/12/15	05/11/16	FIRST NATIONAL BANK OF PARK FALLS	\$249,263.58	\$248,400.00	0.348
SEC	34641	1	05/14/15	05/12/16	IOWA ST HGR EDU LOAN AUTH RANS-UNIV OF DUBUQUE	\$4,900,000.00	\$4,900,000.00	0.550
SEC	34615	1	05/15/15	05/13/16	First Niagara Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.251
CD	209360	1	05/08/15	05/19/16	FIELDPOINT PRIVATE BANK & TRUST	\$249,900.26	\$249,000.00	0.351
CD	209361	1	05/08/15	05/19/16	BANK OF CHINA	\$249,993.70	\$249,200.00	0.308
CD	209362	1	05/08/15	05/19/16	FARMERS & MERCHANTS UNION BANK	\$249,951.19	\$249,200.00	0.292
CD	209363	1	05/08/15	05/19/16	IDB BANK- NY	\$148,446.13	\$148,000.00	0.292
SEC	34614	1	05/20/15	05/20/16	Bankunited, NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
SEC	34616	1	05/20/15	05/20/16	Investors Bank (mhc) Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
SEC	34617	1	05/13/15	06/01/16	waukee ia csd	\$725,000.00	\$725,000.00	0.350
SEC	34625	1	05/14/15	06/15/16	UMATILLA SD 008R-A	\$330,000.00	\$330,000.00	0.370
CD	209397	1	05/12/15	06/16/16	OREGON COMMUNITY BANK & TRUST	\$249,334.69	\$248,400.00	0.343
CD	209398	1	05/12/15	06/16/16	ASIAN PACIFIC NATIONAL BANK	\$249,253.06	\$248,300.00	0.349
CD	216903	1	10/06/15	06/16/16	BRIDGEWATER BANK	\$1,001,427.54	\$1,000,000.00	0.205
CD	209396	1	05/12/15	07/21/16	SUMMIT BANK - OR	\$249,173.29	\$248,100.00	0.363
CD	213963	1	08/12/15	07/21/16	HomeBank of Arkansas	\$249,996.15	\$249,400.00	0.254
CD	213964	1	08/12/15	07/21/16	UNITY NATIONAL BANK OF HOUSTON	\$249,912.38	\$249,300.00	0.261
CD	213965	1	08/12/15	07/21/16	BANK OF THE OZARKS	\$249,995.95	\$249,500.00	0.211
CD	213966	1	08/12/15	07/21/16	CENTRAL BANK OF OKLAHOMA / ONB BANK AND TRUST COMPANY	\$249,995.52	\$249,500.00	0.211
CD	213967	1	08/12/15	07/21/16	PACIFIC WESTERN BANK	\$249,970.75	\$249,500.00	0.200
CD	213968	1	08/12/15	07/21/16	COMMUNITY WEST BANK	\$249,927.29	\$249,500.00	0.182
CD	213969	1	08/12/15	07/21/16	BANK 7	\$249,942.32	\$249,400.00	0.231
CD	213970	1	08/12/15	07/21/16	FIRST GUARANTY BANK	\$249,982.27	\$249,600.00	0.163
CD	216901	1	10/06/15	07/21/16	SECURITY BANK & TRUST CO	\$100,197.14	\$100,000.00	0.249
CD	216902	1	10/06/15	07/21/16	BRIDGEWATER BANK	\$651,312.45	\$650,000.00	0.255
CD	219409	1	01/22/16	07/21/16	BOFI FEDERAL BANK	\$5,010,889.36	\$5,000,000.00	0.440
SEC	34620	1	05/13/15	08/01/16	Huntsville AL	\$150,000.00	\$150,000.00	0.370
CD	213962	1	08/12/15	08/11/16	PLAINSCAPITAL BANK	\$249,936.03	\$249,300.00	0.255
CD	209381	1	05/12/15	08/18/16	HIGHLAND BANK	\$1,004,437.22	\$1,000,000.00	0.349
CD	212776	1	07/03/15	08/18/16	FIRST HOME BANK	\$249,921.59	\$249,100.00	0.293
CD	212777	1	07/03/15	08/18/16	STRATFORD STATE BANK	\$249,915.94	\$249,200.00	0.251
CD	213958	1	08/12/15	08/18/16	ENERBANK USA	\$249,915.62	\$249,000.00	0.361
CD	213959	1	08/12/15	08/18/16	GRANDPOINT BANK	\$249,993.67	\$249,100.00	0.345
CD	213960	1	08/12/15	08/18/16	CITIZENS COMMUNITY BANK	\$249,976.51	\$249,200.00	0.300
CD	213961	1	08/12/15	08/18/16	PAN AMERICAN BANK	\$249,989.58	\$249,200.00	0.306
CD	216897	1	10/06/15	08/18/16	LANDMARK COMMUNITY BANK	\$249,930.51	\$249,300.00	0.291
CD	216898	1	10/06/15	08/18/16	BOFI FEDERAL BANK	\$249,955.48	\$249,200.00	0.350
CD	216899	1	10/06/15	08/18/16	AMERICAN INVESTORS BANK AND MORTGAGE	\$249,540.64	\$249,000.00	0.250
CD	216900	1	10/06/15	08/18/16	WOLVERINE BANK, FSB	\$249,952.31	\$249,400.00	0.255
CD	219408	1	01/22/16	08/18/16	BOFI FEDERAL BANK	\$5,012,574.96	\$5,000,000.00	0.440
CD	220585	1	02/19/16	08/18/16	SOUTHERN STATES BANK	\$249,719.41	\$249,200.00	0.420

BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
CD	220586	1	02/19/16	08/18/16	THE FARMERS BANK OF WILLARDS	\$249,719.92	\$249,200.00	0.421
CD	220587	1	02/19/16	08/18/16	CENTIER BANK	\$249,520.29	\$249,000.00	0.421
CD	220588	1	02/19/16	08/18/16	COMMERCE BANK, NA - MO - N	\$249,620.33	\$249,100.00	0.421
SEC	35761	1	08/19/15	08/19/16	Tcf National Bank - Dtc Certificate of Deposit	\$248,000.00	\$248,000.00	0.350
SEC	35763	1	08/19/15	08/19/16	Mizuho Bank (USA) Certificate of Deposit	\$248,000.00	\$248,000.00	0.400
SEC	35759	1	08/25/15	08/25/16	Bbcn Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.400
SEC	34618	1	06/04/15	09/01/16	LEAVENWORTH CNTY KS UNIF SCH DIST #458	\$995,000.00	\$995,000.00	0.540
SEC	34624	1	06/04/15	09/01/16	GEARY CNTY KS UNIF SCH DIST #475	\$555,000.00	\$555,000.00	0.400
SEC	34628	1	06/01/15	09/01/16	NORTH CENTRL WI TECH CLG DIST	\$1,540,000.00	\$1,540,000.00	0.400
CD	209358	1	05/08/15	09/15/16	GLOBAL BANK	\$249,986.60	\$249,000.00	0.292
CD	209359	1	05/08/15	09/15/16	MIDDLEFIELD BANKING COMPANY	\$249,918.22	\$249,100.00	0.242
CD	209379	1	05/12/15	09/15/16	HIGHLAND BANK	\$249,969.88	\$248,300.00	0.499
CD	209380	1	05/12/15	09/15/16	HIGHLAND BANK	\$755,742.08	\$751,700.00	0.399
CD	220581	1	02/19/16	09/15/16	ORRSTOWN BANK	\$249,399.71	\$248,800.00	0.421
CD	220582	1	02/19/16	09/15/16	PATRIOT BANK - OK	\$249,399.71	\$248,800.00	0.421
CD	220583	1	02/19/16	09/15/16	PRUDENTIAL SAVINGS BANK	\$249,599.75	\$249,000.00	0.421
CD	220584	1	02/19/16	09/15/16	SECURITY BANK	\$249,500.33	\$248,900.00	0.421
SEC	34619	1	05/13/15	09/15/16	MONROE CNTY PA	\$275,000.00	\$275,000.00	0.460
SEC	34621	1	05/14/15	09/15/16	BRISTOL TWP PA	\$500,000.00	\$500,000.00	0.450
CD	209365	1	05/11/15	10/21/16	BRIDGEWATER BANK	\$1,005,875.25	\$1,000,000.00	0.406
CD	209357	1	05/08/15	11/17/16	SONABANK	\$249,995.36	\$248,100.00	0.499
CD	220579	1	02/19/16	11/17/16	T BANK, NA	\$249,946.67	\$249,000.00	0.510
CD	220580	1	02/19/16	11/17/16	FINANCIAL FEDERAL BANK	\$249,927.78	\$249,000.00	0.500
CD	218112	1	12/01/15	12/01/16	KS STATE BANK / KANSAS STATE BANK OF MANHATTAN	\$249,965.10	\$248,200.00	0.711

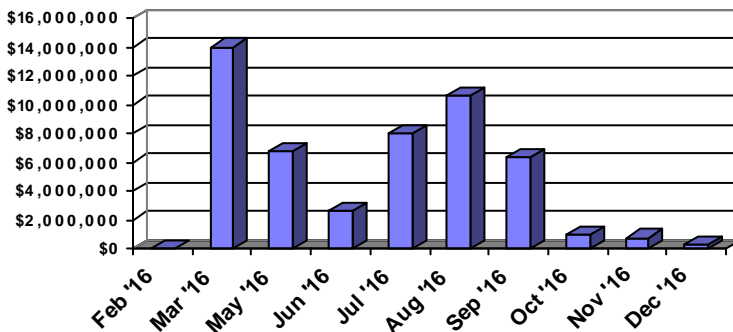
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$51,390,968.71 \$51,313,047.65

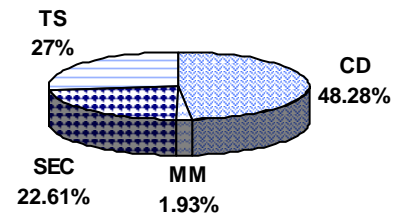
Time and Dollar Weighted Portfolio Yield: 0.403 %

Weighted Average Portfolio Maturity: 106.49 Days

MM: 1.94%
CD's: 48.45%
CP: 0.00%
SEC: 22.33%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 02/29/16

PMA Financial Network, Inc.

2135 CityGate Lane

7th Floor

Naperville, Illinois 60563

Telephone . 630-657-6400

Facsimile . 630-718-8701

BURNSVILLE ISD 191 / 2012A ALT FACILITY

5070

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$3,782,545.66	\$3,782,545.66	

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

Total Amount --> \$3,782,545.66 \$3,782,545.66

Time and Dollar Weighted Portfolio Yield: 0.000 %

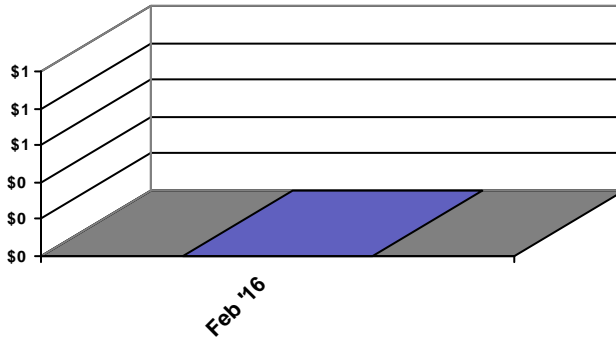
Weighted Average Portfolio Maturity: 0.00 Days

MM: 100.00%

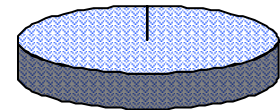
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



**MM
100.00%**

Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 02/29/16

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	\$693,052.27	\$693,052.27	

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

Total Amount --> \$693,052.27 \$693,052.27

Time and Dollar Weighted Portfolio Yield: 0.000 %

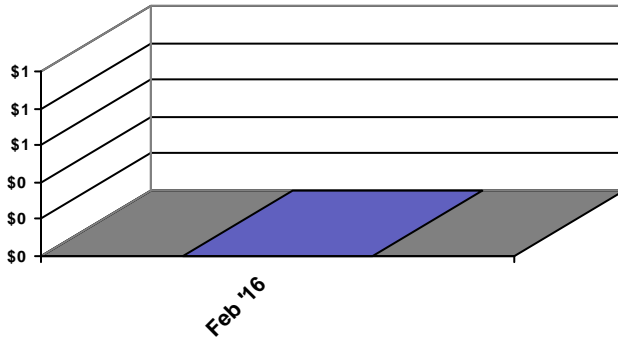
Weighted Average Portfolio Maturity: 0.00 Days

MM: 100.00%

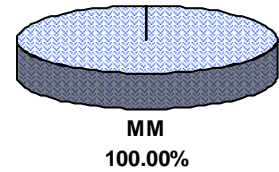
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

February 2016

Wire Transfers

Date	From	To	Amount	For
020116	MSDLAF	Preferred One	70,716.56	Health Insurance
020216	MSDLAF	Internal Revenue Service	732,310.86	January 31 Payroll - Federal Taxes
020216	MSDLAF	State of Minnesota	117,500.00	January 31 Payroll - State Taxes
020216	MSDLAF	Preferred One	229,912.87	Health Insurance
020316	MSDLAF	State of Minnesota	3,307.60	January 31 Payroll - Child Support
020416	State of Minnesota	MSDLAF	62,779.66	MN State - MMB
020416	MSDLAF	Delta Dental	21,930.26	Dental Insurance
020516	MSDLAF	Corporate Health	14,892.04	Medical Claims
020516	MSDLAF	Corporate Health	19,772.84	Flex Claims
020816	MSDLAF	Preferred One	250,279.43	Health Insurance
021016	State of Minnesota	MSDLAF	39,654.82	MN State - MMB
021016	MSDLAF	Delta Dental	21,130.29	Dental Insurance
021116	State of Minnesota	MSDLAF	1,650.44	MN State - MMB
021216	State of Minnesota	MSDLAF	4,160,044.28	MN State - MMB
021216	MSDLAF	People's Bank	202,789.72	February 15 Payroll - TSA wire
021216	MSDLAF	Teacher's Federal Credit Union	37,912.32	February 15 Payroll - Teacher's Dues
021216	MSDLAF	PERA	104,316.89	January 31 Payroll - PERA wire
021216	MSDLAF	TRA	330,226.66	January 31 Payroll - TRA wire
021216	MSDLAF	Corporate Health	8,920.10	Medical Claims
021216	MSDLAF	Corporate Health	7,881.49	Flex Claims
021616	MSDLAF	Preferred One	300,015.62	Health Insurance
021616	State of Minnesota	MSDLAF	15,137.78	MN State - MMB
021616	MSDLAF	US Bank	50,000.00	US Bank P-Card prefunding wire
021616	MSDLAF	US Bank	15,000.00	US Bank Payment Plus prefunding wire
021616	MSDLAF	Internal Revenue Service	691,265.90	February 15 Payroll - Federal Taxes
021616	MSDLAF	State of Minnesota	112,184.64	February 15 Payroll - State Taxes
021616	MSDLAF	State of Minnesota	3,307.60	February 15 Payroll - Child Support
021716	MSDLAF	State of Minnesota	21,972.50	February 15 Payroll - Retirees
021816	State of Minnesota	MSDLAF	400,823.29	MN State - MMB
021816	MSDLAF	Delta Dental	18,365.58	Dental Insurance

February 2016

Wire Transfers

Date	From	To	Amount	For
021916	MSDLAF	Corporate Health	3,456.74	Medical Claims
021916	MSDLAF	Corporate Health	15,396.30	Flex Claims
022216	MSDLAF	Preferred One	248,985.45	Health Insurance
022416	MSDLAF	Wells Fargo	400.00	Agent Fee
022416	MSDLAF	PERA	104,376.84	February 15 Payroll - PERA wire
022416	MSDLAF	Delta Dental	19,779.11	Dental Insurance
022416	MSDLAF	TRA	330,778.59	February 15 Payroll - TRA wire
022516	State of Minnesota	MSDLAF	816,765.96	MN State - MMB
022616	MSDLAF	State of Minnesota	23,760.91	February 29 Payroll - Unemployment
022916	MSDLAF	People's Bank	180,604.67	February 29 Payroll - TSA wire
022616	State of Minnesota	MSDLAF	5,179,191.46	MN State - MMB
022616	MSDLAF	Corporate Health	8,707.43	Medical Claims
022616	MSDLAF	Corporate Health	11,418.55	Flex Claims
022916	MSDLAF	Teacher's Federal Credit Union	38,380.25	February 29, Payroll - Teacher's Dues
022916	MSDLAF	Preferred One	140,803.77	Health Insurance

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015037		\$144.94	Feb 17, 2016	88888	9267	HOLDEN, MATTHEW J
1	1015038		\$25.65	Feb 17, 2016	88888	10142	HOLCOMBE, SARA J
1	1015039		\$11.17	Feb 17, 2016	88888	14147	KLINNERT, ELIZABETH
1	1015040		\$65.13	Feb 17, 2016	88888	14594	HEWETT, THOMAS
1	1015041		\$53.93	Feb 17, 2016	88888	14594	HEWETT, THOMAS
1	1015042		\$125.96	Feb 17, 2016	88888	15493	KELLY, KRISTINA
1	1015043		\$142.13	Feb 17, 2016	88888	16001	FRITZ, KIMBERLY A
1	1015044		\$37.15	Feb 17, 2016	88888	16448	HENRICH, SARAH L
1	1015045		\$20.84	Feb 17, 2016	88888	17156	BOMSTA, LYLE J
1	1015046		\$80.88	Feb 17, 2016	88888	17175	FUNSTON, KATHY L
1	1015047		\$22.79	Feb 17, 2016	88888	17216	CHOUANARD, MARY E
1	1015048		\$46.28	Feb 17, 2016	88888	17246	CANTON, EMILIE J
1	1015049		\$23.40	Feb 17, 2016	88888	17464	EDMONSON, SUSAN L
1	1015050		\$36.88	Feb 17, 2016	88888	18007	LAMONT, HEIDI O
1	1015051		\$41.84	Feb 17, 2016	88888	18070	BORER, BARBARA
1	1015052		\$21.76	Feb 17, 2016	88888	18229	FRANKS, ALEXANDER
1	1015053		\$161.00	Feb 17, 2016	88888	18685	LARSON, ROSS
1	1015054		\$16.46	Feb 17, 2016	88888	18720	FICK, LILA J
1	1015055		\$32.97	Feb 17, 2016	88888	6375	PRESTON, ANGELA
1	1015056		\$100.00	Feb 17, 2016	88888	11330	WEBBER, JEFFREY
1	1015057		\$457.76	Feb 17, 2016	88888	12754	NASH, DEREK B
1	1015058		\$64.66	Feb 17, 2016	88888	13382	MIKELSON, TERESA
1	1015059		\$50.22	Feb 17, 2016	88888	13905	WENDLING, PAULA L
1	1015060		\$19.77	Feb 17, 2016	88888	15133	MOBERG, CARLENE
1	1015061		\$40.50	Feb 17, 2016	88888	15803	RIGGS, JEANINE L
1	1015062		\$11.56	Feb 17,	88888	16491	VITALI, ALICIA F

21

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015063		\$134.24	Feb 17, 2016	88888	17431	QUINTANA, MARIANA
1	1015064		\$11.12	Feb 17, 2016	88888	17462	TINKLENBERG, AARON D
1	1015065		\$30.82	Feb 17, 2016	88888	17462	TINKLENBERG, AARON D
1	1015066		\$176.44	Feb 17, 2016	88888	18334	SHANLEY, SARAH J
1	1015067		\$50.62	Feb 17, 2016	88888	18478	PICARD, DONALD L
1	1015068		\$25.80	Feb 17, 2016	88888	18716	POPE, CARRIE J
1	1015069		\$20.52	Feb 17, 2016	88888	18740	SWAIN, SHAWN L
1	1015070		\$60.00	Feb 24, 2016	88888	3833	LAMB, CYNTHIA L
1	1015071		\$48.73	Feb 24, 2016	88888	7498	KRISTJANSON, JEANINE
1	1015072		\$98.17	Feb 24, 2016	88888	8128	GIERADA, BARBARA L
1	1015073		\$27.22	Feb 24, 2016	88888	8217	DWIRE, MELINDA
1	1015074		\$40.18	Feb 24, 2016	88888	8784	CARROLL, MICHELE
1	1015075		\$126.42	Feb 24, 2016	88888	9236	LIPPKA, JONALYN
1	1015076		\$28.37	Feb 24, 2016	88888	9569	ANDREWS, DONNA
1	1015077		\$19.69	Feb 24, 2016	88888	11818	HAMMER, JEFFREY
1	1015078		\$37.40	Feb 24, 2016	88888	13256	FANDRICH, KARI M
1	1015079		\$11.00	Feb 24, 2016	88888	15982	ANDERSON, BJORN RS
1	1015080		\$18.02	Feb 24, 2016	88888	16920	DETTLING, AMY LYN
1	1015081		\$75.00	Feb 24, 2016	88888	17333	JONES, GARY A
1	1015082		\$65.92	Feb 24, 2016	88888	17755	JOHNSON, CORY CHARLES
1	1015083		\$400.00	Feb 24, 2016	88888	17994	GOTHARD, JOSEPH M
1	1015084		\$49.97	Feb 24, 2016	88888	18025	HENDERSON, MICHELLE A
1	1015085		\$200.00	Feb 24, 2016	88888	18043	AMOROSO, CYNTHIA
1	1015086		\$190.00	Feb 24, 2016	88888	18043	AMOROSO, CYNTHIA
1	1015087		\$55.19	Feb 24, 2016	88888	18070	BORER, BARBARA

22

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015088		\$49.99	Feb 24, 2016	88888	18289	HARVES, NICOLE R
1	1015089		\$90.40	Feb 24, 2016	88888	18313	GREGORY, AMANDA
1	1015090		\$8.00	Feb 24, 2016	88888	18376	COOPER, JENNIFER
1	1015091		\$200.00	Feb 24, 2016	88888	18391	JOHNSON, DOUGLAS A
1	1015092		\$18.17	Feb 24, 2016	88888	6874	STEAD, AMY JO
1	1015093		\$135.41	Feb 24, 2016	88888	6968	SODERHOLM, WM ERIC
1	1015094		\$85.60	Feb 24, 2016	88888	6968	SODERHOLM, WM ERIC
1	1015095		\$28.07	Feb 24, 2016	88888	7820	PAULY, LYNN L
1	1015096		\$89.98	Feb 24, 2016	88888	7829	ROCZNIAK, EUGENE A
1	1015097		\$13.35	Feb 24, 2016	88888	8543	TOLLERUD, TERESA JO
1	1015098		\$75.00	Feb 24, 2016	88888	9355	SCHMID, CHERYL
1	1015099		\$45.70	Feb 24, 2016	88888	11805	NELSON, AMY MAI-LEE
1	1015100		\$103.32	Feb 24, 2016	88888	11828	MARSHALL, JEFFREY
1	1015101		\$12.82	Feb 24, 2016	88888	13905	WENDLING, PAULA L
1	1015102		\$52.64	Feb 24, 2016	88888	14130	MCCROSKEY, SHARI
1	1015103		\$26.57	Feb 24, 2016	88888	14226	STALOCK, SHARRON C
1	1015104		\$26.73	Feb 24, 2016	88888	15856	TOUSIGNANT, HOLLY
1	1015105		\$200.00	Feb 24, 2016	88888	16166	RIDER, LISA K
1	1015106		\$36.40	Feb 24, 2016	88888	16345	WALCZAK, CHERYL M
1	1015107		\$12.00	Feb 24, 2016	88888	16679	MERKLING, ANGELA MARTIN
1	1015108		\$31.90	Feb 24, 2016	88888	16679	MERKLING, ANGELA MARTIN
1	1015109		\$17.17	Feb 24, 2016	88888	16679	MERKLING, ANGELA MARTIN
1	1015110		\$110.00	Feb 24, 2016	88888	17247	WOOD, KIMBERLY R
1	1015111		\$200.00	Feb 24, 2016	88888	17487	SOVINE, STACEY
1	1015112		\$9.99	Feb 24, 2016	88888	18055	NIFFENEGGER, KAMALA N
1	1015113		\$10.82	Feb 24,	88888	18144	MILINOVICH, TRACY

23

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015114		\$200.00	Feb 24, 2016	88888	18287	STANLEY, STACIE L
1	1015115		\$200.00	Feb 24, 2016	88888	18405	WINTERLIN, GORDON D
1	1015116		\$53.14	Feb 24, 2016	88888	18651	NURMINEN, KARI J
1	1015117		\$2.10	Mar 2, 2016	88888	5747	CORDAHL, AMBER
1	1015118		\$23.49	Mar 2, 2016	88888	6452	BERG, JANET
1	1015119		\$30.24	Mar 2, 2016	88888	7255	HAUER, PAMELA A
1	1015120		\$58.54	Mar 2, 2016	88888	7269	BARTH, TAMI RAE
1	1015121		\$31.80	Mar 2, 2016	88888	7298	BRENNAN, CAROL ANN
1	1015122		\$239.17	Mar 2, 2016	88888	8557	HANSMANN, PATRICIA I
1	1015123		\$129.74	Mar 2, 2016	88888	8797	KNOTT, KELLY S
1	1015124		\$13.00	Mar 2, 2016	88888	9093	JACKSON, DEBORAH K
1	1015125		\$40.12	Mar 2, 2016	88888	13406	ALLEN, SUSAN M
1	1015126		\$6.59	Mar 2, 2016	88888	13411	BRINKMAN, CAROLE I
1	1015127		\$117.99	Mar 2, 2016	88888	14969	DEMPSEY, JODI JEAN
1	1015128		\$31.64	Mar 2, 2016	88888	15074	CHAMERLIK, KAREN
1	1015129		\$58.00	Mar 2, 2016	88888	15549	BECKER, BRENDA S
1	1015130		\$51.41	Mar 2, 2016	88888	16004	JORGENSON, SHANNON E
1	1015131		\$18.53	Mar 2, 2016	88888	16377	ALEXON, BETH J
1	1015132		\$15.07	Mar 2, 2016	88888	17216	CHOUANARD, MARY E
1	1015133		\$121.45	Mar 2, 2016	88888	17904	ERICKSON, SHELLY L
1	1015134		\$37.03	Mar 2, 2016	88888	17904	ERICKSON, SHELLY L
1	1015135		\$229.00	Mar 2, 2016	88888	17994	GOTHARD, JOSEPH M
1	1015136		\$14.00	Mar 2, 2016	88888	18043	AMOROSO, CYNTHIA
1	1015137		\$100.49	Mar 2, 2016	88888	18265	BROWN, JACKLYN D
1	1015138		\$72.80	Mar 2, 2016	88888	18325	DIETRICH, KELLY J

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015139		\$300.00	Mar 2, 2016	88888	18584	ANDERSON, JAYME S
1	1015140		\$64.75	Mar 2, 2016	88888	18649	BLUHM, WILLIAM AE
1	1015141		\$11.67	Mar 2, 2016	88888	18788	GROVE, EMILY A
1	1015142		\$65.47	Mar 2, 2016	88888	9785	MCCARTHY, JENNIFER
1	1015143		\$59.99	Mar 2, 2016	88888	11462	VAURIO, SONYA
1	1015144		\$150.96	Mar 2, 2016	88888	11543	RUHLAND, MARIA
1	1015145		\$13.50	Mar 2, 2016	88888	11825	SIEBER, ANDREA
1	1015146		\$33.48	Mar 2, 2016	88888	13905	WENDLING, PAULA L
1	1015147		\$17.98	Mar 2, 2016	88888	14000	MCCLELLAN, MELISSA E
1	1015148		\$17.37	Mar 2, 2016	88888	15133	MOBERG, CARLENE
1	1015149		\$75.00	Mar 2, 2016	88888	16025	YOUNG, KRISTEN A
1	1015150		\$118.06	Mar 2, 2016	88888	16046	STRAHOTA, SARA J
1	1015151		\$321.65	Mar 2, 2016	88888	16046	STRAHOTA, SARA J
1	1015152		\$7.29	Mar 2, 2016	88888	16066	REAGAN, KATHRYN M
1	1015153		\$103.92	Mar 2, 2016	88888	16589	PLANTE, MARY TRACEY
1	1015154		\$109.95	Mar 2, 2016	88888	16629	VILLAS, HOLLIE R
1	1015155		\$19.00	Mar 2, 2016	88888	16816	SAHLI, JONATHAN C
1	1015156		\$75.00	Mar 2, 2016	88888	17241	SCHRIVER, MARA C
1	1015157		\$49.59	Mar 2, 2016	88888	17282	SCHEUNEMAN, KRISTEN JOY
1	1015158		\$30.00	Mar 2, 2016	88888	17691	MILLER, LORI A
1	1015159		\$69.39	Mar 2, 2016	88888	17716	NEWBY, MATTHEW
1	1015160		\$6.48	Mar 2, 2016	88888	17719	NIERENGARTEN, BRIANNA L
1	1015161		\$56.79	Mar 2, 2016	88888	17759	TAYLOR, DAVID
1	1015162		\$169.13	Mar 2, 2016	88888	18310	THOMPSON, DAVID P
1	1015163		\$35.96	Mar 2, 2016	88888	18631	STONE, KERRY
1	1015164		\$12.00	Mar 2,	88888	18634	SEAMEN, MICHELLE A

25

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015165		\$188.57	Mar 2, 2016	88888	18639	PIOTROWSKI, AMY
1	1015166		\$38.34	Mar 2, 2016	88888	18657	MCINNIS, MARNIE JO
1	1015167		\$3.02	Mar 2, 2016	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1015168		\$205.08	Mar 9, 2016	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1015169		\$24.41	Mar 9, 2016	88888	6452	BERG, JANET
1	1015170		\$243.77	Mar 9, 2016	88888	6842	CHALLGREN, MARGARET TEN BROEK
1	1015171		\$20.96	Mar 9, 2016	88888	6956	ASHLEY, MARY K
1	1015172		\$140.00	Mar 9, 2016	88888	8220	FEELY, EILEEN
1	1015173		\$38.66	Mar 9, 2016	88888	8284	JEFFERS, LUCRETIA
1	1015174		\$143.88	Mar 9, 2016	88888	9250	DUNDON, MARY LOU
1	1015175		\$95.56	Mar 9, 2016	88888	9394	HUEMOELLER, MICHAEL T
1	1015176		\$11.88	Mar 9, 2016	88888	9500	DEBRONSKY, ROBIN
1	1015177		\$92.34	Mar 9, 2016	88888	10290	BRADY, STEVE
1	1015178		\$111.18	Mar 9, 2016	88888	10591	DAY, RANDELL
1	1015179		\$14.67	Mar 9, 2016	88888	11833	DOUGLAS, LORI
1	1015180		\$47.41	Mar 9, 2016	88888	12301	HJERMSTAD, HEATHER
1	1015181		\$40.00	Mar 9, 2016	88888	13324	KORKOWSKI, KATHERINE M
1	1015182		\$66.96	Mar 9, 2016	88888	13495	BROWN, CHRISTOPHER M
1	1015183		\$25.00	Mar 9, 2016	88888	14287	ANDERSON, KRISTA K
1	1015184		\$77.01	Mar 9, 2016	88888	14479	KIBLER, JEANNE
1	1015185		\$79.75	Mar 9, 2016	88888	14594	HEWETT, THOMAS
1	1015186		\$6.91	Mar 9, 2016	88888	14624	JORDAN, JOANNA
1	1015187		\$193.18	Mar 9, 2016	88888	14982	LUCIUS, RACHEL H
1	1015188		\$59.00	Mar 9, 2016	88888	15682	GONZALEZ, MEGAN
1	1015189		\$10.42	Mar 9, 2016	88888	15977	HEIM, WILLIAM V

26

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015190		\$172.59	Mar 9, 2016	88888	16001	FRITZ, KIMBERLY A
1	1015191		\$14.04	Mar 9, 2016	88888	16377	ALEXON, BETH J
1	1015192		\$390.00	Mar 9, 2016	88888	16514	GRAFF, SALLY M
1	1015193		\$31.00	Mar 9, 2016	88888	16683	HREHA, JUSTIN T
1	1015194		\$132.62	Mar 9, 2016	88888	16789	KRONABETTER, JULIE R
1	1015195		\$24.95	Mar 9, 2016	88888	16920	DETLING, AMY LYN
1	1015196		\$16.74	Mar 9, 2016	88888	17156	BOMSTA, LYLE J
1	1015197		\$14.58	Mar 9, 2016	88888	17175	FUNSTON, KATHY L
1	1015198		\$29.11	Mar 9, 2016	88888	17216	CHOUANARD, MARY E
1	1015199		\$25.00	Mar 9, 2016	88888	17464	EDMONSON, SUSAN L
1	1015200		\$47.43	Mar 9, 2016	88888	17755	JOHNSON, CORY CHARLES
1	1015201		\$46.55	Mar 9, 2016	88888	17904	ERICKSON, SHELLY L
1	1015202		\$51.18	Mar 9, 2016	88888	17904	ERICKSON, SHELLY L
1	1015203		\$57.00	Mar 9, 2016	88888	17940	GUST, JENNIFER
1	1015204		\$80.78	Mar 9, 2016	88888	18313	GREGORY, AMANDA
1	1015205		\$30.78	Mar 9, 2016	88888	18369	HAGEL, AVERYEL F
1	1015206		\$410.73	Mar 9, 2016	88888	18410	JUNGERS, GAIL
1	1015207		\$36.40	Mar 9, 2016	88888	18513	BYRNES, NICOLE
1	1015208		\$66.96	Mar 9, 2016	88888	18645	EBENHOH, TEEGAN M
1	1015209		\$96.32	Mar 9, 2016	88888	18668	ABDULLAHI, SACDIYO J
1	1015210		\$112.89	Mar 9, 2016	88888	18676	CHALLANS, EMILY
1	1015211		\$25.28	Mar 9, 2016	88888	18691	GULDEN, JANET
1	1015212		\$85.16	Mar 9, 2016	88888	18797	GOODBUFFALO, DOMINIC E
1	1015213		\$188.08	Mar 9, 2016	88888	4356	SIMON, GLENN D.
1	1015214		\$19.44	Mar 9, 2016	88888	5728	SAUERMANN-PAGE, KARIN G
1	1015215		\$65.26	Mar 9,	88888	6874	STEAD, AMY JO

27

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015216		\$18.66	Mar 9, 2016	88888	6874	STEAD, AMY JO
1	1015217		\$75.46	Mar 9, 2016	88888	6874	STEAD, AMY JO
1	1015218		\$43.69	Mar 9, 2016	88888	6874	STEAD, AMY JO
1	1015219		\$13.49	Mar 9, 2016	88888	6874	STEAD, AMY JO
1	1015220		\$49.68	Mar 9, 2016	88888	9670	ROBOLE, VICKI M
1	1015221		\$40.00	Mar 9, 2016	88888	10025	THERRIEN, DEBORAH
1	1015222		\$35.00	Mar 9, 2016	88888	11220	TOELLER, JOHN F.
1	1015223		\$28.16	Mar 9, 2016	88888	11481	STEENSGARD, ANN M
1	1015224		\$30.76	Mar 9, 2016	88888	11481	STEENSGARD, ANN M
1	1015225		\$31.03	Mar 9, 2016	88888	11481	STEENSGARD, ANN M
1	1015226		\$11.75	Mar 9, 2016	88888	11601	ZEIMET, EDWARD
1	1015227		\$430.38	Mar 9, 2016	88888	11689	TUSA, ANGELA M
1	1015228		\$115.56	Mar 9, 2016	88888	12579	STARKEY, MICHELE M
1	1015229		\$100.00	Mar 9, 2016	88888	12708	SCHWARTZ, KATHRYN J
1	1015230		\$237.60	Mar 9, 2016	88888	12754	NASH, DEREK B
1	1015231		\$111.49	Mar 9, 2016	88888	13431	PAETZOLD, ROBERT JAMES
1	1015232		\$114.48	Mar 9, 2016	88888	13441	TESMER, RUSSELL
1	1015233		\$39.74	Mar 9, 2016	88888	13672	RINGGER, TRACY A
1	1015234		\$79.92	Mar 9, 2016	88888	13692	NIEMIEC, ALICIA
1	1015235		\$12.15	Mar 9, 2016	88888	13693	NEAL, BRYENY B
1	1015236		\$19.01	Mar 9, 2016	88888	14000	MCCLELLAN, MELISSA E
1	1015237		\$26.57	Mar 9, 2016	88888	14671	SMITH, TRACY J
1	1015238		\$262.02	Mar 9, 2016	88888	15445	VORNWALD, SUANN M
1	1015239		\$69.76	Mar 9, 2016	88888	15445	VORNWALD, SUANN M
1	1015240		\$34.12	Mar 9, 2016	88888	16046	STRAHOTA, SARA J

28

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015241		\$8.69	Mar 9, 2016	88888	16066	REAGAN, KATHRYN M
1	1015242		\$62.10	Mar 9, 2016	88888	16501	NESS, KAREN M
1	1015243		\$62.69	Mar 9, 2016	88888	16669	PETTINELLI, STEPHEN M
1	1015244		\$55.89	Mar 9, 2016	88888	16999	RENKEN, CARISSA M
1	1015245		\$123.39	Mar 9, 2016	88888	17431	QUINTANA, MARIANA
1	1015246		\$4,380.00	Mar 9, 2016	88888	17487	SOVINE, STACEY
1	1015247		\$81.70	Mar 9, 2016	88888	17586	PERLICH, SHAWN
1	1015248		\$25.00	Mar 9, 2016	88888	17841	MUNSON, KIMBERLY M
1	1015249		\$49.00	Mar 9, 2016	88888	17950	QUESENBERRY, KIMBERLY
1	1015250		\$56.92	Mar 9, 2016	88888	17966	TILLMAN, MEGAN
1	1015251		\$18.45	Mar 9, 2016	88888	18055	NIFFENEGGER, KAMALA N
1	1015252		\$234.00	Mar 9, 2016	88888	18451	MELLO, MICHAEL
1	1015253		\$6.80	Mar 9, 2016	88888	18634	SEAMEN, MICHELLE A
1	1015254		\$69.29	Mar 9, 2016	88888	18635	MCDOWELL, MORGAN
1	1015255		\$59.94	Mar 9, 2016	88888	18793	SMITH, NATALIE
Check Count	219	Grand Total	\$21,009.39				

29

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	444834	Clear	\$15,953.58	Feb 12, 2016	28551	0	ADVANCED IMAGING SOLUTIONS
4	444835	Clear	\$10,064.85	Feb 12, 2016	28551	1	ADVANCED IMAGING SOLUTIONS
4	444836	Clear	\$78.00	Feb 12, 2016	23555	0	AHLVERS, STEVE
4	444837	Clear	\$75.00	Feb 12, 2016	24108	0	ANDREWS, GUY
4	444838	Clear	\$137.00	Feb 12, 2016	28689	0	ARRIGONI, BRIAN
4	444839	Clear	\$2,949.47	Feb 12, 2016	26245	1	AUDIO LOGIC SYSTEMS
4	444840	Clear	\$581.25	Feb 12, 2016	28410	0	AUGUST ASH, INC.
4	444841	Clear	\$274.00	Feb 12, 2016	24943	0	BERGERON, JASON
4	444842	Clear	\$534.95	Feb 12, 2016	03931	0	BERRY COFFEE COMPANY
4	444843	Clear	\$150.00	Feb 12, 2016	20522	0	BLOCK, DAN
4	444844	Clear	\$81.00	Feb 12, 2016	24353	0	BOE, KELLY
4	444845	Clear	\$81.00	Feb 12, 2016	05039	0	BRANDT, KEVIN
4	444846	Clear	\$81.00	Feb 12, 2016	27506	0	BREITLOW, JEFF
4	444847	Clear	\$75.00	Feb 12, 2016	27066	0	BRITT, KEVIN
4	444848	Clear	\$81.00	Feb 12, 2016	25016	0	BROWN, CHRIS
4	444849	Clear	\$255.00	Feb 12, 2016	00673	0	BURNSVILLE, CITY OF
4	444850		\$50.00	Feb 12, 2016	07988	0	CHASKA COMMUNITY CENTER
4	444851	Clear	\$515.74	Feb 12, 2016	27279	1	COLE PAPERS INC.
4	444852	Clear	\$9.02	Feb 12, 2016	26565	1	COMCAST
4	444853	Clear	\$632.75	Feb 12, 2016	28540	0	CORE BEVERAGE
4	444854	Clear	\$8,456.70	Feb 12, 2016	00502	0	CORNERSTONE COPY CENTER
4	444855	Clear	\$78.00	Feb 12, 2016	26492	0	CUNDY, BRODIE
4	444856	Clear	\$84.00	Feb 12, 2016	22013	0	CUSTOM WATER WORKS
4	444857	Clear	\$1,058.20	Feb 12, 2016	28440	0	D. FONG'S
4	444858	Clear	\$412.56	Feb 12, 2016	29348	1	DELICIOSO CATERING
4	444859	Clear	\$215.00	Feb 12,	03437	0	DINEEN, DAN

30

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	444860	Clear	\$75.00	Feb 12, 2016	08991	0	DORNFELD, MATTHEW
4	444861	Clear	\$672.50	Feb 12, 2016	09272	2	ECM PUBLISHERS, INC.
4	444862	Clear	\$169.24	Feb 12, 2016	28531	0	EDUCATION MINNESOTA
4	444863	Clear	\$150.00	Feb 12, 2016	28720	0	ELITE MUSIC, INC
4	444864	Clear	\$255.00	Feb 12, 2016	28381	0	FEAR THE RODENT SPORTS
4	444865	Clear	\$590.09	Feb 12, 2016	28651	0	FOOD GROUP
4	444866	Clear	\$105.00	Feb 12, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	444867	Clear	\$75.00	Feb 12, 2016	24351	0	GLOEGE, JOHN
4	444868		\$75.00	Feb 12, 2016	24168	0	GRIFFITHS, DAN
4	444869	Clear	\$143.98	Feb 12, 2016	00575	0	GROTH MUSIC COMPANY
4	444870	Clear	\$416.00	Feb 12, 2016	20324	1	GURSTEL,STALOCH & CHARGO PA
4	444871	Clear	\$39,484.62	Feb 12, 2016	27811	0	HEADWAY EMOTIONAL HEALTH SERVICES
4	444872	Clear	\$162.00	Feb 12, 2016	29007	0	HEARN, JANNESSA L
4	444873	Clear	\$18.00	Feb 12, 2016	00862	3	HERFF JONES, INC.
4	444874		\$75.00	Feb 12, 2016	28355	0	HILL, WESLEY
4	444875		\$81.00	Feb 12, 2016	29048	0	HUMES, SAMUEL
4	444876	Clear	\$500.00	Feb 12, 2016	28456	0	IMAGINE EASY SOLUTIONS, LLC
4	444877		\$100.00	Feb 12, 2016	01880	3	IND. SCHOOL DIST. 194 - LAKEVILLE SOUTH
4	444878		\$120.00	Feb 12, 2016	01880	3	IND. SCHOOL DIST. 194 - LAKEVILLE SOUTH
4	444879	Clear	\$6,029.02	Feb 12, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	444880	Clear	\$140.00	Feb 12, 2016	05129	1	ISD 728
4	444881		\$59.00	Feb 12, 2016	28729	1	JARVIS, JIM
4	444882		\$57.00	Feb 12, 2016	07850	0	JENSEN, RANDY
4	444883	Clear	\$357.00	Feb 12, 2016	24067	0	JOHNSON, DENNIS
4	444884	Clear	\$75.00	Feb 12, 2016	25505	0	JONCKOWSKI, JEFF

31

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	444885		\$126.00	Feb 12, 2016	20523	0	JONES, SCOTT
4	444886	Clear	\$81.00	Feb 12, 2016	09903	0	JUNDT, JOHN
4	444887	Clear	\$36,675.60	Feb 12, 2016	27633	0	KELLY SERVICES, INC.
4	444888		\$75.00	Feb 12, 2016	25504	0	KENT, BRUCE
4	444889	Clear	\$59.00	Feb 12, 2016	24352	0	KLAERS, MARK
4	444890	Clear	\$177.00	Feb 12, 2016	07997	0	KLEIN, MATTHEW
4	444891	Clear	\$5,400.44	Feb 12, 2016	24356	0	KOCH SCHOOL BUS SERVICE, INC
4	444892	Clear	\$81.00	Feb 12, 2016	03225	0	KORTE, STEVE
4	444893	Clear	\$268.95	Feb 12, 2016	24357	0	LITTLE FREE LIBRARY
4	444894	Clear	\$97.00	Feb 12, 2016	28653	0	MAHONEY, JEFF
4	444895	Clear	\$75.00	Feb 12, 2016	23667	0	MCCRARY, KELLY
4	444896	Clear	\$184.00	Feb 12, 2016	23866	0	MESSERLI & KRAMER PA
4	444897	Clear	\$262.50	Feb 12, 2016	22385	0	METRO TRANSIT
4	444898	Clear	\$81.00	Feb 12, 2016	24355	0	MEYER, RYAN
4	444899	Clear	\$610.39	Feb 12, 2016	23914	0	MIDWEST VENDING
4	444900	Clear	\$100.00	Feb 12, 2016	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	444901	Clear	\$75.00	Feb 12, 2016	05219	0	MOORE, CHARLES
4	444902	Clear	\$75.00	Feb 12, 2016	28308	0	MOORE, KENAN
4	444903	Clear	\$175.00	Feb 12, 2016	28357	0	NATAS-UPPER MIDWEST FOUNDATION
4	444904	Clear	\$3,597.46	Feb 12, 2016	24335	1	NEW DOMINION SCHOOL
4	444905		\$144.00	Feb 12, 2016	02467	0	NOVAK, JANICE S.
4	444906	Clear	\$78.00	Feb 12, 2016	23622	0	PARKER, JON RYAN
4	444907	Clear	\$75.00	Feb 12, 2016	06520	0	PELLETIER, DAN
4	444908		\$60.00	Feb 12, 2016	24879	0	PEREZ, MELISSA M.
4	444909	Clear	\$99.00	Feb 12, 2016	29171	0	PERFORMANT RECOVERY INC
4	444910		\$175.00	Feb 12,	26714	0	PINE ISLAND

32

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	444911	Clear	\$200.00	Feb 12, 2016	24359	0	PLAINVIEW ELGIN MILVILLE HIGH SCHOOL
4	444912		\$120.00	Feb 12, 2016	24358	0	PROCEED
4	444913	Clear	\$42.00	Feb 12, 2016	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	444914	Clear	\$118.00	Feb 12, 2016	09701	0	RAHIMI, SIAVOSH
4	444915		\$75.00	Feb 12, 2016	08083	0	RAHJA, MARK
4	444916		\$75.00	Feb 12, 2016	20830	0	REVENIG, SCOTT
4	444917	Clear	\$2,550.00	Feb 12, 2016	26796	0	SAFEBAY DRIVING SCHOOL
4	444918	Clear	\$450.00	Feb 12, 2016	09588	2	SAVAGE, CITY OF
4	444919	Clear	\$137.00	Feb 12, 2016	24557	0	SCHMITZ, STEVE
4	444920	Clear	\$8,172.81	Feb 12, 2016	23848	0	SFM
4	444921		\$81.00	Feb 12, 2016	24354	0	SHELTON, SAMUEL
4	444922	Clear	\$60.00	Feb 12, 2016	27563	0	SHRED RIGHT
4	444923	Clear	\$57.00	Feb 12, 2016	29049	0	SOUERS, RANDY
4	444924	Clear	\$47.41	Feb 12, 2016	00000	9695	STEARNS, FRANCES
4	444925	Clear	\$4,427.50	Feb 12, 2016	24346	0	STRATEGIC BEHAVIORAL SOLUTIONS
4	444926	Clear	\$186.00	Feb 12, 2016	27465	0	SUMMER, JULIE ANNA
4	444927	Clear	\$864.16	Feb 12, 2016	01076	3	SWNEWSMEDIA.COM
4	444928	Clear	\$34.82	Feb 12, 2016	21190	0	TROUSIL, WANDA
4	444929	Clear	\$6,000.00	Feb 12, 2016	04153	1	U.S. POSTMASTER
4	444930	Clear	\$90.35	Feb 12, 2016	E7415	0	UMHOFER, THOMAS C
4	444931	Clear	\$22,475.00	Feb 12, 2016	08595	0	UNIVERSITY OF MINNESOTA-TUITION
4	444932	Clear	\$243.43	Feb 12, 2016	02813	4	US DEPARTMENT OF EDUCATION
4	444933	Clear	\$41.61	Feb 12, 2016	23463	18	US DEPT OF TREASURY
4	444934		\$137.00	Feb 12, 2016	06687	0	VAN GUILDER, JOE
4	444935	Clear	\$81.00	Feb 12, 2016	08731	0	WARD, DENNIS

33

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	444936		\$60.00	Feb 12, 2016	25560	0	WARSAME, KADRA
4	444937	Clear	\$81.00	Feb 12, 2016	21755	0	WIGLEY, JOSH
4	444938	Clear	\$315.00	Feb 12, 2016	29156	0	WILDERNESS INQUIRY
4	444939	Clear	\$386.10	Feb 12, 2016	23502	0	WONG, PETER
4	444940	Clear	\$137.00	Feb 12, 2016	20623	0	WORDEN, JASON
4	444941	Clear	\$118.00	Feb 12, 2016	28304	0	ZIMMERMAN, FRANK
4	444942	Clear	\$39,848.75	Feb 17, 2016	05296	0	360 COMMUNITIES
4	444943	Clear	\$4,762.75	Feb 17, 2016	08837	0	BEST WESTERN PREMIER NICOLLET INN
4	444944		\$430.00	Feb 17, 2016	00706	0	BURNSVILLE CHAMBER OF COMMERCE
4	444945	Clear	\$3,099.99	Feb 17, 2016	22061	0	DISTRIBUTED WEBSITE CORPORATION
4	444946	Clear	\$3,178.15	Feb 17, 2016	02333	1	EARTHGRAINS BAKING CO. INC.
4	444947	Clear	\$100.00	Feb 17, 2016	06734	1	EASTVIEW HIGH SCHOOL
4	444948	Clear	\$7,983.00	Feb 17, 2016	01475	0	FRIEDGES LANDSCAPING, INC.
4	444949	Clear	\$550.00	Feb 17, 2016	01880	2	IND. SCHOOL DIST. 194
4	444950	Clear	\$19,549.00	Feb 17, 2016	01394	0	IND. SCHOOL DIST. 196
4	444951	Clear	\$115.90	Feb 17, 2016	02483	0	INTEGRA TELECOM
4	444952	Clear	\$480.00	Feb 17, 2016	08356	1	KENNEDY & GRAVEN, CHARTERED
4	444953	Clear	\$2,404.00	Feb 17, 2016	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	444954	Clear	\$2,184.00	Feb 17, 2016	25512	0	MAYER ARTS, INC.
4	444955	Clear	\$72.00	Feb 17, 2016	00000	7235	MOHAMED, HIBO
4	444956		\$209.00	Feb 17, 2016	28346	0	NATIONAL STRENGTH & CONDITIONING ASSOC(NSCA)
4	444957		\$55.00	Feb 17, 2016	01567	4	ROCHESTER CENTURY HIGH SCHOOL
4	444958		\$120.00	Feb 17, 2016	09266	0	ROSEMOUNT HIGH SCHOOL
4	444959	Clear	\$3,600.00	Feb 17, 2016	28293	1	SERVEMINNESOTA ACTION NETWORK
4	444960	Clear	\$222.50	Feb 17, 2016	24360	0	SOUTH METRO RENTAL INC.
4	444961	Clear	\$10.50	Feb 17,	00000	7236	TADESSE, TIGEST

34

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	444962	Clear	\$264.00	Feb 17, 2016	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	444963	Clear	\$51,447.88	Feb 17, 2016	04417	1	US FOODS INC
4	444964	Unissued	\$0.00	Feb 17, 2016	04417	1	US FOODS INC
4	444965	Unissued	\$0.00	Feb 17, 2016	04417	1	US FOODS INC
4	444966	Unissued	\$0.00	Feb 17, 2016	04417	1	US FOODS INC
4	444967	Unissued	\$0.00	Feb 17, 2016	04417	1	US FOODS INC
4	444968	Clear	\$102.00	Feb 17, 2016	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	444969	Clear	\$30.00	Feb 19, 2016	05296	0	360 COMMUNITIES
4	444970		\$75.00	Feb 19, 2016	24165	0	BEEKMAN, DAN
4	444971		\$139.00	Feb 19, 2016	00016	2833	BORGESON, CARMEN
4	444972	Clear	\$81.00	Feb 19, 2016	23736	0	BUTZLER, CHAD
4	444973		\$5.00	Feb 19, 2016	00000	7243	CARPENTER, CAROL
4	444974		\$137.00	Feb 19, 2016	05041	0	CARROLL, JAMES
4	444975	Clear	\$50,761.91	Feb 19, 2016	02519	0	CENTERPOINT ENERGY
4	444976	Clear	\$3,512.87	Feb 19, 2016	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	444977	Clear	\$190.26	Feb 19, 2016	25513	1	CHURCH OFFSET PRINTING, INC.
4	444978	Clear	\$50.00	Feb 19, 2016	00000	7242	COLIN, DANETTE
4	444979	Clear	\$73.85	Feb 19, 2016	00666	1	COUNCIL FOR EXCEPTIONAL CHILDREN
4	444980	Clear	\$60,691.41	Feb 19, 2016	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	444981	Clear	\$570,099.71	Feb 19, 2016	28300	1	DURHAM SCHOOL SERVICES
4	444982	Clear	\$59.00	Feb 19, 2016	00000	7241	DZUIK, JACQUELINE
4	444983	Clear	\$487.20	Feb 19, 2016	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	444984		\$94.00	Feb 19, 2016	00000	7240	ELLING, MARY
4	444985	Clear	\$4,884.33	Feb 19, 2016	26379	0	EPN TRAVEL SERVICES, INC.
4	444986	Clear	\$75.00	Feb 19, 2016	03439	0	ERICKSON, RICHARD J.

35

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	444987	Clear	\$75.00	Feb 19, 2016	24363	0	FERN, JEFF
4	444988	Clear	\$75.00	Feb 19, 2016	24362	0	FERN, NATHAN
4	444989		\$78.34	Feb 19, 2016	28202	0	FOUNDATION 191
4	444990	Clear	\$81.00	Feb 19, 2016	24296	0	FULTON, STEVE
4	444991	Clear	\$209.85	Feb 19, 2016	00575	0	GROTH MUSIC COMPANY
4	444992		\$54.00	Feb 19, 2016	00000	7239	HENSELER, PAULA
4	444993	Clear	\$300.00	Feb 19, 2016	24364	0	HEYN, REBECCA SUE
4	444994	Clear	\$3,165.07	Feb 19, 2016	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	444995	Clear	\$227.99	Feb 19, 2016	03003	2	J.W. PEPPER & SON INC.
4	444996	Clear	\$90.00	Feb 19, 2016	00000	7238	JENKINS, MARILYN
4	444997		\$81.00	Feb 19, 2016	07850	0	JENSEN, RANDY
4	444998	Clear	\$139.00	Feb 19, 2016	00000	7237	JESERITZ, CHERYL
4	444999	Clear	\$57.00	Feb 19, 2016	24067	0	JOHNSON, DENNIS
4	445000		\$75.00	Feb 19, 2016	27976	0	KABES, APRIL
4	445001	Clear	\$31,441.19	Feb 19, 2016	27633	0	KELLY SERVICES, INC.
4	445002	Clear	\$417.00	Feb 19, 2016	08356	1	KENNEDY & GRAVEN, CHARTERED
4	445003		\$71.00	Feb 19, 2016	05957	0	LAMERS, CHARLES
4	445004	Clear	\$63.00	Feb 19, 2016	00000	4300	LARSON, CARNA
4	445005	Clear	\$39,157.14	Feb 19, 2016	28503	1	LINA
4	445006		\$32.75	Feb 19, 2016	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	445007	Clear	\$50.00	Feb 19, 2016	22096	0	M W SAVAGE PTO
4	445008	Clear	\$2,937.33	Feb 19, 2016	05220	0	MACPHAIL
4	445009	Clear	\$67.00	Feb 19, 2016	08647	0	MARSHALL, JAMES
4	445010	Clear	\$3,150.00	Feb 19, 2016	24365	0	MATTER OF AFRICA AMERICA TIME CORP
4	445011	Clear	\$87.50	Feb 19, 2016	22385	0	METRO TRANSIT
4	445012		\$100.00	Feb 19,	29189	0	MINNESOTA EDUCATION EQUITY

36

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			PARTNERSHIP
4	445013	Clear	\$690.00	Feb 19, 2016	01596	22	MN DEPARTMENT OF EDUCATION
4	445014	Clear	\$75.00	Feb 19, 2016	28308	0	MOORE, KENAN
4	445015	Clear	\$150.00	Feb 19, 2016	06265	6	NATIONAL ASSOCIATION OF SCHOOL NURSES (NASN)
4	445016	Clear	\$81.00	Feb 19, 2016	27347	0	NEIBAUER, NICK
4	445017	Clear	\$198.50	Feb 19, 2016	00001	1681	NELSON, GENA
4	445018	Clear	\$81.00	Feb 19, 2016	28320	0	PRATHER, ROD
4	445019	Clear	\$13.00	Feb 19, 2016	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	445020	Clear	\$1,897.29	Feb 19, 2016	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	445021	Clear	\$1,953.95	Feb 19, 2016	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	445022	Clear	\$78.00	Feb 19, 2016	05126	0	ROGERS, GREGORY
4	445023	Clear	\$96.08	Feb 19, 2016	03532	2	SCHMITT MUSIC
4	445024	Clear	\$75.00	Feb 19, 2016	28721	0	SCHULER, RACHEL
4	445025	Clear	\$12,067.00	Feb 19, 2016	03369	0	SEXTON PRINTING
4	445026	Clear	\$945.00	Feb 19, 2016	03413	0	SOUTH METRO SPORTS
4	445027	Clear	\$907.80	Feb 19, 2016	21149	0	SUCANSKY, SARAH
4	445028	Clear	\$197.52	Feb 19, 2016	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	445029	Clear	\$118.00	Feb 19, 2016	24361	0	YETZER, RYAN
4	445030	Clear	\$410.80	Feb 23, 2016	02623	1	ACCO BRANDS USA LLC
4	445031	Clear	\$1,584.00	Feb 23, 2016	09972	0	BUCK HILL, INC.
4	445032		\$885.70	Feb 23, 2016	02519	0	CENTERPOINT ENERGY
4	445033	Clear	\$416.00	Feb 23, 2016	28381	0	FEAR THE RODENT SPORTS
4	445034		\$582.00	Feb 23, 2016	06592	1	FESTIVAL OF NATIONS
4	445035	Clear	\$886.30	Feb 23, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445036	Clear	\$7,084.87	Feb 23, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	445037	Clear	\$439.50	Feb 23, 2016	24921	0	MECA SPORTSWEAR

37

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445038	Clear	\$160.00	Feb 23, 2016	08865	10	METRO ECSU-REGION 11 ISD#920
4	445039		\$200.00	Feb 23, 2016	29189	0	MINNESOTA EDUCATION EQUITY PARTNERSHIP
4	445040		\$17,638.60	Feb 23, 2016	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	445041		\$4,700.18	Feb 23, 2016	06477	0	OFFICE OF ENTERPRISE TECHNOLOGY
4	445042		\$36,734.00	Feb 23, 2016	09588	4	SAVAGE, CITY OF
4	445043		\$900.00	Feb 23, 2016	28293	1	SERVEMINNESOTA ACTION NETWORK
4	445044		\$1,704.00	Feb 23, 2016	22408	1	SKATETIME SCHOOL PROGRAMS
4	445045		\$2,449.36	Feb 23, 2016	29345	1	T-MOBILE
4	445046	Clear	\$253.10	Feb 23, 2016	28502	0	THE MCDOWELL AGENCY, INC.
4	445047		\$744.00	Feb 23, 2016	01637	0	THREE RIVERS PARK DISTRICT
4	445048		\$100.00	Feb 23, 2016	08798	25	UNIVERSITY OF MINNESOTA
4	445049	Clear	\$744.35	Feb 23, 2016	04417	1	US FOODS INC
4	445050	Clear	\$2,872.74	Feb 23, 2016	29265	0	Z SYSTEMS
4	445051		\$10,930.28	Mar 1, 2016	28147	1	AGROPUR
4	445052	Unissued	\$0.00	Mar 1, 2016	28147	1	AGROPUR
4	445053	Unissued	\$0.00	Mar 1, 2016	28147	1	AGROPUR
4	445054	Unissued	\$0.00	Mar 1, 2016	28147	1	AGROPUR
4	445055	Unissued	\$0.00	Mar 1, 2016	28147	1	AGROPUR
4	445056	Unissued	\$0.00	Mar 1, 2016	28147	1	AGROPUR
4	445057	Unissued	\$0.00	Mar 1, 2016	28147	1	AGROPUR
4	445058	Unissued	\$0.00	Mar 1, 2016	28147	1	AGROPUR
4	445059		\$337.00	Mar 1, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	445060	Unissued	\$0.00	Mar 1, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	445061		\$186.43	Mar 1, 2016	03178	1	AQUA LOGIC, INC.
4	445062		\$837.00	Mar 1, 2016	05941	1	ASPEN EQUIPMENT CO.
4	445063		\$12,695.99	Mar 1,	00477	0	BIX PRODUCE COMPANY

38

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445064	Unissued	\$0.00	Mar 1, 2016	00477	0	BIX PRODUCE COMPANY
4	445065	Unissued	\$0.00	Mar 1, 2016	00477	0	BIX PRODUCE COMPANY
4	445066	Unissued	\$0.00	Mar 1, 2016	00477	0	BIX PRODUCE COMPANY
4	445067	Unissued	\$0.00	Mar 1, 2016	00477	0	BIX PRODUCE COMPANY
4	445068		\$3,239.88	Mar 1, 2016	26720	0	BLUE BELL ENTERPRISES, INC.
4	445069		\$314.00	Mar 1, 2016	26628	0	CENTRAL FIRE PROTECTION, INC.
4	445070		\$532.50	Mar 1, 2016	27640	0	COMMERCIAL KITCHEN SERVICES
4	445071		\$707.25	Mar 1, 2016	23509	0	COOL AIR MECHANICAL, INC.
4	445072		\$437.60	Mar 1, 2016	29228	1	CUMMINS NPOWER LLC
4	445073		\$11,095.34	Mar 1, 2016	04186	1	DALCO
4	445074	Unissued	\$0.00	Mar 1, 2016	04186	1	DALCO
4	445075	Unissued	\$0.00	Mar 1, 2016	04186	1	DALCO
4	445076		\$8,653.52	Mar 1, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	445077	Unissued	\$0.00	Mar 1, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	445078	Unissued	\$0.00	Mar 1, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	445079		\$895.78	Mar 1, 2016	01078	0	ELECTRO WATCHMAN, INC.
4	445080		\$9.06	Mar 1, 2016	23054	1	FASTENAL
4	445081		\$37.52	Mar 1, 2016	08698	1	FERGUSON ENTERPRISES # 1657
4	445082		\$3,420.05	Mar 1, 2016	01541	1	GENERAL PARTS, LLC
4	445083		\$2,077.04	Mar 1, 2016	04387	1	GRAINGER
4	445084	Unissued	\$0.00	Mar 1, 2016	04387	1	GRAINGER
4	445085		\$2,142.89	Mar 1, 2016	09046	0	HI TECH REFRIGERATION
4	445086		\$1,385.80	Mar 1, 2016	09318	1	HILLYARD INC - MINNEAPOLIS
4	445087		\$398.67	Mar 1, 2016	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	445088		\$15,150.00	Mar 1, 2016	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.

39

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445089		\$547.65	Mar 1, 2016	27253	0	LANDS BEST FOODS LLC
4	445090		\$95.00	Mar 1, 2016	05077	0	LOCKSAFE INC.
4	445091		\$1,307.29	Mar 1, 2016	02196	0	MACKIN EDUCATIONAL RESOURCES
4	445092		\$349.20	Mar 1, 2016	28041	0	MIXMI BRANDS INC.
4	445093		\$67.85	Mar 1, 2016	28240	1	MN SUPPLY
4	445094		\$72.40	Mar 1, 2016	03519	0	NAPA AUTO PARTS
4	445095		\$92.00	Mar 1, 2016	25372	4	NCS PEARSON INC
4	445096		\$278.60	Mar 1, 2016	02489	1	OFFICE DEPOT COMPANY
4	445097		\$61.60	Mar 1, 2016	03073	1	PRO-ED
4	445098		\$3,466.32	Mar 1, 2016	28785	1	PRODOCON, INC
4	445099		\$385.42	Mar 1, 2016	23374	0	RECYCLE TECHNOLOGIES, INC.
4	445100		\$1,910.91	Mar 1, 2016	23241	0	RYAN MECHANICAL, INC.
4	445101		\$233.78	Mar 1, 2016	03532	2	SCHMITT MUSIC
4	445102		\$88.99	Mar 1, 2016	25097	1	SCHOOL SPECIALTY INC
4	445103		\$2,342.94	Mar 1, 2016	03587	1	SIMPLEX GRINNELL
4	445104		\$4,241.88	Mar 1, 2016	22123	1	TOTAL FILTRATION SERVICES, INC.
4	445105		\$13,614.45	Mar 1, 2016	03802	0	TRIO SUPPLY
4	445106	Unissued	\$0.00	Mar 1, 2016	03802	0	TRIO SUPPLY
4	445107	Unissued	\$0.00	Mar 1, 2016	03802	0	TRIO SUPPLY
4	445108		\$584.99	Mar 1, 2016	08379	6	UNITED RENTALS (NORTH AMERICA) INC
4	445109		\$778.13	Mar 1, 2016	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	445110		\$340.25	Mar 1, 2016	04284	0	W.W. GOETSCH & ASSOC.
4	445111		\$698.34	Mar 1, 2016	04435	0	WEST MUSIC COMPANY
4	445112		\$615.00	Mar 1, 2016	04419	0	WESTERN PSYCHOLOGICAL SERVICES
4	445113		\$428.75	Mar 1, 2016	04377	0	WIGEN COMPANIES, INC. #86
4	445114		\$12,549.57	Feb 26,	28551	0	ADVANCED IMAGING SOLUTIONS

40

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445115		\$10,064.85	Feb 26, 2016	28551	1	ADVANCED IMAGING SOLUTIONS
4	445116		\$1,450.00	Feb 26, 2016	27223	1	AVID CENTER
4	445117		\$80.00	Feb 26, 2016	00000	654	BLIX, STACI
4	445118		\$340.00	Feb 26, 2016	00673	0	BURNSVILLE, CITY OF
4	445119		\$90.00	Feb 26, 2016	04701	0	CATALYST GRAPHICS, INC.
4	445120		\$732.26	Feb 26, 2016	28540	0	CORE BEVERAGE
4	445121		\$738.36	Feb 26, 2016	00502	0	CORNERSTONE COPY CENTER
4	445122		\$534.67	Feb 26, 2016	29348	1	DELICIOSO CATERING
4	445123		\$1,250.00	Feb 26, 2016	28856	0	DOBBINS, ELIZABETH
4	445124		\$993.61	Feb 26, 2016	28651	0	FOOD GROUP
4	445125		\$70.00	Feb 26, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445126		\$215.85	Feb 26, 2016	00575	0	GROTH MUSIC COMPANY
4	445127		\$4,352.76	Feb 26, 2016	03036	1	IND. SCHOOL DIST. 742
4	445128		\$165.65	Feb 26, 2016	00001	1684	KELL-KIRSCHBAUM, DIANA
4	445129		\$42,073.94	Feb 26, 2016	27633	0	KELLY SERVICES, INC.
4	445130		\$150.00	Feb 26, 2016	00016	2114	LANHART, PAM
4	445131		\$4,250.00	Feb 26, 2016	28953	0	LINDSEY, DELORES
4	445132		\$283.09	Feb 26, 2016	02196	0	MACKIN EDUCATIONAL RESOURCES
4	445133		\$70.80	Feb 26, 2016	00001	1682	MANDERS, ANITA
4	445134		\$1,800.00	Feb 26, 2016	24365	1	MATTER OF AFRICA AMERICA TIME CORP
4	445135		\$1,232.00	Feb 26, 2016	08112	0	MEDICINE LAKE TOURS
4	445136		\$513.19	Feb 26, 2016	23914	0	MIDWEST VENDING
4	445137		\$45.00	Feb 26, 2016	08543	6	MN DEPT OF HEALTH
4	445138		\$25.00	Feb 26, 2016	21301	3	MN STATE UNIVERSITY-MANKATO
4	445139		\$88.00	Feb 26, 2016	28234	0	MOORE, LYNN

41

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445140		\$216.00	Feb 26, 2016	09589	2	NEOPOST USA INC
4	445141		\$79.00	Feb 26, 2016	24369	0	NORTHERN SAFETY TECHNOLOGY, INC.
4	445142		\$1,600.00	Feb 26, 2016	21907	0	OLSON, JANE
4	445143		\$174.00	Feb 26, 2016	25562	0	SACHS, ALICE
4	445144		\$20.00	Feb 26, 2016	09588	4	SAVAGE, CITY OF
4	445145		\$48.65	Feb 26, 2016	00001	1683	SCHNEIDER, JEFF
4	445146		\$9.98	Feb 26, 2016	00000	9695	STEARNS, FRANCES
4	445147		\$1,204.50	Feb 26, 2016	28962	1	TOPPERS PIZZA BURNSVILLE
4	445148	Unissued	\$0.00	Feb 26, 2016	28962	1	TOPPERS PIZZA BURNSVILLE
4	445149	Clear	\$64,488.69	Feb 26, 2016	04417	1	US FOODS INC
4	445150	Unissued	\$0.00	Feb 26, 2016	04417	1	US FOODS INC
4	445151	Unissued	\$0.00	Feb 26, 2016	04417	1	US FOODS INC
4	445152	Unissued	\$0.00	Feb 26, 2016	04417	1	US FOODS INC
4	445153	Unissued	\$0.00	Feb 26, 2016	04417	1	US FOODS INC
4	445154	Unissued	\$0.00	Feb 26, 2016	04417	1	US FOODS INC
4	445155		\$279.00	Feb 26, 2016	24368	0	WILSON, NATHAN
4	445156		\$3.90	Feb 26, 2016	23502	0	WONG, PETER
4	445157		\$30.00	Mar 2, 2016	05296	0	360 COMMUNITIES
4	445158		\$120.00	Mar 2, 2016	27129	0	ALI, AMAAL
4	445159		\$278.50	Mar 2, 2016	27125	0	ALLEN, DARIEL J.
4	445160		\$56.00	Mar 2, 2016	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	445161		\$1,495.00	Mar 2, 2016	27006	1	BRAINPOP LLC
4	445162		\$1,008.00	Mar 2, 2016	09972	0	BUCK HILL, INC.
4	445163		\$1,930.00	Mar 2, 2016	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	445164		\$437.41	Mar 2, 2016	02519	0	CENTERPOINT ENERGY
4	445165		\$574.01	Mar 2,	02781	5	CENTURYLINK

42

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445166		\$255.00	Mar 2, 2016	28260	0	CHOY, SERGIO R.
4	445167		\$6,447.00	Mar 2, 2016	06510	1	COMMITTEE FOR CHILDREN
4	445168		\$600.00	Mar 2, 2016	25919	0	CORDOVA, LETICIA
4	445169		\$300.00	Mar 2, 2016	29221	0	DANCELIFE BALLROOM
4	445170		\$120.00	Mar 2, 2016	20524	0	DEWALD, RINA C.
4	445171		\$30.00	Mar 2, 2016	28051	0	DO GOOD DIAPERS LLC
4	445172		\$169.50	Mar 2, 2016	28531	0	EDUCATION MINNESOTA
4	445173		\$54.00	Mar 2, 2016	06626	1	EDUCATIONAL PRODUCTS, INC
4	445174		\$1,084.11	Mar 2, 2016	25053	0	EF EDUCATIONAL TOURS
4	445175		\$224.00	Mar 2, 2016	26111	0	ETECH TRANSACTION SOLUTIONS, INC.
4	445176		\$420.85	Mar 2, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445177		\$424.00	Mar 2, 2016	20324	1	GURSTEL,STALOCH & CHARGO PA
4	445178		\$12.44	Mar 2, 2016	00862	3	HERFF JONES, INC.
4	445179		\$95.05	Mar 2, 2016	26668	1	HM RECEIVABLES CO LLC
4	445180		\$2,205.00	Mar 2, 2016	21741	0	KENNEDY, JENNIFER
4	445181		\$31,889.00	Mar 2, 2016	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	445182		\$259.54	Mar 2, 2016	04999	0	LRP PUBLICATIONS
4	445183		\$5,114.20	Mar 2, 2016	26241	0	M&E REALTY COMPANY
4	445184		\$70.80	Mar 2, 2016	00001	1682	MANDERS, ANITA
4	445185		\$184.00	Mar 2, 2016	23866	0	MESSERLI & KRAMER PA
4	445186		\$291.00	Mar 2, 2016	24659	0	MINNESOTA SWORD PLAY
4	445187		\$632.00	Mar 2, 2016	09799	0	MN CENTER FOR BOOK ARTS
4	445188		\$70.00	Mar 2, 2016	02475	1	MN PCS USERS GROUP
4	445189		\$490.00	Mar 2, 2016	22324	0	MULTILINGUAL WORD, INC.
4	445190		\$359.00	Mar 2, 2016	03247	0	NATIONAL BUSINESS INSTITUTE, INC.

43

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445191		\$112.00	Mar 2, 2016	08769	0	NCPERS MINNESOTA
4	445192		\$54.00	Mar 2, 2016	03091	4	NCS PEARSON INC
4	445193		\$1,685.50	Mar 2, 2016	29243	0	NORTHERN, GERRI
4	445194		\$480.00	Mar 2, 2016	24879	0	PEREZ, MELISSA M.
4	445195		\$98.00	Mar 2, 2016	29171	0	PERFORMANT RECOVERY INC
4	445196		\$75.00	Mar 2, 2016	21343	0	RAMACHER, THUY
4	445197		\$313.60	Mar 2, 2016	28168	0	ROARK, RICHARD JEFFREY
4	445198		\$274.00	Mar 2, 2016	28277	0	ROBERT J. BRUNO, LTD
4	445199		\$4,260.00	Mar 2, 2016	26796	0	SAFEBAY DRIVING SCHOOL
4	445200		\$7,365.35	Mar 2, 2016	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	445201		\$33.28	Mar 2, 2016	27563	0	SHRED RIGHT
4	445202		\$1,615.00	Mar 2, 2016	28706	0	STRATEGIC STAFFING SOLUTIONS, LLC
4	445203		\$180.56	Mar 2, 2016	21190	0	TROUSIL, WANDA
4	445204		\$243.43	Mar 2, 2016	02813	4	US DEPARTMENT OF EDUCATION
4	445205		\$157.00	Mar 2, 2016	23463	18	US DEPT OF TREASURY
4	445206		\$120.00	Mar 2, 2016	25560	0	WARSAME, KADRA
4	445207		\$20,488.00	Mar 2, 2016	25571	0	XCEL ENERGY CENTER
4	445208		\$1,590.00	Mar 3, 2016	25610	0	STB OF BLOOMINGTON, INC.
4	445209		\$150.95	Mar 4, 2016	21489	1	ACCURATE LABEL DESIGNS
4	445210		\$630.00	Mar 4, 2016	26089	0	ADAGIO DJAY ENTERTAINMENT
4	445211		\$40.00	Mar 4, 2016	00000	7248	BEZOTTE, AIMEE
4	445212		\$110.00	Mar 4, 2016	00000	7250	BRIGGS, JAMI
4	445213		\$56.00	Mar 4, 2016	28187	0	BRIGHTBILL, THEODORE
4	445214		\$96.17	Mar 4, 2016	00016	2494	BURKHART, MALIA
4	445215		\$10,705.20	Mar 4, 2016	00435	0	BURNSVILLE ICE CENTER
4	445216		\$60.00	Mar 4,	28401	0	CHOY, KEREN

44

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445217		\$60.00	Mar 4, 2016	28260	0	CHOY, SERGIO R.
4	445218		\$59.00	Mar 4, 2016	00000	7251	COPELAND, ERIN
4	445219		\$240.00	Mar 4, 2016	25919	0	CORDOVA, LETICIA
4	445220		\$12,360.00	Mar 4, 2016	22059	0	DAKOTA OUTDOORS LLC
4	445221		\$299.00	Mar 4, 2016	26840	0	DAKOTA PRINTING, INC.
4	445222		\$30.00	Mar 4, 2016	28051	0	DO GOOD DIAPERS LLC
4	445223		\$345.05	Mar 4, 2016	09272	2	ECM PUBLISHERS, INC.
4	445224		\$641.60	Mar 4, 2016	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	445225		\$2,934.20	Mar 4, 2016	04527	1	FOLLETT SCHOOL SOLUTIONS, INC.
4	445226		\$78.34	Mar 4, 2016	28202	0	FOUNDATION 191
4	445227		\$3,336.79	Mar 4, 2016	28988	0	FRONTLINE TECHNOLOGIES GROUP, LLC
4	445228		\$597.25	Mar 4, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445229		\$1,002.00	Mar 4, 2016	29272	0	GB TECHNOLOGIES
4	445230		\$24.87	Mar 4, 2016	00016	3070	GRAY, KAREN
4	445231		\$78.00	Mar 4, 2016	00000	629	GUSTAFSON, KATHRYN
4	445232		\$2,806.25	Mar 4, 2016	02483	0	INTEGRA TELECOM
4	445233		\$384.00	Mar 4, 2016	23140	0	JUNIOR ACHIEVEMENT OF THE UPPER MIDWEST INC.
4	445234		\$44,271.06	Mar 4, 2016	27633	0	KELLY SERVICES, INC.
4	445235		\$59.00	Mar 4, 2016	00000	7249	LIENAU, THERESA
4	445236		\$50.17	Mar 4, 2016	02196	0	MACKIN EDUCATIONAL RESOURCES
4	445237		\$716.00	Mar 4, 2016	03936	2	MINNETONKA PUBLIC SCHOOLS
4	445238		\$181.50	Mar 4, 2016	03870	0	MN LANDSCAPE ARBORETUM
4	445239		\$70.00	Mar 4, 2016	22324	0	MULTILINGUAL WORD, INC.
4	445240		\$48.00	Mar 4, 2016	00000	7244	NIELSEN, BRITTNEY
4	445241		\$2,962.00	Mar 4, 2016	03268	0	PACER CENTER, INC.

45

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445242		\$364.00	Mar 4, 2016	29333	0	PEDIATECH NURSING, LLC
4	445243		\$300.00	Mar 4, 2016	24879	0	PEREZ, MELISSA M.
4	445244		\$31.75	Mar 4, 2016	00000	7245	PIKES, DEMETRIA
4	445245		\$40.00	Mar 4, 2016	00000	7246	SAMPSON, ANNA
4	445246		\$4,812.63	Mar 4, 2016	09588	0	SAVAGE, CITY OF
4	445247		\$386.20	Mar 4, 2016	09588	4	SAVAGE, CITY OF
4	445248		\$4,650.00	Mar 4, 2016	27742	0	STRATEGIC SOURCE INC
4	445249		\$25,350.00	Mar 4, 2016	22367	1	TECH INNOVATION
4	445250		\$130.95	Mar 4, 2016	28502	0	THE MCDOWELL AGENCY, INC.
4	445251		\$102.00	Mar 4, 2016	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	445252		\$1,260.00	Mar 4, 2016	28749	0	VAIL RESORTS MANAGEMENT COMPANY, INC
4	445253		\$2,604.34	Mar 4, 2016	00535	1	VERIZON WIRELESS
4	445254		\$60.00	Mar 4, 2016	25560	0	WARSAME, KADRA
4	445255		\$215.20	Mar 4, 2016	20007	0	WASTE MANAGEMENT
4	445256		\$79.99	Mar 4, 2016	25497	0	WOLTERS KLUWER
4	445257		\$14.12	Mar 4, 2016	02776	0	XCEL ENERGY
4	445258		\$2,195.00	Mar 4, 2016	07737	0	YOUTH FRONTIERS, INC.
4	445259		\$59.00	Mar 4, 2016	00000	7247	ZICH, MARY
4	445260		\$826.00	Mar 8, 2016	29248	0	ACHIEVE MOORE LLC
4	445261		\$664.05	Mar 8, 2016	24371	0	BAYFIELD FRUIT CO.
4	445262		\$500.95	Mar 8, 2016	03931	0	BERRY COFFEE COMPANY
4	445263		\$3,078.00	Mar 8, 2016	09972	0	BUCK HILL, INC.
4	445264		\$8,783.26	Mar 8, 2016	04226	0	BURNSVILLE, CITY OF
4	445265	Unissued	\$0.00	Mar 8, 2016	04226	0	BURNSVILLE, CITY OF
4	445266		\$195.00	Mar 8, 2016	21809	0	BURPEE, MIKE
4	445267		\$409.50	Mar 8,	28973	0	CASPERSON, JULIE

46

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445268		\$652.50	Mar 8, 2016	28401	0	CHOY, KEREN
4	445269		\$165.00	Mar 8, 2016	28260	0	CHOY, SERGIO R.
4	445270		\$9.02	Mar 8, 2016	26565	1	COMCAST
4	445271		\$450.00	Mar 8, 2016	25919	0	CORDOVA, LETICIA
4	445272		\$951.52	Mar 8, 2016	28540	0	CORE BEVERAGE
4	445273		\$3,853.15	Mar 8, 2016	28504	0	CORPORATE HEALTH SYSTEMS, INC.
4	445274		\$100.00	Mar 8, 2016	00016	3073	DACK, AMANDA
4	445275		\$204.38	Mar 8, 2016	29006	0	DECK THE WALLS
4	445276		\$652.46	Mar 8, 2016	29348	1	DELICIOSO CATERING
4	445277		\$775.00	Mar 8, 2016	22061	0	DISTRIBUTED WEBSITE CORPORATION
4	445278		\$2,360.19	Mar 8, 2016	01002	0	EAGAN, CITY OF
4	445279		\$105.00	Mar 8, 2016	26554	0	GANADO, CESAR
4	445280		\$280.00	Mar 8, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445281		\$500.00	Mar 8, 2016	20679	0	HASTINGS, RACHEL
4	445282		\$180.00	Mar 8, 2016	29182	0	HUTSAL, OLEKSANDRA
4	445283		\$90.00	Mar 8, 2016	27442	0	IBARRA, HILIANA
4	445284		\$5,575.00	Mar 8, 2016	28876	0	IMAGINE DESIGN & CREATIVE CONSULTING, INC
4	445285		\$70.00	Mar 8, 2016	26282	0	LEE, WAI YEE
4	445286		\$221.00	Mar 8, 2016	26890	0	LOVLIE, CHRISTINE
4	445287		\$1,130.50	Mar 8, 2016	00016	3071	MEADE COUNTY HIGH SCHOOL
4	445288		\$87.50	Mar 8, 2016	22385	0	METRO TRANSIT
4	445289		\$744.07	Mar 8, 2016	23914	0	MIDWEST VENDING
4	445290		\$356.00	Mar 8, 2016	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER
4	445291		\$59.97	Mar 8, 2016	27289	0	NETWORKX CORPORATION
4	445292		\$1,020.00	Mar 8, 2016	24879	0	PEREZ, MELISSA M.

47

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445293		\$3,240.00	Mar 8, 2016	08798	12	REGENTS OF THE UNIVERSITY OF MINNESOTA
4	445294		\$860.00	Mar 8, 2016	24374	0	RINGBERG, THOMAS
4	445295		\$102.45	Mar 8, 2016	03532	2	SCHMITT MUSIC
4	445296		\$800.00	Mar 8, 2016	24372	0	SEWPERSAUD, JENNIFER ANNE
4	445297		\$12,169.65	Mar 8, 2016	23848	0	SFM
4	445298		\$504.00	Mar 8, 2016	03660	0	SKATEVILLE
4	445299		\$48.00	Mar 8, 2016	02039	0	THE WORKS
4	445300		\$129.75	Mar 8, 2016	00826	1	TIERNEY BROTHERS, INC.
4	445301		\$122,105.02	Mar 8, 2016	08203	1	TIES
4	445302		\$200.00	Mar 8, 2016	28852	0	TYLER, BRUCE
4	445303		\$1,270.00	Mar 8, 2016	04153	0	U.S. POSTMASTER
4	445304		\$19,865.00	Mar 8, 2016	08595	0	UNIVERSITY OF MINNESOTA-TUITION
4	445305		\$42,253.58	Mar 8, 2016	04417	1	US FOODS INC
4	445306	Unissued	\$0.00	Mar 8, 2016	04417	1	US FOODS INC
4	445307	Unissued	\$0.00	Mar 8, 2016	04417	1	US FOODS INC
4	445308	Unissued	\$0.00	Mar 8, 2016	04417	1	US FOODS INC
4	445309	Unissued	\$0.00	Mar 8, 2016	04417	1	US FOODS INC
4	445310		\$204.00	Mar 8, 2016	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	445311		\$1,063.00	Mar 8, 2016	26645	1	VENUWORKS OF BURNSVILLE LLC/BPAC
4	445312		\$105.00	Mar 11, 2016	28775	0	ABDULQADIR, FARHIYO
4	445313		\$400.00	Mar 11, 2016	24385	0	ABSIE, FARHIA
4	445314		\$1,254.00	Mar 11, 2016	24380	0	ADVANTAGEHEALTH CORPORATION
4	445315		\$165.00	Mar 11, 2016	27129	0	ALI, AMAAL
4	445316		\$798.08	Mar 11, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	445317		\$120.00	Mar 11, 2016	09460	0	BAKKEN MUSEUM, THE
4	445318		\$80.20	Mar 11,	00001	1685	BEDOR, GEORGE

48

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445319		\$75.00	Mar 11, 2016	24376	0	BELLICOT, BRIAN
4	445320		\$75.00	Mar 11, 2016	06463	0	BOHMBACH, JOHN
4	445321		\$520.00	Mar 11, 2016	23756	0	BRUTUS, INC.
4	445322		\$35.00	Mar 11, 2016	24379	0	BURNSVILLE LIONS CLUB
4	445323		\$60.00	Mar 11, 2016	28260	0	CHOY, SERGIO R.
4	445324		\$330.22	Mar 11, 2016	00016	2883	COOK, LEAH
4	445325		\$600.00	Mar 11, 2016	25919	0	CORDOVA, LETICIA
4	445326		\$3,420.09	Mar 11, 2016	00502	0	CORNERSTONE COPY CENTER
4	445327		\$81.00	Mar 11, 2016	27570	0	DENNY, ROGER
4	445328		\$60.00	Mar 11, 2016	20524	0	DEWALD, RINA C.
4	445329		\$9,238.98	Mar 11, 2016	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	445330		\$3,306.34	Mar 11, 2016	02333	1	EARTHGRAINS BAKING CO. INC.
4	445331		\$81.00	Mar 11, 2016	21305	0	FERRIE, PATRICK
4	445332		\$860.00	Mar 11, 2016	00016	1780	FOUNDATION 191
4	445333		\$144.00	Mar 11, 2016	24386	0	GIRLS ARE POWERFUL FOUNDATION
4	445334		\$75.00	Mar 11, 2016	24168	0	GRIFFITHS, DAN
4	445335		\$81.00	Mar 11, 2016	24384	0	GUENINGSMAN, DANIEL
4	445336		\$233.50	Mar 11, 2016	28337	0	HARTMAN, DANIEL
4	445337		\$75.00	Mar 11, 2016	20474	0	HIMMERICK, BRENT
4	445338		\$75.00	Mar 11, 2016	24344	0	HOWARD, DOMINIC
4	445339		\$81.00	Mar 11, 2016	24383	0	IDE, NATHAN
4	445340		\$165.00	Mar 11, 2016	24274	1	INNOVATIVE OFFICE SOLUTIONS
4	445341		\$7,084.87	Mar 11, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	445342		\$114.00	Mar 11, 2016	24067	0	JOHNSON, DENNIS
4	445343		\$75.00	Mar 11, 2016	25505	0	JONCKOWSKI, JEFF

49

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445344		\$220.50	Mar 11, 2016	20523	0	JONES, SCOTT
4	445345		\$42,403.53	Mar 11, 2016	27633	0	KELLY SERVICES, INC.
4	445346		\$368.00	Mar 11, 2016	26743	0	KIDCREATE STUDIO
4	445347		\$75.00	Mar 11, 2016	06517	0	KORBA, ED
4	445348		\$75.00	Mar 11, 2016	01894	0	KORBA, SCOTT
4	445349		\$228.00	Mar 11, 2016	03225	0	KORTE, STEVE
4	445350		\$1,000.00	Mar 11, 2016	24381	0	LA OPORTUNIDAD, INC.
4	445351		\$168.50	Mar 11, 2016	28045	0	LAKESIDE PROMOTIONS, LLC
4	445352		\$57.00	Mar 11, 2016	27058	0	LEHNEN, TERRY
4	445353		\$12.00	Mar 11, 2016	26902	0	LEHNER, ANDREW
4	445354		\$29.40	Mar 11, 2016	26890	0	LOVLIE, CHRISTINE
4	445355		\$81.00	Mar 11, 2016	24382	0	LYNDSLEY, KEVIN
4	445356		\$110.00	Mar 11, 2016	00000	8529	MCMAHON, JODI
4	445357		\$146.00	Mar 11, 2016	24921	0	MECA SPORTSWEAR
4	445358		\$12,172.35	Mar 11, 2016	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	445359		\$375.00	Mar 11, 2016	00624	0	MN HISTORICAL SOCIETY
4	445360		\$365.00	Mar 11, 2016	02956	0	MSOPA
4	445361		\$2,292.50	Mar 11, 2016	22324	0	MULTILINGUAL WORD, INC.
4	445362		\$120.00	Mar 11, 2016	24243	0	MUNOZ, MARIBEL
4	445363		\$3,597.46	Mar 11, 2016	24335	1	NEW DOMINION SCHOOL
4	445364		\$2,438.00	Mar 11, 2016	06964	0	NICOL, BARBARA
4	445365		\$266.00	Mar 11, 2016	08031	0	ORDWAY CENTER FOR THE PERFORMING ARTS
4	445366		\$75.00	Mar 11, 2016	03268	0	PACER CENTER, INC.
4	445367		\$110.00	Mar 11, 2016	00016	3075	PANICH, SANSUK
4	445368		\$135.00	Mar 11, 2016	03508	4	PARK NICOLLET HEALTH SERVICES
4	445369		\$4,000.00	Mar 11,	24373	0	PAST ATHLETES CONCERNED ABOUT

50

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			EDUCATION
4	445370		\$300.00	Mar 11, 2016	24879	0	PEREZ, MELISSA M.
4	445371		\$99.99	Mar 11, 2016	21571	0	PESI
4	445372		\$150.00	Mar 11, 2016	00016	3076	RESENDEZ, ALEA
4	445373		\$67.24	Mar 11, 2016	03532	2	SCHMITT MUSIC
4	445374		\$162.00	Mar 11, 2016	26552	3	SCHOOL NUTRITION ASSOCIATION
4	445375		\$63,628.00	Mar 11, 2016	23848	0	SFM
4	445376		\$60.00	Mar 11, 2016	27563	0	SHRED RIGHT
4	445377		\$150.00	Mar 11, 2016	00016	3077	SIEBEN, TODD
4	445378		\$975.00	Mar 11, 2016	03413	0	SOUTH METRO SPORTS
4	445379		\$7,865.00	Mar 11, 2016	24346	0	STRATEGIC BEHAVIORAL SOLUTIONS
4	445380		\$434.00	Mar 11, 2016	27465	0	SUMMER, JULIE ANNA
4	445381		\$29.95	Mar 11, 2016	20671	0	THE MAILBOX
4	445382		\$136.04	Mar 11, 2016	00826	1	TIERNEY BROTHERS, INC.
4	445383		\$60.00	Mar 11, 2016	24968	0	TRANG, KRISTINE
4	445384		\$643.50	Mar 11, 2016	28197	0	TWO RIGHT FEET
4	445385		\$480.00	Mar 11, 2016	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	445386		\$39,231.49	Mar 11, 2016	04417	1	US FOODS INC
4	445387	Unissued	\$0.00	Mar 11, 2016	04417	1	US FOODS INC
4	445388	Unissued	\$0.00	Mar 11, 2016	04417	1	US FOODS INC
4	445389	Unissued	\$0.00	Mar 11, 2016	04417	1	US FOODS INC
4	445390		\$165.00	Mar 11, 2016	25560	0	WARSAME, KADRA
4	445391		\$60.00	Mar 11, 2016	25837	0	WILLIAMS, REBECCA
4	445392		\$81.00	Mar 11, 2016	05416	0	WILTJER, BRENDEN
4	445393		\$75.00	Mar 11, 2016	21537	0	WOLLE, MIKE
4	445394		\$17,149.57	Mar 11, 2016	02776	0	XCEL ENERGY

51

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445395		\$1,545.00	Mar 11, 2016	07737	0	YOUTH FRONTIERS, INC.
4	445396		\$282.00	Mar 16, 2016	24370	0	ACTION OVERHEAD GARAGE DOOR
4	445397		\$14,675.73	Mar 16, 2016	28147	1	AGROPUR
4	445398	Unissued	\$0.00	Mar 16, 2016	28147	1	AGROPUR
4	445399	Unissued	\$0.00	Mar 16, 2016	28147	1	AGROPUR
4	445400	Unissued	\$0.00	Mar 16, 2016	28147	1	AGROPUR
4	445401	Unissued	\$0.00	Mar 16, 2016	28147	1	AGROPUR
4	445402	Unissued	\$0.00	Mar 16, 2016	28147	1	AGROPUR
4	445403	Unissued	\$0.00	Mar 16, 2016	28147	1	AGROPUR
4	445404	Unissued	\$0.00	Mar 16, 2016	28147	1	AGROPUR
4	445405	Unissued	\$0.00	Mar 16, 2016	28147	1	AGROPUR
4	445406	Unissued	\$0.00	Mar 16, 2016	28147	1	AGROPUR
4	445407		\$1,470.96	Mar 16, 2016	03503	0	AMERICAN TIME & SIGNAL
4	445408		\$438.25	Mar 16, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	445409	Unissued	\$0.00	Mar 16, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	445410		\$105.57	Mar 16, 2016	00428	0	ARAMARK
4	445411		\$2,978.90	Mar 16, 2016	28518	1	AUDIOLOGY SYSTEMS INC
4	445412		\$978.60	Mar 16, 2016	24371	0	BAYFIELD FRUIT CO.
4	445413		\$305.90	Mar 16, 2016	03931	0	BERRY COFFEE COMPANY
4	445414		\$18,049.33	Mar 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445415	Unissued	\$0.00	Mar 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445416	Unissued	\$0.00	Mar 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445417	Unissued	\$0.00	Mar 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445418	Unissued	\$0.00	Mar 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445419	Unissued	\$0.00	Mar 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445420		\$2,999.52	Mar 16,	00397	0	BRO-TEX, INC.

52

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445421		\$570.00	Mar 16, 2016	28842	0	BUDDY'S KITCHEN, INC.
4	445422		\$1,585.44	Mar 16, 2016	20289	1	CDW GOVERNMENT, INC.
4	445423		\$508.10	Mar 16, 2016	05251	1	CHANNING BETE COMPANY, INC.
4	445424		\$69.00	Mar 16, 2016	25513	1	CHURCH OFFSET PRINTING, INC.
4	445425		\$1,585.75	Mar 16, 2016	23509	0	COOL AIR MECHANICAL, INC.
4	445426		\$5,752.82	Mar 16, 2016	00502	0	CORNERSTONE COPY CENTER
4	445427		\$14.16	Mar 16, 2016	00645	0	CUB FOODS
4	445428		\$9,261.99	Mar 16, 2016	04186	1	DALCO
4	445429	Unissued	\$0.00	Mar 16, 2016	04186	1	DALCO
4	445430	Unissued	\$0.00	Mar 16, 2016	04186	1	DALCO
4	445431		\$44.28	Mar 16, 2016	00837	1	DEMCO, INC.
4	445432		\$7,911.58	Mar 16, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	445433	Unissued	\$0.00	Mar 16, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	445434	Unissued	\$0.00	Mar 16, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	445435		\$65.41	Mar 16, 2016	23054	1	FASTENAL
4	445436		\$148.62	Mar 16, 2016	00691	0	FRONTIER AG & TURF
4	445437		\$2,043.74	Mar 16, 2016	01541	1	GENERAL PARTS, LLC
4	445438		\$339.52	Mar 16, 2016	04387	1	GRAINGER
4	445439		\$134.48	Mar 16, 2016	09318	1	HILLYARD INC - MINNEAPOLIS
4	445440		\$4,053.00	Mar 16, 2016	26668	1	HM RECEIVABLES CO LLC
4	445441		\$443.50	Mar 16, 2016	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	445442		\$61.69	Mar 16, 2016	28877	0	INTERSTATE ALL BATTERY CENTER
4	445443		\$843.27	Mar 16, 2016	29071	0	JOBS FOUNDATION/TECH DUMP
4	445444		\$280.00	Mar 16, 2016	28929	0	JOHN'S SEWER AND DRAIN CLEANING, INC.
4	445445		\$183.92	Mar 16, 2016	07486	1	JOHNSTONE SUPPLY

53

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445446		\$520.00	Mar 16, 2016	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	445447		\$791.90	Mar 16, 2016	27253	0	LANDS BEST FOODS LLC
4	445448		\$101.00	Mar 16, 2016	05077	0	LOCKSAFE INC.
4	445449		\$500.00	Mar 16, 2016	02196	0	MACKIN EDUCATIONAL RESOURCES
4	445450		\$640.64	Mar 16, 2016	27932	1	MATHESON TRI-GAS, INC.
4	445451		\$180.00	Mar 16, 2016	20044	0	MIDWEST AUDIO VISUAL, INC.
4	445452		\$602.40	Mar 16, 2016	28041	0	MIXMI BRANDS INC.
4	445453		\$30.00	Mar 16, 2016	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	445454		\$109.76	Mar 16, 2016	03519	0	NAPA AUTO PARTS
4	445455		\$10,879.89	Mar 16, 2016	29351	0	O'KEEFE INC
4	445456		\$1,397.50	Mar 16, 2016	27700	0	OLYMPIC COMMUNICATIONS INC.
4	445457		\$254.95	Mar 16, 2016	03695	0	OVERHEAD DOOR COMPANY OF THE NORTHLAND
4	445458		\$535.00	Mar 16, 2016	03757	0	PALMER WEST CONSTRUCTION COMPANY, INC.
4	445459		\$350.97	Mar 16, 2016	21851	0	RED WING SHOE STORE
4	445460		\$31.25	Mar 16, 2016	25651	0	RITE ENTERPRISES, INC.
4	445461		\$551.63	Mar 16, 2016	03808	1	SCANTRON CORPORATION
4	445462		\$953.25	Mar 16, 2016	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	445463		\$4,309.90	Mar 16, 2016	03369	0	SEXTON PRINTING
4	445464		\$1,139.13	Mar 16, 2016	03587	1	SIMPLEX GRINNELL
4	445465		\$72.10	Mar 16, 2016	28582	0	SOUTHWEST STRINGS
4	445466		\$675.93	Mar 16, 2016	03689	0	STATE SUPPLY CO., INC.
4	445467		\$1,536.66	Mar 16, 2016	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	445468		\$7,083.94	Mar 16, 2016	08203	1	TIES
4	445469		\$926.23	Mar 16, 2016	22123	1	TOTAL FILTRATION SERVICES, INC.
4	445470		\$10,196.02	Mar 16, 2016	03802	0	TRIO SUPPLY
4	445471	Unissued	\$0.00	Mar 16,	03802	0	TRIO SUPPLY

54

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445472		\$3,202.96	Mar 16, 2016	26380	0	TYLER TECHNOLOGIES INC
4	445473		\$383.66	Mar 16, 2016	02901	1	ULINE
4	445474		\$839.34	Mar 16, 2016	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	445475		\$172.79	Mar 16, 2016	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	445476		\$183.80	Mar 16, 2016	22496	0	WILLIAM V. MACGILL & CO.
Check Count	643	Grand Total	\$2,292,266.58				

55

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
6	151		\$837.00	Feb 25, 2016	07752	1	MILLER ELECTRIC, INC.
6	152		\$19,211.03	Feb 25, 2016	20320	0	NORTHERN AIR CORPORATION (NAC)
6	153		\$1,346.16	Feb 25, 2016	26086	0	ORKIN COMMERCIAL SERVICES
Check Count	3	Grand Total	\$21,394.19				

56

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101309		\$1,650.00	Feb 12, 2016	04400	0	BESTER BROS TRANSFER & STORAGE CO
3	101310		\$708.20	Feb 12, 2016	05131	0	DONATELL, GREGG
3	101311		\$8,449.00	Feb 12, 2016	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
3	101312		\$1,298.00	Feb 12, 2016	27063	0	MIDWEST BLINDS
3	101313		\$208.00	Feb 12, 2016	20320	1	NORTHERN AIR CORPORATION
3	101314		\$43.11	Feb 12, 2016	22313	0	NORTHSTAR IMAGING SERVICES, INC.
3	101315		\$1,150.00	Feb 12, 2016	29177	0	TWIN CITY OUTDOOR SERVICES, INC.
3	101316		\$117,437.01	Feb 12, 2016	29165	0	WENCK CONSTRUCTION, INC.
3	101317		\$21,755.00	Feb 19, 2016	28491	0	A.J. MOORE ELECTRIC, INC.
3	101318		\$122,584.20	Feb 19, 2016	29367	0	AMERICAN STRUCTURAL METALS, INC.
3	101319		\$7,691.86	Feb 19, 2016	26468	0	ARROW LIFT
3	101320		\$5,582.00	Feb 19, 2016	04400	0	BESTER BROS TRANSFER & STORAGE CO
3	101321		\$56,788.15	Feb 19, 2016	29317	0	CROSTOWN MASONRY, INC.
3	101322		\$1,966.50	Feb 19, 2016	24553	0	EBERT CONSTRUCTION
3	101323		\$288.40	Feb 19, 2016	09272	2	ECM PUBLISHERS, INC.
3	101324		\$18,625.70	Feb 19, 2016	29368	0	GEORGE F COOK CONSTRUCTION CO
3	101325		\$19,803.23	Feb 19, 2016	03078	0	KLAMM MECHANICAL CONTRACTORS, INC.
3	101326		\$40,634.58	Feb 19, 2016	26837	0	LLOYD'S CONSTRUCTION SERVICES, INC.
3	101327		\$31,543.32	Feb 19, 2016	20320	1	NORTHERN AIR CORPORATION
3	101328		\$142,225.45	Feb 19, 2016	29318	0	NORTHLAND CONCRETE & MASONRY, LLC
3	101329		\$52,250.00	Feb 19, 2016	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	101330		\$23,750.00	Feb 19, 2016	29357	0	RED CEDAR STEEL ERECTORS, INC
3	101331		\$15,200.00	Feb 19, 2016	29363	0	THELEN HEATING & ROOFING INC.
3	101332		\$70,789.20	Feb 19, 2016	29263	0	VEIT & COMPANY, INC.
3	101333		\$644,465.81	Feb 19, 2016	29316	0	WELLS CONCRETE
3	101334		\$15,035.00	Feb 22,	00673	0	BURNSVILLE, CITY OF

57

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
3	101335		\$1,224.95	Feb 22, 2016	09588	3	SAVAGE, CITY OF
3	101336		\$42,413.11	Mar 4, 2016	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101337		\$9,016.14	Mar 4, 2016	01049	1	EAGAN, CITY OF
3	101338		\$6,828.64	Mar 4, 2016	01049	1	EAGAN, CITY OF
3	101339		\$329.60	Mar 4, 2016	09272	2	ECM PUBLISHERS, INC.
3	101340		\$763.64	Mar 4, 2016	02086	0	GLEWWE DOORS, INC.
3	101341		\$8,887.00	Mar 4, 2016	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
3	101342		\$2,500.00	Mar 4, 2016	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
3	101343		\$605.50	Mar 4, 2016	02765	0	NORCOSTCO, INC.
3	101344		\$7,581.00	Mar 4, 2016	20320	1	NORTHERN AIR CORPORATION
3	101345		\$10,217.00	Mar 4, 2016	27888	1	NORTHERN TECHNOLOGIES, INC.
3	101346		\$11,845.88	Mar 4, 2016	23241	0	RYAN MECHANICAL, INC.
3	101347		\$36,851.00	Mar 4, 2016	02217	1	SIEMENS INDUSTRY, INC.
3	101348		\$3,476.15	Mar 4, 2016	04377	0	WIGEN COMPANIES, INC. #86
3	101349		\$936.70	Mar 11, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101350		\$159,221.90	Mar 11, 2016	27702	0	MORCON CONSTRUCTION INC.
3	101351		\$6,650.00	Mar 11, 2016	20320	1	NORTHERN AIR CORPORATION
3	101352		\$151,463.91	Mar 11, 2016	29165	0	WENCK CONSTRUCTION, INC.
Check Count	44	Grand Total	\$1,882,733.84				

58



**Agenda II.B.5
March 24, 2016**

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

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

DATE: February 15, 2016

RE: Budget Analysis for the Month Ending February 29, 2016

RECOMMENDATION: That the Board accepts the Budget Analysis for the month ending February 29, 2016

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

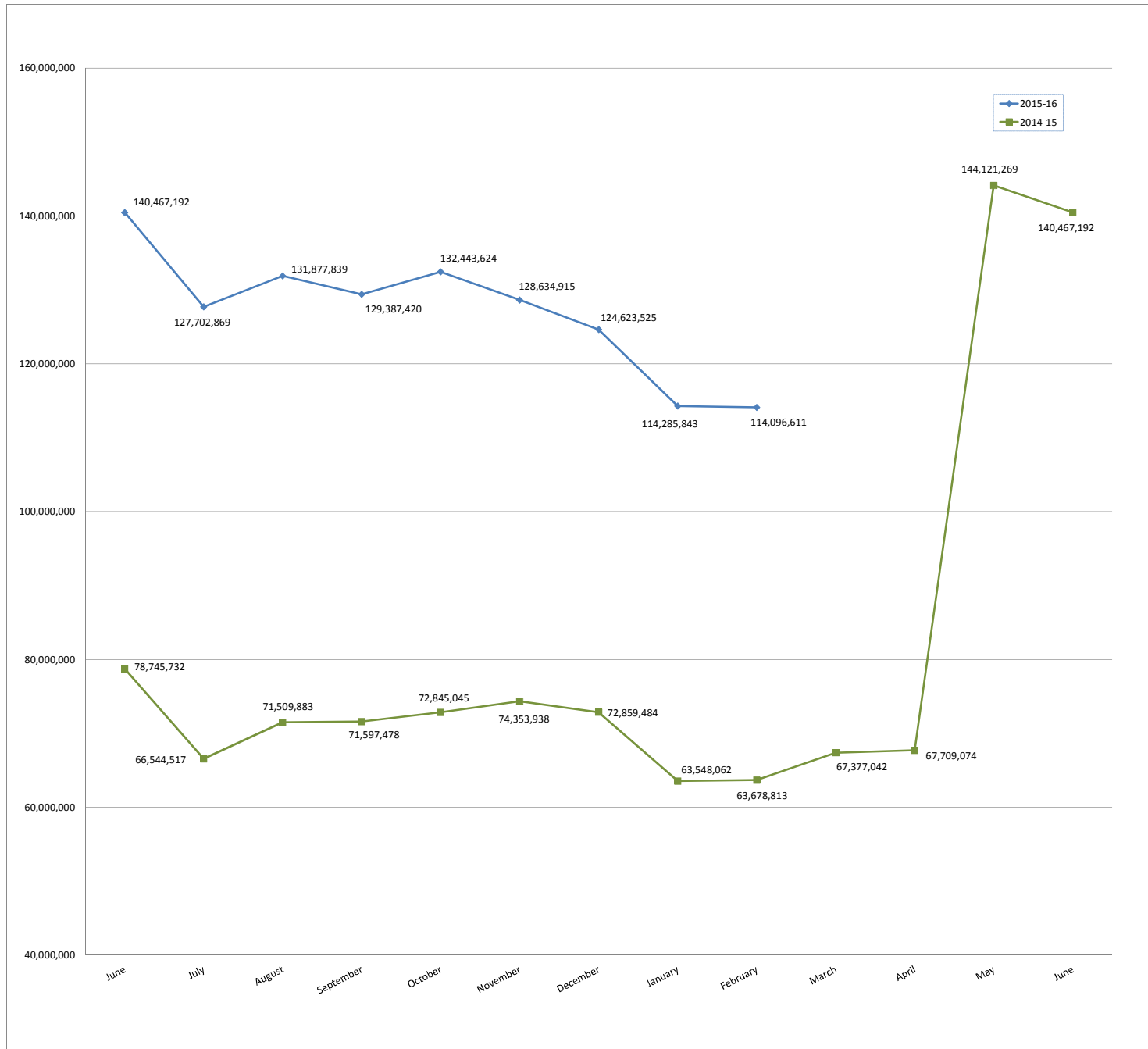
	<u>Year-to-Date Revenue</u>	<u>% of Adopted Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Adopted Budget</u>
All Funds	\$ 75,637,174	46.52%	\$ 111,499,625	47.10%
General Fund	\$ 55,293,029	46.84%	\$ 65,071,177	53.68%

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

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

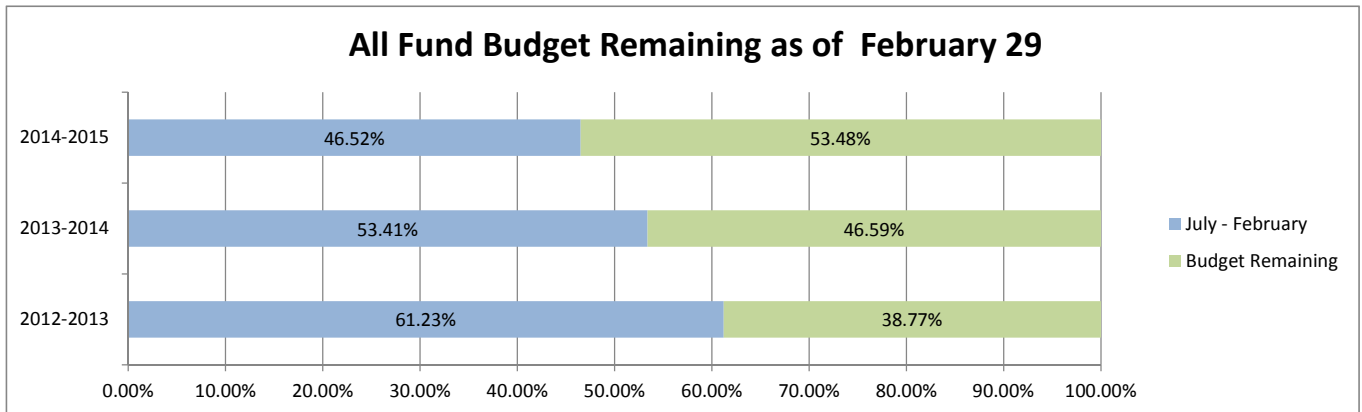
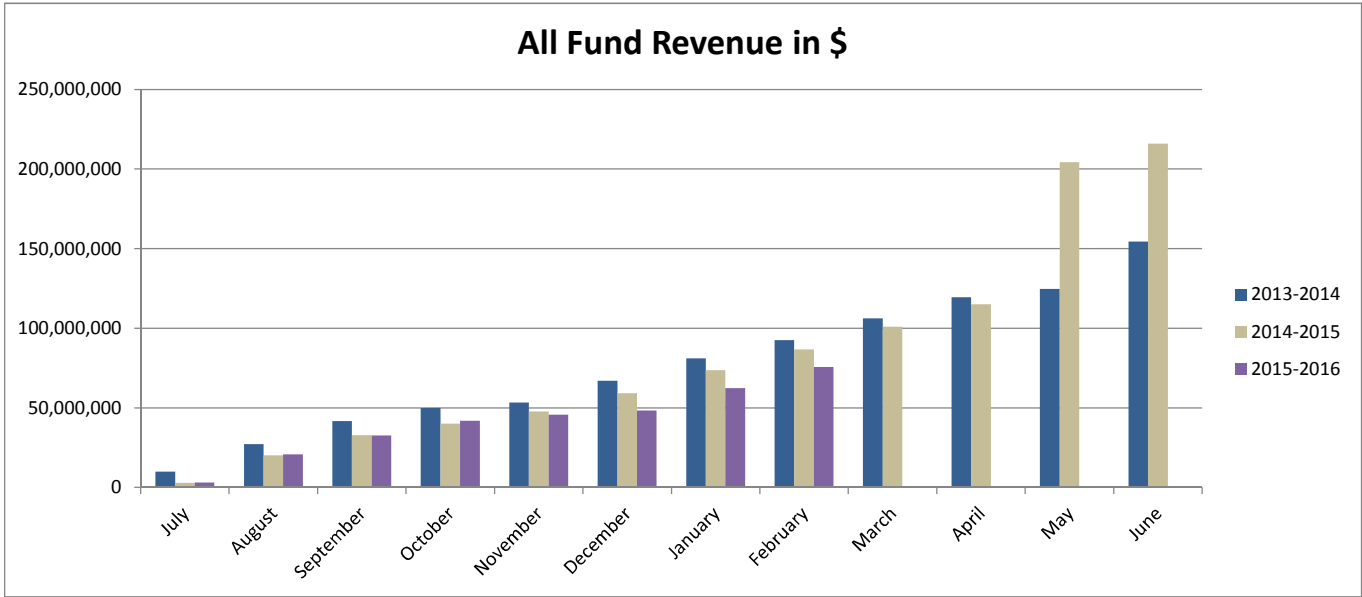
All of the reports and graphs show last year's actual figures, this year's budget and this year's activity to day. Additional detail is available upon request. I would be glad to answer any questions regarding these reports.

ALL FUNDS CASH AND INVESTMENTS
2014-15 AND 2015-16



**REVENUE COMPARISON
ALL FUNDS**

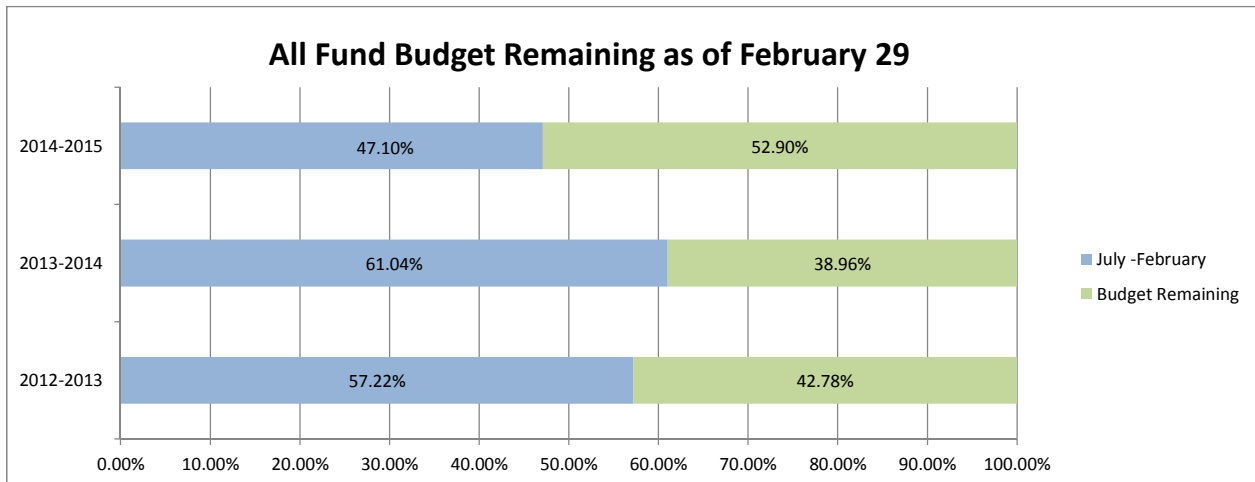
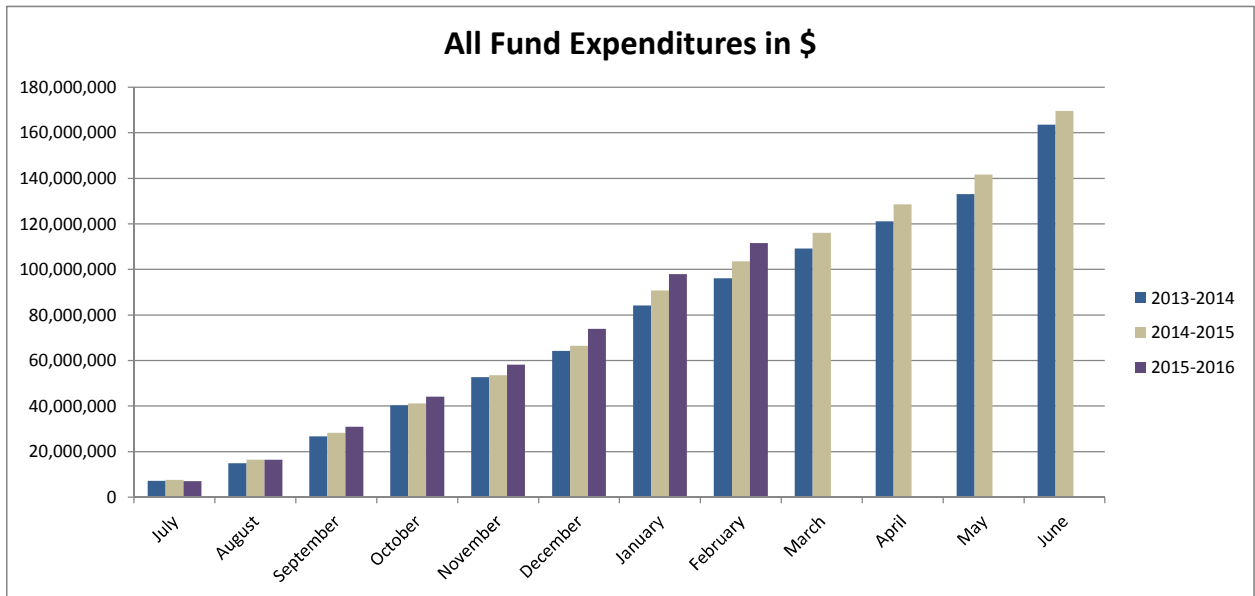
	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	9,962,088	6.59%	2,850,387	1.76%	3,044,376	1.87%
August	27,156,320	17.96%	20,097,761	12.38%	20,776,436	12.78%
September	41,620,021	27.53%	32,867,875	20.25%	32,729,505	20.13%
October	49,945,312	33.03%	40,162,882	24.75%	41,826,417	25.73%
November	53,270,705	35.23%	47,710,427 **	29.40%	45,631,362 **	28.07%
December	66,951,638	44.28%	59,268,168	36.52%	48,389,298	29.76%
January	81,044,548	53.60%	73,682,714	45.40%	62,310,017	38.33%
February	92,574,079	61.23%	86,673,781	53.41%	75,637,174	46.52%
March	106,129,747	70.19%	100,985,658	62.23%		0.00%
April	119,537,187	79.06%	115,060,703	70.90%		0.00%
May	124,812,839	82.55%	204,278,857	125.87%		0.00%
June	154,456,907	102.15%	215,999,627	133.10%		0.00%
BUDGET	151,200,818	100.00%	162,289,404	100.00%	162,577,015	100.00%



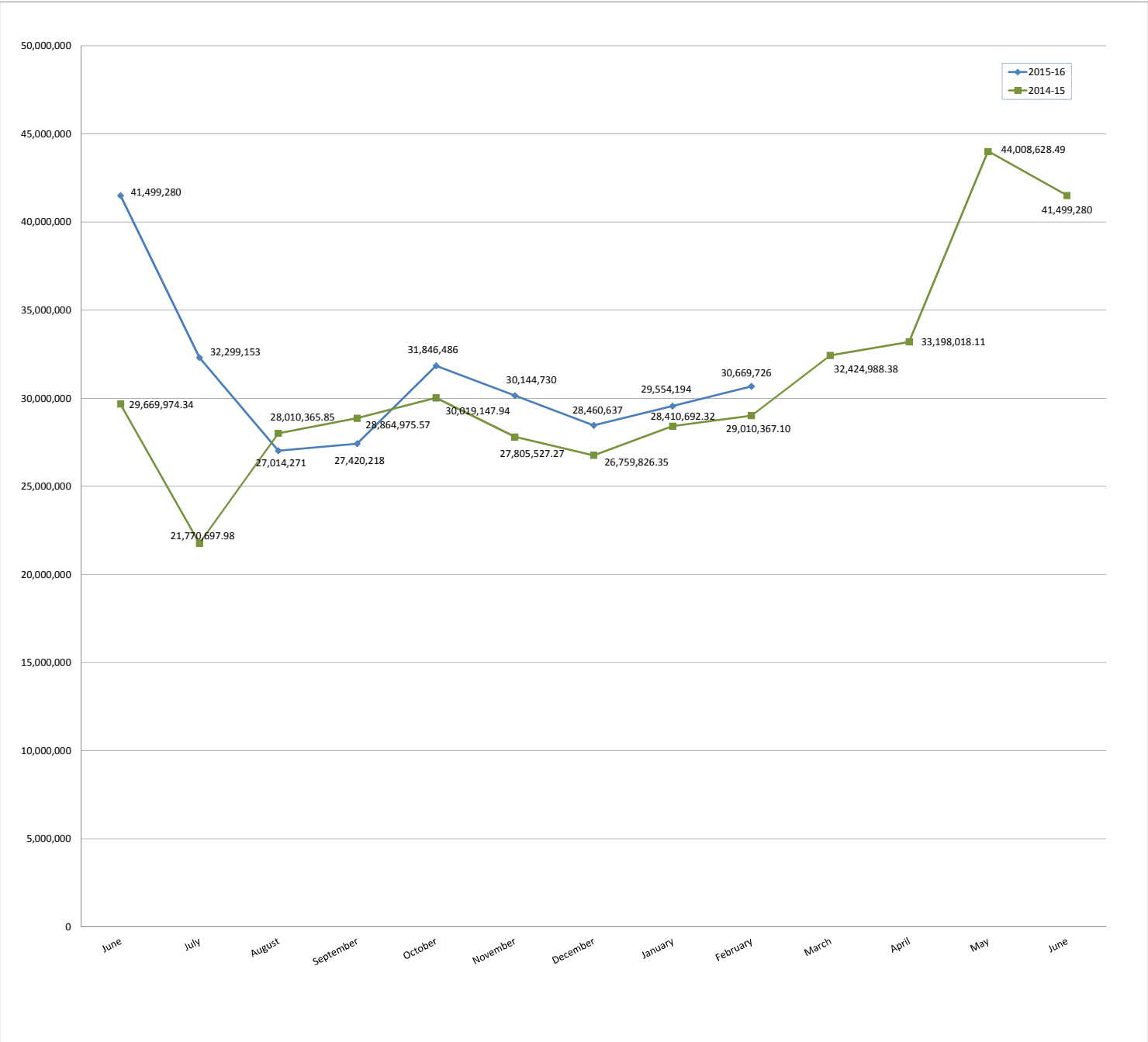
** The year to year comparison will vary due to the timing of the reversal of prior year accruals.

**EXPENDITURE COMPARISON
ALL FUNDS**

	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	7,158,138	4.26%	7,547,048	4.45%	7,049,033	2.98%
August	14,925,772	8.89%	16,483,027	9.71%	16,404,117	6.93%
September	26,723,106	15.92%	28,293,796	16.67%	30,882,275	13.04%
October	40,284,425	23.99%	41,129,759	24.23%	44,144,329	18.65%
November	52,655,277	31.36%	53,531,556	31.54%	58,247,227	24.60%
December	64,273,426	38.28%	66,513,786	39.18%	73,968,194	31.24%
January	84,162,075	50.12%	90,772,024	53.47%	97,976,121	41.38%
February	96,072,892	57.22%	103,617,253	61.04%	111,499,625	47.10%
March	109,116,145	64.98%	115,995,927	68.33%		0.00%
April	121,080,912	72.11%	128,584,685	75.75%		0.00%
May	133,051,690	79.24%	141,606,925	83.42%		0.00%
June	163,502,430	97.37%	169,539,828	99.88%		
BUDGET	167,911,404	100.00%	169,749,976	100.00%	236,752,755	100.00%

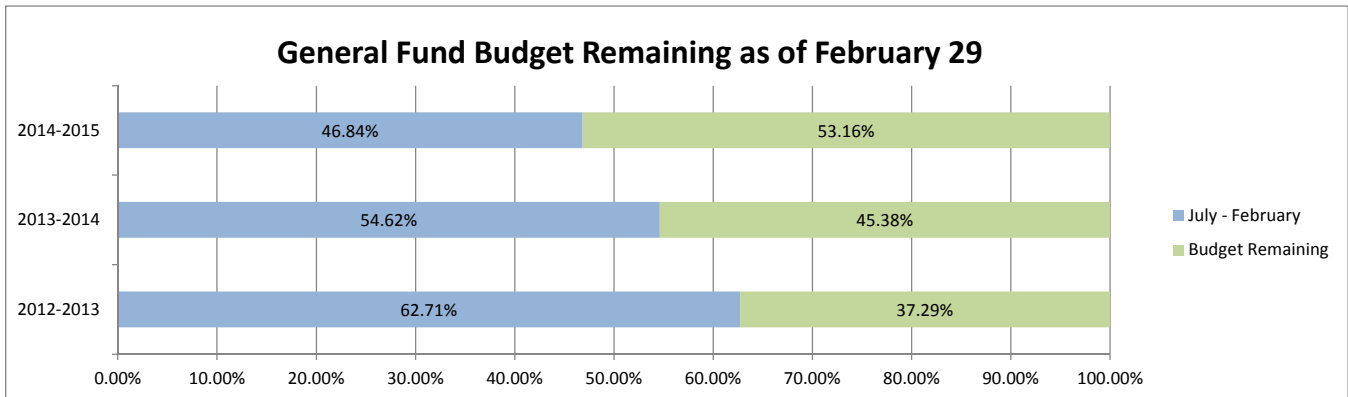
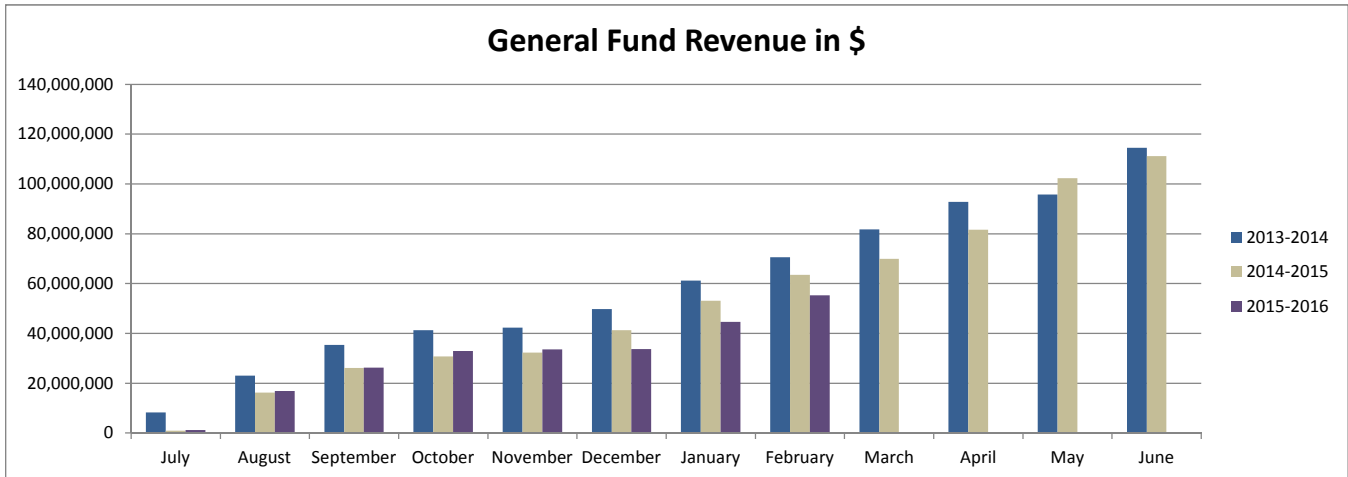


GENERAL FUND CASH AND INVESTMENTS
2014-15 AND 2015-16



**REVENUE COMPARISON
GENERAL FUND**

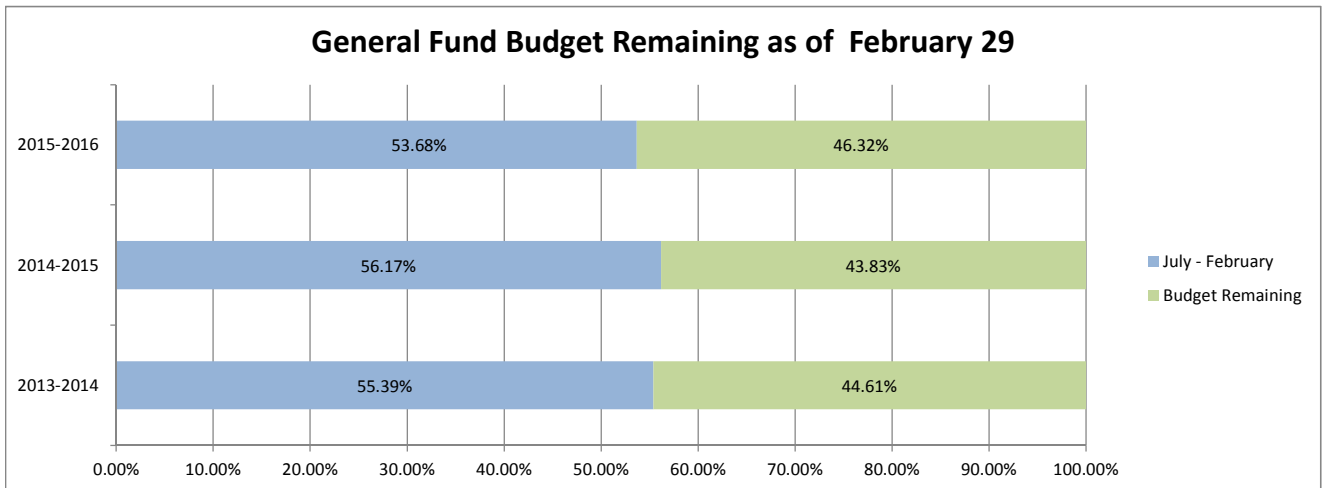
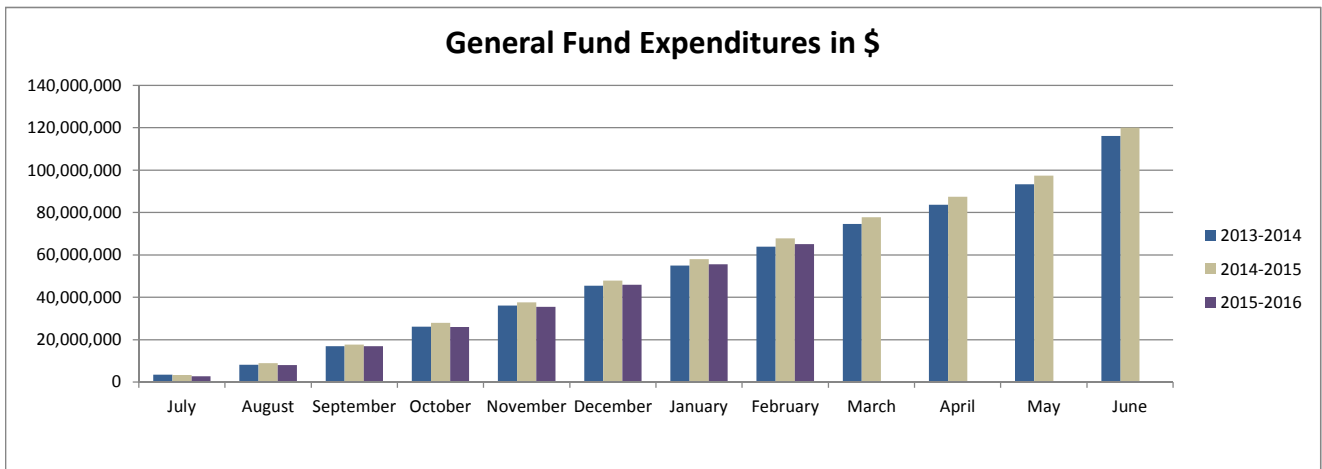
	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	8,213,239	7.30%	998,299	0.86%	1,172,002	0.99%
August	23,035,862	20.48%	16,255,179	13.98%	16,819,666	14.25%
September	35,369,620	31.44%	26,150,902	22.49%	26,303,462	22.28%
October	41,313,574	36.72%	30,774,320	26.46%	32,868,210	27.84%
November	42,329,912	37.63%	32,344,957 **	27.81%	33,523,977 **	28.40%
December	49,821,048	44.29%	41,271,780	35.49%	33,750,953	28.59%
January	61,240,048	54.44%	53,037,217	45.61%	44,669,701	37.84%
February	70,541,317	62.71%	63,519,175	54.62%	55,293,029	46.84%
March	81,730,478	72.65%	69,865,296	60.08%		0.00%
April	92,855,155	82.54%	81,679,509	70.24%		0.00%
May	95,758,464	85.12%	102,274,231	87.95%		0.00%
June	114,521,447	101.80%	111,161,850	95.59%		
BUDGET	112,496,929	100.00%	116,289,398	100.00%	118,046,063	100.00%



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

**EXPENDITURE COMPARISON
GENERAL FUND**

	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	3,493,163	3.03%	3,337,696	2.77%	2,684,247	2.21%
August	8,175,160	7.09%	8,947,182	7.41%	7,972,377	6.58%
September	16,950,675	14.69%	17,645,205	14.62%	16,911,827	13.95%
October	26,176,565	22.69%	27,881,276	23.10%	25,943,715	21.40%
November	36,060,193	31.26%	37,625,436	31.17%	35,429,463	29.23%
December	45,489,506	39.43%	47,847,779	39.64%	45,930,671	37.89%
January	54,985,329	47.66%	57,981,560	48.04%	55,592,345	45.86%
February	63,905,214	55.39%	67,797,669	56.17%	65,071,177	53.68%
March	74,531,071	64.60%	77,794,585	64.46%		0.00%
April	83,716,830	72.57%	87,372,670	72.39%		0.00%
May	93,317,546	80.89%	97,383,134	80.69%		0.00%
June	116,061,352	100.60%	120,005,229	99.43%		0.00%
BUDGET	115,368,022	100.00%	120,691,888	100.00%	121,227,919	100.00%





To: Members, Board of Education

**Agenda Item II.B.6.
March 24, 2016**

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

Date: March 17, 2016

Re: Approve FY17 Achievement and Integration Revenue Budget

RECOMMENDATION: That the Board of Education approve FY 17 Achievement and Integration Revenue Budget plan. The FY17 representing revenues of \$1, 940, 311.58 and expenditures of \$1, 940, 311.58.

The FY 2016-2017 Design Team has spent time since January, when the revenue award was announced, to obtain input from various groups.

Attached you will find the Line Item Budget Summary and Budget Narrative, along with narratives for the connections to the Achievement and Integration Plan goals and activities.

**Achievement and Integration Revenue
 FY 2017 Budget Worksheet**

Use the worksheets provided here to list your district's proposed expenditures of FY 2017 Achievement Integration (AI) revenue.

District Name: Burnsville-Eagan-Savage Public Schools
District ISD Number: ISD 191
Superintendent: Dr. Joe Gothard
Collaborative: Lakeville Public Schools ISD 194

Prepared by: Dr. Stacie Stanley
Phone: 952-707-2008
E-mail: sstanley@isd191.org

If you have been notified by MDE that your district has one or more *Racially Identifiable Schools*, please list those schools here:

Total Initial Revenue expenditures (FIN 313 expenditures)	\$ 1,874,311.57
Total Incentive Revenue expenditures (FIN 318 expenditures)	\$ 66,000.01
TOTAL AI REVENUE	\$ 1,940,311.58

CERTIFICATION STATEMENT

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2017 Achievement & Integration budget as approved by the school board.

Board Approval Date _____

School Board Chair _____

Date _____

Superintendent _____

Date _____

Approved Initial Revenue: _____ **Approved Incentive Revenue:** _____

MDE Approval: _____ **Date:** _____

This Expenditure Summary worksheet will autofill as expenditure detail is added on the following pages. Because it is protected you will not be able to enter data into this worksheet.

District Number:

ISD 191

District Name:

Burnsville-Eagan-Savage Public S

Proposed Budget			Actual Expenditures		
		Proposed Budget Ratios			Actual Budget Ratios
Direct Services to Students must equal at least 80% of total revenue	#####	84.55%	DSS At least 80% of total expenditures	\$0.00	#DIV/0!
Professional Development may equal no more than 20% of total revenue	\$169,821.82	8.75%	Professional Development No more than 20% of total expenditures	\$0.00	#DIV/0!
Administrative/Indirect may equal no more than 10% of total revenue	\$129,892.60	6.69%	Admin/Indirect No more than 10% of total expenditures	\$0.00	#DIV/0!
Total Proposed Revenue:	#####		Total Revenue Expended	\$0.00	

Total Amount Proposed FIN 313	#####
Total Amount Proposed FIN 318	\$66,000.01

Notes or Comments :

80% Direct Services to Students

On this worksheet please list all proposed FIN 313 expenditures for Direct Student Services. At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative: a crosswalk between your AI budget and your AI plan
	ORG	PROG	FN	OBI			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
Instructional Resources for Family Engagement Programming	005	610	313	430	7,500.00		Instructional Resources for family engagement programming will be provided in Spanish, Somali and English.
Food Costs for Family Engagement Programming	005	610	313	490	15,000.00		Food for family engagement programming will be provided to parents/guardians who participate in the family engagement programming.
Stipends for Parent Facilitators	005	610	313	186	6,643.50		Stipends will be provided to train family engagement facilitators to lead family engagement programming (hours not FTE)
	005	610	313	210	509.85		FICA
	005	610	313	214	499.55		PERA
Interpreter fees for family engagement programming (Spanish, Somali)	005	610	313	368	7,000.00		Interpreters will be funded to interpret during family engagement programming sessions.
Cultural Lessons will connect schools, families and community with family engagement programming to provide all	005	610	313	175	226,169.12		Cultural Lessons will be funded to increase site level cultural fluency, competency and interaction district-wide for family engagement programming. FTE as follows: 014-2.0; 015-5; 514-5; 066-5; 085-5,
	005	610	313	210	12,875.00		FICA
	005	610	313	214	17,301.94		PERA
	005	610	313	220	110,738.12		Medical
	005	610	313	235	5,776.08		Dental
	005	610	313	230	547.2		Life
	005	610	313	240	1,087.08		LTD
Interceptors will interpret for teachers for middle school programs	005	610	313	250	2,500.08		TSA
Var	610	313	140	127,067.20			college preparatory program targeting students who show the potential and desire to engage in rigorous college prep courses each. The AVID program helps students who fall into the category of protected class, first generation college attendees, and/or qualify for free or reduced priced meals.
	Var	610	313	210	9,720.64		FICA
	Var	610	313	218	9,530.04		TRA
	Var	610	313	220	24,885.57		Medical
	Var	610	313	235	1,128.69		Dental
	Var	610	313	230	135.14		Life
	Var	610	313	240	527.87		LTD
	Var	610	313	250	2,022.66		TSA
Early literacy EA	005	610	313	144	51,881.40		EA program to support early literacy in schools who serve significant numbers of students who are in protected class and/or qualify for free or reduced price meals. 1.98 FTE @90
	005	610	313	210	3,968.93		FICA
	005	610	313	214	3,891.11		PERA
	005	610	313	220	-		Medical
	005	610	313	235	-		Dental
	005	610	313	230	164.16		Life
	005	610	313	240	224.64		LTD
	005	610	313	250	-		TSA
The district will fund an AVID Coordinator at Eagle Ridge Junior High, Medical Junior High, Middle	Var	610	313	143	63,010.25		An AVID coordinator will be funded at each secondary site for the 2015-2016 school year. (1.0 FTE) 1 VAR FTE as follows: 514,014,015,066,085 each a 2 20764 FTE = 1.0
	Var	610	313	210	4,820.40		FICA
	Var	610	313	218	4,727.70		TRA
	Var	610	313	220	14,710.50		Medical
	Var	610	313	235	710.00		Dental
	Var	610	313	240	265.00		LTD
	Var	610	313	250	945.00		TSA
The district will fund AVID tutors at the secondary schools	005	610	313	186	89,440.00		AVID tutors will be employed to support to AVID elective students in the AVID elective classrooms. AVID tutors are typically college students who facilitate an inquiry-based peer assessment process in the AVID elective classroom.
	005	610	313	210	6,842.00		FICA
	005	610	313	214	6,708.00		PERA
AVID Membership Fee	005	610	313	820	20,000.00		All AVID teachers are required to pay membership fees on an annual basis and to purchase AVID instructional resources to support the implementation of the AVID program.
AVID elective classrooms	005	610	313	430	21,070.00		AVID instructional resources
Instructional Resources for Family Engagement Programming	Var	610	313	156	303,249.71		Subsidiary and supplies will be funded for newly assigned social worker role support staff. The social workers work directly with students and family support with a special emphasis on positive behavior intervention and supports and decreasing the
	Var	610	313	210	23,206.26		FICA
	Var	610	313	218	22,751.23		TRA
	Var	610	313	220	49,747.52		Medical
	Var	610	313	235	1,920.24		Dental
	Var	610	313	230	342.00		Life
	Var	610	313	240	1,346.16		LTD
Increase College and Career Readiness	005	610	313	305	27,000.00		Programming designed to increase cultural fluency and address needs of youth in protected classes as they prepare for post secondary experiences
			313				
			313				
			313				
FIN 313 TOTAL					\$1,385,197.53		\$0.00

Notes or Comments:

FY 2017 Achievement and Integration Budget

District Number: SD 191 District Name: Burnsville-Eagan-Savage Public Schools

80% Direct Services to Students							
On this worksheet please list proposed FIN 318 expenditures for Direct Student Services. At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. See the current AI Budget Requirements for details.							
Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative: a crosswalk between your AI budget and your AI plan
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
AVID Summer Bridge Membership Fee	005	610	318	820	4,000.00		All AVID districts are required to pay membership fees on an annual basis and to purchase AVID instructional resources to support the implementation of the AVID program.
Provide Instructional Resources for instruction during summer programming	005	610	318	430	20,000.00		Instructional resources for AVID summer bridge program
Teachers who will instruct the AVID summer bridge programming	005	610	318	185	5,210.59		Hourly pay and benefits for teachers who will instruct the AVID summer bridge programming in math and science. Hourly not FTE
	005	610	318	210	398.61		FICA
	005	610	318	218	390.79		TRA
AVID PSEO Partnership with Lakeville	005	610	318	305	10,000.00		AVID PSEO course instructor/consultant at Inver Hills
EC Early Foundation and Skills in Literacy and Math Summer	005	610	318	185	4,342.16		Stipends will be funded for instruction of extended-year programming in literacy. The purpose of the programming is to provide integrated academic experiences for students in ISD 191 and ISD 194. Hourly not FTE
	005	610	318	210	332.18		FICA
	005	610	318	218	325.66		TRA
EC Early Foundation and Skills in Literacy and Math Summer	005	610	318	186	2,605.30		Stipends will be funded for para professional literacy & math support of extended-year programming in literacy. The purpose of the programming is to provide integrated academic experiences for students in ISD 191 and ISD 194. Hourly not FTE
	005	610	318	210	199.31		FICA
	005	610	318	218	195.40		PERA
Extended year -elementary STEM	005	610	318	305	4,000.00		Summer programming Elementary STEM--Science Museum Consultant
Extended year -elementary STEM	005	610	318	185	6,079.03		Summer programming Elementary STEM-teacher stipends
	005	610	318	210	\$465.05	\$0.00	FICA
	005	610	318	218	\$455.93	\$0.00	TRA
			318			\$0.00	
			318			\$0.00	
FIN 318 TOTAL					\$59,000.01	\$0.00	

Notes or Comments:



FY 2017 Achievement and Integration Budget

District Number: SD 191

District Name: Burnsville-Eagan-Savage Public Schools

20% Professional Development

On this worksheet please list proposed **FIN 313** expenditures for professional development. No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved plan. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
AVID professional learning opportunities	005	610	313	366	58,821.83		Participating in AVID designed and delivered professional development is a mandatory component of participating in the AVID program. This includes professional development for the district director, AVID elective teachers, AVID site team members, and school administrators. The professional development will involve a significant number of teachers and administrators from three sites, as well as administrators and
AVID professional learning opportunities substitutes for workshops	005	610	313	311	20,000.00		Funding to cover substitutes while teachers who are attending Critical Reading Strategy Training.
Culturally Proficient School Systems Consultant Fees	005	610	313	305	20,000.00		proficiency, racial consciousness and growth-minded approaches to leading culturally-responsive schools.
PD Materials (Inventories, Books, Copies)	005	610	313	305	30,000.00		All teachers and paraprofessionals will participate in a year long study of culturally proficient practices
Culturally Proficient Staff Training--Licensed	005	610	313	185	15,631.78		Hourly pay and benefits for teacher training in cultural proficiency. Hourly not FTE
	005	610	313	210	1,195.83		FICA
	005	610	313	218	1,172.38		TRA
Culturally Proficient Staff Training Non-Licensed	005	610	313	186	13,894.92		Hourly pay and benefits for para-professional training in cultural proficiency. Hourly not FTE
	005	610	313	210	1,062.96		FICA
	005	610	313	218	1,042.12		PERA
			313				\$0.00
TOTAL					\$162,821.82		\$0.00

Notes or Comments :



FY 2017 Achievement and Integration Budget

District Number: SD 191

District Name: Burnsville-Eagan-Savage Public Schools

20% Professional Development

On this worksheet please list proposed **FIN 318** expenditures for professional development. No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved plan. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.			318			Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
			318			\$0.00	
			318				
			318				
			318			\$0.00	
TOTAL					\$0.00	\$0.00	

Notes or Comments :

District Number: ISD 191

District Name: Burnsville-Eagan-Savage Public Schools

10% Admin/Indirect Costs

On this worksheet please list proposed Administrative/Indirect **FIN 313** expenditures. No more than 10% of total revenue may be spent on PD costs that are part of a district's MDE-approved plan. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan.
The Director of Systems Improvement & Student Achievement will oversee the	005	610	313	110	93660		Salary and benefits will be funded for the Director of Systems Improvement & Student Achievement to oversee the coordination of family engagement programming, PK-12 enrollment choices, World's
	005	610	313	210	7,164.99		FICA
	005	610	313	218	7,024.50		TRA
	005	610	313	220	20,292.55		Medical
	005	610	313	230	68.4		Life
	005	610	313	235	1,073.04		Dental
	005	610	313	240	609.12		LTD
			313				
			313				
Total					\$129,892.60		\$0.00

Notes or Comments :

District Number: ISD 191

District Name: Burnsville-Eagan-Savage Public Schools

10% Admin/Indirect Costs

On this worksheet please list proposed **FIN 318** Administrative/Indirect expenditures for your FY17 budget. No more than 10% of the budget may be spent on Admin/Indirect costs included in a district's MDE-approved plan. See the current AI Budget Guide for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.			318		List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan.
			318				
			318				
			318				
			318				
			318			\$0.00	
Total					\$0.00	\$0.00	

Notes or Comments :



FY 2017 Achievement and Integration Budget

District Number: **SD 191** District Name: **Burnsville-Eagan-Savage Public Schools**

80% Direct Services to Students
 On this worksheet please list proposed **FIN 313** expenditures for Direct Student Services for your district's Racially Identifiable School(s). At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative: a crosswalk between your AI budget and your AI plan
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
Provide interpreter services for open house & grade level curriculum nights in Spanish and Somali languages.	489	610	313	358	4,000.00		Provide Somali & Spanish interpreter services to support the school identified in ISD 191 achievement & integration plan for curriculum nights.
families and community with family engagement programming to provide all students with pathways to postsecondary education.	489	610	313	175	55,718.88		Salaries and benefits will be funded to support staffing to increase cultural competency and fluency and interaction at our racially identifiable school. 2.0 FTE
	489	610	313	210	4,264.20		FICA
	489	610	313	214	4,181.80		PERA
	489	610	313	220	38,650.50		Medical
	489	610	313	235	2,150.00		Dental
	489	610	313	230	140.00		Life
	489	610	313	240	255.00		LTD
	489	610	313	250	2,040.00		TSA
Provide social workers in the schools to support PBIS efforts, student social emotional needs and	489	610	313	156	27,640.05		Salary and benefits will be funded for .5 social worker at Sky Oaks Elementary School
	489	610	313	210	2,116.65		FICA
	489	610	313	218	2,075.45		TRA
	489	610	313	220	9,313.50		Medical
	489	610	313	235	415.00		Dental
	489	610	313	230	68.00		Life
	489	610	313	240	250.00		LTD
Early literacy EA	489	610	313	144	16,257.52		EA funded to support early literacy in schools with high protected class and FRP enrollment
	489	610	313	210	1,243.21		FICA
	489	610	313	214	1,219.52		PERA
	489	610	313	230	55.00		Life
	489	610	313	240	74.00		LTD
					-		
					-		
Social Emotional Staffing Support	489	610	313	305	49,900.00		Continued social & emotional support for students and families
					-		
Staffing Support to provide coaching support in literacy instruction	489	610	313	143	22,665.15		Salary and benefits will be funded to provide .5 to provide staffing support for the implementation of the literacy framework at the racially identifiable school. 3 FTE
	489	610	313	210	1,733.49		FICA
	489	610	313	218	1,699.50		TRA
	489	610	313	220	2,650.20		Medical
	489	610	313	235	123.00		Dental
	489	610	313	230	21.00		Life
	489	610	313	240	104.00		LTD
	489	610	313	250	375.00		
Provide consultants for STEM enrichment opportunities through	489	610	313	305	20,000.00		Consultants will be hired to provide STEM focused enrichment programming for students at the racially identifiable school and all other elementary schools in the district.
Instructional resources for STEM enrichment programming	489	610	313	430	5,000.00		Provide instructional resources for enrichment programming for racially identifiable school.
			313				
			313				
FIN 313 TOTAL					\$276,399.62		\$0.00

Notes or Comments :



FY 2017 Achievement and Integration Budget

District Number: SD 191

District Name: Burnsville-Eagan-Savage Public Schools

80% Direct Services to Students

On this worksheet please list proposed **FIN 318** expenditures for Direct Student Services for your district's Racially Identifiable School(s). At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative: a crosswalk between your AI budget and your AI plan
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
			318			\$0.00	
			318				
			318				
			318			\$0.00	
FIN 318 TOTAL					\$0.00	\$0.00	

Notes or Comments :



FY 2017 Achievement and Integration Budget

District Number: SD 191

District Name: Burnsville-Eagan-Savage Public Schools

20% Professional Development

On this worksheet please list proposed **FIN 313** expenditures for professional development for your district's Racially Identifiable School(s). No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved plan. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
			313			\$0.00	
			313				
			313				
			313				
			313				
			313				
			313			\$0.00	
TOTAL					\$0.00	\$0.00	

Notes or Comments :



FY 2017 Achievement and Integration Budget

District Number: SD 191

District Name: Burnsville-Eagan-Savage Public Schools

20% Professional Development

On this worksheet please list proposed **FIN 318** expenditures for professional development for your district's Racially Identifiable School(s). No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved plan. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
Model Classroom Observation Walk Throughs--Math	489	610	313	311	\$7,000.00		Substitutes will be funded to provide staff with the opportunity to observe model implementation classrooms, reflect, modify and implement learning in their classrooms.
			313				
			313				
			313				
			313				
			313			\$0.00	
			318				
			318			\$0.00	
TOTAL					\$7,000.00	\$0.00	

Notes or Comments :



FY 2017 Achievement and Integration Budget

District Number: ISD 191

District Name: Burnsville-Eagan-Savage Public Schools

10% Admin/Indirect Costs

On this worksheet please list proposed Administrative/Indirect **FIN 313** expenditures for your district's Racially Identifiable School(s). No more than 10% of total revenue may be spent on PD costs that are part of a district's MDE-approved plan. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.			313		List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan.
			313				
			313				
			313				
			313			\$0.00	
Total					\$0.00	\$0.00	

Notes or Comments :

District Number: ISD 191

District Name: Burnsville-Eagan-Savage Public Schools

10% Admin/Indirect Costs

On this worksheet please list proposed **FIN 318** Administrative/Indirect expenditures for your district's Racially Identifiable School(s). No more than 10% of the budget may be spent on Admin/Indirect costs included in a district's MDE-approved plan. See the current AI Budget Guide for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.			318		List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan.
			318				
			318				
			318			\$0.00	
Total					\$0.00	\$0.00	

Notes or Comments:



**Agenda II.B.7.
March 24, 2016**

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

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

Date: March 24, 2016

**Re: Change Orders #077, #083, #084, #085, #095, #096, #081, #089, and #090 for
the 2015 Additions and Alterations to Burnsville High School**

RECOMMENDATION: That the Board of Education approve change orders #077, #083, #084, #085, #095, #096, #081, #089, and #090 for the 2015 Additions and Alterations to Burnsville High School.

On May 28th, 2015 the school board awarded contracts for bid package #1, on June 25, 2015 the school board awarded one contract for bid package #2, on August 13, 2015 the school board awarded contracts for bid package #3 and on October 22, November 5, November 19 and December 17, 2015 school board awarded contracts for bid package #4 for the 2015 Additions and Alterations to the Burnsville High School.

Change order #077 for contract #2601 (Peoples Electric Co. Inc.) is in the amount of \$84,907.00. PR-036 items number #001 and #003 on this change order were modifications and requests in the areas of electrical and data design made by the high school Administrative staff. PR-042 item #001 is to relocate a utility transformer from the interior of the school to the exterior by the activity center.

Change order #083 for contract #2302 (Thelen Heating & Roofing, Inc.) is in the amount of \$852.00. The reason for this change was to reduce the size of 2 HVAC units and add insulation and registers to the air ducts.

Change order #84R for contract 0600 (Ebert Construction Inc.) Is in the amount of \$13,331.00. This change includes revisions needed to accommodate automotive lifts in the Annex. It also includes patching masonry walls that were not in the construction documents.



Change order #085 for contract #0330 (Northland Concrete & Masonary Company LLC) is in the amount of \$44,891.00. The added costs are the results of structural changes in design by the architect.

Change order #095 for contract #0980M (Haldeman-Homme, Inc.) is in the amount of \$7408.00. The reason for this change was to modify casework chases for gas and plumbing in the science addition.

Change order #096 for contract #0980L (Haldeman-Homme, Inc) is in the amount of \$2642.00. The reason for this change is the labor rate for the modifications for change order #095.

Change order #081 for contract #0512 (American Structural Metals, Inc.) is in the amount of \$1360.00. The reason for this change was for an additional lintel they had to provide due to some footing changes. The footing changes required the use of a shorter lintel that they took from area 10. The other cost on this change order was to provide a new lintel for an elevator opening.

Change order #089 for contract #3100 (Max Steininger, Inc.) is in the amount of \$2200.00. The reason for the added cost to this contract was a change in method for bituminous removal due to a change in schedule, bituminous removal was done in the fall instead of the spring as originally scheduled.

Change order #090 for contract #3301 (Metro Utilities, Inc.) is in the amount of \$19,982.00. The change to this contract is the result of an additional manhole, two catch-basin changes, and a new gate-valve.

To date total change orders in amount of \$719,642.00 to the 45 original contract amounts of \$37,734,946.00 brings the total contracts with change orders to \$38,454,588.00. This represents change orders of 1.91% of original bid amounts.

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 FEB 16 2016

FEB 26 2016

OWNER PCO # 077
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO
 (Name and address) BURNSVILLE HIGH SCHOOL BP #4
 600 EAST HIGHWAY 13
 BURNSVILLE, MINNESOTA 55337

TO CONTRACTOR: PEOPLES ELECTRIC CO., INC.
 (Name and address) 277 FILLMORE AVENUE
 ST. PAUL, MINNESOTA 55107

CHANGE ORDER NO.: 2601.003
 INITIATION DATE: 01/28/16
 PROJECT NOS.: 301504.01
 CONTRACT FOR: Contract #2601
 Electrical/Communications
 Security/Paging
 CONTRACT DATE: 10/22/2015

The Contract is changed as follows:

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

RECEIVED

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ARMSTRONG, TORSETH
 SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Contract Maximum Price) was	\$	3,558,650.00
Net change by previously authorized Change Orders	\$	8,072.00
The (Contract Sum) (Contract Maximum Price) prior to this Change Order was	\$	3,566,722.00
The (Contract Sum) (Contract Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	84,907.00
The new (Contract Sum) (Contract Maximum Price) including this Change Order will be	\$	3,651,629.00
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
 BY: *[Signature]* DATE: 2/16/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS
 ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS
 BY: *[Signature]* DATE: 2/24/16

PEOPLES ELECTRIC CO., INC.
 CONTRACTOR
 277 East Fillmore Avenue, St. Paul, MN 55107
 ADDRESS
 BY: *[Signature]* DATE: 2/8/16

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: 1/28/2016

Contractor:

Peoples Electric Company, Inc.
277 East Fillmore Avenue
St. Paul, MN 55107

Architect's Project No:

Contract Date:

Contract Number: 2601

Change Order Number: 003

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-036	001	Rest of electrical work per PR 036.	67,581
PR-036	003	PR 36 Rough Ins in precast	700
PR-042	001	Relocation of the utility transformer per PR 032.	16,626

The original Contract (s) Value was.....	3,558,650
Sum of changes by prior Change Orders.....	8,072
The Contract Value prior to this Change Order was.....	3,566,722
The Contract Value will be changed by this Change Order in the amount of.....	84,907
The new Contract Value including this Change Order will be.....	3,651,629
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

FEB 18 2016

FEB 26 2016

OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PCO # 083

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO
 (Name and address) BURNSVILLE HIGH SCHOOL BP #4
 600 EAST HIGHWAY 13
 BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 2302.001

INITIATION DATE: 02/08/16

TO CONTRACTOR: THELEN HEATING & ROOFING, INC.
 (Name and address) 1717 13TH STREET SE
 BRAINERD, MINNESOTA 56401

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #2302
 HVAC/Temperature
 Controls

CONTRACT DATE: 10/22/2015

The Contract is changed as follows:

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

RECEIVED

FEB 22 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Contracted Maximum Price) was	\$	2,751,800.00
Net change by previously authorized Change Orders	\$	0.00
The (Contract Sum) (Contracted Maximum Price) prior to this Change Order was	\$	2,751,800.00
The (Contract Sum) (Contracted Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	852.00
The new (Contract Sum) (Contracted Maximum Price) including this Change Order will be	\$	2,752,652.00
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 2/18/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS

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

ADDRESS *[Signature]*
 BY *[Signature]* DATE 2/24/16

THELEN HEATING & ROOFING, INC.

CONTRACTOR
 1717 13th Street, SE, Brainerd, MN 56401

ADDRESS *[Signature]*
 BY *[Signature]* DATE 2-15-16

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: 2/8/2016

Contractor:

Thelen Heating & Roofing
1717 - 13th Street SE
Brainerd, MN 56401

Architect's Project No:

Contract Date:

Contract Number: 2302

Change Order Number: 001

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-054	001	Reduction in size of two air handlers and the addition of insulation and registers to the ducts per PR 054.	852

The original Contract (s) Value was.....	2,751,800
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	2,751,800
The Contract Value will be changed by this Change Order in the amount of.....	852
The new Contract Value including this Change Order will be.....	2,752,652
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

FEB 25 2016

MAR 01 2016

OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PCO # 084R

(Instructions on reverse side)

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

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

CHANGE ORDER NO.: 0600.016R
 INITIATION DATE: 02/15/16
 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 as noted on the attached Page #2

RECEIVED

FEB 26 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	671,900.00
Net change by previously authorized Change Orders	\$	82,593.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	754,493.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	13,331.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ...	\$	767,824.00
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

BY *[Signature]* DATE 2/25/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

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

BY *[Signature]* DATE 2/29/16

EBERT, INC. D/B/A EBERT CONSTRUCTION

CONTRACTOR
 23350 County Road 10, Corcoran, MN 55357
 ADDRESS

BY *[Signature]* DATE 2/23/16

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: 2/15/2016

Contractor:

Ebert Inc.
23350 County Road 10
Corcoran, MN 55357

Architect's Project No:

Contract Date:

Contract Number: 0600

Change Order Number: 016

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-030	001	Block removal, infill floor, additional concrete and masonry, OHD modifications, and painting of conduit and ducts per PR 030.	10,678
RCO-071	001	Masonry hole patching around annex done on T&M.	2,653

The original Contract (s) Value was.....	671,900
Sum of changes by prior Change Orders.....	82,593
The Contract Value prior to this Change Order was.....	754,493
The Contract Value will be changed by this Change Order in the amount of.....	13,331
The new Contract Value including this Change Order will be.....	767,824
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

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MAR 01 2016

OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PCO # 085

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #3
 (Name and address) 600 EAST HIGHWAY 13 BURNSVILLE, MINNESOTA 55337

TO CONTRACTOR: NORTHLAND CONCRETE & MASONRY COMPANY, LLC
 (Name and address) 12026 RIVERWOOD DRIVE BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 0330.006
 INITIATION DATE: 02/12/16
 PROJECT NOS: 301504.01
 CONTRACT FOR: Contract #0330
 Cast In Place Concrete
 CONTRACT DATE: 8/13/2015

The Contract is changed as follows:

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

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FEB 26 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	2,617,189.00
Net change by previously authorized Change Orders	\$	38,165.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	2,655,354.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	44,891.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ...	\$	2,700,245.00
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
 BY *[Signature]* DATE 2/25/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT
 ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS
 BY *[Signature]* DATE 2/29/16

NORTHLAND CONCRETE & MASONRY COMPANY, LLC
 CONTRACTOR
 12026 Riverwood Drive, Burnsville, MN 55337
 ADDRESS
 BY *[Signature]* DATE 2/12/16

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: 2/12/2016

Contractor:

Northland Concrete and Masonry Company, LLC
 12026 Riverwood Drive
 Burnsville, MN 55337

Architect's Project No:

Contract Date:

Contract Number: 0330

Change Order Number: 006

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-026	004	Changes to patios, foundations and slabs in Area 10 and 11 per PR 26.	16,696
PR-028	002	Concrete foundation changes per PR 28.	10,582
PR-029	005	Area 12 pad, and stair nosings per PR 029.	3,070
PR-035	002	Added Grade Beam, Thickened Edges and Curb per Proposal Request 035.	7,426
PR-038	003	Concrete piers at top of stairs per PR 038.	1,972
PR-043	001	Add trench drain for sidewalk flume per PR 043.	5,145

The original Contract (s) Value was.....	2,617,189
Sum of changes by prior Change Orders.....	38,165
The Contract Value prior to this Change Order was.....	2,655,354
The Contract Value will be changed by this Change Order in the amount of.....	44,891
The new Contract Value including this Change Order will be.....	2,700,245
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISED EDITION

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FEB 25 2016

MAR 01 2016

OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PCO # 095

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #4
 (Name and address) 600 EAST HIGHWAY 13 BURNSVILLE, MINNESOTA 55337

TO CONTRACTOR: HALDEMAN-HOMME, INC.
 (Name and address) 430 INDUSTRIAL BOULEVARD MINNEAPOLIS, MINNESOTA 55413

CHANGE ORDER NO.: 0980M.002

INITIATION DATE: 02/15/16

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0980M
 Finishes, Specialties & Equipment

CONTRACT DATE: 11/5/2015

The Contract is changed as follows:

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

RECEIVED

FEB 26 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (XXXXXXXXXXXXXXXXXXXX) was	\$	831,373.00
Net change by previously authorized Change Orders	\$	(39,017.00)
The (Contract Sum) (XXXXXXXXXXXXXXXXXXXX) prior to this Change Order was	\$	792,356.00
The (Contract Sum) (XXXXXXXXXXXXXXXXXXXX) will be (increased) (decreased) (unchanged) by this Change Order	\$	7,408.00
The new (Contract Sum) (XXXXXXXXXXXXXXXXXXXX) (Maximum Price) including this Change Order will be	\$	799,764.00
The Contract Time will be (XXXXXXXXXXXXXXXXXXXX) (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

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

ADDRESS *[Signature]*
 BY *[Signature]* DATE 2/25/16

ADDRESS *[Signature]*
 BY *[Signature]* DATE 2/29/16

HALDEMAN-HOMME, INC.
 CONTRACTOR
 430 Industrial Blvd., Minneapolis, MN 55413

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

ADDRESS *[Signature]*
 BY *[Signature]* DATE 2-23-16

ADDRESS
 BY
 DATE



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Change Order

Burnsville High School

Project # 30150401

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

Date: 2/15/2016

Contractor:

Haldeman-Homme, Inc.
430 Industrial Boulevard
Minneapolis, MN 55413

Architect's Project No:

Contract Date:

Contract Number: 0980M

Change Order Number: 002

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-088	002	Material for casework chases and higher plam tops per revised shop drawings.	7,408

The original Contract (s) Value was.....	831,373
Sum of changes by prior Change Orders.....	-39,017
The Contract Value prior to this Change Order was.....	792,356
The Contract Value will be changed by this Change Order in the amount of.....	7,408
The new Contract Value including this Change Order will be.....	799,764
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

pm

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

FEB 25 2016

MAR 01 2016

OWNER

CONSTRUCTION MANAGER

ARCHITECT

CONTRACTOR

FIELD

OTHER

PCO # 096

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #4
 (Name and address) 600 EAST HIGHWAY 13
 BURNSVILLE, MINNESOTA 55337

TO CONTRACTOR: HALDEMAN-HOMME, INC.
 (Name and address) 430 INDUSTRIAL BOULEVARD
 MINNEAPOLIS, MINNESOTA 55413

CHANGE ORDER NO.: 0980L.002

INITIATION DATE: 02/15/16

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0980L
 Finishes, Specialties & Equipment

CONTRACT DATE: 11/5/2015

The Contract is changed as follows:

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

RECEIVED

FEB 26 2016

-ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	253,408.00
Net change by previously authorized Change Orders	\$	(2,231.00)
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	251,177.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	2,642.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ...	\$	253,819.00
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
BY *[Signature]* DATE 2/25/16

HALDEMAN-HOMME, INC.

CONTRACTOR
430 Industrial Blvd., Minneapolis, MN - 55413

ADDRESS
BY *[Signature]* DATE 2-23-16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

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

ADDRESS
BY *[Signature]* DATE 2/29/16

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: 2/15/2016

Contractor:
 Haldeman-Homme, Inc.
 430 Industrial Boulevard
 Minneapolis, MN 55413

Architect's Project No:
Contract Date:
Contract Number: 0980L
Change Order Number: 002

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-088	001	Labor for casework chases and higher plam tops per revised shop drawings.	2,642

The original Contract (s) Value was.....	253,408
Sum of changes by prior Change Orders.....	-2,231
The Contract Value prior to this Change Order was.....	251,177
The Contract Value will be changed by this Change Order in the amount of.....	2,642
The new Contract Value including this Change Order will be.....	253,819
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

FEB 22 2016

MAR 01 2016

OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PCO # 081

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #3
 (Name and address) 600 EAST HIGHWAY 13
 BURNSVILLE, MINNESOTA 55337

TO CONTRACTOR: AMERICAN STRUCTURAL METALS, INC.
 (Name and address) 777 LEHMANN WAY, PO BOX 40
 SOMERSET, WISCONSIN 54025

CHANGE ORDER NO.: 0512.001
 INITIATION DATE: 02/03/16
 PROJECT NOS.: 301504.01
 CONTRACT FOR: Contract #0512
 Structural Steel Supply
 CONTRACT DATE: 8/13/2015

The Contract is changed as follows:

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

RECEIVED

FEB 24 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Contract Maximum Price) was	\$	898,900.00
Net change by previously authorized Change Orders	\$	0.00
The (Contract Sum) (Contract Maximum Price) prior to this Change Order was	\$	898,900.00
The (Contract Sum) (Contract Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	1,360.00
The new (Contract Sum) (Contract Maximum Price) including this Change Order will be ...	\$	900,260.00
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
 BY *[Signature]* DATE 2/22/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS
 ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS
 BY *[Signature]* DATE 2/29/16

AMERICAN STRUCTURAL METALS, INC.
 CONTRACTOR
 777 Lehmann Way, PO Box 40, Somerset, WI 54025
 ADDRESS
 BY *[Signature]* DATE 2/18/16

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: 2/3/2016

Contractor:
 American Structural Metals, Inc.
 777 Lehmann Way
 PO Box 40
 Somerset, WI 54025

Architect's Project No:
Contract Date:
Contract Number: 0512
Change Order Number: 001

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-072	001	Replacement lintel for one that was cut too short in the field	565
RCO-082	001	Provide new lintel for elevator opening per RFI #181 response.	795

The original Contract (s) Value was.....	898,900
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	898,900
The Contract Value will be changed by this Change Order in the amount of.....	1,360
The new Contract Value including this Change Order will be.....	900,260
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

FEB 22 2016
MAR 01 2016

OWNER PCO # 089
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #3
 (Name and address) 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.: 3100.003
 INITIATION DATE: 02/11/16
 PROJECT NOS.: 301504.01
 CONTRACT FOR: Contract #3100
 Earthwork Site Demo
 CONTRACT DATE: 8/13/2015

The Contract is changed as follows:

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

RECEIVED

FEB 24 2016

ARMSTRONG, TORSETH
 SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Contracted Maximum Price) was	\$	1,071,000.00
Net change by previously authorized Change Orders	\$	14,435.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	1,085,435.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	2,200.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ...	\$	1,087,635.00
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
 BY *[Signature]* DATE 2/22/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT
 ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS
 BY *[Signature]* DATE 2/29/16

MAX STEININGER, INC.
 CONTRACTOR
 3080 Lexington Avenue South, Eagan, MN 55121
 ADDRESS
 BY *[Signature]* DATE 2-19-16

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: 2/11/2016

Contractor:

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

Architect's Project No:

Contract Date:

Contract Number: 3100

Change Order Number: 003

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-019	003	Costs for chunking out pavement in lieu of milling in 2016 per original schedule.	2,200

The original Contract (s) Value was.....	1,071,000
Sum of changes by prior Change Orders.....	14,435
The Contract Value prior to this Change Order was.....	1,085,435
The Contract Value will be changed by this Change Order in the amount of.....	2,200
The new Contract Value including this Change Order will be.....	1,087,635
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

FEB 23 2016
MAR 01 2016

OWNER PCO # 90
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #3
 (Name and address) 600 EAST HIGHWAY 13
 BURNSVILLE, MINNESOTA 55337
 CHANGE ORDER NO.: 3301.002
 INITIATION DATE: 02/11/16

TO CONTRACTOR: METRO UTILITIES, INC.
 (Name and address) 9656 161ST AVENUE NW
 ELK RIVER, MINNESOTA, 55330
 PROJECT NOS.: 301504.01
 CONTRACT FOR: Contract #3301
 Site Utilities
 CONTRACT DATE: 08/13/15

The Contract is changed as follows:

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

RECEIVED

FEB 24 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	288,750.00
Net change by previously authorized Change Orders	\$	839.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	289,589.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	19,982.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	309,571.00
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
 BY *[Signature]* DATE 2/23/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT
 ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS
 BY *[Signature]* DATE 2/29/16

METRO UTILITIES, INC.
 CONTRACTOR
 9656 161st Avenue NW, Elk River, MN 55330
 ADDRESS
 BY *[Signature]* DATE 2-18-16

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: 2/11/2016

Contractor:

Metro Utilities, Inc.
9656 161st Avenue NW
Elk River, MN 55330

Architect's Project No:

Contract Date:

Contract Number: 3301

Change Order Number: 002

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-019	001	Remove additional 15" piping, relocate hydrants and add structures per PR 019.	19,982

The original Contract (s) Value was.....	288,750
Sum of changes by prior Change Orders.....	839
The Contract Value prior to this Change Order was.....	289,589
The Contract Value will be changed by this Change Order in the amount of.....	19,982
The new Contract Value including this Change Order will be.....	309,571
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

BHS Budget Report with Change Orde

Information	Company	Wenck Estimates	Awarded Bid	Change Orders To Date	Precent of Change	Numer of Change Orders	Contract Amount With Change Orders	Precent of Completion
Bid Pack #1								
Contract #0600 General Construction Shop Annex	Ebert Construction	\$919,600.00	\$671,900.00	\$95,924.00	14.28%	16	\$767,824.00	91.51%
Contract #2300 Mechanical	Klamm Mechanical	\$647,800.00	\$900,000.00	\$18,357.00	2.04%	6	\$918,357.00	80.01%
Contract #2600 Electrical	Peoples Electric	\$293,600.00	\$566,500.00	\$81,004.00	14.30%	15	\$647,504.00	93.94%
Contract #3110 Site Demolition and Improvements	Max Steining Inc.	\$775,285.10	\$530,000.00	\$330,107.00	62.28%	7	\$860,107.00	80.42%
Contract #3300 Site Utility Relocation	Veit & Co.	\$243,170.00	\$410,000.00	\$115,109.00	28.08%	5	\$525,109.00	95.00%
Contract #0240 Building Demolition	Veit & Co.	\$366,047.14	\$71,039.00	\$30,496.00	42.93%	5	\$101,535.00	100.00%
		<u>\$3,245,502.24</u>	<u>\$3,149,439.00</u>	<u>\$670,997.00</u>			<u>\$3,820,436.00</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	73.64%
		<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	\$2,287.00	0.18%	2	\$1,242,287.00	25.33%
Contract #3301 Site Utilities	Metro Utilities, Inc.	\$181,880.00	\$288,750.00	\$20,821.00	7.21%	2	\$309,571.00	22.83%
Contract #3290 Landscaping/Irrigation Systems	Urban Companies, LLC	\$305,275.00	\$240,069.00	\$5,740.00	2.39%	2	\$245,809.00	16.05%
Contract #3210 Asphalt Paving/Curbs	Midwest Asphalt Corporation	\$1,244,655.00	\$921,900.00	\$7,055.00	0.77%	3	\$928,955.00	12.49%
Contract #3100 Earthwork/Site Demolition	Max Steining Inc.	\$1,179,458.00	\$1,071,000.00	\$16,635.00	1.55%	3	\$1,087,635.00	44.70%
Contract #2202 Mechanical	Klamm Mechanical	\$551,250.00	\$872,000.00	(\$4,143.00)	-0.48%	1	\$867,857.00	16.50%
Contract #0510 Structural Steel Erection	Red Cedar Steel Erectors, Inc.	\$599,057.00	\$582,300.00	\$0.00	0.00%	0	\$582,300.00	18.92%
Contract #0340 Structural Precast Concrete	Wells Concrete	\$1,013,719.00	\$933,340.00	\$0.00	0.00%	0	\$933,340.00	73.63%
Contract #0330 Cast-In-Place Concrete	Northland Concrete & Masonry, LLC	\$2,739,043.00	\$2,617,189.00	\$83,056.00	3.17%	6	\$2,700,245.00	43.11%
Contract #0241 Building Demolition	Lloyd's Construction Services Inc.	\$146,221.00	\$285,155.00	\$0.00	0.00%	0	\$285,155.00	90.25%
Contract #0512 Structural Steel Supply	American Structural Metals, Inc.	\$788,856.00	\$898,900.00	\$1,360.00	0.15%	1	\$900,260.00	33.47%

Information	Company	Wenck Estimates	Awarded Bid	Change Orders To Date	Percent of Change	Numer of Change Orders	Contract Amount With Change Orders	Percent of Completion
		<u>\$10,055,030.00</u>	<u>\$9,950,603.00</u>	<u>\$132,811.00</u>			<u>\$10,083,414.00</u>	
Bid Pack #4								
Contract #0790 Caulking/Firestopping/Traffic Coatings	The Caulkers Company, Inc.	\$96,495.00	\$86,900.00	\$0.00	0.00%	0	\$86,900.00	0.00%
Contract #0335 Polished Concrete Floors	Questmark Flooring	\$33,633.60	\$15,969.00	\$0.00	0.00%	0	\$15,969.00	0.00%
Contract #0511 Miscellaneous Metals - Erection	Red Cedar Steel Erectors, Inc.	\$58,387.35	\$126,500.00	\$0.00	0.00%	0	\$126,500.00	0.00%
Contract #0550 Miscellaneous Metals Fabrication- Supply	American Structural Metals, Inc.	\$411,285.00	\$802,450.00	\$0.00	0.00%	0	\$802,450.00	0.00%
Contract #0990 Painting	Fransen Decorating, Inc.	\$401,378.25	\$230,305.00	\$0.00	0.00%	0	\$230,305.00	0.00%
Owner Direct - Architectural Purchase	Haldeman-Homme Inc.	\$1,636,582.50	\$1,084,781.00	(\$31,198.00)	-2.88%	4	\$1,053,583.00	4.21%
Contract #2601 Electrical/Communications/Security/Paging	Peoples Electric	\$3,736,950.00	\$3,558,650.00	\$92,979.00	2.61%	3	\$3,651,629.00	8.10%
Contract #2305 Testing and Balancing	Marcus Global, Inc.	\$71,299.20	\$67,800.00	\$0.00	0.00%	0	\$67,800.00	0.00%
Contract #2302 HVAC/Temperature Controls	Thelen Heating & Roofing, Inc.	\$3,479,700.00	\$2,751,800.00	\$852.00	0.03%	1	\$2,752,652.00	2.96%
Contract #2200 Plumbing and Heating	El-Jay Plumbing & Heating, Inc.	\$3,709,440.00	\$3,269,000.00	(\$26,799.00)	-0.82%	1	\$3,242,201.00	7.64%
Contract #2100 Fire Protection	Total Fire Protection, Inc.	\$427,798.35	\$418,890.00	\$0.00	0.00%	0	\$418,890.00	5.87%
Contract #1440 Wheelchair Lift	DRN Enterprises, d.b.a Arrow Lift	\$15,750.00	\$26,989.00	\$0.00	0.00%	0	\$26,989.00	28.50%
Contract #1420 Elevators	ThyssenKrupp Elevator Americas	\$189,000.00	\$200,047.00	\$0.00	0.00%	0	\$200,047.00	0.00%
Contract #1140 Food Service Equipment	Advanced Contract Equipment and Design	\$15,750.00	\$18,381.00	\$0.00	0.00%	0	\$18,381.00	0.00%
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	1.29%
Contract #1022 Folding Panel Partitions	W.L. Hall Company	\$61,425.00	\$52,904.00	\$0.00	0.00%	0	\$52,904.00	1.03%
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	10.47%
Contract #0966 Epoxy Terrazzo Flooring	Advance Terrazzo Flooring	\$612,417.75	\$508,000.00	\$0.00	0.00%	0	\$508,000.00	0.00%
Contract #0965 Resilient Flooring/Carpet	Floors by Becker, Inc.	\$368,131.05	\$431,132.00	\$0.00	0.00%	0	\$431,132.00	0.00%
Contract #0950 Acoustical Ceilings	Kirk Acoustics	\$383,939.85	\$300,280.00	\$0.00	0.00%	0	\$300,280.00	0.00%
Contract #0930 Tile	Multiple Concepts Interiors, Inc.	\$886,415.25	\$1,324,000.00	\$0.00	0.00%	0	\$1,324,000.00	0.00%

Information	Company	Wenck Estimates	Awarded Bid	Change Orders To Date	Percent of Change	Numer of Change Orders	Contract Amount With Change Orders	Percent of Completion
Contract #0920 Drywall/Cold Formed Metal Framing/DEF	Commercial Drywall, Inc.	\$1,222,033.05	\$609,850.00	\$0.00	0.00%	0	\$609,850.00	7.24%
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	14.87%
Contract #0833 Coiling/Overhead Doors	Overhead Door of the Northland	\$76,125.00	\$73,689.00	\$0.00	0.00%	0	\$73,689.00	0.00%
Contract #0810 Doors/Frames/Hardware - Supply	Kendell Doors & Hardware, Inc.	\$445,068.75	\$409,848.00	\$0.00	0.00%	0	\$409,848.00	2.92%
Owner Direct - Chiller Plant Purchase	Train Co.	\$1,470,000.00	\$1,296,580.00	\$0.00	0.00%	0	\$1,296,580.00	0.00%
Contract #1044 Signage	Walker Sign Holdings, Inc.	\$47,250.00	\$32,425.00	\$0.00	0.00%	0	\$32,425.00	0.00%
		<u>\$25,253,124.75</u>	<u>\$22,019,904.00</u>	<u>\$35,834.00</u>			<u>\$22,055,738.00</u>	
	Grand Totals	<u>\$40,957,250.99</u>	<u>\$37,734,946.00</u>	<u>\$719,642.00</u>	1.91%		<u>\$38,454,588.00</u>	
							<u>\$41,716,739.00</u>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING

\$41,716,739.00

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: III.A.

To: Members of the Board of Education
Superintendent Joseph Gothard

From: Stacey Sovine
Executive Director of Human Resources

Date: March 24, 2016

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

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE
THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED
LANGUAGE IN THE 2015-2017 MASTER AGREEMENT WITH THE
BURNSVILLE PRINCIPAL ASSOCIATION**

The District reached a tentative agreement on a new two-year contract with the Burnsville Principals Association on March 1, 2016. There are 21 principals within the unit. Work on a new two year agreement started on February 22, 2016 and extended over two bargaining sessions. During the collective bargaining process, 10 language items were on the table for discussion.

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

- Modified insurance language to reflect current plan and include HRA contribution
- Eliminate language around Management Factor and include amount in schedule
- Increased 403(b) match to \$3,250 through ending attendance incentive in 2016
- Reduce the amount of time to carry over vacation from 26 months to 24 months
- Condense longevity from 20 years to 10 years
- Clarify language in grievance process

Economic terms agreed to include:

- 2% increase 1st year and 2.5% increase 2nd year on career increment steps
- 2 year increased cost \$195,043.
- MSBA 2 year package increase is 4.09%

MASTER AGREEMENT

JULY 1, ~~2013~~ 2015 - JUNE 30, ~~2015~~ 2017

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

AND

BURNSVILLE PRINCIPALS ASSOCIATION

Burnsville - Eagan - Savage Public Schools

TABLE OF CONTENTS

B	P
Bereavement 12	Parental Leave 13-15
C	Personal Business Absence 11
Compensation 3	Personal Illness 12
Continuation of Benefits 7-8	Personnel Files 15
D	Professional Activity Leave 10
Definition 1	Management Factor 8-9
Dental Insurance 8	R
F	Rights 2-3
Family Illness Absence 12	S
Flexible Benefit Plan 9	Salary Schedule Placement 3
G	Seniority 9
Grievance Procedure 16	Special Service Compensation 5
H	Step Advancement 4
Health and Accident Insurance 6	Substitutes for Principals 9
Holidays 5	T
J	Tax Sheltered Annuity/Deferred Compensation Plans 9
Jury Duty 11	Tuition 4
L	V
Leaves and Absences 10-15	Vacation 5
Life Insurance 6	W
Long Term Disability 6	Work Year 4
M	Worker's Compensation 12
Matching Contribution 10	
Maternity Absence 13	
Mileage 8	

MASTER AGREEMENT
JULY 1, 2013 2015 - JUNE 30, 2015 2017

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 191
BURNSVILLE, MINNESOTA

and

BURNSVILLE PRINCIPALS ASSOCIATION

Preamble

THIS AGREEMENT, entered into between the School Board of Independent School District 191, Burnsville, Minnesota, and the Burnsville Principals Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as revised, is to provide the terms and conditions of employment for principals for the duration of the Agreement.

ARTICLE I
RECOGNITION

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all principals who work more than fourteen (14) hours per week and more than sixty-seven (67) days per year. A principal, associate principal, and principal or associate principal on special assignment or any other professional employee required to hold a principal's license from the state department shall be referred to as a "principal" within this master agreement.

ARTICLE II
COPIES OF RECORD

There shall be two (2) signed copies of the final contract for the purpose of record, one retained by the Board, one by the Association.

ARTICLE III
STATUTORY RESPONSIBILITIES AND OBLIGATIONS OF THE SCHOOL BOARD

Section 1. All principals covered by this Agreement shall perform the professional services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by properly designated officials of the School District. The School Board and its properly designated representatives have the obligation and duty to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

Section 2. All principals covered by this Agreement, the School Board, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, Rules and Regulations of the State Board of Education, and valid rules, regulations, and orders of State and Federal governmental agencies. Any provisions of this Agreement herein found to be in violation of any such laws, rules, regulations or orders shall be null and void and without force and effect.

Section 3. The School Board agrees not to meet and negotiate with any organization other than the Burnsville Principals Association as long as that organization is the exclusive representative of the principals of Independent School District 191.

Section 4. It is further understood that the foregoing enumeration of the School Board's responsibilities and obligations is not exclusive and the School Board expressly reserves all its statutory authority not expressly delegated in the Agreement.

ARTICLE IV PRINCIPALS RIGHTS

Section 1. Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any principal or his/her representative to the expression or communication of view, grievance, complaint or opinion on any matter related to the conditions of compensation of public employment or circumvent the rights of the Association, nor shall it be construed to require any principal to perform labor or services against his/her will.

Section 2. Principals shall have the right to form and join employee organizations, and shall have the right not to form and join such organizations. Principals in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment with the School Board.

Section 3. Recognizing that principals have the right to meet and confer with the Board regarding any and all policies and practices of the District, the Board or its designee agrees to meet and confer with the principals on matters not covered in this Agreement at least every four (4) months. It shall be the responsibility of the Principals' Association to request such meetings and provide a proposed agenda.

Section 4. Any principal who is a member of the Association, or who has applied for membership, may sign and deliver to the Human Resources Office an assignment authorizing deduction of membership dues in the Association. Pursuant to such authorization, the Board shall deduct dues from each regular salary check of the principal ending in June.

Section 5. In accordance with M.S. §179.65, Subd. 2, as amended, any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed eighty-five percent (85%) of the regular membership dues. The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Director of Mediation Services and to each employee to be assessed the fair share fee.

A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Director of Mediation Services, the School District, and the exclusive representative within thirty (30) days after the receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative.

The School District shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the School District pending a decision by the Director, B.M.S., or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

Section 6. With respect to all sums deducted by the Board, the Board agrees to remit to the Association said amount, accompanied by an alphabetical list for whom such deductions have been made.

Section 7. Duly authorized representatives of the Association shall be permitted to transact official association business on school property, provided that this shall not interfere with or interrupt normal school operations.

Section 8. The Association shall have the right to use school facilities and equipment, including computers, duplicating equipment, calculating machines, and all types of audio visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use. The user shall request equipment from the responsible individual and have time and use determined when checked out.

Section 9. The Association shall have the right to use the District mail service, mailboxes, e-mail and voicemail for communications; such communication to be unimpaired and uncensored.

Section 10. The Board agrees to furnish to the Association information concerning the financial resources of the District, annual financial reports and audits, after official adoption at a regular School Board meeting, register of certified personnel, agendas and minutes of all Board meetings, census and membership data, (names and addresses of all principals salaries paid thereto and substantiating data).

ARTICLE V COMPENSATION

Section 1. Basic Rates of Pay:

Subd. 1. Status of Salary Schedules:

The salary schedules contained in this article are adopted by the School Board for the term of this Agreement. The salary schedules are not to be construed as a part of the continuing contract and the schedules contained herein are no longer applicable after June 30, ~~2015~~ 2017.

Subd. 2. Salary Schedule - Placement

Initial placement is the responsibility of the Executive Director of Human Resources or designate.

Subd. 3.

For the salary schedule for the ~~2013-2014~~ ~~2015-2016~~ and ~~2014-2015~~ ~~2016-2017~~ contract year, see Appendix A and Appendix B attached hereto.

Section 2. Step Advancement: Step advancement for principals whose initial placement is step (1) one of the salary schedule is granted after a principal successfully completes one (1) year as a principal in ISD #191. For purposes of Section 2 and Section 3 of this article, a principal must start by January 1st. Longevity (Steps 15 and 20) is granted for years of professional service in the district.

Section 3. Principal Career Steps: Effective July 1, 2009, a principal is eligible for career step A after completing 4 years of service as a principal. A principal is eligible for career step B after completing 9 years of service as a principal. A principal is eligible for career step C after completing 14 years of service as a principal. A principal is eligible for career step D after completing 19 years as a principal. Career step amounts will be pro-rated for principals that work less than full-time.

Effective July 1, ~~2010~~ ~~2015~~, the following career steps apply:

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

Section 4. Tuition:

Sub 1. For individuals hired prior to January 1, 2013, the employer will reimburse employees for credits taken beyond the MA +60 or Specialist lane subject to the prior approval of the Executive Director of Human Resources. Reimbursement will not be paid to employees on leave. Reimbursement shall be at the rate of graduate school tuition for the University of Minnesota, adjusted annually for the year in which the course was taken.

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

Subd 3. Effective July 1, 2013, employees who have earned a doctorate from an accredited college or university will receive an additional five thousand dollars (\$5,000) per year above the MA60 salary schedule, if the Board determines that the doctorate relates to the employee's position with the District.

Section 5. Certificate, Retirement Fund Certificate, and Transcript of College Credits: Each principal must submit a copy of a valid Minnesota Certificate, a retirement fund certificate, and a transcript of all college credits. This material will be kept on file in the District office during the entire time that the principal is employed in the school system. Before a principal can be granted a step or lane advancement, all requirements above must have been fulfilled.

Section 6. Work Year: The work year for principals shall be twelve (12) months. In the event a principal works for less than twelve months, the employee's compensation, sick leave, and vacation

shall be calculated on a prorated basis. Health, life, and dental insurance shall be the same as for a full time employee, provided an administrator works at least thirty (30) hours per week.

Section 7. Vacation

Subd. 1. Annual Vacation:

Each full-time principal shall have twenty-eight (28) vacation days. Principals hired after July 1, 1998, shall have vacation days:

1st	Year Principal	23
2nd	Year Principal	25
3rd	And Following Years	28

Subd. 2. Effective upon ratification of the contract, a member of the Unit who terminates employment during a fiscal year is entitled to vacation benefits earned during that previous fiscal year. The member may elect to vacation out until the end of the current month. A member will be paid for any remaining, earned, but unused vacation days at the time of termination for any reason other than cause. A member who uses unearned vacation must reimburse the District at the time of termination.

Subd. 3. Accumulation and Termination: All vacation time must be taken within twenty four (24) months of the start of the fiscal year in which it is received or be forfeited. Upon request, the Executive Director of Human Resources will permit principals to carry over vacation for a maximum of 26 months. Principals who sever employment for any reason other than cause, will be paid for accrued but unused vacation days at the rate at which they were earned.

Effective July 1, 2016, all vacation time must be taken within twenty four (24) months of the start of the fiscal year in which it is received or be forfeited. Principals who sever employment for any reason other than cause, will be paid for accrued but unused vacation days at the rate at which they were earned.

Section 8. Holidays: Each full-time member of this Unit shall have ten (10) holidays each year. They are: Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, and Memorial Day. Each principal subject to the approval of his/her immediate supervisor shall schedule the additional holiday.

Section 9. Snow Days: In the event the superintendent declares a snow day and classes are cancelled, principals may take a vacation day or a personal day.

Section 10. Compensation for Special Services:

Subd. 1. When principals choose to teach courses through Community Education, they will be compensated at the rate normally used to compensate other professional instructors.

Subd. 2. When principals render special services that either the Association or the District deem well beyond the scope of their normal job description, Association leaders and District administration shall meet and confer on terms and conditions for the revised job description.

ARTICLE VI GROUP INSURANCE

Section 1. Health and Accident Insurance

Subd. 1. For all principals who have a full-time assignment, who are employed by the District, who qualify and are enrolled in the District plan, the District contribution for individual or dependent coverage shall be as follows:

a. For all principals who have a full-time assignment, who are employed by the School District, who qualify for and are enrolled in the plan, the School District will contribute the equivalent value of 95% of the single, (composite) premium. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby **\$1,000 shall be redirected by the district to the HRA. and the in-network deductible equals the in-network out of pocket maximum.** The remainder shall be borne by the employee. Full-time assignment, for insurance purposes as outlined in this Section, shall mean thirty (30) hours per week.

b. For all principals who have a full-time assignment, who are employed by the School District, who qualify for and are enrolled in the plan, the School District will contribute the equivalent value of 83% of the dependent, (composite) premium. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby **\$2,000 shall be redirected by the district to the HRA. and the in-network deductible equals the in-network out of pocket maximum.** The remainder shall be borne by the employee. Full-time assignment, for insurance purposes as outlined in this Section, shall mean thirty (30) hours per week.

Section 2. Life Insurance

Subd. 1. Each full-time member of this unit will be provided with \$250,000 term insurance with the District covering the cost of \$50,000 and employees covering the cost of \$200,000.

Subd. 2. Any member of the Unit, upon retirement, may elect to continue group term insurance under the provisions of Minnesota Statute § 61A.092 or may convert the term life insurance to an individual life insurance contract. Any extension or conversion is subject to the terms and conditions established by the insurance carrier. The premium costs for the employee shall be the responsibility of the employee by monthly prepayment to the District.

Section 3. Long Term Disability: The School District will contribute forty percent (40%) of the premium for a long term disability policy that provides benefits after an absence of thirty (30) consecutive working days. Disability pay will be governed by the policy in effect. Insurance company coverage is sixty-six and two-thirds percent (66 2/3%) of base salary with a limit of seventy-five

percent (75%) when coordinated with other income sources according to the conditions of the policy. If the principal requests it, the District will pay to those participants who have accumulated over thirty (30) days of sick leave the remaining fraction of regular income with one-third (1/3) or one-fourth (1/4) days subtracted from the total number of remaining sick leave days until a maximum of seventy-five (75) days of unused sick leave has been used or the principal requests such payment to be discontinued.

Section 4. Liability Insurance: The School District will continue to provide liability insurance coverage for principals. Subject to the limitations on liability set forth in the Minnesota Statutes, the District shall defend and indemnify members of the Unit for damages, including punitive damages, claimed or levied against the member, provided that the member: 1) was acting in the performance of the duties of the position, and 2) was not guilty of malfeasance in office, willful neglect of duty or bad faith. Indemnification of members of the unit provided under this section shall be modified in accordance with any amendments to M.S. §466.07.

Section 5. Claims Against the School District: The parties agree that any description of insurance benefits contained in this Article is intended to describe coverage generally and benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Continuation of Benefits

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

- A. If the employee's years of service in the District plus the employee's years of service as a principal in the District are greater than sixty (60), then for a period of nine (9) years, or until the employee is eligible for Medicare, whichever occurs first, the District will contribute the same dollar amount toward the monthly premium for dependent or single coverage that the District contributed on behalf of the employee for the month immediately before the employee retired.
- B. If the employee's years of service in the District plus the employee's years of service as a principal in the District are greater than forty (40), then for a period of eight (8) years, or until the employee is eligible for Medicare, whichever occurs first, the District will contribute the same dollar amount toward the monthly premium for dependent or single coverage that it contributed on behalf of the employee for the month immediately before the employee retired.
- C. If the employee's years of service in the District plus the employee's years of service as a principal in the District are greater than thirty (30), then for a period of seven (7) years, or

until the employee is eligible for Medicare, whichever occurs first, the District will contribute toward the monthly premium for dependent or single coverage in a dollar amount that is equal to fifty percent of the dollar amount it contributed on behalf of the employee for the month immediately before the employee retired.

- D. If the employee's years of service in the District plus the employee's years of service as a principal in the District are thirty (30) or less, then the District will not contribute any amount toward the monthly premium for single or dependent coverage.
- E. In the event of the death of a retired principal with dependent coverage, the percentage of contribution for health and dental coverage will continue for eligible dependents until the date coverage would have ended for the retired principal.

For example an administrator who works as a principal in the District for ten years would have 10 years of district service and 10 years as a principal for a total of 20 years. A principal who works 5 years as a teacher and then 25 years as a principal would have 30 years of District service plus 25 years as a principal for a total of 55.

Subd. 2. Leaves of Absence: An employee on a School District approved unpaid leave of absence shall be permitted to participate in group insurance programs, to the extent permitted by the carrier, but shall pay all premiums during the term of the leave.

Subd. 3. Disabled Employee: An employee who becomes eligible for long term disability shall retain such benefits as are provided by the carrier and the School District shall make normal contractual contributions for H & A insurance, as provided by law, for the duration of the disability.

Section 7. Dental Insurance

Subd. 1. Single Coverage: The District shall provide dental insurance currently in effect in the School District, for individual coverage for each regular employee who qualifies for and is enrolled in the base group plan. The employee must indicate the desire to participate by written notification to the Office of the Executive Director of Human Resources.

Subd. 2. Family Coverage. The District shall provide dental insurance currently in effect in the School District for family coverage for each regular employee who qualifies for and is enrolled in the group plan. The employee must indicate the desire to participate by written notification to the Office of the Executive Director of Human Resources.

ARTICLE VII MISCELLANEOUS

Section 1. Mileage and Miscellaneous Expense Reimbursement. The District will reimburse principals for eligible mileage and business expenses incurred as the result of performing job-related responsibilities. Reimbursement shall be consistent with District policy.

Section 2. Management Factor

Subd. 1. Allocation: Effective July 1, 2014, the employee will receive \$2,500 management factor added to their salary per fiscal year.

Subd. 2. BPA members who work less than a (12) twelve month duty year or who work less than full time, as determined by the school district shall receive a management factor on a pro-rated basis.

Section 3. Tax Sheltered Annuity and Deferred Compensation Plans: Tax sheltered annuities and deferred compensation plans, either variable or fixed, shall be made available to principals. Regulations and procedures are available in the Human Resources Office and are contained in Board of Education policy DLBA. The Board policy and regulations are updated annually for compliance with State and Federal Laws.

Section 4. Flexible Benefit Plan: The School District will maintain a Flexible Benefit Plan under IRS Code 125. Regulations and procedures will be available in the Human Resources Office. Board policy and accompanying regulations are updated annually to comply with IRS Regulations.

Section 5. Substitutes for Principals: At the discretion of the Executive Director of Human Resources and dependent upon the availability of substitutes, the District will provide substitutes for principals where members of the Unit are absent from work for periods exceeding ten (10) consecutive working days.

Section 6. Extension of Employment: At the discretion of the Executive Director of Human Resources, an employee whose position has been discontinued may be asked to continue in his/her present assignment in order to permit the completion of responsibilities. The duration of this extension shall be determined by the Executive Director of Human Resources. The decision to extend time is to be made prior to June 1.

Section 7. Seniority Procedure: M.S. §122A.40, Subd. 11 (b), shall govern unrequested Leaves of Absences in District 191. The first date of continuous employment in any certified capacity shall be the date of service in this District for purposes of placement on the seniority list. In the event of a staff reduction affecting members of this unit whose first date of employment commenced on the same date, and thus have equal seniority, the principals with the lower license file number as required by the State Department of Education shall be deemed senior.

Subd. 1: Probation: Individuals, who have achieved continuing contract status as a licensed teacher in ISD #191 and are then selected for a principal position, must execute a waiver of continuing contract status and agree to serve an additional probationary period of one year in the promotional position. In the event the individual is not confirmed in the promotional position the individual shall return to the previous continuing contract position. Continuing contract status for others will be as per MN Statute 122A.40

Subd. 2. Seniority for members employed after July 1, 1995: For purposes of placement of individuals on unrequested leave of absence, seniority as a member of this bargaining unit shall be based on continuous service (including authorized leaves) as a member of this bargaining unit only.

Subd. 3. Seniority non-waiver: Nothing in this agreement shall be interpreted as a waiver by an

individual principal of any claim to a position in the teacher bargaining unit.

ARTICLE VIII RETIREMENT

Section 1. Matching Contribution Eligibility (Effective November 3, 1994). A District match to an approved Minnesota deferred compensation program is available to principals hired on or after July 1, 1988. Principals are eligible for the match in their first year of employment, provided they have started by December 1st at a .5 FTE contract or more. Contributions as permitted by M.S. §356.24 will be made as follows:

Subd. 1. The District will match up to \$2,500 per year to an approved program for each principal hired after July 1, 1988. In the event a principal works less than a full year or less than full-time, the match will be pro-rated based on fiscal FTE.

Effective July 1, 2016, the District will match up to \$3,250 per year to an approved program for each principal hired after July 1, 1988. In the event a principal works less than a full year or less than full-time, the match will be pro-rated based on fiscal FTE.

Subd. 2. Employees who work less than full-time will receive a pro-rated match to a Minnesota deferred compensation program based on their F.T.E. equivalency as of July 1st. The contribution will remain in effect for the duration of the fiscal year.

ARTICLE IX PROFESSIONAL ACTIVITY LEAVE

Section 1. A professional activity leave may be granted for a period of up to one (1) year at the sole discretion of the School Board.

Section 2. Applications shall include a description of the benefit to the District educational program if the leave is granted. Applications must be submitted to the Office of the Executive Director of Human Resources by May 1 to be eligible for the subsequent year.

Section 3. A committee composed of one (1) Board member, the Executive Director of Human Resources, and one (1) unit member appointed by the unit membership shall hear all applicants within thirty (30) days of the deadline date and make recommendations to the Board of Education within thirty (30) days of the conclusion of the interview.

Section 4. Applications for a professional activity leave shall be compensated at seventy (70%) of current salary computed on the number of working days involved.

Section 5. To be eligible for a professional activity leave, a principal must have been employed in the District as a principal for at least five (5) years.

Section 6. Principals granted a professional activity leave shall pledge themselves to two (2) years, or prorated for leaves of less than one (1) year service in the District following termination of the leave, or pay back a prorated portion of monies paid while on leave if early release is requested.

ARTICLE X LEAVES AND ABSENCES

Section 1. General Leave: Leaves may be granted for a period of up to two (2) years without pay or fringe benefits upon recommendation of the Executive Director of Human Resources and approval of the Board of Education. Insurance may be continued, subject to the rules of the carrier and at cost to the employee. This article is not subject to the grievance procedure.

At the time a leave is granted, a date will be established for tentative return to the School District and the position will be determined insofar as possible. Upon return, the individual will have all benefits reinstated.

Section 2. Leave for Military Duty:

Subd. 1. Leave for Military Duty: Principals called to required military duty by appropriate orders shall be granted leave of absence without pay for said duty and shall be returned to an appropriate and comparable assignment upon return. Credit will be allowed on the salary schedule for each year of required military service. Principals in the employ of the District, who enlists in a branch of the military at a time when his/her being drafted is imminent, shall receive similar benefits as if he/she had been drafted. Principals on extended enlistment, or those who reenlist after completing their military obligation, do not qualify for any benefits referred to in this policy.

Subd. 2. Leave for Military Duty - Reserve Training: Any officer or employee of the School District, who shall be a member of a branch of the military service, shall be entitled to leave of absence from his/ her employment without loss of pay, seniority status, efficiency rating, vacation and sick leave, or other benefits for the time that he/she is engaged with such military leave, or other benefits for the time that he is engaged with such military organization in training, or active service ordered or authorized by proper authority pursuant to law, but not to exceed a total of fifteen (15) days in any calendar year. Copies of said orders must be submitted to the Executive Director of Human Resources in advance. For those persons whose contract year is not a complete calendar year, this leave is applicable only for the time of the specified days of the contract year.

Section 3. Extended Leave of Absence: Members of this unit may apply for such leave according to Minnesota Statute covering such leave. Conditions contained in that Statute shall be applicable if such leave is granted by the District.

Section 4. Jury Duty: Principals will receive any regular pay from the School District during the time of service on jury duty. Any sum given the principal for service on jury duty as a travel expense is to be retained by the principal. Any pay will be docked in the same amount as the sum retained for jury service.

Section 5. Personal Business Absence

Subd. 1. General: The general purpose of approved personal business absence leave is to provide added protection for the principal, that he/she not suffer loss for personal business affairs, the time and occurrence of which are not reasonable within his/her control and requires the personal attention of the principal and necessitates absence from work. This absence shall

not be used for vacation, recreation or leisure time activities. Confirmation of the use of this absence may be required when used sequentially with school holidays or vacations.

Subd. 2. Procedure:

- a) Principals planning to use personal business absence shall notify the Executive Director of Human Resources, at least eighteen (18) hours in advance, except in a case of emergency approved as such retroactively by the Executive Director of Human Resources.
- b) A request made at least eighteen (18) hours in advance will automatically be granted.
- c) A retroactive request shall be ruled upon by the Executive Director of Human Resources. Such request should state the reason for absence. The decision of the Executive Director of Human Resources in such cases is final.

Subd. 3. Limitations: At the beginning of each school year, each principal shall be credited with two (2) days, cumulative to three (3) days. Leave will be pro-rated when principals work less than a full year.

Section 6. Personal Illness

Subd. 1. Each principal in this District will be granted twelve (12) days annual sick absence at the beginning of each contract year. Unused sick absence days may accumulate to three hundred (300) days. In the event the illness or injury necessitates absence beyond thirty (30) consecutive days, income protection insurance will ensue in accordance with the existing policy. When a principal works less than a full year, personal illness absence will be pro-rated from the point in time a principal is eligible for LTD benefits. Excess days, if any, will be available upon return.

Section 7. Worker's Compensation: Any employee who is absent because of injury, who deserves compensation under Minnesota Worker's Compensation Act, shall receive from the Board the difference between the allowance under the Act and his/her regular salary for a period of time that funds from his/her accumulated sick absences will provide on a prorated basis, or until he/she is eligible for long term disability.

Section 8. Bereavement Absence: A maximum of (5) days per school year (not cumulative) shall be allowed for each death in any five (5) of the twelve (12) categories of bereavement family. A maximum of three (3) days per school year (not cumulative) shall be allowed for the other categories noted in the bereavement family.

The term "bereavement family" is interpreted to mean: parent/step-parent or guardian of employee, of spouse, or of those who dwell under the same roof and comprise a family or domestic establishment, spouse of employee, those who dwell under the same roof and comprise a family or domestic establishment, brother, step-brother, sister, step-sister, child, spouse of child, grandchildren, grandparents of employee or spouse or of those who dwell under the same roof and comprise a family or domestic establishment, spouse's sibling, aunt, uncle, or dependent living in the immediate household and relatives of the same degree of those who dwell under the same roof and comprise a family or domestic establishment.

Section 9. Family Illness Absences:

Subd. 1. A maximum of five (5) days per school year (cumulative to six (6)) for illnesses in the family for each full-time principal. The term family is interpreted to mean anyone of personal significance to a principal. Family illness leave will be pro-rated when principals work less than a full year.

Subd. 2. Principals who have exhausted their family illness absences may use personal illness absence provided by the employer for absences due to an illness of the employee's family member for such reasonable periods as the employee's attendance with the family member may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. This section applies only to sick leave benefits payable to the employee from the employer's general assets.

Section 10. Professional Absence: Principals may be allowed to attend professional meetings and other activities of a professional nature with full pay.

Wherein principals attend meetings on behalf of the school and upon the instruction of central administration, expenses shall be paid by the school. Such authorization should be obtained ahead of time.

Wherein principals attend meetings, or visitations, etc., of a professional nature at the expense of the School District, a written report suitable for publication, or distribution among the professional staff, is expected so that all may benefit by the professional experience.

Section 11. Maternity Absence

Subd. 1. The start of a physical disability absence for childbirth shall be determined by the principal's physician. The end of a physical disability absence for childbirth shall be determined by the principal's physician, estimated at the time of the child's birth.

Subd. 2. To access paid personal illness days and, if necessary, long-term disability insurance, the principal must provide the above information to Human Resources no later than the start of the certified disability (usually the birth of the child). Estimated start-end times are always open to modification by the physician.

Subd. 3. The principal is responsible for ensuring adequate preparation for substitute coverage in her absence (barring an emergency); i.e. enough time to find a long-term substitute, discuss transition, and provide communication to parents.

Subd. 4. A principal on maternity absence shall continue to receive all benefits while absent and shall receive sick pay to the limit accumulated by the principal, but not to exceed thirty (30) days. In the event a principal is medically disabled due to pregnancy, delivery or recovery for more than 30 days and is eligible to receive long term disability benefits, she may supplement LTD pay with accrued sick leave as per Article VI, Section 3, Long-Term Disability.

Section 12. Parental Leave

Subd. 1. Parental leave of absence shall be available to principals for the purpose of caring for a child for which the applicant has the legal responsibility for the care and/or support of said child. Such leave to be subsequent to birth of the principal's child, or in the case of adoption,

when the child is physically turned over to the principal/parent. Only one (1) parent is eligible for parental leave for each pregnancy.

Subd. 2.

a) At least two (2) calendar months prior to the estimated delivery date of the child, the employee shall be required to notify the employer in writing whether or not the employee intends to take parental leave. This election may be changed at any time before the end of maternity absence.

b) Upon filing an application for adoption of a child, the employee shall be required to notify the employer, in writing, of the principal's intention to take a parental leave. Such notice is to include the estimated date when such leave shall become effective.

Subd. 3. In connection with election to take parental leave, the principal shall submit a request for such leave in writing. Such request shall include an estimated commencement date and a return date. The estimated commencement date shall be the day following the physician's estimated date of cessation of disability, or, in the case of an adoption, the estimated date when the child will be turned over to the parent. The return date must coincide with a quarter or semester break.

Subd. 4. The actual commencement date of parental leave shall be the return date from maternity absence, or in the case of an adoption, the date when the child is physically turned over to the principal/parent.

Subd. 5. If a principal complies with all the provisions of this Section, parental leave shall be granted by the employer. The employer shall notify the principal in writing of its action.

Subd. 6. By mutual agreement, the length of the parental leave may be altered.

Subd. 7. A principal returning from parental leave shall be reemployed in the principal's former position if available. If that position is not available, then to a position for which the principal is qualified.

Subd. 8. The principal must return on the return date stated in Subd. 3 unless the principal requests another return date within ninety (90) days of the commencement of the parental leave.

Subd. 9. A principal returning from parental leave will be placed on the next higher step on the salary schedule when the parental leave commences provided the principal has served three-fourths (3/4) year in that school year. A principal serving less than three-fourths (3/4) year will return at the same step that the principal was on when the leave commenced. A principal returning to employment after a parental leave will be credited with the amount of sick absence accumulated at the commencement of the leave.

Subd. 10. A principal on parental leave is eligible to participate in group insurance programs if permitted under the insurance policy provision, but shall pay the entire premium for such programs as the principal wishes to retain at the beginning of the parental leave. The right to continue participation in such group insurance programs, however, will terminate if the principal does not return to the District pursuant to this Section, except as provided by law.

Subd. 11. A parental leave of absence granted under this Section shall be a leave without pay.

Subd. 12. At the principal's request, a parental leave may commence at a date preceding childbirth. In such cases, principals shall not be eligible for sick absence benefits as established by the Section on Maternity Absence.

Subd. 13. Once parental leave commences, maternity absence is forfeited for that particular pregnancy.

Section 13. Attendance Incentive (Expires July 1, 2016)

A principal who as of July 1, 2014,

~~(a) qualifies for and is enrolled in the ISD 191 group health care insurance plan,~~

(a) has accumulated leave time in excess of six hundred (600) hours determined as of April June 15th of the same tax year, and

(b) has taken one (1) or less leave days in the ~~365 day measurement period immediately preceding that April 15,~~ current fiscal year

shall have sufficient leave days converted at the rate ~~in effect on that April 15 to~~ equal to seven hundred and fifty dollars (\$750) which shall be contributed to an active ISD 191 sponsored HRA approved 403(b) plan as of July 15 payroll ~~for use in connection with the ISD 191 group health care insurance plan and applicable law.~~

A principal who as of July 1, 2014

~~(a) qualifies for and is enrolled in the ISD 191 group health care insurance plan,~~

(a) has accumulated leave time in excess of six hundred (600) hours determined as of April June 15th of the same tax year, and

(b) has taken more than 1 leave day up to three (3) leave days in the ~~365 day measurement period immediately preceding that April 15,~~ current fiscal year

shall have sufficient leave days converted at the rate ~~in effect on that April 15 to~~ equal to four hundred and fifty dollars (\$450) which shall be contributed to an active ISD 191 sponsored HRA approved 403(b) plan as of July 15 payroll ~~for use in connection with the ISD 191 group health care insurance plan and applicable law.~~

A principal who takes more than three (3) leave days during the measurement period is not eligible for the conversion of leave days to ~~an HRA a~~ 403(b) contribution.

"Leave days" include all absences except Bereavement, Vacation, District Professional leave days, and paid days substituted for unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), as amended.

Effective July 1, 2014 the conversion rate for leave days shall be one hundred and fifty dollars (\$150) per day.

ARTICLE XI PERSONNEL FILES

Section 1.

Subd. 1. All evaluations and files relating to an individual shall be available during regular business hours to that employee.

Subd. 2. Employees shall be given an opportunity to read and sign all evaluations generated within the District before they are entered in the permanent file.

Subd. 3. Contents of files may be examined subject to the availability of a supervisor.

Subd. 4. An employee may attach a signed explanation, rebuttal or amplification to any materials and such documents shall become a part of the individual file.

Subd. 5. Any in-district generated material may be reproduced at the request of the individual. Cost of reproduction shall be borne by the individual.

Subd. 6. The administrator charged with the responsibility for evaluating members of the Principals' Unit is the only individual permitted to carry out such evaluation and to place documentation from such evaluation in the file of the Unit member. All other documents may not be placed in personnel files without the knowledge of the Unit member. With the exception of annual evaluations, all documents must be placed in the personnel file by June 30th of the year in which they were generated.

ARTICLE XII GRIEVANCE PROCEDURE

Section 1. A claim by an employee or the exclusive representative that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided. **Days within this article are defined as working days.**

Section 2. Level I: In the event that an employee or the Association believes there is a basis for a grievance, the employee shall complete the District grievance form and submit a copy to the Executive Director of Human Resources within twenty (20) days of the alleged grievance. The grievor shall meet with the grievant within ten (10) days of the receipt of the completed proper form and render a written decision within five (5) **working** days of the meeting. A copy of the decision will be placed in the file.

Section 3. Level II: In the event the grievant or the Association is not satisfied with the decision rendered at Level I, the grievant may appeal, in writing to the Executive Director of Human Resources within five (5) **working** days after the decision in Level I has been rendered and disseminated. Within ten (10) **working** days upon receipt of the appeal, the Executive Director of Human Resources shall meet with the grievant. The Executive Director of Human Resources shall respond, in writing, within fifteen (15) days after the meeting.

Section 4. Level III: If the employee or the Association is not satisfied with the disposition of the grievance by the Executive Director of Human Resources, the alleged grievance may be submitted to arbitrator. Notification of dissatisfaction shall be made, in writing to the Executive Director of Human Resources within ten (10) days after his/her decision has been rendered. The dispute will be submitted to an arbitrator selected and agreed upon by both parties. If the parties cannot agree upon an arbitrator within five (5) **calendar** days from the notification date that arbitration will be pursued, the P.E.R.B. Board, in accord with its rules, shall govern the arbitration proceeding. The arbitrator shall have no power to alter, add to or subtract from the express terms of this contract. Both parties agree to be bound by the award of the arbitrator. The fees and expenses of the arbitrator shall be shared equally by the parties.

Section 5. The employee may have an Association representative either join or represent him/her at any level at the employee's discretion.

Section 6. If a grievance is not responded to at Levels I and/or II within the time limits and the limits have not been mutually waived, the alleged grievance automatically moves to the next level.

Section 7. If a grievance is not presented or transmitted within the time limits set forth above, it shall be considered "waived." The time limit in each step may be extended by mutual written agreement.

Section 8. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

Section 9. No reprisals of any kind will be taken by the Board of the School Administration against any employee because of his participation in this grievance procedure.

Section 10. When mutually agreed, grievances may be heard during the school day. The Board agrees to pay the regular salary for up to three (3) employees per grievance who participate in a grievance during the school day. Additional employees up to seven (7) per grievance may be available for grievances held during the school day at no pay from the District.

Section 11. The Executive Director of Human Resources may appoint a designee to act at Level II.

ARTICLE XIII PUBLICATION OF CONTRACT

Copies of this Agreement shall be printed at the Board's expense and distributed to every Unit member now or hereafter employed during the life of the Agreement.

ARTICLE XIV DURATION

Section 1. This contract shall be effective as of July 1, ~~2013~~ **2015**, and shall continue in effect through June 30, ~~2015~~ **2017**, or thereafter until replaced by a subsequent agreement. Negotiations for a successor agreement may commence when the parties mutually agree, but in no event later than ninety (90) days prior to expiration of this Agreement.

Section 2. This Agreement constitutes the full and complete agreement between the School Board and the Burnsville Principals' Association. The provisions herein relating to terms and conditions of employment supersede and take precedence over any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions thereof under different circumstances.

Section 4. This contract shall constitute the full, complete commitments between both parties and may be altered, changed, added to, deleted from, the signed agreement to this contract.

IN WITNESS WHEREOF, the parties have signed this Agreement:

For: Burnsville Principals Association

For: ISD #191

President, BPA

Board Chair

Chief Negotiator, BPA

Board Clerk

Date

Stacey Sovine, Executive Director of Human Resources

APPENDIX A		
Salary Schedule		
2015-2016		
	Licensed	MA+60
Assistant		
Step 1	\$ 111,700	\$ 115,500
Step 2	\$ 113,500	\$ 119,400
Elementary		
Step 1	\$ 114,800	\$ 118,700
Step 2	\$ 116,400	\$ 122,700
Junior High		
Step 1	\$ 121,000	\$ 125,100
Step 2	\$ 122,900	\$ 129,300
Senior High		
Step 1	\$ 129,500	\$ 133,800
Step 2	\$ 131,200	\$ 139,600
All Principals		
Longevity 15th	\$ 750	\$ 750
Longevity 20th	\$ 1,500	\$ 1,500

APPENDIX B		
Salary Schedule		
2016-2017		
	Licensed	MA+60
Assistant		
Step 1	\$ 114,500	\$ 118,400
Step 2	\$ 116,400	\$ 122,400
Elementary		
Step 1	\$ 117,700	\$ 121,700
Step 2	\$ 119,400	\$ 125,800
Junior High		
Step 1	\$ 124,100	\$ 128,300
Step 2	\$ 126,000	\$ 132,600
Senior High		
Step 1	\$ 132,800	\$ 137,200
Step 2	\$ 134,500	\$ 143,100
All Principals		
Longevity 15th	\$ 750	\$ 750
Longevity 20th	\$ 1,500	\$ 1,500

MEMORANDUM OF UNDERSTANDING

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

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2013 2015 through June 30, 2015 2017.

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

Janice Porter
Eugene Roczniak

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

- a. Retirement. Upon retiring from the District with at least ten (10) years of full-time service in the District, an employee who is at least fifty-five (55) years of age may continue to participate in the group health insurance plan and group dental insurance plan that the District makes available to active employees of the District during that period of time.
- b. The District will continue to provide health and dental benefits according to the following schedule. Should the principal become eligible for Medicare while still receiving a district contribution, the employee and his/her dependents must go on Medicare. The district will reimburse the employee the cost of a Medicare supplement on a semi-annual basis. The cost of the supplement may not exceed the amount the district is currently contributing towards insurance for the retiree.
- c. Years of District Service + years as a Principal >10: 6 years of Single at 100%. The premium contribution terminates (6) six years from the date of retirement.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2015 2017.

Burnsville Principal Association
Burnsville, MN 55337

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

Union Representative

Employer Representative

Dated: _____ 2014 2016

Dated: _____ 2014 2016

MEMORANDUM OF UNDERSTANDING

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

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2013 2015 through June 30, 2015-2017.

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

Delonna Darsow

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

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

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2015.

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

Union Representative _____ Employer Representative

Dated: _____ 2014 _____ Dated: _____ 2014

MEMORANDUM OF UNDERSTANDING

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

1. The parties have entered into a collective bargaining agreement covering the period July 1, ~~2013~~ 2015 through June 30, ~~2015~~ 2017.
2. The intent of this MOU is to avoid any unforeseeable penalties under the Health Care Reform Act. If faced with a pending fine, the district may improve the health care coverage for one or more individuals within the Union according to paragraph three (3) of this MOU.
3. With respect to health coverage subject to Health Care Reform, the District reserves the right to provide coverage "in addition to" the coverage described herein, for one or more individuals covered by this agreement, in order to manage the potential penalties to which the District may be subject. Such coverage in addition to the coverage described herein will be considered bargained but specifically will not be considered part of the aggregate value of the benefits and specifically will not be subject to any applicable aggregate reduction in value limitations.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through the execution of the 2013-2015 Master Agreement.

Burnsville Principal Association
Burnsville, MN 55337

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

Union Representative Chair

Employer Representative

Dated: _____ 2016

Dated: _____ 2016



**Agenda III.B.
March 24, 2016**

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

From: Lisa Rider, Executive Director of Business Services

Date: March 18, 2016

Re: Renaming of Buildings

RECOMMENDATION: that the Board of Education approves renaming Eagle Ridge Junior High (located at 13955 Glendale Road, Savage, MN) to Eagle Ridge Middle School; John Metcalf Junior High (located at 2250 Diffley Road, Burnsville, MN) to John Metcalf Middle School; Joseph Nicollet Junior High (located at 400 E. 134th Street, Burnsville, MN) to Joseph Nicollet Middle School; and the ISD 191 Administrative Services Center (located at 100 River Ridge Court, Burnsville, MN) to River Ridge Education Center effective the 2016-17 school year.

Policy 899: *Naming School Buildings or Facilities* states that the school board reserves all rights in the naming or renaming of school buildings, facilities, or components of school buildings.



**Agenda III.C.
March 24, 2016**

To: Board of Education, Members
From: Dr. Joe Gothard, Superintendent
Date: March 18, 2016
Re: Board Policies

RECOMMENDATION: Approve, on a first reading basis, Board Policies 409: *Employee Publications, Instructional Materials, Inventions, and Creations* (rescind GCQB); 606: *Instructional Resources* (rescind IIAA, IIAC, KLB, KLBA); 705: *Investments* (rescind DG); 707: *Transportation of Students*; 708: *Transportation of Nonpublic Students*; 710: *Extracurricular Transportation*; 711: *Video Recording on School Buses*; 712: *Video Surveillance Other than on Buses*; 713: *Student Activity Accounting*; 715: *Purchasing and Bid Equipment*; and 805: *Waste Reduction and Recycling* (rescind ECR and ECR-R).

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

The policies are attached for your review.

Adopted: _____: 2/1984 Burnsville-Eagan-Savage School District Policy 409
Reviewed: _____: 8/27/2015
Revised: _____
Rescinds: _____: GCQB

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of ~~any~~ school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment ~~and for _____ [school district should select time] two years thereafter.~~ In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

~~III. NOTICE OF POLICY~~

~~The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.~~

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:

Descriptor Term: **Professional Research and Publications**

Descriptor Code: **GCQB**

Issued Date: **2/84**

Reviewed Date:

Revised Date:

Rescinds:

Publications

The School District shall have legal claim on all products created by its employees which are an outgrowth of regular or special assignments.

Materials developed by a teacher beyond regular classroom or assignment preparation and outside the scheduled work hours will be considered the property of the teacher, whether or not the materials are used to supplement the regular learning or educational experiences of students.

Descriptor Term: **Professional Research and Publications**
Descriptor Code: **GCQB-R**
Issued Date: **2/84**
Reviewed Date:
Revised Date:
Rescinds:

Educational Publications

Educational materials developed and published in Independent School District 191 shall be available for limited sale to other school districts and other educational agencies on a cost basis.

Adopted: 5/1985

Burnsville-Eagan-Savage School District Policy 606

Reviewed: _____

Revised: 3/2007

Rescinds: IIAA, IIAC, KLB, KLBA

606 ~~TEXTBOOKS AND INSTRUCTIONAL MATERIALS~~ RESOURCES

I. PURPOSE

The purpose of this policy is to provide direction for selection of ~~textbooks and~~ instructional ~~materials~~ resources.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of ~~textbooks and~~ instructional ~~materials~~ resources is a vital component of the school district's curriculum. ~~The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.~~

III. RESPONSIBILITY OF SELECTION

A. ~~While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials,~~ The school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of ~~textbooks and~~ instructional ~~materials~~ resources. Accordingly, the school board delegates to the superintendent or designee the responsibility to direct the professional staff in ~~formulating recommendations to the school board on textbooks and other instructional materials~~ selections that meet school board criteria.

B. ~~In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which~~ Selection of resources shall be ~~constant~~ consistent with the following criteria:

- ~~support the goals and objectives of the education programs;~~ To consider the characteristics and philosophy of the school and community when selecting resources.
- ~~consider the needs, age, and maturity of students;~~ To select resources which will meet needs, find use, reflect current research, and meet current standards of excellence.
- ~~foster respect and appreciation for cultural diversity and varied opinion;~~ To provide resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the individuals served.

4. fit within the constraints of the school district budget; To provide resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
5. are in the English language. Another language may be used, pursuant to Minn. Stat. § 124D.61 To provide a background of information which will enable individuals to make intelligent judgments in their daily lives.;
6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free market economic system, and patriotism; and To provide resources relative to controversial issues so that individuals may develop informed opinions and practice critical reading and thinking.
7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records. To provide resources representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
8. To place principle above personal opinion and reason above prejudice in the selection of resources of the highest quality in order to assure a comprehensive collection appropriate for the users.
9. To anticipate and meet needs through awareness of subjects of current interest.
10. To permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
11. Do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.

- C. The superintendent or designee shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of ~~textbooks and other~~ instructional materials-resources by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION OF ~~TEXTBOOKS AND OTHER~~ INSTRUCTIONAL MATERIALSRESOURCES

A. ~~The superintendent~~ or designee shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the ~~textbook instructional resource and other instructional materials~~ review and selection process.

B. ~~The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.~~

V. RECONSIDERATION OF ~~TEXTBOOKS OR OTHER~~ INSTRUCTIONAL MATERIALSRESOURCES

A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain ~~textbooks or~~ instructional materialsresources.

B. The superintendent or designee shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of ~~textbooks or other~~ instructional materialsresources.

C. The superintendent or designee shall present a procedure to the school board for review and approval regarding reconsideration of ~~textbooks or other~~ instructional materialsresources. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Limited English Proficiency)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References: Burnsville-Eagan-Savage School District Policy 603 (Curriculum Development)
Burnsville-Eagan-Savage School District Policy 604 (Instructional Curriculum)

Descriptor Term: **Textbook Selection and Adoption**
Descriptor Code: **IIAA**
Issued Date: **5/85**
Reviewed Date:
Revised Date:
Rescinds:

The instructional administration shall establish regulation and procedures for textbook selection and adoption.

Cross Reference: KLB Public Complaints about the Curriculum or
 KLB-R Instructional Materials

Descriptor Term: **Textbook Selection and Adoption**
Descriptor Code: **IIAA**
Issued Date: **5/85**
Reviewed Date:
Revised Date:
Rescinds:

Administration is responsible for identifying textbooks and other learning materials.

The cooperative efforts of administration, citizens and staff will be sought.

Textbook selections shall be made on a districtwide basis. Staff members from all buildings affected shall be represented.

Committees organized for the purpose of textbook selection shall seek parent input.

The Curriculum Council will review proposed textbook adoptions prior to Board of Education action.

Final authority for the adoption of textbooks rests with the Board.

Administration shall recommend to the Board those textbooks and learning materials which are to be required for instruction.

Selection Procedure

Administration, in cooperation with staff and citizens, is responsible for the revision, development, and selection of textbooks and learning materials. Instructional materials selection shall include consideration of desired student outcomes in light of the stated program objectives.

It is the responsibility of textbook selection committees to screen proposed instructional materials for racism, sexism, and religious discrimination.

It is the responsibility of textbook selection committees to review the readability levels of all textbooks proposed for adoption.

Cross Reference:

KLB Public Complaints About the Curriculum
KLB-R or Instructional Materials

Descriptor Term: **Library Materials Selection and Adoption**

Descriptor Code: **IIAC**

Issued Date: **5/85**

Reviewed Date:

Revised Date: **3/07**

Rescinds:

The following basic qualities govern the services of media centers:

As a responsibility of media specialists, media selected shall be chosen for values of interest, information, and enlightenment for those served by our media centers. In no case should any media be excluded because of the gender, race, religion, nationality, sexual preference or political views of the writer.

There should be the fullest practicable provision of media presenting all points of view concerning the problems and issues of our times. Sound factual media should not be proscribed or removed because of partisan or doctrinal disapproval.

The rights of an individual to the use of a media center should not be denied or abridged because of race, gender, religion, sexual preference, national origin or political views.

The School District asserts that the responsibilities of the school media specialist are:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.

To provide a background of information which will enable students to make intelligent judgments in their daily life.

To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.

To provide representative materials of various religious, ethnic and cultural groups.

To place principle above personal opinion and reason above prejudice in the selection of materials in order to assure a comprehensive collection appropriate for the users of the media center.

Definition of Media Center Materials

Media Center materials are defined as all forms of communication provided by the district or the media center, housed in, circulated from or accessed through the school media centers including electronic resources.

The Board subscribes to the Council of American Library Association's "Library Bill of Rights".

Descriptor Term: **Library Materials Selection and Adoption**

Descriptor Code: **IIAC-R**

Issued Date: **5/85**

Reviewed Date:

Revised Date: **3/07**

Rescinds:

Procedures for the Selection and Purchase of Media Center Materials

The professional media staff works with all professional staff and others to identify and determine curricular and personal reading growth needs.

The professional media staff evaluates media in relation to determined needs.

From professional knowledge, publications and recommendations of professional staff and students, the media specialist develops a "consideration file" for potential purchase of media items.

A professional media specialist objectively evaluates and selects media for purchase with consideration being given to appropriateness to curriculum grade level of material, availability of other materials, relative need, and quality as shown by reviews. Materials and electronic resources not adequately reviewed are previewed by the media specialist.

The building principal, by accepting the professional judgment of the media specialist, accepts responsibility for all materials acquired.

Materials are screened by the media specialist when they arrive.

The print and non-print collection is subject to continuous evaluation by the media specialist. Outdated, inappropriate, worn or non-circulating materials are removed.

Gifts of Instructional Material

Gifts of instructional material from individuals or groups shall be evaluated by the responsible administrator and his/her designee (teacher, committee, media specialist, etc.) and a preliminary judgment made using the general criteria of pertinency to the curriculum, fairness of content regarding prejudice or special bias, and appropriateness to the learning and maturity level of the students. Should the material fail to meet the general criteria, the benefactor is insistent that the material be utilized, the material in question shall be forwarded to the Instruction and Curriculum Advisory Committee (ICAC), who shall schedule an evaluation of the material and make its recommendation to the Superintendent of Schools for decision.

Cross Reference:

KLB Public Complaints About the Curriculum

KLB-R Public Complaints About the Curriculum or Instructional Materials

IIAC-R Exhibit I Library Bill of Rights

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996
by the ALA Council

Descriptor Term: **Public Complaints about the Curriculum
or Instructional Material**

Descriptor Code: **KLB**

Issued Date: **5/85**

Reviewed Date:

Revised Date: **3/07**

Rescinds:

All complaints, including requests for reconsideration, regarding school media center books and instructional materials shall be submitted in writing to the Superintendent or a designee, and processed according to Board regulations.

Cross References: IIAA - Textbook Selection and Adoption
 IIAC - Library Materials Selection and Adoption

Descriptor Term: **Public Complaints about the Curriculum
or Instructional Material**

Descriptor Code: **KL B-R**

Issued Date: **5/85**

Reviewed Date:

Revised Date: **3/07**

Rescinds:

All requests for reconsideration of instructional material, initiated by student, staff, administration or citizen, shall be submitted in writing to the Superintendent (or designee) according to the prescribed procedures.

A "Request for Reconsideration of Instruction Materials" is available in the principals' office of each school building.

This form requires the complainant to supply the following information:

Specific identification of the material; i.e., book, movie, database, etc.

The identity of the person(s) registering the complaint.

A statement that the complainant has read, viewed, and/or listened to the materials in question in their entirety.

Upon completion of the complaint form, the complainant shall submit same to the Superintendent or a designee.

Copies of the form, upon submission, may be sent to the Assistant Superintendent, building principal(s), media specialist(s), and the Instruction and Curriculum Advisory Committee (ICAC).

Annually, a committee consisting of ICAC members will be appointed. The function of this committee will be to consider and screen all appropriately filed requests for materials reconsideration. The committee shall include representatives from the community, the teaching staff and administration.

Upon receiving a "Request for Reconsideration of Instructional Materials" form, the review committee will schedule an evaluation of the material in question.

The review committee shall take the following steps after receiving the challenged materials:

Read, view and/or listen to the material in its entirety.

Check general acceptance of the material by reading reviews and consulting other professionals.

Descriptor Term: **Public Complaints about the Curriculum
or Instructional Material**

Descriptor Code: **KLB-R**

Issued Date: **5/85**

Reviewed Date:

Revised Date: **3/07**

Rescinds:

Consider the extent to which the material supports and/or enhances the curriculum or the purpose of media center collection.

Consider the complaint in relation to the worth of the material as a whole.

The recommendation of this committee regarding a specific item shall focus only on the specific complaint as stated on the reconsideration form. The recommendation shall be sent to the Superintendent. The decision that an item is appropriate or inappropriate to the school or media center in question applies to all of the schools at that level in the District.

Upon receipt of the recommendation by the Media Reconsideration Committee, the Superintendent shall determine whether the challenged material is retained or withdrawn.

An appeal of the Superintendent's decision may be brought before the Board of Education at a regularly scheduled School Board meeting. The appeal process will be activated when the topic is placed on a School Board agenda.

Cross References: IIAA Textbook Selection and Adoption
 IIAC Library Materials Selection and Adoption
 KLB-R Exhibit I

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

School _____

Please check type of materials:

- | | | |
|-------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Book | <input type="checkbox"/> Film/Video | <input type="checkbox"/> Other |
| <input type="checkbox"/> Periodical | <input type="checkbox"/> Audio | |
| <input type="checkbox"/> Pamphlet | <input type="checkbox"/> Computer Program | |

Title _____

Author _____

Publisher or Producer _____

Request initiated by _____ Telephone _____

Address _____ City _____ State _____

The following questions are to be answered after the complainant has read, viewed or listened to the material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment).

1. Have you read, viewed or listened to the material in its entirety? Yes _____ No _____
2. To what in the material do you object? (Please be specific, cite pages, etc.)

3. What do you believe is the theme or purpose of this material?

4. What do you feel might be the result of a student using this material?

5. For what age group would you recommend this material?

6. Would you care to recommend other material of the same subject and format?

Signature of Complainant _____

Date _____

Please return completed form to the building principal. Copies will be forwarded to the Superintendent and the Instruction and Curriculum Advisory Committee (ICAC).

Descriptor Term: **Parent Review/Objection to Content of Instruction**

Descriptor Code: **KLBA**

Issued Date: **8/06**

Reviewed Date:

Revised Date: **3/93**

Rescinds:

The superintendent of schools is responsible for ensuring that a procedure is provided for a parent, guardian, or an adult student (18 years or older) to review the content of the instructional materials to be provided a minor child or to an adult student; and, if the parent, guardian or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction.

Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian or adult student. The school board is not required to pay for the costs of alternative education provided by a parent, guardian, or adult student.

School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction as provided by legislation (M.S. 1990, section 126.666, subdivision 1). School personnel shall evaluate and assess the quality of the student work.

NOTE: This policy is not to be confused with KLB-R, Public Complaints About the Curriculum, which addresses requests for reconsideration of school media center books and instructional materials.

Additional Cross References: IIAA Textbook Selection and Adoption
IIAC Library Materials Selection and Adoption
IM/AFE Evaluation of Instructional Program

Descriptor Term: **Parent Review/Objection to Content of Instruction**

Descriptor Code: **KLBA-R**

Issued Date: **8/06**

Reviewed Date:

Revised Date: **3/93**

Rescinds:

In order to provide an opportunity for parents, guardians and adult students (18 years or older) to review instructional materials and/or to seek alternatives to instruction (as provided by M.S. 1990, section 126.666) the following guidelines have been established:

1. All requests by parents, guardians and adult students for review of materials and/or declarations of intent to seek alternatives to the instruction considered objectionable are to be directed to the principal of the school where the minor child or adult student is enrolled.
2. The building principal will serve as the communications link between the District and the parent, guardian or adult student who has initiated the request for review and/or alternative instruction.
3. All decisions re: alternative instruction will be made at the building level. IN mediating decisions the building principal will:
 - a. be responsible for making reasonable arrangements for a public review of instructional materials;
 - b. be responsible for determining the degree of participation by the school staff and others in the decision-making process; and,
 - c. be responsible for the evaluation and assessment of the work completed by the student(s) in the alternative instructional environment.

NOTE: This regulation is not to be confused with KLB-R, Public Complaints About the Curriculum or Instructional Materials, which addresses requests for reconsideration of school media center books and instructional materials.

Additional Cross References: IIAA Textbook Selection and Adoption
IIAC Library Materials Selection and Adoption
IM/AFE Evaluation of Instructional Programs

Adopted: 2/1997, 1/2005
Reviewed: 1/2005
Revised: 7/2009, 8/2014
Rescinds: DFA, DG

Burnsville-Eagan-Savage School District Policy 705

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The Executive Director of Business Services of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

~~VIII. INTERNAL CONTROLS~~

~~The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating~~

~~authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.~~

VIIIX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

IX. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed

according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school

district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIII.V. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

~~B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.~~

- BC. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.

- CD. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XIV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: Burnsville-Eagan-Savage School District Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

Descriptor Term: Depository of Funds
Descriptor Code: **DG**
Issued Date: **2/91**
Reviewed Date:
Revised Date: **1/05**
Rescinds:

The District's official depositories and investment brokers shall be designated by written resolution or order which shall be entered in the minutes of the Board indicating the bank designation and collateral pledged by each depository.

Legal Reference: Minn. Stat. § 118.01

Adopted: _____
Reviewed: _____
Revised: _____
Rescinds: _____

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

~~*[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]*~~

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district,

“home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of

the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident secondary students who reside **one and one-half (1 ½) miles or more from the school, and all resident elementary students who reside one mile or more from the school**, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1) Distances are calculated based on where a family driveway meets the street, following the center of the street, to the nearest access point to the school property.

- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

~~*[Note: In this section, you may wish to outline those discretionary areas where transportation will be provided. For example, some school districts may provide that transportation will be provided for all resident elementary students who reside one mile or more from the school. Please include this information if you wish and then delete this note.]*~~

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)

- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation within its borders to a nonresident student ~~within its borders~~ at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall not be subject to any distance requirement. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose IEP team determines handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school ~~district or the day training and habilitation program attended by the student~~. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or

agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the secondary resident student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is ~~two~~ one and one-half (1 ½) or more miles from the school, and for all resident elementary students who reside one mile or more from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or

private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability

under 20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment ~~station~~site that is part of an approved ~~occupational experience work-based training~~vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)

Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities;
Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education
Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with
Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement
Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in,
Denial of Benefits of, and Discrimination under Federally Assisted
Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of
2001)
42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

Cross References: Burnsville-Eagan-Savage School District Policy 708 (Transportation of
Nonpublic School Students)
Burnsville-Eagan-Savage School District Policy 709 (Student
Transportation Safety Policy)
Burnsville-Eagan-Savage School District Policy 710 (Extracurricular
Transportation)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____
Reviewed: _____
Revised: _____
Rescinds: _____

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

~~*[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]*~~

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. §§ 123B.88 and 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.88, Subd. 1; Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school

located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. SPECIAL EDUCATION/~~DISABLED~~^[i4] STUDENTS^[i2] WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. Students with disabilities whose IEP team determine ~~Disabled students whose handicapped conditions~~ ^[i3] ~~are such~~ that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district ~~or the day training and habilitation program attended by the student.~~ ^{[i4][JK5]} The school district shall determine the type of vehicle used to transport students with disabilities based on their disabling ~~disabled students~~ ^[i6] ~~on the basis of the handicapping~~ condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with

the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)

- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a ~~disabled~~ student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [~~Model—Burnsville-Eagan-Savage School District Policy 707~~] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References: Burnsville-Eagan-Savage School District Policy 707 (Transportation of

Public School Students)
Burnsville-Eagan-Savage School District Policy 709 (Student
Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____
Reviewed: _____
Revised: _____
Rescinds: _____

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the ~~administration~~ superintendent or designee before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The ~~administration~~ superintendent or designee has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this

section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

~~*[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An “emergency or other unforeseeable circumstance” does not include situations where regular transportation is available or scheduled.*~~

~~*For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee’s use of this exception.*~~

~~*Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students’ advancement was not predicted. These circumstances may justify an employee’s use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]*~~

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References: Burnsville-Eagan-Savage School District Policy 610 (Field Trips)
Burnsville-Eagan-Savage School District Policy 709 (Student Transportation Safety Policy)

MSBA Service Manual, Chapter 2, Transportation

Adopted: _____
Reviewed: _____
Revised: _____
Rescinds: _____

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

~~*[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]*~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 121A.585 (Notice of Recording Device)
 Minn. Stat. § 138.17 (Government Records, Administration)
 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 (Family Educational Rights and Privacy)

Cross References: ~~MSBA/MASA Model~~Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
 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 515 (Protection and Privacy of Pupil Records)
~~MSBA/MASA Model~~Burnsville-Eagan-Savage School District Policy 709 (Student Transportation Safety Policy)
 Burnsville-Eagan-Savage School District Policy 712 (Video Surveillance Other Than on Buses)
 MSBA Service Manual, Chapter 2, Transportation

Adopted: _____
Reviewed: _____
Revised: _____
Rescinds: _____

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

~~*[Note: See Burnsville-Eagan-Savage School District Policy 711 for Video Recording on School Buses.]*~~

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by [authorized](#) school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.

3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: ~~MSBA/MASA Model~~ Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
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 515 (Protection and Privacy of Pupil Records)
Burnsville-Eagan-Savage School District Policy 709 (Student Transportation Safety Policy)
Burnsville-Eagan-Savage School District Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____
Reviewed: _____
Revised: _____
Rescinds: _____

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

~~*[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]*~~

B. Extracurricular Activities

~~*[Options 1 and 2]*~~

The school board shall ~~*[take charge of, control over, and account for]*~~ ~~*or [review and account for]*~~ all student activity accounting that relates to extracurricular activities.

~~*or*~~

~~*[Option 3]*~~

~~1. The school board shall take charge of, control over, and account for the following student extracurricular activities:~~

~~a. Any student extracurricular activity related to a contract which must be ratified by the school board or its designee *[Note: The school board must take charge of, control over, and approve all contracts entered into for the purchase of items related to an extracurricular activity (i.e., contracts for the purchase of items for a fundraising event).]*~~

~~b. — Student activities or transactions that have a fee which the school district is statutorily authorized to charge [Note: The school board may, but is not required to, take charge of and control over these activities or transactions.];~~

~~c. — Student activities or transactions that have a taxable sale related to them [Note: The school board may, but is not required to, take charge of and control over these activities or transactions.];~~

~~d. — All student class activity accounts of graduated classes where a residual balance remains in the account at the start of the school year following graduation;~~

~~e. — [The school board may take control over a student activity if otherwise is not required to control. All other extracurricular activities over which the school board chooses to take control, such as class activity funds, should be listed in this section.]~~

~~2. — The school board shall review and account for the following student extracurricular activities:~~

~~[List extracurricular activities over which the school board will review and account; i.e., class activity funds.]~~

~~[A school board may, but is not required to, take charge of and control over extracurricular activities in accordance with Minn. Stat. § 123B.49, Subd. 4. Board control includes powers and responsibilities, such as: board approval of a budget; receipt, review, and approval of revenue; and preparation of expenditure reports. If the school board takes charge of and control over extracurricular activities, any or all costs of these activities may be provided from school revenues and all revenues and expenditures must be recorded in the same manner as other revenues and expenditures of the school district in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS).~~

~~To the extent a school board does not take control over such activities, these activities must be self-sustaining with all expenses (except direct salary costs and indirect costs of the use of school facilities) met by dues, admissions, or other student fundraising events. Extracurricular activities which are not under school board control still may be directed by the school board, but the fiscal transactions for such activities may only be presented to the school board for review and receipt, not approval. Accordingly, the school board may take charge of all extracurricular activities (Option 1), no extracurricular activities (Option 2), or may choose to take charge of and control over some extracurricular activities (which are not required to be under its control, such as activities which are not related to a graduation requirement or credit or a board-ratified contract) and only review and account for other extracurricular activities (Option 3).]~~

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher

organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the ~~treasurer~~appropriate school personnel, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The ~~treasurer~~appropriate school personnel shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), the Manual for Activity Fund Accounting (MAFA) to the extent applicable, and school district policies and procedures.

B. Extracurricular Activities

1. Extracurricular Activities Under Board Control
 - a. Any and all costs of extracurricular activities under board control may be provided from school revenues.
 - b. All money received or expended for extracurricular activities under board control shall be turned over to the ~~treasurer~~appropriate school personnel, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
 - c. The ~~treasurer~~appropriate school personnel shall account for all revenues and expenditures related to extracurricular activities under board control in accordance with UFARS and MAFA and school district policies and procedures. *~~[Note: UFARS is required to be used when transactions of an activity are under school board control in accordance with Minn. Stat. §§ 123B.49 and 123B.77.]~~*
2. Extracurricular Activities Not Under Board Control
 - a. All extracurricular activities not under board control shall be self-sustaining with all expenses, except direct salary costs and indirect costs of the use of school facilities, met by dues, admissions, or other student fundraising events. The general fund shall reflect

only those salaries directly related to and readily identified with the activity and paid by public funds.

- b. Revenues and expenditures for extracurricular activities not under board control shall be recorded and be managed according to MAFA and shall be reviewed for compliance with and accepted by the school board in accordance with school district policies and procedures. ~~*[Note: MAFA is required to be used when transactions of an extracurricular activity are not under school board control in accordance with Minn. Stat. § 123B.49, Subd. 4(e).]*~~
- c. All student activity funds will be collected and expended:
 - (1) in compliance with school district policies and procedures;
 - (2) under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - (3) in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - (4) for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - (5) in a manner which meets a public purpose.
- d. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will be removed from the terminated student activity account and deposited into the ~~general fund~~ student activity account defined. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

~~*[Note: The school board may take control over residual funds from a graduating class activity account only if it has taken board control over such activities and transactions. The school board then has authority to transfer these terminated accounts to its general fund. The school district may then transfer this money from its general fund to those extracurricular activities over which the board has taken control in accordance with Section IV.B.1.a., above. Unless the school board has taken class activity accounts under its control, it would not be authorized to transfer funds from a graduating class activity account to an existing class activity fund for another class. If the school board has not taken control over these accounts, however, the*~~

~~principal and student representatives of the class may choose to transfer residual accounts to another existing class activity account prior to graduation.]~~

V. DEMONSTRATION OF ACCOUNTABILITY

~~A. Semi-Annual Activity Fund Reports~~

~~The school board shall appoint a Student Finance Advisory Committee at the commencement of each school year. The Committee will review all new student activity funds and continuing student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The Committee will provide the school board with a summary accounting of student activity accounts at least semi-annually, including a report on transactions within each account of the student activity funds. The Committee will make recommendations to the school board on any recommended internal controls regarding student activity funds.~~

~~[Note: MAFA recommends that the school board conduct periodic reviews of student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The manner in which such reviews are conducted is in the discretion of the school board. The foregoing procedure is the practice suggested by MAFA. It could also be done by a different standing or special committee appointed by the school board.]~~

~~B. Annual External Audit~~

~~The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.~~

~~C. Fundraiser Report~~

~~The Committee will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.~~

~~[Note: MAFA recommends that the school board conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board. The foregoing procedure is the practice suggested by MAFA.]~~

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
Manual for Activity Fund Accounting (MAFA)
Burnsville-Eagan-Savage School District Policy 511 (Student Fundraising)
Burnsville-Eagan-Savage School District Policy 701 (Establishment and Adoption of School District Budget)
Burnsville-Eagan-Savage School District Policy 701.1 (Modification of School District Budget)
Burnsville-Eagan-Savage School District Policy 702 (Accounting)
Burnsville-Eagan-Savage School District Policy 703 (Annual Audit)
Burnsville-Eagan-Savage School District Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)

Adopted: 5/16/2013

Burnsville-Eagan-Savage School District Policy 715

Reviewed: _____

Revised: _____

Rescinds: DJ, DJA, DJC, and DJF

715 PURCHASING AND BID REQUIREMENTS

I. PURPOSE

The purpose of this policy is to ensure maximum return for the tax dollar and integrity in the expenditures of public funds by providing the requirements for competitive bids or quotations as required by Minnesota's Uniform Municipal Contracting Law (the Bid Law).

II. GENERAL STATEMENT OF POLICY

The size and complexity of the Burnsville-Eagan-Savage School District No. 191 necessitates centralized business functions and procedures. A centralized requisition/purchasing/receiving system shall be utilized for these functions and procedures.

Contracts shall be awarded as required by the Bid Law. Contracts requiring a sealed bid process will be solicited by public notice as provided by law and must be awarded by the school board. Contracts not requiring sealed bids may be awarded on the basis of sealed bids or by direct negotiation by obtaining two or more quotations and may be approved by the Superintendent or Business Manager.

III. DEFINITIONS

Contract – an agreement entered into for the sale or purchase of supplies, materials, equipment or rental thereof, or the construction, alteration, repair or maintenance of real or personal property.

IV. RESPONSIBILITIES

Business Office - Provide oversight and assistance through the purchasing process to ensure Minnesota Statutes are followed. Maintain current purchasing administrative regulations.

VI. EXCLUSIONS

This policy does not apply to agreements to purchase copyrighted materials such as textbooks.

~~VII. CONTACTS~~

~~Offices that can be contacted regarding this policy:~~

~~Office/Department _____ Telephone Number~~

~~Business Office _____ 952-707-2055~~

Legal References: Minn. Stat. § 123B.20 (Dealing in School Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

Cross References: Burnsville-Eagan-Savage School District Policy 802 (Disposition of
Obsolete Equipment and Material)

BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

Regulation 715 Purchasing and Bid Requirements

I. PROCEDURES

- For contracts over \$100,000 – sealed bids, solicited by public notice and subject to the particular requirements of the governmental subdivision.
- For contracts from \$25,000 to \$100,000 – sealed bids or direct negotiation, with two quotations whenever possible.
- For contracts of \$25,000 or less – open market or quotations (with at least two contract quotations, if practicable).
- Vendors may now submit bids, quotations, and proposals electronically in a form and manner required by the municipality.
- Quotes and Bid documents are kept on file as required for record retention purposes.
- All contracts must be on file with the executive business director.
- The board will be notified on a monthly basis of new contracts ranging from \$50,000 - \$100,000.

II. LEGAL REFERENCES

Minn. Stat. 471.345, the Uniform Municipal Contracting Law was established to provide dollar limits for all municipalities upon contracts which shall or may be entered into on the basis of competitive bids, quotations, or purchase or sale in the open market. ISD 191 follows the thresholds defined under this statute as follows

History: Originally Issued as DJ, DJA, DJC, and DJF (last updated 1/05). Updated and changed to R- 715 on 5/13	
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Updated by: Lisa Rider, Executive Business Director	Date: May 2013
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Adopted: 7/1993

Burnsville-Eagan-Savage School District Policy 805

Reviewed: _____

Revised: 3/2005

Rescinds: _____: *ECR-R*

805 WASTE REDUCTION AND RECYCLING

~~*[Note: The obligations stated in this policy are substantial and are virtually all governed by statute. Accordingly, you will see statutory references throughout the policy. Obviously a school district may choose to add obligations by policy.]*~~

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

(Minn. Stat. § 115A.03, Subd. 24b)

- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, and source-separated compostable materials. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means materials that:
 - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 - 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process residues do not exceed 15 percent by weight of the total material delivered to the facility; and
 - 5. may be delivered to a transfer station, mixed municipal solid waste

processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the

waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

- K. The school district may not place a telephone directory:
1. in solid waste;
 2. in a disposal facility; or
 3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

- L. The school district may not:
1. place major appliances in mixed municipal solid waste; or
 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)
- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16C.073, Subd.3(a))
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16C.073, Subd. 3(b))
- C. Whenever practicable, the school district will:
1. purchase uncoated office paper and printing paper unless the coated paper is made with at least 50 percent postconsumer material;

2. purchase recycled content paper with at least ten percent postconsumer material by weight;
3. purchase paper which has not been dyed with colors, excluding pastel colors;
4. purchase recycled content paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
5. use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;
6. use reusable binding materials or staples and bind documents by methods that do not use glue;
7. use soy-based inks;
8. produce reports, publications, and periodicals that are readily recyclable;
9. purchase paper which has been made on a paper machine located in Minnesota;
10. print documents on both sides of the paper where commonly accepted publishing practices allow; and
11. purchase copier paper that contains at least ten percent post-consumer material by fiber content.

(Minn. Stat. § 16C.073, Subd. 2)

- D. After July 1, 1998, the school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16C.073, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16C.073, Subd. 3(b))

VI. OTHER

The policy of the school district is to actively advocate, where appropriate, for resource

conservation practices to be adopted at the local, regional, and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References:

Descriptor Term: **Energy Conservation**

Descriptor Code: **ECF**

Issued Date: **11/83**

Reviewed Date: **3/10**

Revised Date: **4/10**

Rescinds:

Energy Conservation shall be practiced by all employees of each department in the District. It is the responsibility of the schools to share in the conservation of energy; furthermore, schools have a moral obligation to teach and support conservation of the nation's limited resources.

Descriptor Term: **Energy Conservation**

Descriptor Code: **ECF-R**

Issued Date: **11/83**

Reviewed Date: **3/10**

Revised Date: **4/10**

Rescinds:

1. LIGHTING

All lights will be turned off in any area that is unoccupied except for corridors, stairwells and exits as required by code.

Classrooms that are partially occupied will use partial lighting when practical.

Day lighting (natural sun light) should be used in place of electrical light when available and dependent on area use and specifications.

The following lighting levels shall be maintained and fall within the guidelines set forth by Illuminating Engineering Society of North America (IESNA):

Task Area	Foot-Candles
Corridors/Stairways/Restrooms	10-20
Storage Rooms	10-20
Conference Rooms	20-50
General Offices	50
Classrooms	50
Cafeterias	50
Gymnasiums	30-50
Parking Areas (uncovered)	1-2

2. TEMPERATURE CONTROL

Standard Building Temperatures

During the heating season and occupied periods, heating systems are to be adjusted where possible to maintain the following average temperatures:

Area	Heating Mode	Cooling Mode
Occupied Areas of Building	70-72F	76-78F
Kindergarten Rooms	70-72F	76-78F
Cafeteria and Kitchen	69-70F	76-78F
Storage and other Similar		
Normally Unoccupied Areas	60F	N/A
Occupied Gym	68F	N/A
Wrestling Rooms	75F	N/A
Shops	68-72F	76-78F
Lavatories and Halls	68F	76-78F

During the heating season and unoccupied periods, heating systems where possible are to be adjusted to maintain average room temperature of 60F.

Heating/cooling systems are to be shut down while buildings are unoccupied and the outdoor temperature is above 50F.

Descriptor Term: **Energy Conservation**

Descriptor Code: **ECF-R**

Issued Date: **11/83**

Reviewed Date: **3/10**

Revised Date: **4/10**

Rescinds:

Heating systems shall be operative to produce average room temperatures not to exceed 60F when a building is unoccupied and the outdoor temperature is below 50F provided damage to the building contents or systems will not result by this action.

During the cooling season and unoccupied periods, when air conditioning systems are operating, cooling systems are to be adjusted to maintain average room temperatures no lower than 76F. Air conditioning systems are to be shut down when a building is unoccupied.

Domestic hot water temperature control devices must be set at 110F or the lowest setting on the control device, whichever is higher.

Staff will not obstruct ventilation/return air ducts or unit ventilators.

Exceptions to Standard Building Temperatures

The District shall apply with all governing national and/or state temperature regulations when emergency energy consumption conditions exist.

The Business Office is authorized to submit exception applications to the appropriate governing agency as the need to request exceptions become evident.

District administration is authorized to make changes in temperature settings as deemed necessary.

2. SCHEDULING

All community education activities/programs shall be scheduled in rooms appropriate to the number of attendees and shall be consolidated to one air handling unit zone whenever possible. The Community Education's scheduler will coordinate the consolidation of activities based on the Zoned floor plans provided by the Operations & Properties department.

3. COMPUTERS AND OTHER OFFICE EQUIPMENT/PLUG LOADS

All computer monitors and other office equipment should be shut off when not in use. Each computer monitor should be set with a 15-minute sleep-mode.

Office copiers and printers will be shut off at night where appropriate.

Classroom televisions will be unplugged over the summer unless used for summer school.

Vending machines for pop, juice and water will be de-lamped and unplugged over the summer except in special circumstances.

5. PERSONAL APPLIANCES

Personal portable space heaters, water coolers, coffee makers, coffee warmers, microwaves and refrigerators are banned from school district facilities except where deemed

Descriptor Term: **Energy Conservation**

Descriptor Code: **ECF**

Issued Date: **11/83**

Reviewed Date: **3/10**

Revised Date: **4/10**

Rescinds:

necessary by the Operations & Properties department. Any exceptions to this regulation need to be submitted and approved by the Operations & Properties Department.

6. GYMS AND LOCKER ROOMS

All gym and locker room lights should be turned off if area will be unoccupied for a period in excess of fifteen minutes.

Ventilation systems will be controlled to maintain the correct amount of air based on occupancy.

During spring and summer months, when phy-ed classes are outside, the gym lighting will be limited to walk-thru lighting and other minimal lighting requirements.

4. KITCHENS

Appliance and equipment "on" times will be as close as possible to the actual use.

Ventilation fans, ovens and other equipment will be shut off when not needed.

Refrigerator doors will remain closed as often as possible.

Unused kitchen beverage coolers and ice cream freezers will be unplugged over the summer.

Frozen food will be consolidated into the district maintenance and high school freezers over the summer. All other freezers will be unplugged and propped open – refer to shut down procedures for walk-ins.

5. SWIMMING POOLS

Swimming Pool Room – Burnsville High School	80F
Swimming Pool Room – Eagle Ridge Junior High	82F
Swimming Pool Room – Metcalf Junior High	82F
Swimming Pool Room – Nicollet Junior High	84F
Swimming Pool Water – Burnsville High School	82F
Swimming Pool Water – Eagle Ridge Junior High	85F
Swimming Pool Water – Metcalf Junior High	85F
Swimming Pool Water – Nicollet Junior High	87F

Swimming pool covers will be used to reduce evaporation and minimize heat loss. Users of the pool will be responsible for replacing pool cover after use.



Agenda IV
March 24, 2016

To: Board of Education, Members
From: Vice Chair Alt
Date: March 18, 2016
Re: Committee Reports

The following committees may provide updates to the School Board:

- Student Performance and Achievement - Director Currier, committee chair
- Technology Committee - Director Hill, committee chair
- Negotiating Committee - Director Mackall, committee chair
- Policy Review Committee - Director Alt, committee chair

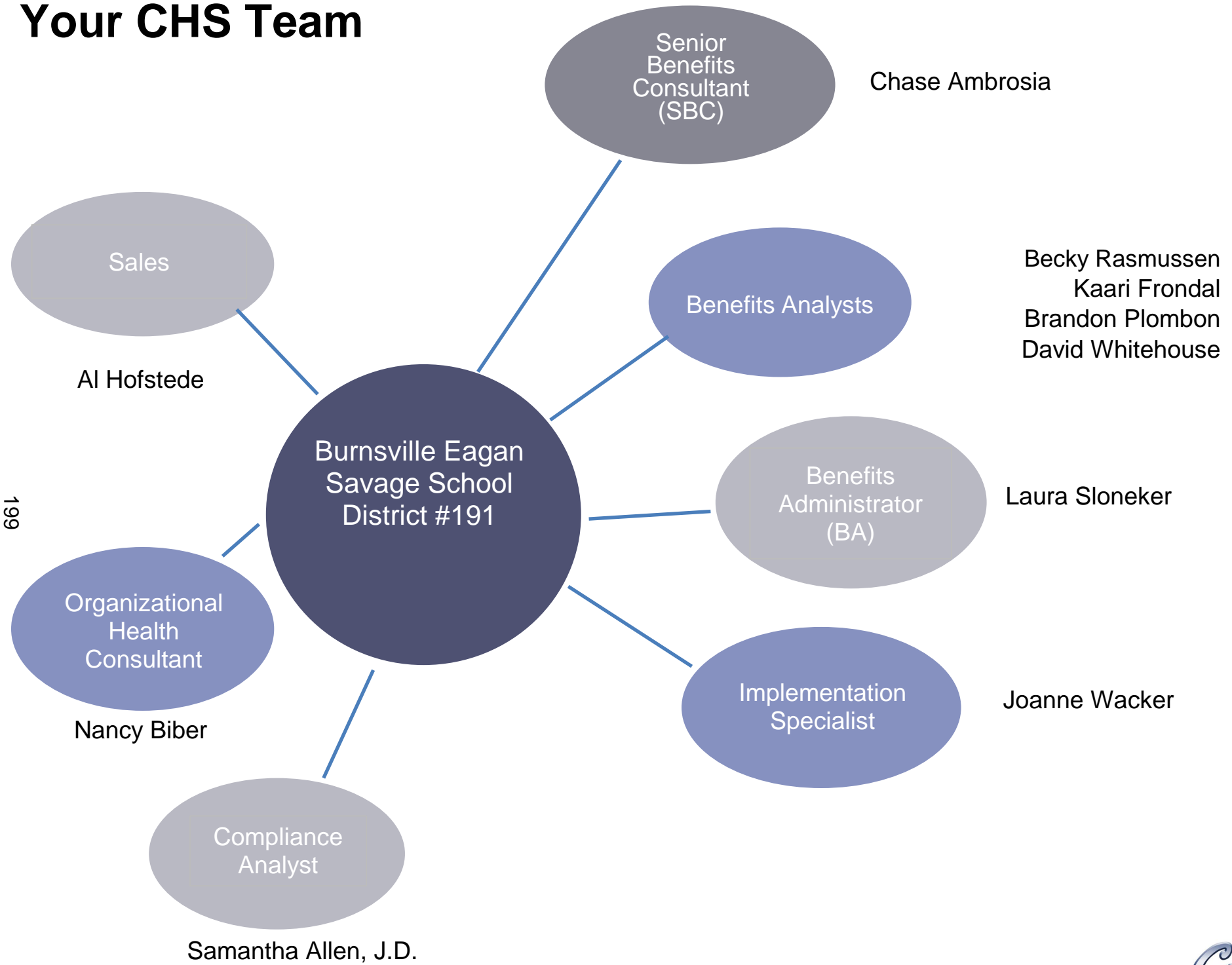
Burnsville Eagan Savage School District #191

2016 Renewal Presentation

Presented By: Chase Ambrosia



Your CHS Team



199

Plans At A Glance

	Current Benefits	Funding	Renewal Date	Carrier	Carrier Contact	Group Number	Provider Network	Eligibility	Hours	Notes
1	Medical \$1,000 HRA Plan	SI	7/1	Preferred One	Kristen Haugen	PKA20421	Open Access	Date Of Hire	20 Hours	
2	Dental	SI	7/1	Delta Dental	Kelly Petkovsek	6052	PPO Premier	Date Of Hire	20 Hours	
3	Group Life and AD&D	FI	7/1	Cigna	Andrea Magan	FLX965420				
4	Supplemental Life	FI	7/1	Cigna	Andrea Magan	FLX965420				
5	Dependent Life	FI	7/1	Cigna	Andrea Magan	FLX965420				
6	Group LTD	FI	7/1	Cigna	Andrea Magan	LK963769				
7	Flex		7/1	CHS	Laura Sloneker			Date Of Hire	20 Hours	
8	Retiree		7/1	CHS	Laura Sloneker					
9	COBRA		7/1	CHS	Laura Sloneker					
10	HRA		7/1	CHS	Laura Sloneker					
11										
12	Non-Discrimination Testing	Yes								
13	Form 5500 Filing	No								

200



Medical Benefits

201

Self Funded Renewal

	Current	Renewal	Renewal Options	CHS Underwriting	
	PreferredOne PIC	PreferredOne PIC	PreferredOne PIC		
Current Enrollment					
Single	582	582	582	582	
Family	594	594	594	594	
Total Enrollment	1,176	1,176	1,176	1,176	
Total Members	2,823	2,823	2,823	2,823	
Fixed Costs					
Stop-Loss Coverage Contract	12/15	12/15	12/18	12/15	
Specific Individual Deductible	\$225,000	\$225,000	\$225,000	\$225,000	
Single	\$13.85	\$15.54	\$16.03	\$15.54	
Family	\$34.63	\$39.16	\$40.42	\$39.16	
Total Annual Specific Premium:	\$343,498	\$387,582	\$399,983	\$387,582	
Aggregate Premium - PEPM	\$0.71	\$0.71	\$0.71	\$0.71	
Total Annual Aggregate Premium:	\$10,000	\$10,000	\$10,000	\$10,000	
Annual Reinsurance Premium:	\$353,498	\$397,582	\$409,983	\$397,582	
Administration Services					
Medical Administration	\$24.50	\$24.50	\$24.50	\$24.50	
Fitness Reimbursement	\$3.51	\$3.51	\$3.51	\$3.51	
EAP	\$0.00	\$0.00	\$0.00	\$0.00	
Nurseline	\$0.00	\$0.00	\$0.00	\$0.00	
Cancer, Low Back, Network Fee, Other	\$0.00	\$0.00	\$0.00	\$0.00	
Onsite Clinic Funding	\$0.00	\$0.00	\$0.00	\$0.00	
ACA Reinsurance Fee	\$5.40	\$2.25	\$5.40	\$5.40	
ACA HCR Research Fee	\$0.43	\$2.17	\$0.43	\$0.43	
Consulting Fee	\$4.33	\$4.33	\$4.33	\$4.33	
Subtotal...PEPM	\$38.18	\$38.18	\$38.18	\$38.18	
Annual Administration Cost	\$538,642	\$538,642	\$538,642	\$538,642	
Total Annual Fixed Cost	\$892,140	\$936,224	\$948,625	\$936,224	
Estimated Expected Claims Cost					
\$1,000 HRA Plan		Counts		3 Year Composite	
Single	\$508.98	582	\$538.19	\$548.68	\$1,048.17
Family	\$1,516.76	594	\$1,603.79	\$1,635.27	\$1,048.17
Expected Annual Claims	\$14,363,150	1,176	\$15,187,321	\$15,484,910	\$14,788,621
Difference To Current Expected Annual Claims			6%	8%	2.96%
Maximum Annual Claims (Attachment Point)	1.12		\$17,009,800	\$17,343,099	\$16,563,256
Expected Grand Total Costs					
Current Contract Expected	\$15,255,291				
Expected Renewal Cost			\$16,123,545	\$16,433,534	\$15,724,845
Difference To Current Expected			\$868,254	\$1,178,244	\$469,554
			5.69%	7.72%	3.08%
Current Claims Funding					
Current Self Insured Funding	\$16,663,959				
Expected Renewal Cost			\$16,123,545	\$16,433,534	\$15,724,845
Difference To Current Funding			(\$540,414)	(\$230,424)	(\$939,114)
			-3.24%	-1.38%	-5.64%
Maximum Grand Total Costs					
Maximum Renewal Cost	\$16,978,869		\$17,946,023	\$18,291,724	\$17,499,480
Difference To Current Maximum			\$967,155	\$1,312,855	\$520,611
			5.70%	7.73%	3.07%
Expected Reserve Adjustment					
Reserve Adjustment Needed			\$2,512,990	\$2,512,990	\$2,512,990
Total Expected Cost With Reserve Adjustment			\$18,636,535	\$18,946,524	\$18,237,835
Difference To Current Funding			12%	14%	9.44%

Self Funded Renewal

	Current	Renewal	Renewal Options
Quote Considerations	PreferredOne PIC	PreferredOne PIC	PreferredOne PIC
Firm:		Firm	Firm
Participation:		75.00%	75.00%
Retirees:		Included - 15% Max	Included 15% Max
Lasers:		None	None
Other:		None	None
Network Fees:		None	None

Medical Underwriting

A	B	C	D	E	F	G	H
1 Period		Year 3	Year 2	Current	Renewal - Based On Current Claims	Renewal - Based On Weighting 2-Years of Claims	Renewal - Based On Weighting 3-Years Of Claims
2 Average Enrollment							
3 Single		607	618	582			
4 Employee +1		0	0	0			
5 Employee + Spouse		0	0	0			
6 Employee + Children		0	0	0			
7 Family		638	625	594			
8 Total Enrollment		1245	1244	1176			
9 Enrollment Trend			-0.1%	-5.4%			
10 Average Claims Per EE Per Year		\$11,310	\$11,527	\$10,746			
11			1.9%	-6.8%			
12 Annual Aggregate Claims		\$14,078,664	\$14,333,976	\$12,634,099			
13 Mature Factor							
14 Enrollment Growth/Shrinkage							
15 Benefit Adjustment		100%	100%	100%			
16 Annualized Claims		\$14,078,664	\$14,333,976	\$12,634,099			
17 Months Of Trend							
18 Medical Trend	10.0%	130.0%	120.0%	110.0%			
19 Next Year's Expected Claims		\$18,302,263	\$17,200,771	\$13,897,509			
20 Reinsurance Margin	112%	112%	112%	112%			
21 Next Year's Maximum Cap		\$20,498,535	\$19,264,864	\$15,565,210			
22 Estimated Claim Factors							
23 Expected Composite Factor		\$1,225.30	\$1,152.71	\$985.01			
24 Current Year Claims - Annualized				\$985.01	\$985.01		
25 Expected Composite Factor					\$15,565,210		
26 Next Year's Maximum Cap					-3.2%		
27 Difference To Current Maximum Cap							
28 Weighting of Claims							
29 2-Year Claims Weighting		0%	33%	67%			
30 Expected Composite Factor		\$0.00	\$384.24	\$656.67		\$1,040.91	
31 Next Year's Maximum Cap						\$16,448,556	
32 Difference To Current Maximum Cap						2.2%	
33 3-Year Claims Weighting		10%	23%	67%			
34 Expected Composite Factor		\$122.53	\$268.97	\$656.67			\$1,048.17
35 Next Year's Maximum Cap							\$16,563,256
36 Difference To Current Maximum Cap							3.0%

Note(s):

Enrollment and claims experience provided by carrier/TPA.
 This report does not guarantee any potential stop-loss reimbursements.
 These are illustrative only, pending receipt of the renewal.

204

Current Medical ASL

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Number of Months	8	2015																					
2	Contract Basis	12/15																						
3	Specific SL Level	\$225,000	per individual																					
4	Minimum ASL Amount	\$15,123,678																						

Month	All Plans Enrollment							Claims				Contracted Funding			Costs				Internal Funding		Reserve			
	Single	EE+1	EE+ Spouse	EE+ Children	Family	Total	Members	Gross Monthly Medical & RX	Specific SL Monthly Violations	Net Monthly Medical & RX	Medical & RX YTD	ASL Monthly Funding	ASL YTD Funding	Monthly Claims to ASL	Monthly Fixed Costs	YTD Fixed Costs	Total Monthly Costs	Total YTD Costs	Monthly Internal Service	YTD Internal Service	Monthly Estimated Reserve	YTD Estimated Reserve	Monthly Total Costs to Funding	
7	July	569	0	0	0	590	1,159	2,791	\$186,179	\$0	\$186,179	\$1,326,638	\$1,326,638	14.0%	\$82,560	\$82,560	\$268,739	\$268,739	\$1,373,694	\$1,373,694	\$1,104,955	\$1,104,955	19.6%	
8	August	558	0	0	0	593	1,151	2,790	\$736,837	\$0	\$736,837	\$923,016	\$923,016	55.6%	\$72,206	\$154,766	\$809,043	\$1,077,782	\$1,371,636	\$2,745,330	\$562,594	\$1,667,549	59.0%	
9	September	592	0	0	0	594	1,186	2,829	\$952,699	\$0	\$952,699	\$1,875,715	\$1,875,715	70.8%	\$74,048	\$228,813	\$1,026,747	\$2,104,528	\$1,395,466	\$4,140,796	\$368,719	\$2,036,268	73.6%	
10	October	589	0	0	0	593	1,182	2,823	\$996,097	\$0	\$996,097	\$2,871,812	\$1,343,136	74.2%	\$73,819	\$302,632	\$1,069,916	\$3,174,444	\$1,391,812	\$5,532,608	\$321,897	\$2,358,164	76.9%	
11	November	588	0	0	0	593	1,181	2,828	\$1,470,402	\$311,748	\$1,158,654	\$4,030,466	\$1,342,566	86.3%	\$73,767	\$376,398	\$1,232,421	\$4,406,864	\$1,391,162	\$6,923,770	\$158,741	\$2,516,905	88.6%	
12	December	588	0	0	0	592	1,180	2,830	\$1,286,926	\$241	\$1,286,685	\$5,317,151	\$1,340,867	96.0%	\$73,694	\$450,092	\$1,360,379	\$5,767,243	\$1,389,461	\$8,313,231	\$29,082	\$2,545,987	97.9%	
13	January	586	0	0	0	598	1,184	2,848	\$1,051,687	\$0	\$1,051,687	\$6,368,838	\$1,349,920	77.9%	\$74,027	\$524,119	\$1,125,714	\$6,892,957	\$1,398,363	\$9,711,594	\$272,649	\$2,818,637	80.5%	
14	February	585	0	0	0	598	1,183	2,844	\$1,048,687	\$16,411	\$1,032,276	\$7,401,114	\$1,349,350	76.5%	\$73,975	\$598,094	\$1,106,251	\$7,999,208	\$1,397,712	\$11,109,306	\$291,462	\$3,110,098	79.1%	
15	March	0	0	0	0	0	0	0	\$0	\$0	\$0	\$7,401,114	\$0	0.0%	\$0	\$598,094	\$0	\$7,999,208	\$0	\$11,109,306	\$0	\$3,110,098	0.0%	
16	April	0	0	0	0	0	0	0	\$0	\$0	\$0	\$7,401,114	\$0	0.0%	\$0	\$598,094	\$0	\$7,999,208	\$0	\$11,109,306	\$0	\$3,110,098	0.0%	
17	May	0	0	0	0	0	0	0	\$0	\$0	\$0	\$7,401,114	\$0	0.0%	\$0	\$598,094	\$0	\$7,999,208	\$0	\$11,109,306	\$0	\$3,110,098	0.0%	
18	June	0	0	0	0	0	0	0	\$0	\$0	\$0	\$7,401,114	\$0	0.0%	\$0	\$598,094	\$0	\$7,999,208	\$0	\$11,109,306	\$0	\$3,110,098	0.0%	
19	June	0	0	0	0	0	0	0	\$0	\$0	\$0	\$7,401,114	\$0	0.0%	\$0	\$598,094	\$0	\$7,999,208	\$0	\$11,109,306	\$0	\$3,110,098	0.0%	
20	Last Year's Run Out								\$1,021,619	\$0	\$1,021,619				\$155,916.86		\$1,177,535						(\$1,177,535)	
21	Totals	4,655	0	0	0	4,751	9,406	22,583	\$8,751,133	\$328,400	\$8,422,733	\$10,724,486	\$10,724,486	69.0%	\$598,094	\$9,200,361	\$9,200,361	\$11,109,306	\$11,109,306	\$1,908,945	\$1,908,945		82.8%	
22	Annualized								\$13,126,699		\$12,634,099	\$16,086,728	\$16,086,728		\$897,140	\$13,800,542	\$13,800,542	\$16,663,959						
23	Averages	582	0	0	0	594	1176	2,823	\$11,164.53		\$10,745.57	\$13,682.10	\$13,682.10		\$763	\$11,737.65	\$11,737.65	\$14,173.05						

Total Mature Claims	\$7,214,935.00
Annualized Mature Claims	\$12,368,460.00

Fitness Reimb YTD \$23,618.19

24	Aggregate Premium	\$10,000				
25	Fixed Cost	\$52.03	\$0.00	\$0.00	\$0.00	\$72.81
26	Contracted ASL	\$570.06	\$0.00	\$0.00	\$0.00	\$1,698.77
27	Internal Funding	\$650.84	\$0.00	\$0.00	\$0.00	\$1,700.62
28	Percent of Family	38.27%	0.00%	0.00%	0.00%	100.00%

Month	\$1,000 HRA Plan						
	Single	EE+1	EE+ Spouse	EE+ Children	Family	Total	Members
31	July	569	0	0	0	590	1,159
32	August	558	0	0	0	593	1,151
33	September	592	0	0	0	594	1,186
34	October	589	0	0	0	593	1,182
35	November	588	0	0	0	593	1,181
36	December	588	0	0	0	592	1,180
37	January	586	0	0	0	598	1,184
38	February	585	0	0	0	598	1,183
39	March	0	0	0	0	0	0
40	April	0	0	0	0	0	0
41	May	0	0	0	0	0	0
42	June	0	0	0	0	0	0
43	June	0	0	0	0	0	0
44	Totals	4,655	0	0	0	4,751	9,406
45	Annualized						
46	Averages	582	0	0	0	594	1176

Claims Exceeding 50% of Specific			
#	Total Claim	SL Eligible	Plan Paid
#1	\$536,989	\$311,989	\$225,000
#2	\$241,411	\$16,411	\$225,000
#3	\$223,705	\$0	\$223,705
#4	\$0	\$0	\$0
#5	\$0	\$0	\$0
#6	\$0	\$0	\$0
#7	\$0	\$0	\$0
#8	\$0	\$0	\$0
#9	\$0	\$0	\$0
#10	\$0	\$0	\$0
#11	\$0	\$0	\$0
#12	\$0	\$0	\$0
#13	\$0	\$0	\$0
#14	\$0	\$0	\$0
Total	\$1,002,105	\$328,400	\$673,705
			8.0%

Notes:
 Enrollment and Claims experience provided by carrier
 This report does not guarantee any potential stop loss reimbursements
 These are illustrative only, pending receipt of the renewal
 ASL = Aggregate Stop-Loss provides protection for all claims under the stop-loss

205

Year 2 Medical ASL

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Number of Months	12	2014																					
2	Contract Basis	24/15																						
3	Specific SL Level	\$225,000 per individual																						
4	Minimum ASL Amount	\$15,434,726																						

7	Month	All Plans Enrollment						Claims				Contracted Funding			Costs				Internal Funding		Reserve			
		Single	EE+1	EE+ Spouse	EE+ Children	Family	Total	Members	Gross Monthly Medical & RX	Specific SL Monthly Violations	Net Monthly Medical & RX	Medical & RX YTD	ASL Monthly Funding	ASL YTD Funding	Monthly Claims to ASL	Monthly Fixed Costs	YTD Fixed Costs	Total Monthly Costs	Total YTD Costs	Monthly Internal Service	YTD Internal Service	Monthly Estimated Reserve	YTD Estimated Reserve	Monthly Total Costs to Funding
8	July	596	0	0	0	612	1,208	2,904	\$1,006,397	\$0	\$1,006,397	\$1,006,397	\$1,353,923	\$1,353,923	74.3%	\$106,015	\$106,015	\$1,112,412	\$1,112,412	\$1,360,650	\$1,360,650	\$248,239	\$248,239	\$1,608,889
9	August	587	0	0	0	614	1,201	2,899	\$942,470	\$0	\$942,470	\$1,948,867	\$1,351,704	\$2,705,627	69.7%	\$105,652	\$211,667	\$1,048,122	\$2,160,534	\$1,358,311	\$2,718,961	\$310,189	\$558,428	\$1,668,389
10	September	624	0	0	0	627	1,251	2,981	\$1,308,452	\$0	\$1,308,452	\$3,257,319	\$1,395,236	\$4,100,863	93.8%	\$109,170	\$320,836	\$1,417,622	\$3,578,155	\$1,402,301	\$4,121,262	(\$15,321)	\$543,106	\$1,636,165
11	October	622	0	0	0	628	1,250	2,986	\$1,013,107	\$0	\$1,013,107	\$4,270,426	\$1,395,643	\$5,496,506	72.6%	\$109,142	\$429,979	\$1,122,249	\$4,700,405	\$1,402,681	\$5,523,942	\$280,431	\$823,538	\$1,103,969
12	November	627	0	0	0	627	1,254	2,987	\$1,274,776	\$0	\$1,274,776	\$5,545,202	\$1,397,056	\$6,893,562	91.2%	\$109,354	\$539,333	\$1,384,130	\$6,084,535	\$1,404,160	\$6,928,103	\$20,030	\$843,568	\$1,023,598
13	December	625	0	0	0	629	1,254	2,990	\$1,376,568	\$0	\$1,376,568	\$6,921,770	\$1,399,085	\$8,292,647	98.4%	\$109,422	\$648,755	\$1,485,990	\$7,570,525	\$1,406,160	\$8,334,263	(\$79,830)	\$763,737	\$1,033,933
14	January	627	0	0	0	627	1,254	2,987	\$1,073,215	\$8,401	\$1,064,814	\$7,986,584	\$1,397,056	\$9,689,703	76.2%	\$109,354	\$758,109	\$1,174,168	\$8,744,693	\$1,404,160	\$9,738,423	\$229,992	\$993,729	\$1,224,721
15	February	626	0	0	0	627	1,253	2,986	\$1,349,253	\$46,966	\$1,302,287	\$9,288,871	\$1,396,449	\$11,086,153	93.3%	\$109,293	\$867,402	\$1,411,580	\$10,156,273	\$1,403,540	\$11,141,963	(\$8,039)	\$985,690	\$1,077,653
16	March	625	0	0	0	628	1,253	2,989	\$1,553,549	\$24,520	\$1,529,029	\$10,817,900	\$1,397,464	\$12,483,616	109.4%	\$109,327	\$976,729	\$1,638,356	\$11,794,629	\$1,404,540	\$12,546,503	(\$233,816)	\$751,875	\$1,177,669
17	April	623	0	0	0	628	1,251	2,987	\$1,251,300	\$103,258	\$1,148,042	\$11,965,942	\$1,396,250	\$13,879,866	82.2%	\$109,204	\$1,085,932	\$1,257,246	\$13,051,874	\$1,403,300	\$13,949,804	\$146,055	\$897,929	\$1,043,984
18	May	623	0	0	0	625	1,248	2,980	\$991,513	\$30,230	\$961,283	\$12,927,225	\$1,391,386	\$15,271,253	69.1%	\$108,917	\$1,194,850	\$1,070,200	\$14,122,075	\$1,398,442	\$15,348,245	\$328,241	\$1,226,171	\$1,054,312
19	June	616	0	0	0	629	1,245	2,985	\$1,490,354	\$83,603	\$1,406,751	\$14,333,976	\$1,393,623	\$16,664,875	100.9%	\$108,869	\$1,303,718	\$1,515,620	\$15,637,694	\$1,400,581	\$16,748,826	(\$115,038)	\$1,111,132	\$1,233,214
20	Last Year's Run Out								\$0	\$0	\$0						\$0					\$0		
21	Totals	7,421	0	0	0	7,501	14,922	35,661	\$14,630,954	\$296,978	\$14,333,976		\$16,664,875		86.0%	\$1,303,718		\$15,637,694		\$16,748,826		\$1,111,132		93.4%
22	Annualized								\$14,630,954		\$14,333,976		\$16,664,875					\$15,637,694		\$16,748,826				
23	Averages	618	0	0	0	625	1244	2,972	\$11,765.95		\$11,527.12		\$13,401.59				\$1,048		\$12,575.55		\$13,469.10			

24	ACA Fees	\$130,757.00																						
25	Fixed Cost	\$61.51	\$0.00	\$0.00	\$0.00	\$95.52																		
26	Contracted ASL	\$606.91	\$0.00	\$0.00	\$0.00	\$1,621.25																		
27	Internal Funding	\$619.85	\$0.00	\$0.00	\$0.00	\$1,619.64																		
28	Percent of Family	38.27%	0.00%	0.00%	0.00%	100.00%																		

206

30	Month	\$1,000 HRA Plan					
		Single	EE+1	EE+ Spouse	EE+ Children	Family	Total
31	July	596	0	0	0	612	1,208
32	August	587	0	0	0	614	1,201
33	September	624	0	0	0	627	1,251
34	October	622	0	0	0	628	1,250
35	November	627	0	0	0	627	1,254
36	December	625	0	0	0	629	1,254
37	January	627	0	0	0	627	1,254
38	February	626	0	0	0	627	1,253
39	March	625	0	0	0	628	1,253
40	April	623	0	0	0	628	1,251
41	May	623	0	0	0	625	1,248
42	June	616	0	0	0	629	1,245
43							
44	Totals	7,421	0	0	0	7,501	14,922
45	Annualized						
46	Averages	618	0	0	0	625	1244

Claims Exceeding 50% of Specific			
	Total Claim	SL Eligible	Plan Paid
#1	\$373,002	\$148,002	\$225,000
#2	\$370,579	\$145,579	\$225,000
#3	\$228,397	\$3,397	\$225,000
#4	\$194,708	\$0	\$194,708
#5	\$152,478	\$0	\$152,478
#6	\$140,333	\$0	\$140,333
#7	\$133,641	\$0	\$133,641
#8	\$125,266	\$0	\$125,266
#9	\$123,696	\$0	\$123,696
#10	\$123,682	\$0	\$123,682
#11	\$120,367	\$0	\$120,367
#12	\$117,978	\$0	\$117,978
#13	\$0	\$0	\$0
#14	\$0	\$0	\$0
Total	\$2,204,127	\$296,978	\$1,907,149
			13.3%

Notes:
 Enrollment and Claims experience provided by carrier
 This report does not guarantee any potential stop loss reimbursements
 These are illustrative only, pending receipt of the renewal
 ASL = Aggregate Stop-Loss provides protection for all claims under the stop-loss

Year 3 Medical ASL

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Number of Months	12	2013																				
2	Contract Basis	12/15																					
3	Specific SL Level	\$225,000 per individual																					
4	Minimum ASL Amount	\$14,002,689																					

Month	All Plans Enrollment							Claims				Contracted Funding			Costs				Internal Funding		Reserve			
	Single	EE+1	EE+ Spouse	EE+ Children	Family	Total	Members	Gross Monthly Medical & RX	Specific SL Monthly Violations	Net Monthly Medical & RX	Medical & RX YTD	ASL Monthly Funding	ASL YTD Funding	Monthly Claims to ASL	Monthly Fixed Costs	YTD Fixed Costs	Total Monthly Costs	Total YTD Costs	Monthly Internal Service	YTD Internal Service	Monthly Estimated Reserve	YTD Estimated Reserve	Monthly Total Costs to Funding	
8	July	586	0	0	0	616	1,202	2,871	\$325,981	\$0	\$325,981	\$325,981	\$1,228,306	\$1,228,306	26.5%	\$88,546	\$88,546	\$414,527	\$414,527	\$1,193,802	\$1,193,802	\$779,275	\$779,275	34.7%
9	August	579	0	0	0	618	1,197	2,870	\$814,376	\$0	\$814,376	\$1,140,357	\$1,227,394	\$2,455,700	66.4%	\$88,313	\$176,858	\$902,689	\$1,317,215	\$1,192,837	\$2,386,639	\$290,148	\$1,069,423	75.7%
10	September	610	0	0	0	640	1,250	2,993	\$1,077,401	\$0	\$1,077,401	\$2,217,758	\$1,276,806	\$3,732,505	84.4%	\$92,064	\$268,922	\$1,169,465	\$2,486,680	\$1,240,949	\$3,627,588	\$71,484	\$1,140,907	94.2%
11	October	611	0	0	0	643	1,254	3,012	\$926,112	\$0	\$926,112	\$3,143,870	\$1,281,767	\$5,014,272	72.3%	\$92,387	\$361,309	\$1,018,499	\$3,505,179	\$1,245,755	\$4,873,342	\$227,256	\$1,368,164	81.8%
12	November	611	0	0	0	645	1,256	3,019	\$1,053,316	\$0	\$1,053,316	\$4,197,186	\$1,284,708	\$6,298,980	82.0%	\$92,563	\$453,872	\$1,145,879	\$4,651,058	\$1,248,596	\$6,121,939	\$102,717	\$1,470,881	91.8%
13	December	614	0	0	0	645	1,259	3,025	\$1,190,345	\$0	\$1,190,345	\$5,387,531	\$1,286,359	\$7,585,339	92.5%	\$92,738	\$546,610	\$1,283,083	\$5,934,141	\$1,250,228	\$7,372,166	(\$32,856)	\$1,438,025	102.6%
14	January	611	0	0	0	645	1,256	3,022	\$997,956	\$0	\$997,956	\$6,385,487	\$1,284,708	\$8,870,047	77.7%	\$92,563	\$639,173	\$1,090,519	\$7,024,660	\$1,248,596	\$8,620,763	\$158,077	\$1,596,103	87.3%
15	February	609	0	0	0	643	1,252	3,011	\$1,236,226	\$0	\$1,236,226	\$7,621,713	\$1,280,666	\$10,150,713	96.5%	\$92,270	\$731,443	\$1,328,496	\$8,353,156	\$1,244,667	\$9,865,430	(\$83,828)	\$1,512,274	106.7%
16	March	608	0	0	0	641	1,249	3,000	\$1,383,463	\$0	\$1,383,463	\$9,005,176	\$1,277,175	\$11,427,888	108.3%	\$92,035	\$823,478	\$1,475,498	\$9,828,654	\$1,241,282	\$11,106,712	(\$234,216)	\$1,278,058	118.9%
17	April	613	0	0	0	641	1,254	3,005	\$1,241,044	\$0	\$1,241,044	\$10,246,220	\$1,279,927	\$12,707,816	97.0%	\$92,327	\$915,805	\$1,333,371	\$11,162,025	\$1,244,001	\$12,350,713	(\$89,370)	\$1,188,688	107.2%
18	May	615	0	0	0	639	1,254	3,001	\$1,229,207	\$0	\$1,229,207	\$11,475,427	\$1,278,087	\$13,985,903	96.2%	\$92,268	\$1,008,073	\$1,321,475	\$12,483,500	\$1,242,247	\$13,592,960	(\$79,228)	\$1,109,460	106.4%
19	June	614	0	0	0	640	1,254	3,007	\$1,493,804	\$96,654	\$1,397,150	\$12,872,577	\$1,279,007	\$15,264,910	109.2%	\$188,409	\$1,196,482	\$1,585,559	\$14,069,059	\$1,243,124	\$14,836,084	(\$342,435)	\$767,025	127.5%
20	Last Year's Run Out								\$0	\$0	\$0						\$0				\$0			
21	Totals	7,281	0	0	0	7,656	14,937	35,836	\$12,969,231	\$96,654	\$12,872,577	\$15,264,910	\$15,264,910	84.3%	\$1,196,482		\$14,069,059		\$14,836,084		\$767,025		94.8%	
22	Annualized								\$12,969,231		\$12,872,577		\$15,264,910				\$14,069,059		\$14,836,084					
23	Averages	607	0	0	0	638	1245	2,986	\$10,419.15		\$10,341.50		\$12,263.43			\$961		\$11,302.72		\$11,918.93				

Total Mature Claims	\$11,732,220.00
Annualized Mature Claims	\$14,078,664.00

24	ACA Fees	\$96,111.50				
25	Fixed Cost	\$58.46	\$0.00	\$0.00	\$0.00	\$88.13
26	Contracted ASL	\$550.43	\$0.00	\$0.00	\$0.00	\$1,470.38
27	Internal Funding	\$543.73	\$0.00	\$0.00	\$0.00	\$1,420.74
28	Percent of Family	38.27%	0.00%	0.00%	0.00%	100.00%

207

Month	\$1,000 HRA Plan						
	Single	EE+1	EE+ Spouse	EE+ Children	Family	Total	
31	July	586	0	0	0	616	1,202
32	August	579	0	0	0	618	1,197
33	September	610	0	0	0	640	1,250
34	October	611	0	0	0	643	1,254
35	November	611	0	0	0	645	1,256
36	December	614	0	0	0	645	1,259
37	January	611	0	0	0	645	1,256
38	February	609	0	0	0	643	1,252
39	March	608	0	0	0	641	1,249
40	April	613	0	0	0	641	1,254
41	May	615	0	0	0	639	1,254
42	June	614	0	0	0	640	1,254
43							
44	Totals	7,281	0	0	0	7,656	14,937
45	Annualized						
46	Averages	607	0	0	0	638	1245

Claims Exceeding 50% of Specific			
#	Total Claim	SL Eligible	Plan Paid
#1	\$300,502	\$75,502	\$225,000
#2	\$237,191	\$12,191	\$225,000
#3	\$232,755	\$7,755	\$225,000
#4	\$226,206	\$1,206	\$225,000
#5	\$203,568	\$0	\$203,568
#6	\$125,178	\$0	\$125,178
#7	\$117,033	\$0	\$117,033
#8	\$114,472	\$0	\$114,472
#9	\$113,829	\$0	\$113,829
#10	\$112,487	\$0	\$112,487
#11	\$0	\$0	\$0
#12	\$0	\$0	\$0
#13	\$0	\$0	\$0
#14	\$0	\$0	\$0
Total	\$1,783,221	\$96,654	\$1,686,567
			13.1%

Notes:
 Enrollment and Claims experience provided by carrier
 This report does not guarantee any potential stop loss reimbursements
 These are illustrative only, pending receipt of the renewal
 ASL = Aggregate Stop-Loss provides protection for all claims under the stop-loss



Dental Benefits



Dental Renewal

	2015 Current Delta Dental			CHS Underwriting	2016 Renewal Delta Dental			2016 Renewal Delta Dental		
	Delta PPO	Delta Premier	Non-Participating		Delta PPO	Delta Premier	Non-Participating	Delta PPO	Delta Premier	Non-Participating
Network										
Annual Maximum Per Calendar Year:	\$1,000	\$1,000	\$1,000							
Preventive & Diagnostic Services:	100%	100%	100% of max allowable fee							
Deductible - Calendar Year	\$50 Single/ \$150 Family	\$50 Single/ \$150 Family	\$50 Single/ \$150 Family							
Basic Services	100%	80%	80% of max allowable fee							
Major Services	80%	50%	50% of max allowable fee							
Orthodontics (dependents up to age 19)	NA	NA	NA							
Lifetime Maximum	NA	NA	NA							
Rates & Counts										
Rate Guarantee		2020		2020		2020			2020	
Administrative Fee		\$4.63		\$4.63		\$4.63			\$4.63	
										6% load to claims - keeping funding flat at renewal
Single	542	\$34.24		\$36.38		\$34.33			\$34.24	
EE + 1	0	\$0.00		\$0.00		\$0.00			\$0.00	
EE + Spouse	0	\$0.00		\$0.00		\$0.00			\$0.00	
EE + Children	0	\$0.00		\$0.00		\$0.00			\$0.00	
Family	634	\$89.42		\$95.00		\$96.89			\$89.42	
	1177									
Monthly Total		\$75,290.58		\$79,985.54		\$80,080.32			\$75,290.58	
Annual Total		\$903,486.99		\$959,826.52		\$960,963.84			\$903,486.99	
Difference				\$56,339.53		\$57,476.84			\$0.00	
% Difference				6%		6%			0%	

60%

Dental Underwriting

	A	B	C	D	E	F
			<u>2013</u>	<u>2014</u>	<u>Current 2015</u>	<u>Renewal</u>
1						
2						
3	Average Counts					
4	Single		569	579	542	
5	EE + Child		0	0	0	
6	EE + Spouse		0	0	0	
7	EE + Children		0	0	0	
8	Family		674	666	634	
9			<u>1244</u>	<u>1245</u>	<u>1177</u>	
10	Change In Counts			0%	-5%	
11						
12	Claims Per Employee Per Year		\$676	\$712	\$708	
13				5%	0%	
14						
15	Run-In Or Maturing Out Est	0.00%	\$0	\$0	\$0	
16	Annualized Paid Claims		\$840,483	\$885,990	\$833,404	
17	Trend	5.0%	115%	110%	105%	
18	Expected Claims		\$966,555	\$974,589	\$875,075	
19	Margin	0.00%	100%	100%	100%	
20						
21	Next Year's Claims		<u>\$966,555.42</u>	<u>\$974,589</u>	<u>\$875,075</u>	
22						
23	Admin Rate		\$4.63	\$4.63	\$4.63	
24	Annual Fixed Costs		\$69,103	\$69,177	\$65,378	
25	Annual Administration Surcharge	\$0	\$0	\$0	\$0	
26	Total Claims & Admin		<u>\$1,035,658</u>	<u>\$1,043,766</u>	<u>\$940,453</u>	
27						
28	Composite Factor (<i>Actual</i>)		\$69.39	\$69.86	\$66.60	Renewal - Current Year Claims
29	Single		\$37.03	\$37.52	\$35.64	4.09%
30	EE + Child		\$0.00	\$0.00	\$0.00	0.00%
31	EE + Spouse		\$0.00	\$0.00	\$0.00	0.00%
32	EE + Children		\$0.00	\$0.00	\$0.00	0.00%
33	Family		\$96.71	\$97.99	\$93.08	4.09%
34	Estimated Annual Premium		<u>\$1,035,658</u>	<u>\$1,043,766</u>	<u>\$940,453</u>	
35						
36	3 Year Weighted Factors					Weighted 3-Year Renewal
37	Blending		10%	32%	58%	Change
38						
39	Single		\$3.70	\$11.88	\$20.79	\$36.38 6.24%
40	EE + Child		\$0.00	\$0.00	\$0.00	\$0.00 0.00%
41	EE + Spouse		\$0.00	\$0.00	\$0.00	\$0.00 0.00%
42	EE + Children		\$0.00	\$0.00	\$0.00	\$0.00 0.00%
43	Family		\$9.67	\$31.03	\$54.30	\$95.00 6.24%
44	Estimated Annual Premium					<u>\$959,827 6.24%</u>

210

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1 Number Of Months	7														
2 Plan Year	2015														
3 Admin Fees	\$4.63	\$0.00	\$0.00	\$0.00	\$4.63										
4 Internal Claims & Admin Funding	\$34.24	\$0.00	\$0.00	\$0.00	\$89.42										
5 Percent Of Family	0.383	0.000	0.000	0.000	1.000										
6 Current Internal Funding	\$34.24	\$0.00	\$0.00	\$0.00	\$89.42										

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10 Month/Year	Enrollment						Claims & Admin Fees					Funding			
	Single	EE+1	EE+ Spouse	EE + Children	Family	Total	Claims	Admin Fees	Total	YTD Claims	YTD Claims & Admin	Internal Claims & Admin Funding	Claims & Admin Funding Ratio	YTD Claims & Admin Funding	YTD Claims & Admin Funding Ratio
11 July	528	0	0	0	623	1,151	\$91,950	\$5,357	\$97,307	\$91,950	\$97,307	\$73,787	131.87%	\$73,787.38	131.87%
12 August	543	0	0	0	637	1,180	\$85,426	\$5,250	\$90,677	\$177,376	\$187,983	\$75,553	120.02%	\$149,340.24	125.88%
13 September	551	0	0	0	635	1,186	\$52,730	\$5,450	\$58,180	\$230,106	\$246,163	\$75,648	76.91%	\$224,988.18	109.41%
14 October	547	0	0	0	635	1,182	\$57,869	\$5,505	\$63,375	\$287,975	\$309,537	\$75,511	83.93%	\$300,499.16	103.01%
15 November	545	0	0	0	635	1,180	\$49,986	\$5,431	\$55,417	\$337,961	\$364,954	\$75,443	73.46%	\$375,941.66	97.08%
16 December	541	0	0	0	635	1,176	\$64,164	\$5,468	\$69,632	\$402,126	\$434,586	\$75,306	92.47%	\$451,247.20	96.31%
17 January	542	0	0	0	640	1,182	\$84,027	\$5,445	\$89,472	\$486,153	\$524,058	\$75,787	118.06%	\$527,034.08	99.44%
18 February	0	0	0	0	0	0	\$0	\$0	\$0	\$486,153	\$524,058	\$0	#DIV/0!	\$527,034.08	99.44%
19 March	0	0	0	0	0	0	\$0	\$0	\$0	\$486,153	\$524,058	\$0	#DIV/0!	\$527,034.08	99.44%
20 April	0	0	0	0	0	0	\$0	\$0	\$0	\$486,153	\$524,058	\$0	#DIV/0!	\$527,034.08	99.44%
21 May	0	0	0	0	0	0	\$0	\$0	\$0	\$486,153	\$524,058	\$0	#DIV/0!	\$527,034.08	99.44%
22 June	0	0	0	0	0	0	\$0	\$0	\$0	\$486,153	\$524,058	\$0	#DIV/0!	\$527,034.08	99.44%
23															
24 Totals	3,797	0	0	0	4,440	8,237	\$486,153	\$37,906	\$524,058			\$527,034			99.44%
25															Goal 95%
26 Annualized							\$833,404		\$898,386			\$903,487			
27 Average Per Year							\$69,450		\$74,865			\$75,291			
28 Averages Per EE/YR	542	0	0	0	634	1,177	\$708.25		\$763.47			\$767.80			

211

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1 Number Of Months	12														
2 Plan Year	2014														
3 Admin Fees	\$4.63	\$0.00	\$0.00	\$0.00	\$4.63										
4 Internal Claims & Admin Funding	\$34.24	\$0.00	\$0.00	\$0.00	\$89.42										
5 Percent Of Family	0.383	0.000	0.000	0.000	1.000										
6 Current Internal Funding	\$34.24	\$0.00	\$0.00	\$0.00	\$89.42										

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10 Month/Year	Enrollment						Claims & Admin Fees					Funding			
	Single	EE+1	EE+ Spouse	EE + Children	Family	Total	Claims	Admin Fees	Total	YTD Claims	YTD Claims & Admin	Internal Claims & Admin Funding	Claims & Admin Funding Ratio	YTD Claims & Admin Funding	YTD Claims & Admin Funding Ratio
11 July	550	0	0	0	657	1,207	\$92,922	\$5,570	\$98,492	\$92,922	\$98,492	\$77,581	126.95%	\$77,580.94	126.95%
12 August	588	0	0	0	670	1,258	\$80,475	\$5,542	\$86,017	\$173,397	\$184,509	\$80,045	107.46%	\$157,625.46	117.06%
13 September	584	0	0	0	668	1,252	\$50,141	\$5,774	\$55,915	\$223,539	\$240,424	\$79,729	70.13%	\$237,354.18	101.29%
14 October	586	0	0	0	666	1,252	\$65,828	\$5,760	\$71,588	\$289,367	\$312,012	\$79,618	89.91%	\$316,972.54	98.44%
15 November	585	0	0	0	666	1,251	\$48,489	\$5,797	\$54,286	\$337,856	\$366,298	\$79,584	68.21%	\$396,556.66	92.37%
16 December	581	0	0	0	669	1,250	\$73,734	\$5,769	\$79,503	\$411,591	\$445,802	\$79,715	99.73%	\$476,272.08	93.60%
17 January	583	0	0	0	669	1,252	\$89,154	\$5,774	\$94,928	\$500,745	\$540,729	\$79,784	118.98%	\$556,055.98	97.24%
18 February	582	0	0	0	666	1,248	\$77,273	\$5,774	\$83,046	\$578,017	\$623,776	\$79,481	104.49%	\$635,537.38	98.15%
19 March	582	0	0	0	666	1,248	\$71,902	\$5,750	\$77,653	\$649,920	\$701,428	\$79,481	97.70%	\$715,018.78	98.10%
20 April	579	0	0	0	665	1,244	\$81,992	\$5,727	\$87,719	\$731,912	\$789,148	\$79,289	110.63%	\$794,308.04	99.35%
21 May	577	0	0	0	664	1,241	\$71,609	\$5,755	\$77,364	\$803,521	\$866,512	\$79,131	97.77%	\$873,439.40	99.21%
22 June	573	0	0	0	665	1,238	\$82,469	\$5,750	\$88,220	\$885,990	\$954,732	\$79,084	111.55%	\$952,523.22	100.23%
23															
24 Totals	6,950	0	0	0	7,991	14,941	\$885,990	\$68,742	\$954,732			\$952,523			100.23%
25															Goal 95%
26 Annualized							\$885,990		\$954,732			\$952,523			
27 Average Per Year							\$73,833		\$79,561			\$79,377			
28 Averages Per EE/YR	579	0	0	0	666	1,245	\$711.59		\$766.80			\$765.03			

212

A B C D E F G H I J K L M N O

1	Number Of Months	12													
2	Plan Year	2013													
3	Admin Fees	\$4.63	\$0.00	\$0.00	\$0.00	\$4.63									
4	Internal Claims & Admin Funding	\$34.24	\$0.00	\$0.00	\$0.00	\$89.42									
5	Percent Of Family	0.383	0.000	0.000	0.000	1.000									
6	Current Internal Funding	\$34.24	\$0.00	\$0.00	\$0.00	\$89.42									

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10	Month/Year	Enrollment					Claims & Admin Fees					Funding				
		Single	EE+1	EE+ Spouse	EE + Children	Family	Total	Claims	Admin Fees	Total	YTD Claims	YTD Claims & Admin	Internal Claims & Admin Funding	Claims & Admin Funding Ratio	YTD Claims & Admin Funding	YTD Claims & Admin Funding Ratio
11	July	543	0	0	0	658	1,201	\$98,376	\$5,570	\$103,946	\$98,376	\$103,946	\$77,431	134.24%	\$77,430.68	134.24%
12	August	578	0	0	0	680	1,258	\$89,553	\$5,537	\$95,090	\$187,929	\$199,037	\$80,596	117.98%	\$158,027.00	125.95%
13	September	573	0	0	0	675	1,248	\$50,128	\$5,713	\$55,841	\$238,057	\$254,878	\$79,978	69.82%	\$238,005.02	107.09%
14	October	572	0	0	0	676	1,248	\$61,051	\$5,834	\$66,885	\$299,108	\$321,763	\$80,033	83.57%	\$318,038.22	101.17%
15	November	576	0	0	0	674	1,250	\$54,324	\$5,757	\$60,080	\$353,432	\$381,843	\$79,991	75.11%	\$398,029.54	95.93%
16	December	576	0	0	0	673	1,249	\$54,714	\$5,764	\$60,478	\$408,146	\$442,321	\$79,902	75.69%	\$477,931.44	92.55%
17	January	570	0	0	0	678	1,248	\$79,332	\$5,769	\$85,101	\$487,478	\$527,422	\$80,144	106.19%	\$558,075.00	94.51%
18	February	569	0	0	0	676	1,245	\$75,114	\$5,723	\$80,837	\$562,592	\$608,259	\$79,930	101.13%	\$638,005.48	95.34%
19	March	569	0	0	0	673	1,242	\$68,641	\$5,727	\$74,368	\$631,232	\$682,627	\$79,662	93.35%	\$717,667.70	95.12%
20	April	570	0	0	0	675	1,245	\$68,494	\$5,774	\$74,267	\$699,726	\$756,894	\$79,875	92.98%	\$797,543.00	94.90%
21	May	570	0	0	0	677	1,247	\$67,931	\$5,750	\$73,682	\$767,657	\$830,576	\$80,054	92.04%	\$877,597.14	94.64%
22	June	567	0	0	0	677	1,244	\$72,826	\$5,769	\$78,595	\$840,483	\$909,171	\$79,951	98.30%	\$957,548.56	94.95%
23																
24	Totals	6,833	0	0	0	8,092	14,925	\$840,483	\$68,688	\$909,171			\$957,549			94.95%
25																Goal 95%
26	Annualized							\$840,483		\$909,171			\$957,549			
27	Average Per Year							\$70,040		\$75,764			\$79,796			
28	Averages Per EE/YR	569	0	0	0	674	1,244	\$675.77		\$730.99			\$769.89			

213



Ancillary Benefits

Group Life And AD&D Renewal

	2015 Current Cigna	2016 Renewal Cigna	Renewal Option Hartford	Renewal Option Standard	Renewal Option Voya	Renewal Option Unum
Class / Description	Class 1 - Superintendent		Class 1 - Superintendent	Class 1 - Superintendent	Class 1 - Superintendent	Class 1 - Superintendent
Benefit Amount	\$500,000		\$500,000	\$500,000	\$500,000	\$500,000
Increments Of						
Maximum Benefit	\$500,000		\$500,000	\$500,000	\$500,000	\$500,000
Class / Description	Classes 2 & 3 - Principal/ Assistant Principal & District Wide Administrator		Classes 2 & 3 - Principal/ Assistant Principal & District Wide Administrator	Classes 2 & 3 - Principal/ Assistant Principal & District Wide Administrator	Classes 2 & 3 - Principal/ Assistant Principal & District Wide Administrator	Classes 2 & 3 - Principal/ Assistant Principal & District Wide Administrator
Benefit Amount	\$250,000		\$250,000	\$250,000	\$250,000	\$250,000
Increments Of						
Maximum Benefit	\$250,000		\$250,000	\$250,000	\$250,000	\$250,000
Class / Description	Class 4 - Confidential Employees		Class 4 - Confidential Employees	Class 4 - Confidential Employees	Class 4 - Confidential Employees	Class 4 - Confidential Employees
Benefit Amount	\$50,000		\$50,000	\$50,000	\$50,000	\$50,000
Increments Of						
Maximum Benefit	\$50,000		\$50,000	\$50,000	\$50,000	\$50,000
Class / Description	Class 5 - Maintenance & Operations Supervisor		Class 5 - Maintenance & Operations Supervisor	Class 5 - Maintenance & Operations Supervisor	Class 5 - Maintenance & Operations Supervisor	Class 5 - Maintenance & Operations Supervisor
Benefit Amount	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000		Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000
Increments Of						
Maximum Benefit	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000		Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000
Class / Description	Class 6 - Custodian		Class 6 - Custodian	Class 6 - Custodian	Class 6 - Custodian	Class 6 - Custodian
Benefit Amount	\$60,000		\$60,000	\$60,000	\$60,000	\$60,000
Increments Of						
Maximum Benefit	\$60,000		\$60,000	\$60,000	\$60,000	\$60,000
Class / Description	Class 7 - Teacher & Clerical		Class 7 - Teacher & Clerical	Class 7 - Teacher & Clerical	Class 7 - Teacher & Clerical	Class 7 - Teacher & Clerical
Benefit Amount	\$50,000		\$50,000	\$50,000	\$50,000	\$50,000
Increments Of						
Maximum Benefit	\$50,000		\$50,000	\$50,000	\$50,000	\$50,000
Class / Description	Class 8 - Educational Assistant		Class 8 - Educational Assistant	Class 8 - Educational Assistant	Class 8 - Educational Assistant	Class 8 - Educational Assistant
Benefit Amount	\$40,000		\$40,000	\$40,000	\$40,000	\$40,000
Increments Of						
Maximum Benefit	\$40,000		\$40,000	\$40,000	\$40,000	\$40,000
Class / Description	Class 9 - Community Service		Class 9 - Community Service	Class 9 - Community Service	Class 9 - Community Service	Class 9 - Community Service
Benefit Amount	\$20,000		\$20,000	\$20,000	\$20,000	\$20,000
Increments Of						
Maximum Benefit	\$20,000		\$20,000	\$20,000	\$20,000	\$20,000
Class / Description	Class 10 - Food Service		Class 10 - Food Service	Class 10 - Food Service	Class 10 - Food Service	Class 10 - Food Service
Benefit Amount	\$50,000		\$50,000	\$50,000	\$50,000	\$50,000
Increments Of						
Maximum Benefit	\$50,000		\$50,000	\$50,000	\$50,000	\$50,000

Declined
Lincoln Mutual Of Omaha Principal Reliance

Not Competitive
Aetna Guardian MetLife

215

Class / Description	Classes 11 & 12 - Unaffiliated Tier 1 & 2 Employees	Classes 11 & 12 - Unaffiliated Tier 1 & 2 Employees	Classes 11 & 12 - Unaffiliated Tier 1 & 2 Employees	Classes 11 & 12 - Unaffiliated Tier 1 & 2 Employees	Classes 11 & 12 - Unaffiliated Tier 1 & 2 Employees
Benefit Amount	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$250,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$250,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$250,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$250,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$250,000
Increments Of					
Maximum Benefit	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$250,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$250,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$250,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$250,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$250,000
Class / Description	Classes 13 & 14 - Unaffiliated Tier 3 & 4 Employees	Classes 13 & 14 - Unaffiliated Tier 3 & 4 Employees	Classes 13 & 14 - Unaffiliated Tier 3 & 4 Employees	Classes 13 & 14 - Unaffiliated Tier 3 & 4 Employees	Classes 13 & 14 - Unaffiliated Tier 3 & 4 Employees
Benefit Amount	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000
Increments Of					
Maximum Benefit	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000	Option 1 ER paid - \$50,000, Option 2 ER/EE paid - \$150,000
Class / Description	Class 15 - Technology	Class 15 - Technology	Class 15 - Technology	Class 15 - Technology	Class 15 - Technology
Benefit Amount	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Increments Of					
Maximum Benefit	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Reduction Schedule	Age 65 - 65%, Age 70 - 50%, Age 75 - 30%	Age 65 - 65%, Age 70 - 50%, Age 75 - 30%	Age 65 - 65%, Age 70 - 50%, Age 75 - 35%	Age 65 - 65%, Age 70 - 50%, Age 75 - 30%	Age 65 - 65%, Age 70 - 50%, Age 75 - 30%
Waiver Of Premium	Yes	Yes	Yes	Yes	Yes
Conversion	Yes	Yes	Yes	Yes	Yes
Portability	Yes	Yes	Yes	Yes	Yes
Rates & Volumes					
Rate Guarantee		2018	2019	2019	2018
Life Volume	\$70,610,000				
AD&D Volume	\$70,560,000				
Dependent Life Volume (Units)	0				
Life Rate	\$0.100	\$0.100	\$0.086	\$0.090	\$0.079
AD&D Rate	\$0.014	\$0.014	\$0.014	\$0.015	\$0.015
Monthly Total	\$8,048.84	\$8,048.84	\$7,060.30	\$7,413.30	\$6,636.59
Annual Total	\$96,586.08	\$96,586.08	\$84,723.60	\$88,959.60	\$79,639.08
Difference		\$0.00	-\$11,862.48	-\$7,626.48	-\$16,947.00
% Difference		0%	-12%	-8%	-18%

Supplemental Life

	2015 Current Cigna	2016 Renewal Cigna	Renewal Option Hartford	Renewal Option Standard	Renewal Option Voya	Renewal Option Unum
Minimum Purchase	\$20,000					
Options	\$20K, \$40K, \$60K or \$100K					
Guaranteed Issue	\$100,000					
Conversion	Yes					
Age Reductions	Age 65 - 65%, Age 70 - 50%, Age 75 - 30%					
Employee Only AD&D				Spouse and Children AD&D Included		
Minimum Purchase	\$20,000					
Options	\$20K, \$40K, \$60K or \$100K					
Guaranteed Issue	\$100,000					
Spouse Life						
Rate Based On	age at renewal					
Minimum Purchase	\$20,000					
Maximum Purchase	\$40,000					
Guaranteed Issue	\$40,000					
Limits	50% of employee Life insurance benefit					
Dependent Life						
Minimum Purchase	\$5,000					
Maximum Purchase	\$10,000					
Guaranteed Issue	\$10,000					
Units	\$5,000					
Limits	Eligible to age 26					
Notes						
Rate Guarantee						
Age	Employee	Spouse	Employee	Spouse	Employee	Spouse
0-20	\$0.060	\$0.060	\$0.060	\$0.060	\$0.060	\$0.060
20-24	\$0.060	\$0.060	\$0.060	\$0.060	\$0.060	\$0.060
25-29	\$0.060	\$0.060	\$0.060	\$0.060	\$0.060	\$0.060
30-34	\$0.090	\$0.090	\$0.090	\$0.090	\$0.090	\$0.090
35-39	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110
40-44	\$0.170	\$0.170	\$0.170	\$0.170	\$0.170	\$0.170
45-49	\$0.290	\$0.290	\$0.290	\$0.290	\$0.290	\$0.290
50-54	\$0.480	\$0.480	\$0.480	\$0.480	\$0.480	\$0.480
55-59	\$0.750	\$0.750	\$0.750	\$0.750	\$0.750	\$0.750
60-64	\$1.170	\$1.170	\$1.170	\$1.170	\$1.170	\$1.170
65-69	\$2.100	\$2.100	\$2.100	\$2.100	\$2.100	\$2.100
70-74	\$3.760	\$3.760	\$3.760	\$3.760	\$3.730	\$3.760
75+	\$3.760	\$3.760	\$3.760	\$3.760	\$3.730	\$3.760
Child(ren) Rate	\$0.20 per \$1,000	\$0.20 per \$1,000	\$0.20 per \$1,000	\$0.05 per \$1,000	\$1.00 per \$5,000 / \$2.00 per \$10,000	\$1.00 per \$5,000 / \$2.00 per \$10,000
AD&D Employee	\$0.04 per \$1,000	\$0.04 per \$1,000	\$0.04 per \$1,000	\$0.02/\$0.02/\$0.04 per \$1,000	\$0.04 per \$1,000	\$0.02 per \$1,000
Actual Participation	19%	19%	19%	19%	19%	19%
Participation Requirement			21%	20%	20%	21%

Declined
Lincoln
Mutual Of Omaha
Principal
Reliance

Not Competitive
Aetna
Guardian
MetLife

Long Term Disability Renewal

	2015 Current Cigna	2016 Renewal Cigna	2016 Renewal Cigna	Renewal Option Hartford	Renewal Option Standard	Renewal Option Voya	Renewal Option Unum	
Class / Description	Class 1 - Superintendent			Class 1 - Superintendent	Class 1 - Superintendent	Class 1 - Superintendent	Class 1 - Superintendent	
Monthly Benefit	66.67%			66.67%	66.67%	66.67%	66.67%	Declined Lincoln Mutual Of Omaha Principal Reliance
Monthly Benefit Maximum	\$10,000			\$10,000	\$10,000	\$10,000	\$10,000	
Monthly Benefit Minimum	\$50			\$50	\$100	\$50	\$50	
Elimination Period	30 days			30 days	30 days	30 days	30 days	
Own Occ	24 Months			24 Months	24 Months	24 Months	24 Months	
Benefit Duration	To Age 65/RBD			To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	
Earnings Definition	Base pay			Base pay	Base pay	Base pay	Base pay	
Class / Description	Class 2 - Principal			Class 2 - Principal	Class 2 - Principal	Class 2 - Principal	Class 2 - Principal	Not Competitive Aetna Guardian MetLife
Monthly Benefit	66.67%			66.67%	66.67%	66.67%	66.67%	
Monthly Benefit Maximum	\$6,667			\$6,667	\$6,667	\$6,667	\$6,667	
Monthly Benefit Minimum	\$50			\$50	\$100	\$50	\$50	
Elimination Period	30 days			30 days	30 days	30 days	30 days	
Own Occ	24 Months			24 Months	24 Months	24 Months	24 Months	
Benefit Duration	To Age 65/RBD			To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	
Earnings Definition	Base pay			Base pay	Base pay	Base pay	Base pay	
Class / Description	Class 3 - Administrator			Class 3 - Administrator	Class 3 - Administrator	Class 3 - Administrator	Class 3 - Administrator	
Monthly Benefit	66.67%			66.67%	66.67%	66.67%	66.67%	
Monthly Benefit Maximum	\$6,111			\$6,111	\$6,111	\$6,111	\$6,111	
Monthly Benefit Minimum	\$50			\$50	\$100	\$50	\$50	
Elimination Period	30 days			30 days	30 days	30 days	30 days	
Own Occ	24 Months			24 Months	24 Months	24 Months	24 Months	
Benefit Duration	To Age 65/RBD			To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	
Earnings Definition	Base pay			Base pay	Base pay	Base pay	Base pay	
Class / Description	Class 4 - Teacher			Class 4 - Teacher	Class 4 - Teacher	Class 4 - Teacher	Class 4 - Teacher	
Monthly Benefit	66.67%			66.67%	66.67%	66.67%	66.67%	
Monthly Benefit Maximum	\$5,300			\$5,300	\$5,300	\$5,300	\$5,300	
Monthly Benefit Minimum	\$50			\$50	\$100	\$50	\$50	
Elimination Period	30 days			30 days	30 days	30 days	30 days	
Own Occ	24 Months			24 Months	24 Months	24 Months	24 Months	
Benefit Duration	To Age 65/RBD			To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	
Earnings Definition	Base pay			Base pay	Base pay	Base pay	Base pay	
Class / Description	Class 5 - Maintenance Spvsr, CE, Ctria, CirclEA, Cstdn, Conf and Tech EE's			Class 5 - Maintenance Spvsr, CE, Ctria, CirclEA, Cstdn, Conf and Tech EE's	Class 5 - Maintenance Spvsr, CE, Ctria, CirclEA, Cstdn, Conf and Tech EE's	Class 5 - Maintenance Spvsr, CE, Ctria, CirclEA, Cstdn, Conf and Tech EE's	Class 5 - Maintenance Spvsr, CE, Ctria, CirclEA, Cstdn, Conf and Tech EE's	
Monthly Benefit	66.67%			66.67%	66.67%	66.67%	66.67%	
Monthly Benefit Maximum	\$5,000			\$5,000	\$5,000	\$5,000	\$5,000	
Monthly Benefit Minimum	\$50			\$50	\$100	\$50	\$50	
Elimination Period	30 days			30 days	30 days	30 days	30 days	
Own Occ	24 Months			24 Months	24 Months	24 Months	24 Months	
Benefit Duration	To Age 65/RBD			To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	
Earnings Definition	Base pay			Base pay	Base pay	Base pay	Base pay	
Class / Description	Classes 6 & 7 - Unaffiliated Tier 1 & 2			Classes 6 & 7 - Unaffiliated Tier 1 & 2	Classes 6 & 7 - Unaffiliated Tier 1 & 2	Classes 6 & 7 - Unaffiliated Tier 1 & 2	Classes 6 & 7 - Unaffiliated Tier 1 & 2	
Monthly Benefit	66.67%			66.67%	66.67%	66.67%	66.67%	
Monthly Benefit Maximum	\$8,000			\$8,000	\$8,000	\$8,000	\$8,000	
Monthly Benefit Minimum	\$50			\$50	\$100	\$50	\$50	
Elimination Period	30 days			30 days	30 days	30 days	30 days	
Own Occ	24 Months			24 Months	24 Months	24 Months	24 Months	
Benefit Duration	To Age 65/RBD			To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	
Earnings Definition	Base pay			Base pay	Base pay	Base pay	Base pay	
Class / Description	Classes 8 & 9 - Unaffiliated Tier 3 & 4			Classes 8 & 9 - Unaffiliated Tier 3 & 4	Classes 8 & 9 - Unaffiliated Tier 3 & 4	Classes 8 & 9 - Unaffiliated Tier 3 & 4	Classes 8 & 9 - Unaffiliated Tier 3 & 4	
Monthly Benefit	66.67%			66.67%	66.67%	66.67%	66.67%	
Monthly Benefit Maximum	\$5,000			\$5,000	\$5,000	\$5,000	\$5,000	
Monthly Benefit Minimum	\$50			\$50	\$100	\$50	\$50	
Elimination Period	30 days			30 days	30 days	30 days	30 days	
Own Occ	24 Months			24 Months	24 Months	24 Months	24 Months	
Benefit Duration	To Age 65/RBD			To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	To Age 65/RBD	
Earnings Definition	Base pay			Base pay	Base pay	Base pay	Base pay	
Taxable								
Pre-Existing Limitation	3/12			3/3/12	3/12	3/12	3/12	
Partial Disability	Yes			Yes	Yes	Yes	Yes	
Residual Disability	Yes			Yes	Yes	Yes	Yes	
Waiver of Premium	Yes			Yes	Yes	Yes	Yes	
Rates & Volume			REVISED					
Rate Guarantee		2018	2018	2019	2019	2018	2018	
Volume	\$5,336,837							
Rate Per \$100 Monthly Payroll	0.470%	0.564%	0.517%	0.418%	0.490%	0.490%	0.500%	
Monthly Total	\$25,083.13	\$30,099.76	\$27,591.45	\$22,307.98	\$26,150.50	\$26,150.50	\$26,684.19	
Annual Total	\$300,997.61	\$361,197.13	\$331,097.37	\$267,695.74	\$313,806.02	\$313,806.02	\$320,210.22	
Difference		\$60,199.52	\$30,099.76	-\$33,301.86	\$12,808.41	\$12,808.41	\$19,212.61	
% Difference		20%	10%	-11%	4%	4%	6%	

218

Vision Options

	Option #1 EyeMed	Option #2 EyeMed	Option #3 EyeMed	Option #4 VSP Plan : \$10/\$25	Option #5 VSP Plan : \$25
Network	Insight	Insight	Insight	VSP	VSP
Comprehensive Exams	\$10 Copay	-	-	\$10 Copay	-
Frequency	1x every 12 months	-	-	1x every 12 months	-
Materials					
Lenses					
Single Vision	\$20 Copay	\$20 Copay	\$20 Copay	\$25 Copay	\$25 Copay
Bifocal	\$20 Copay	\$20 Copay	\$20 Copay	\$25 Copay	\$25 Copay
Trifocal	\$20 Copay	\$20 Copay	\$20 Copay	\$25 Copay	\$25 Copay
Frequency	1x every 12 months	1x every 12 months	1x every 12 months	1x every 12 months	1x every 12 months
Frames	\$130 Allowance, 20% off balance over \$130	\$130 Allowance, 20% off balance over \$130	\$130 Allowance, 20% off balance over \$130	\$150 Allowance	\$150 Allowance
Frequency	1x every 24 months	1x every 24 months	1x every 12 months	1x every 24 months	1x every 24 months
Contact Lenses					
Elective (Conventional)	\$0 Copay; \$130 allowance, 15% off balance over \$130	\$0 Copay; \$130 allowance, 15% off balance over \$130	\$0 Copay; \$130 allowance, 15% off balance over \$130	Covered-in-Full up to \$130 retail allowance	Covered-in-Full up to \$130 retail allowance
Elective (Disposable)	\$0 Copay; \$130 allowance, plus balance over \$130	\$0 Copay; \$130 allowance, plus balance over \$130	\$0 Copay; \$130 allowance, plus balance over \$130	Covered-in-Full up to \$130 retail allowance	Covered-in-Full up to \$130 retail allowance
Medically Necessary	\$0 Copay, Paid-in-Full	\$0 Copay, Paid-in-Full	\$0 Copay, Paid-in-Full	Paid in full	Paid in full
Frequency	1x every 12 months	1x every 12 months	1x every 12 months	1x every 12 months	1x every 12 months
Allowance Separate From Exam	Up to \$55 Allowance	NA	NA	15% off contact lens services	NA
Lasik Discount					
Network	US Laser Network	US Laser Network	US Laser Network		
Conventional/Traditional	15% off retail price or 5% off promotional price of Lasik or PRK	15% off retail price or 5% off promotional price of Lasik or PRK	15% off retail price or 5% off promotional price of Lasik or PRK	15-20% off retail price or 5% off promotional price of Lasik, PRK or custom lasik	15-20% off retail price or 5% off promotional price of Lasik, PRK or custom lasik
Custom				Only with wavefront technology at VSP-contracted facilities	Only with wavefront technology at VSP-contracted facilities
Participation Requirement					
Rates					
Rate Guarantee	2020	2020	2020	2020	2020
Employee Only	\$7.70	\$6.04	\$6.19	\$8.00	\$5.60
Employee + 1	\$0.00	\$0.00	\$0.00	\$16.00	\$11.18
Employee + Spouse	\$14.63	\$11.46	\$11.75	\$0.00	\$0.00
Employee + Children	\$15.40	\$12.07	\$12.37	\$0.00	\$0.00
Family	\$22.64	\$17.74	\$18.18	\$25.74	\$18.00