

BOARD AGENDA

INDEPENDENT SCHOOL DISTRICT 191

Burnsville City Hall, 100 Civic Center Pkwy.,
Burnsville, MN, 55337
Regular Meeting
June 9, 2016
6:30 PM

(6:00 PM Board Listening Session with Directors Sandy Mackall and Bob VandenBoom)

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 8
- 3. Adopt a Resolution to Accept Donations 9
- 4. Fiscal Year Designations, Appointments and Memberships 11
 - a. Appointment of Auditor
 - b. Appointment of Agent of Record-Property Liability Insurance
 - c. Appointment of Agent of Record-Employee Benefits
 - d. Appointment of Agent of Record-Workers' Compensation
 - e. Membership in Minnesota School Boards Association
 - f. Membership in Minnesota State High School League 13
 - g. Membership in Association of Metropolitan School Districts
- 5. Approve, on a Second Reading Basis, Board Policies 101: *Legal Status of the School District*; 102: *Equal Educational Opportunity*; 401: *Equal Employment Opportunity*; 406: *Public and Private Personnel Data*; 508: *Extended School Year for Certain Students with Individualized Education Programs*; 525: *Violence Prevention*; 530: *Immunization Records*; 613: *Graduation Requirements*; 708: *Transportation of Nonpublic School Students*; 805: *Waste Reduction and Recycling*; and 902: *Community Use of School Facilities and Equipment (rescind KG & KG-R)* 15
- 6. Approve, on a Second Reading Basis, Policies to be Rescinded 78
- 7. Approve Change Order #002 and #003 for the 2016 Additions and Alterations to Metcalf Junior High, William Byrne Elementary and Rahn Elementary Schools 198
- 8. Approve Change Orders #127, #132, #133, #136, and #137 for the 2015 Additions and Alterations to Burnsville High School 205

- III. New Business
 - A. Report on 2016-17 Adopted Budget 220
Presenter: Gordon Winterlin, Director of Accounting
 - B. Award Paper Bid 326
Presenter: Gordon Winterlin, Director of Accounting
- IV. Reports
 - A. Superintendent
 - B. Board Members
- V. Adjourn to Closed Session as Permitted by Minnesota Statutes 13D.05 Subd. 3
for the Superintendent's Evaluation
Presenter: Abigail Alt, Vice Chair

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 May 26, 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, VandenBoom, Mackall, Hill, Schmid, 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 VandenBoom to lead the Pledge of Allegiance.

Pledge of Allegiance

Public recognition was given to President Award recipients, Burnsville High School Student Successes, John Coskran Volunteer Award recipient, Foundation 191 Grant Recipients, and Student Representative Maedin Abegaz.

Public Recognition

Moved by Mackall, seconded by VandenBoom, to approve the agenda. Moved by Luth, seconded by Alt, to amend the agenda to read "Adjourn to a closed session following tonight's board meeting as permitted by Minn. Statute §13D.03 to discuss ISD 191's labor negotiation strategies followed by a board workshop on budget." Motion to amend the agenda carried. Main motion carried unanimously (7, 0).

Agenda

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

Consent Agenda

- Approve minutes of the May 12, 2016 regular school board meeting.
- Approve personnel recommendations for J. Leach, B. Andrews, W. Hirschev, K. Larson, C. Orlenko, S. Smith-Lossiah, J. VanOekel, S. Fricano, H. Villas, H. Wei, M. Grover, N. Holden, R. Walgenbach, T. Tanberg, and K. Zieglmeier.
- Adopt a resolution to approve and accept donations.
- Approve April payroll checks numbered 718441-718465, and direct deposit notices numbered 605701-608648, in the net amount of \$3,786,316.51. April & May claims to date represented by checks numbered 445984-446635, 157-159, 1015515-1015727, and 101396-101416 and wire transfers and adjustments totaling \$9,689,465.63. Accept March receipts of \$12,662,844.46 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$88,180,193.35 as of April 30, 2016.
- Accept the Budget Analysis for the month ending April 30, 2016.
- Approve, on a second reading basis, Board Policies 402: *Disability Nondiscrimination*; 416: *Drug and Alcohol Testing*; 417: *Chemical Use and Abuse*; 418: *Drug-Free Workplace/Drug-Free School*; 506: *Student Discipline*; 516: *Student Medication*; 522: *Student Sex*

Minutes
 Human Resources

Donations
 Payroll, Direct Deposits, Investments, and Receipts

Budget Analysis
 Policies

Nondiscrimination; 524: Internet Acceptable Use and Safety Policy; 532: Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds; 629: Alternative Instruction; 707: Transportation of Public School Students; 806: Emergency Operations Policy; 906: Community Notification of Predatory Offenders (rescind KO); and rescind IICB: Community Resource Person and IICC: School Volunteer.

- Approve change orders #118, #125, #126, 128, #129, #130 and #131 for the 2015 Additions and Alterations to Burnsville High School.
- Approve change order #001 for the 2016 ISD 191 Paging System Replacements.

Change Order

Motion carried unanimously (7, 0).

Moved by Currier, seconded by Mackall, to adopt the following resolution:

Termination of Teaching Contracts of Licensed Probationary Teachers

BE IT RESOLVED, by the Board of Education of Independent School District 191, pursuant to Minnesota Statute § 122A.40 that the teaching contracts of the following licensed probationary teachers in Independent School District 191 be terminated at the end of the 2015–2016 school year.

Name	Location	FTE Amount
Mayne, Robert	BAHS	0.5 FTE
Shaw, Oksana	BHS/BAHS	1.0 FTE
Schmeichel, Matt	BHS/ERJH	1.0 FTE
Engle, Joseph	William Byrne	1.0 FTE
Vins, Marielle	William Byrne	1.0 FTE
Herkenhoff, Alyssa	William Byrne	1.0 FTE
Ashland, Nicholi	District Wide	1.0 FTE
Reid, Guynel	ECSE	1.0 FTE
Orstad, Tara	Eagle Ridge	1.0 FTE
Connell, Laura	Eagle Ridge	1.0 FTE
Hagel, Averyel	Eagle Ridge	1.0 FTE
Goebel, Arielle	Eagle Ridge	1.0 FTE
Mueske, Rebecca	Hidden Valley	1.0 FTE
Baranauckas, Charles	Hidden Valley	1.0 FTE
Paschall, Tamra	Metcalf	1.0 FTE
Franks, Alexander	Metcalf	1.0 FTE
Cates, Katie	MW Savage	1.0 FTE
McCartney, Veronica	MW Savage	1.0 FTE
Kerner, Cheryl	Edward Neill	1.0 FTE
Thies, Benjamin	Edward Neill	1.0 FTE
Olson, Rebecca	Edward Neill	1.0 FTE
Pettes, Julie	Edward Neill	0.9 FTE
Fiagle, Bethany	Edward Neill	1.0 FTE
Niffenegger, Kamala	Edward Neill	Release .30/retain .70

Gatzmeyer, Brady	Nicollet	0.6 FTE
Buske, Laura	Nicollet	0.4 FTE
Phillips, Jane	Nicollet	0.8 FTE
Dorle, Dianne	Gideon Pond	0.5 FTE
Mello, Michael	Gideon Pond	1.0 FTE
Schoeneck, Bethany	Gideon Pond	1.0 FTE
Manz, Grace	Rahn	1.0 FTE
Kennedy, Matt	Sky Oaks	1.0 FTE
Weise, Krista	Sky Oaks	1.0 FTE
Bien, Megan	Sky Oaks	1.0 FTE
Spanton, Jennifer	Sioux Trail	1.0 FTE
Kramer, Krista	Sioux Trail	1.0 FTE
Zimmerman, Kara	Vista View	1.0 FTE
Van Buskirk, Heather	Vista View	1.0 FTE
Mancini, Dominick	Vista View	1.0 FTE
Faust-Horn, Kristina	West Cluster	1.0 FTE

BE IT FURTHER RESOLVED, that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law. Motion carried unanimously (7, 0).

Moved by Schmid, seconded by VandenBoom, to adopt the following resolution: BE IT RESOLVED, by the Board of Education of Independent School District 191, that the following classified personnel are hereby laid off from their clerical positions, effective June 30, 2016: Teresa Tanberg Diamondhead. Written notice shall be provided to each employee. Each clerical employee retains recall rights as per the Master Agreement. BE IT FURTHER RESOLVED, by the Board of Education of Independent School District 191, that the following clerical position is eliminated effective July 1, 2016: 1 Clerical Level IV. Motion carried unanimously after discussion (7, 0).

Termination of Clerical Position

Moved by Hill, seconded by Currier to approve, on a first reading basis, Board Policies 101: *Legal Status of the School District*; 102: *Equal Educational Opportunity*; 401: *Equal Employment Opportunity*; 406: *Public and Private Personnel Data*; 413: *Harassment and Violence*; 508: *Extended School Year for Certain Students with Individualized Education Programs*; 525: *Violence Prevention*; 530: *Immunization Records*; 613: *Graduation Requirements*; 708: *Transportation of Nonpublic School Students*; 805: *Waste Reduction and Recycling*; and 902: *Community Use of School Facilities and Equipment* (rescind KG & KG-R). Motion carried unanimously after discussion (7, 0).

Policies

Moved by Mackall, seconded by Schmid, to rescind, on a first reading basis, the following board policies and regulations: ABB: *Administrative*

Rescind Policies

Operations - Meet and Confer; ADA: Foundations and Commitments Educational Philosophy Funding; AFC: Professional Staff Evaluation; AFCA: Evaluation of Professional-Staff Administrative; AFCB & AFCB-R: Evaluation of Professional Staff-Non Administrative; AFD & AFD-R: Evaluation of Support Staff; BFF: Staff Conflict of Interest; CD & CD-R: Shared Decision-making; DA: Fiscal Management Goals; DBE: Determination of Budget Priorities-Program Reductions; DBJ: Budget Implementation; DFE: Gate Receipts and Admissions; DIA: Accounting System; DIE: Audits; DJB & DJB-R: Petty Cash Accounts; DK: Payment Procedures; DL: Payroll Procedures; DLA & DLA-R: Payday Schedules; DLB and DLB-R: Salary Deductions; DLBA & DLBA-R: Tax Sheltered Annuities-Deferred Compensation; DM & DM-R: Cash in School Buildings; EBCA & EBCA-R: Disaster Plans; ECA: Buildings and Ground Security; ECAB & ECAB-R: Vandalism; EEAB: Student Bus Scheduling & Routing; EEAE & EEAE-R: Student Transportation Provided or Arranged by the District; EF: Food Service Management; EFB and EFB-R: Free and Reduced Price Food Services; EGAB: Mail and Delivery Services; EGAC: Cellular Phones; FE & FE-R: Facilities Construction; FEB: Architect; FL & FL-R: Retirement of Facilities; GBEA: Communicable Diseases Employees and Staff; GBL: Personnel Records Retention and Access; GBLAB: Private Health Information Protection; GBM: Staff Complaints and Grievances; GCA: Professional Staff Positions; GCB-R: Professional Staff Contracts and Compensation Plans; GCBC & GCBC-R: Professional Staff Fringe Benefits; GCBCA-R: Health Maintenance Organization-Regulation; GCD-R: Professional Staff Hiring – Regulation; GCE & GCE-R: Part-Time and Substitute Professional Staff-Employment; GCEA & GCEA-R: Arrangements for Professional Staff Substitutes; GCG & GCG-R: Professional Staff Probation and Tenure; GCI: Professional Staff Assignments and Transfers; GCM: Supervision of Professional Staff; GCP-R: Professional Staff Termination of Employment-Regulation; GCPA: Reduction of Professional Staff Work Force; GCQC & GCQC-R: Exchange Teaching; GD: Support Staff; GDA & GDA-R: Support Staff Positions; GDBC & GDBC-R: Support Staff Fringe Benefits; GDD & GDD-R: Support Staff Hiring; GDI & GDI-R: Support Staff Assignments and Transfers; GDN-R/AFD-R: Evaluation of Support Staff-Regulation; HFA: Guidelines for Contract Discussions with Meet and Confer Employee Groups; IHB: Elementary and Secondary Maximum Teacher Loads; IHBHB: Community Based Home Care Agency Staff in the School Setting; IM: Evaluation of Instruction and Curriculum Programs; IND: School Ceremonies and Observances; JECE & JECE-R: Student Withdrawal from School-Dropouts; JGA & JCA-R: Child Maltreatment and Inappropriate Discipline by School District Employees; JHCA: Physical Examinations of Students; JHCC: Communicable Diseases Students; JHFA: Supervision of Students; JHFE & JHFE-R: Student Safety-Reporting Child Abuse, Sexual Abuse and/or Neglect; JID & JID-R: Adult Enrollment in High School Classes; and LEA & LEA-R: Student Teaching and Internships. Motion carried unanimously (7, 0).

Committee reports were given by Alt on behalf of the Policy Review Committee; and Hill and Gothard on behalf of the Student Performance and Achievement Committee.

Committee Reports

Received a report from Hill regarding the May 12, 2016 Board Listening Session.

Report on Listening Session

Moved by Schmid, seconded by Alt, to adjourn at 8:03 to a closed session to discuss Negotiation Strategies as permitted by Minn. Statute §13D.03 followed by a work workshop on budget.

Adjourn to Closed Session

The closed session began at 8:09 p.m. and adjourned at 8:12 p.m.

Closed Session

Directors Schmid, VandenBoom, Alt, Hill, Mackall, Dr. Currier, Chair Luth, Dr. Gothard, Rider, Amoroso, Sovine, and Kenney attended the closed session. .

The board workshop on budget began at 8:13 p.m. and adjourned at 9:45 p.m.

Workshop

June 9, 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: June 9, 2016

RE: Recommended Personnel Changes

Certified

Appointment

Emily Robb -Replacement-Guidance Counselor, .4 FTE, NJH, effective 8/29/16

Recall from Layoff

Grace Manz *Teacher-Floater, 1.0 FTE, District-Wide, effective 2016/2017 school year

Resignation

Kari Owens *Teacher, HV, effective 6/10/16

Laurie Rumpza -Occupational Therapist, ECSE, effective 5/24/16

Classified

Appointment

Abigail Katzmarek *Replacement Clerical Level IV, 8 hrs/day, BHS, effective 6/23/16

Kristin Scalzo *Replacement Clerical Level III, 8 hrs/day, ERJH, effective 8/1/16

Change in Assignment

Hanna Abdirahman -Terminate Long Term Substitute EA Level IV assignment , ST, effective end of 2015/2016 school year

Melanie Butorac *Assignment changes to EA Level IV, 6 hrs/day, GP, effective 8/29/16

Beth Herby -Assignment changes to Food Service Associate, 5.75 hrs/day, BHS, effective 7/1/16

Joseph Kinsella *Assignment changes to EA Level III, 7 hrs/day, BHS, effective 8/29/16

Candi Ruthig -Assignment changes to Food Service Associate, 5.75 hrs/day, BHS, effective 7/1/16

Release During Probation

Angela Wolpers *EA Level IV, NJH, effective 6/13/16

Resignation

Jacklyn Brown *Assistant Director of Food & Nutrition, ASC, effective 6/30/16

Michael Gavnik *EA Level II, ST, effective 6/6/16

Sandra Sanderson *Food Service Associate, ERJH, effective 6/10/16

Retirement

Michelle Feldhake -EA Level IV, after 24 years in the District, effective 6/9/16

Gwen Hill -Food Service Manager, after 27 years in the District, effective 6/10/16

Coaches/Co-Curricular Appointment

Kristina Browman -Replacement-Head Coach Fall Dance Team, BHS, effective Fall Season

JuTone Owens -Replacement-Head JV Cheerleading Coach, BHS, effective Fall Season

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 6/9/16



**Agenda II.B.3
June 9, 2016**

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

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

Date: June 3, 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 June 9, 2016.

Jim Schmid
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
5/23/2016	Laurie Case	Rahn Elementary	Legos for Africa Program	gently used Legos
5/25/2016	Savage Firefighters Relief & Pension Assoc.	Harriet Bishop Elementary	To be used for the HB Service Club	\$515.79
5/16/2016	Metcalf PTO	John Metcalf Junior High	Grant	\$555.00
5/25/2016	Dr. Bart Schultz, Smiles of Distinction	ISD 191	BrainPower in a Backpack	600 children's toothbrushes and 100 tubes of toothpaste
5/24/2016	ALDI	ISD 191	BrainPower in a Backpack	13 cases of granola bars
5/31/2016	Chipotle	Harriet Bishop Elementary	To be used for the HB Service Club	\$588.28
6/1/2016	Wells Fargo	William Byrne Elementary	donation	\$57.72

Total monetary contributions to accept: **\$1,716.75**



Agenda II.B.4.a-g
June 9, 2016

**TO: Members of the School Board
Dr. Joe Gothard, superintendent**

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

DATE: June 3, 2016

RE: Annual Fiscal Year Authorizations

The annual organization of the school board occurs in January to conform with the term of office for school board members. Unlike the election of officers, some matters of school board organization are more readily conducted on a fiscal year basis. The following items pertain to fiscal year 2017. They are of a routine nature and although board action is required, discussion is usually unnecessary. I recommend approval of each resolution as indicated. In the event a board member wishes to discuss any item, it should be removed from the consent agenda so that it may receive individual attention.

a. Appointment of Auditor

Annotation: The annual audit of the district's finances must be conducted by the State Auditor or a CPA firm. The administration reaffirms that the firm of Clifton Larson Allen is contracted to provide this service for a sixth consecutive year.

RECOMMENDATION: That the firm of Clifton Larson Allen be contracted to perform the 2015-16 financial audit. Field work and final reporting will occur during the fall/winter of 2016-17 school year.

b. Appointment of Agent of Record – Property & Liability

Annotation: The district's practice has been to employ an agent of record for our property and casualty insurance. This agent accepts a predetermined stipend in lieu of sales commissions and thus is contractually committed to the district.

RECOMMENDATION: That the school board approve the property, casualty, liability agent of record agreement with the Kraus-Anderson Insurance Agency for the 2016-17 fiscal year.

c. Appointment of Agent of Record – Employee Benefits

This agreement recognizes Corporate Health Services (CHS) as agent for our dental, medical, LTD and life insurance.

RECOMMENDATION: That the school board appoint Corporate Health Services as agent of record for group medical, life, long term disability and dental insurance for the 2016-17 fiscal year.

d. Appointment of Agent of Record – Workers' Compensation Policy

Annotation: The district's practice has been to employ an agent of record for our workers' compensation policy. This agent accepts a predetermined stipend in lieu of sales commissions and thus is contractually committed to the district.

RECOMMENDATION: That the school board approve the workers' compensation agent of record agreement with Marsh McClellan, for the 2016-17 fiscal year.

e. Membership in Minnesota School Boards Association

Annotation: Membership in the Minnesota School Boards Association is beneficial to the efficient operation of the school district. A 2/3 majority vote is required. The annual membership cost is \$13,287.00.

RECOMMENDATION: That the School Board renew the district's membership in the Minnesota School Boards Association (MSBA).

f. Membership in Minnesota State High School League

Annotation: The Minnesota State High School League is the governing agency for all inter-scholastic co-curricular activities. The administration recommends renewal of our membership at an approximate annual cost of \$3,890.00. (A copy of the resolution for membership is attached.)

RECOMMENDATION: That the school board approves a Resolution for Membership in the Minnesota State High School League for the 2016-2017 school year.

g. Membership in the Association of Metropolitan School Districts

Annotation: The Association of Metropolitan School Districts serves as a research organization and advocate for the district's interest in legislation. We believe that continued membership is most important. The annual cost of membership for 2016-17 is \$11,360.00.

RECOMMENDATION: That the School Board renew the district's membership in the Association of Metropolitan School Districts (AMSD).

**2016-2017 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 191, County of Dakota, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Burnsville High School
Burnsville Alternative High School

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR:
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by the Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared-common language as it relates to the value of these said programs.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____ Signed: _____
Clerk/Secretary - Local Governing Board Superintendent or Head of School

Date: _____ Date: _____

District Office Address, City, Zip: 200 West Burnsville Parkway,
Burnsville, MN 55337

School Superintendent's Phone: 952-707-2005 School Superintendent's Email: jgottard@isd191.org

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2016
Retain one copy for the school files.

IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the schools membership in the MSHSL.

Please complete and return this form with your school's 2016-2017 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Burnsville High School

Name of School (Please Print)

VOTE ON BEHALF OF THE HIGH SCHOOL

Jim Schmid

Designated School Board Member
(Please Print)

Jeff Marshall

Designated School Representative
(Please Print)

jschmid@isd191.org

Email Address

jmarshall@isd191.org

Email Address

ACTIVITY REPRESENTATIVES

Jeff Marshall

Boys' Sports
(Please Print)

Jeff Marshall

Girls' Sports
(Please Print)

Matt Deutsch

Speech
(Please Print)

Martha Schmidt

Music
(Please Print)

Jeff Marshall

*Mailing Representative (Please Print)

* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.



Future Ready. Community Strong.

**Agenda II.B.5.
June 9, 2016**

To: Board of Education, Members
From: Dr. Joe Gothard, Superintendent
Date: June 3, 2016
Re: Policies

Recommendation: Approve, on a second reading basis, Board Policies 101: *Legal Status of the School District*; 102: *Equal Educational Opportunity*; 401: *Equal Employment Opportunity*; 406: *Public and Private Personnel Data*; 508: *Extended School Year for Certain Students with Individualized Education Programs*; 525: *Violence Prevention*; 530: *Immunization Records*; 613: *Graduation Requirements*; 708: *Transportation of Nonpublic School Students*; 805: *Waste Reduction and Recycling*; and 902: *Community Use of School Facilities and Equipment (rescind KG & KG-R)*.

- *Policies 101, 508, 525, and 530 have nonsubstantive changes.*
- *Policies 102, 401, 406, 613, 708, and 805 were revised based on recommendations from MSBA and/or administration. Policy 613 requires annual review.*
- *Policy 902 is replacing KG & KG-R.*

The Board of Education and administration have reviewed these policies and recommend approval. Policies are attached for your review.

Adopted: 6/25/2015
Reviewed: 5/26/2016
Revised: 6/9/2016
Rescinds:

Burnsville-Eagan-Savage School District Policy 101

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RELATIONSHIP TO OTHER ENTITIES

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

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

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

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

B. Raising Funds

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

C. Property

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

D. Contracts

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

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

E. Instructional Resources, Educational Materials, and Studies

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

F. Actions and Suits

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

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

Cross References: Burnsville-Eagan-Savage School District Policy 201 (Legal Status of School Board)
Burnsville-Eagan-Savage School District Policy 603 (Curriculum Development)
Burnsville-Eagan-Savage School District Policy 604 (Instructional Curriculum)
Burnsville-Eagan-Savage School District Policy 606 (Instructional Resources)
Burnsville-Eagan-Savage School District Policy 704 (Development and Maintenance of an Inventory of Fixed Asset Accounting System)
Burnsville-Eagan-Savage School District Policy 705 (Investments)
Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)
Burnsville-Eagan-Savage School District Policy 801 (Equal Access to School Facilities)
MSBA Service Manual, Chapter 3, Employee Negotiations

MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

Adopted: 10/1999
Reviewed: 5/26/2016
Revised: 6/9/2016
Rescinds: AC

Burnsville-Eagan-Savage School District Policy 102

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

Cross References: Burnsville-Eagan-Savage School District Policy 402 (Disability Nondiscrimination)
Burnsville-Eagan-Savage School District Policy 413 (Harassment and

Violence)

Burnsville-Eagan-Savage School District Policy 521 (Student Disability
Nondiscrimination)

Burnsville-Eagan-Savage School District Policy 522 (Student Sex
Nondiscrimination)

Adopted: 11/1983
Reviewed: 5/26/2016
Revised: 6/9/2016
Rescinds:

Burnsville-Eagan-Savage School District Policy 401

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for Independent School District 191 employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender identity, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Executive Director of Human Resources.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: Burnsville-Eagan-Savage School District Policy 402 (Disability Nondiscrimination)
Burnsville-Eagan-Savage School District Policy 405 (Veteran's Preference)
Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)

Adopted: 12/03
Reviewed: 5/26/2016
Revised: 6/9/2016
Rescinds: GBLA

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to Independent School District 191 employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by Independent School District 191, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Personnel data" means government data on individuals collected because they are or were employees of the school district, applicants for employment, volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission.
- E. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- F. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- G. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in

administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteer and independent contractors, is public:
1. name;
 2. employee identification number, which may not be the employee's social security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;
 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 10. job title;
 11. bargaining unit;
 12. job description;
 13. education and training background;
 14. previous work experience;
 15. date of first and last employment;
 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 17. the final disposition of any disciplinary action, as defined in Minn. Stat. §13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received;
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on applicants for employment or advisory board/commission is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability;
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd.2 (b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge

is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

- E. According to Minn. Stat. Section 13.43, subd. 2 (f)(1)(2), data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents is private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. An individual's checking account number is private when submitted to a government entity.
- E. Personal data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. Independent School District 191 may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. Independent School District 191 may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. §253.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be

disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

- I. A complainant has access to a statement provided by the complainant to be school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- K. Independent School District 191 shall make any report to the board of teaching or the state board of education as required by Minn. Stat. §122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. §122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Minnesota Department of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of

the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.

- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- S. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the executive director of human resources or designee must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the

terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals is classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

Independent School District 191 shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated Stacey Sovine, executive director of human resources as the authority responsible for personnel data. If you have any questions, contact him at 952-707-2010.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. §13.02 (Definitions)

Minn. Stat. §13.37 (General Nonpublic Data)

Minn. Stat. §13.39 (Civil Investigation Data)

Minn. Stat. §13.43 (Personnel Data)

Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)

Minn. Stat. §122A.20, Subd. 2 (Mandatory Reporting)

Cross References:

Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: 12/3/2015
Reviewed: 5/26/2016
Revised: 6/9/2016
Rescinds:

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

I. PURPOSE

The purpose of this policy is to ensure that Independent School District 191 complies with the overall requirements of law as mandated for certain students subject to individualized education program (IEP) plans when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

- A. Extended School Year Services Must Be Available to Provide a FAPE. The District shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
 2. Services are necessary for the student to achieve a reasonable degree of personal independence or self-sufficiency typically identified in the annual IEP goals for a student requiring a functional curriculum because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
 3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student's regression and recoupment over the summer;

2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
 3. Experience with other students with similar instructional needs.
- D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:
1. The student's progress and maintenance of skills during the regular school year.
 2. The student's degree of impairment.
 3. The student's rate of progress.
 4. The student's behavioral or physical problems.
 5. The availability of alternative resources.
 6. The student's ability and need to interact with nondisabled peers.
 7. The areas of the student's curriculum which need continuous attention.
 8. The student's vocational needs.
- E. No Unilateral Decisions. In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.
- F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. Stat. § 125A.14 (Extended School Year)
Minn. Rules Part 3525.0755
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
34 C.F.R. Part 300 (IDEA Regulations)

Cross References:

Adopted: 10/22/2015
Reviewed: 5/26/2016
Revised: 6/9/2016
Rescinds:

525 VIOLENCE PREVENTION

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. IMPLEMENTATION OF POLICY

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

policies and procedures related to violence prevention and weapons.

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

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

IV. PREVENTION STRATEGIES

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

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

V. STUDENT SUPPORT

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

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

VI. PERSONNEL

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

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

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

Policy)

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

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

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

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

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

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

Adopted: 1/1999
Reviewed: 5/26/2016
Revised: 6/9/2016
Rescinds: JHCB

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations or show appropriate exemption as mandated by the MN Immunization law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students enrolled in Independent School District 191 are required to provide proof of immunizations, or appropriate documentation exempting the student from such immunizations, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunizations or documentation of exemption. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law indicating the month, day and year each immunization was administered; or
 2. a statement, from a parent or guardian, physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day and year each immunization was administered and is in the process of completing the series within eight months
- B. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. above, or statement of exemption from immunizations set forth in Section IV., below, to the superintendent or designee of the school district by October 1 of the first year of

their home schooling in Minnesota and the grade 7 year.

- C. When evidence of the presence of a communicable disease exists or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- D. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. Notify parents/guardians and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 - 2. Notify parents/guardians and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3. Review student health records to determine whether the required information has been provided; and
 - 4. Make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515, Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)

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

Adopted: 4/1997
Reviewed: 5/26/2016
Revised: 6/9/2016
Rescinds: IKF

613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 in the 2011-2012 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 8 in the 2012-2013 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. "Academic standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. "Credit" means a student's successful completion of a semester of study or a student's mastery of the applicable subject matter, as determined by the school district.
- C. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- E. "English language learners" or "EL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

- F. “GRAD” means the graduation-required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.

IV. DISTRICT ASSESSMENT ADMINISTRATOR

The district shall name a staff member as the school district assessment administrator. Said person shall be in charge of all test procedures.

V. GRADUATION ASSESSMENT REQUIREMENTS

This table outlines the requirements for meeting graduation assessment requirements based on when students first enrolled in grade 8. The requirements for students first enrolled in grade 8 in 2012-13 and later have been revised based on current legislation:

- These students are no longer required to participate in the series of Career and College Assessments.
- Districts must provide students the opportunity to participate in a national college entrance exam during the school day. The college entrance exam is not provided through a statewide administration.
- All students must be offered the opportunity but are not required to participate.

<p>First Enrolled in Grade 8 In 2010-11 or 2011-12</p> <p>(Likely grade 12 students and older in school year 2015-16)</p>	<p>First Enrolled in Grade 8 In 2012-13 and Later</p> <p>(Likely grade 11 students and younger in school year 2015-16)</p>
<p>Meet requirements through any combination of the options below as long as met in each subject (reading, writing, and mathematics):</p> <ul style="list-style-type: none"> • Took The ACT Plus Writing in grade 11 in 2014-14 and received a composite score and a writing score; OR • Meet or have met graduation assessment requirements through routes related to the Graduation-Required Assessments for Diploma (GRAD)*; OR • Take or have taken The ACT, the WorkKeys, the Compass, or the Armed Services Vocational Aptitude Battery (ASVAB); OR 	<ul style="list-style-type: none"> • Be provided the opportunity to participate in a district provided college entrance exam in grade 11 or grade 12; AND • Be provided assistance, no later than grade 9, in exploration and planning activities for career interests or post-secondary education; AND • Have a record of progress toward career and college readiness on the high school transcripts.

<ul style="list-style-type: none"> • Meet or have met district alternative, equivalent assessment to satisfy the graduation assessment requirements. <p>*GRAD routes outlined in 2015-16 Procedures Manual for the Minnesota Assessments, p. 33</p>	
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VI. GRADUATION CREDIT REQUIREMENTS

- A. Students beginning 9th grade in the 2012-2013 school year through 2015-16 school years must successfully complete, as determined by the school district, 32 high school level credits for graduation. Requirements for graduation are as follows:
1. Successfully complete the following courses offered at the district's three junior high schools: Geography 9, English 9, Math 9, Earth/Physical Science 9;
 2. Successfully complete 32 high school level credits in grades 10-12. A credit is equivalent to a student successfully completing a semester of study or a student mastering the applicable subject matter, as determined by the school district, and sufficient to satisfy applicable academic standards:
 - a. Six credits of language arts;
 - b. Six credits of social studies, including world history, American history, and government and economics;
 - c. Four credits of mathematics, including geometry and algebra II;
 - d. Four credits of science, including biology and chemistry;
 - e. Two credits in the arts;
 - f. One credit of health;
 - g. One credit of physical education; and
 - h. Eight credits of electives.
- B. Students beginning 9th grade in the 2016-2017 school year and later must successfully complete 46 high school level credits for graduation. A credit is equivalent to a student successfully completing a semester of study or a student mastering the applicable subject matter, as determined by the school district.

1. Eight credits of language arts sufficient to satisfy all of the academic standards in English language arts;
2. Six credits of mathematics, encompassing geometry, statistics and probability, and two Algebra II credits, plus Algebra I in 8th grade for no HS credit;
3. Six credits of science, including two credits of biology and two credits of chemistry, and encompassing all other academic standards in science;
4. Seven credits of social studies, encompassing United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
5. Two credits of the arts sufficient to satisfy all of the state or local academic standards in the arts;
6. One credit of health, required during freshman or sophomore year;
7. One credit of physical education;
8. One credit of College and Career Planning (Success 191), required during freshman year; and
9. Fourteen credits of electives.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12;
 5. Minnesota Academic Standards, Physical Education K-12; and
 6. Locally adopted standards, Arts K-12.
- B. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical

impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations,

Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP
Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: 4/14/2016
Reviewed: 5/26/2016
Revised: 6/9/2016
Rescinds

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

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.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/ STUDENTS 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 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. The school district shall determine the type of vehicle used to transport students with disabilities based on their disabling 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 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 [*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. Ct. 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: 7/1993
Reviewed: 5/26/2016
Revised: 6/9/2016
Rescinds: ECR-R

Burnsville-Eagan-Savage School District Policy 805

805 WASTE REDUCTION AND RECYCLING

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 ,and sole source food waste streams that are managed through biodegradative processes. 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 rejects 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 10 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 copy paper, 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. use reusable binding materials or staples and bind documents by methods that do not use glue;
4. produce reports, publications, and periodicals that are readily recyclable;
5. print documents on both sides of the paper where commonly accepted publishing practices allow.

(Minn. Stat. § 16C.073, Subd. 2)

- D. 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:

Adopted: 4/2002
Reviewed: 5/26/2016
Revised: 6/9/2016
Rescinds: KG, KG-R

Burnsville-Eagan-Savage School District Policy 902

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The Director of Community Education shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the Director of Community Education.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the Director of Community Education office. The Director of Community Education will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond

schedule, and payment procedure shall be presented for review and approval by the school board. The fee schedule shall be an addendum to this policy.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The Director of Community Education will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: Burnsville-Eagan-Savage School District Policy 801 (Equal Access to School Facilities)
Burnsville-Eagan-Savage School District Policy 901 (Community Education)

Adopted:
Reviewed:
Revised:
Rescinds:

Burnsville-Eagan-Savage School District Regulation 902

902R COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

Table of Contents

- I. Request for Facilities
- II-III. User Classification and Scheduling Priority
- VI. Fee Schedule (Addendum A)
- V. Supervision/ Personnel Rates (Addendum B)
- VI. Other Fees and Considerations
- VII. Limitations of Use

Community Use of School Facilities and Equipment

The Director of Community Education is authorized to approve and schedule the use of school facilities by non-school groups in accordance with approved regulations.

Regulations are intended to accomplish the purpose of permitting and encouraging full use of school facilities by the general public without decreasing the use of such facilities as needed for the school programs.

I. Request for Facilities

Requests for use of school facilities should be submitted to the Community Education office not more than five months nor less than two weeks prior to the anticipated use. Organizations must provide current W-9.

After the facility request has been approved by School District 191 authorities, it becomes a contract/permit issued to that applicant or organization, who may not sublet or transfer rights or privileges to any individual, group or organization. Facility users must carry a copy of their contract/permit with them when occupying district facilities.

There is an hourly rate assigned for each indoor space available to be scheduled. A separate permit will be issued for each program¹ scheduled at each site, with a permit processing fee of \$20 attached to each permit issued. An additional \$20 charge may be assessed if there are any changes after a permit has been issued.

Time of occupancy shall begin and terminate as stated on the user's facilities contract/permit. Any use beyond the issued contract/permit time will be billed at the applicable rate.

Each contract/permit holder shall be responsible for the cost of his own custodial/maintenance time. Costs incurred for custodial time beyond regularly scheduled shifts or if additional custodial staff is required will be charged to individual groups. Additional personnel costs may apply to specific events as necessary.

The contract/permit shall include the name and contact information of the person responsible for the activity and the person who will supervise the activity.

¹ The term "program" shall be defined as each individual sport or activity scheduled, such as Boys Traveling Basketball league, Girl Scout meeting, Democratic Caucus, Homeowners' Association meeting, scheduled within a given time frame and requested at one time.

Access to the facility will not be allowed until the supervisor designated on the permit is present to assume responsibility.

Any organization using school facilities shall be expected to have an internal mechanism for communicating and managing the use of facilities and for resolving internal disputes concerning use of facilities.

All charges will be billed by the Community Education office. Permit fee and one-half of original contract/permit costs must be received in the Community Education office before the date of the event. Final billing must be paid within 30 days after receipt of invoice.

Only those facilities specified on the contract/permit may be used. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators. Adequate provision must be made to handle anticipated crowds. Large tournaments/events may require on-site police security at the discretion of the director of Community Education. The cost for this service will be charged to the user group.

Users of school facilities must leave the facility in the condition they find it. Any expense incurred by the district as a result of activities may be charged against the user.

School District 191 retains the right to cancel or preempt any activity at its discretion.

In the event that circumstances beyond the control of the district staff or facilities causes a Class I or a Class II activity to preempt a scheduled activity of an organization in a class with a lower priority, notice of such action will be given by the Community Education office at least seven business days in advance, or as timely as possible under the given circumstances.

In the event that an applicant/organization cancels a reservation, a \$20 cancellation fee charge will be charged ~~made according to the Fee Schedule for any scheduled activity~~ unless seven business days advance notice of cancellation is received by the Community Education office.

When buildings are closed due to bad weather or other emergencies, activities scheduled during the day or immediately after school are also cancelled. Notice of evening activity cancellations will be communicated via the district's website and other local media outlets.

School District 191 policy prohibits all forms of sexual harassment and sexual violence. All organizations using school facilities are expected to have similar policies; however, the School District 191 policy also applies to individuals using school facilities. Specifically, sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual

nature. Individuals who believe they have been the victims of sexual harassment or sexual violence should report the alleged acts immediately to the Human Rights officer of their organization or the Human Resources office of School District 191. A complete copy of the School District 191 policy is available in the Human Resources office or the Community Education office.

II-III User Classification and Scheduling Priority

The term “priority” as used in this regulation is intended to mean first consideration for access to facilities rather than exclusive use at the expense of all groups’ assigned lower priority.

Class A - Priority I

School and school-related activities, such as athletics, concerts and school productions.

To facilitate planning on the part of other users of school facilities, building administrators will schedule school and school-related activities for the full year by June 1. Principals may modify the schedule for the second half of the school year by December 1, based on available space.

Class A - Priority 2

Activities sponsored by Community Education or school organizations such as parent-teacher groups and booster groups who provide current W-9. Must be reserved by building administrator or designee with Community Education office.

No permit filing fee shall be charged for the use of school facilities by Class II groups during regular operating hours. Additional fees shall be charged as stated for tech use, kitchen use and for additional staff costs beyond regular hours.

Class A - Priority 3

Organized **school-sponsored** youth groups when holding regular meetings or activities on school days during after-school hours, (until 6 p.m.).²

When buildings are regularly staffed by a district employee, there shall be no charge for the use of school facilities.

² From 34CFR parts 75, 76, and 108: RIN 1870-AA12

“Explaining that in order to be equal, the access provided to any group officially affiliated with the Boy Scouts or any other Title 36 youth group must be on terms that are no less favorable than the most favorable terms provided to one or more outside youth or community groups. Clarifying that public schools, LEAs, and SEAs can charge fees for this access, but only on terms that are no less favorable than the most favorable terms provided to one or more outside youth or community groups.”

Additional fees shall be charged as stated for tech use, kitchen use and for additional staff costs beyond regular hours.

(Note: School facilities are generally reserved for District-sponsored activities such as professional staff meetings, co-curricular, and Community Education child care and enrichment programs until 6 p.m., although community groups such as Scout troops will be accommodated as space permits.)

Class B - Priority 3

Community individuals or non-profit groups composed primarily of District 191 residents and organized to promote civic, education, charitable or recreational activities for youth.

Class B groups shall pay user fees according to the fee schedule.

Additional fees shall be charged as stated for tech use, kitchen use and for additional staff costs beyond regular hours.

Class C - Priority 4

Community individuals or non-profit groups composed primarily of District 191 residents and organized to promote civic, educational, charitable or recreational activities for adults. It includes colleges, universities, trade schools and other institutions of higher learning.

Class C groups shall pay user fees according to the fee schedule.

Additional fees shall be charged as stated for tech use, kitchen use and for additional staff costs beyond regular hours.

Class C - Priority 5

Groups using facilities for faith-based services or education.

Class C groups shall pay user fees according to the fee schedule.

Additional fees shall be charged as stated for tech use, kitchen use and for additional staff costs beyond regular hours.

Class A - Priority 5

Governmental units conducting regular business.

When buildings are regularly staffed by a district employee, there shall be no charge for the use of school facilities.

Additional fees shall be charged as stated for tech use, kitchen use and for additional staff costs beyond regular hours.

Class A - Priority 5

Students meeting under the Equal Access Act.

When buildings are staffed by a district employee, there shall be no charge for the use of school facilities.

Additional fees shall be charged as stated for tech use, kitchen use and for additional staff costs beyond regular hours.

Meetings held under the provisions of the Equal Access Act must adhere to the following guidelines:

- The meeting is voluntary and student initiated;
- There is no sponsorship by the school or its agents;
- Presence of school employees shall be in a non-participatory role;
- The meeting does not interfere with the conduct of education activities;
- Non-school persons may not direct, conduct, control or regularly attend.

Class D - Priority 6

Individuals, private agencies, companies or vendors that use facilities for commercial purposes or profit.

Class D groups shall pay user fees according to the fee schedule.

Additional fees shall be charged as stated for tech use, kitchen use and for additional staff costs beyond regular hours.

IV. Facilities Rental Fee Schedule (rates per hour) - see attached Addendum A.

V. Supervision/Personnel Rates - see attached Addendum B.

Groups which use school facilities when a district employee is not on regular duty shall be assessed the appropriate staff costs.

VI. Other Fees and Considerations

The Community Education Department will coordinate community use of baseball, soccer, and football fields.

Recreational leagues may reserve fields for an entire season. Adult leagues will pay \$75 per field per season and youth leagues will pay \$30 per field per season, plus an additional \$20 permit processing fee per site.³ Teams and individuals may use fields during unscheduled times without prior approval, as long as they do not interfere with scheduled activities.

Fields will be mowed and lined as time and personnel permit. Football, baseball, soccer, lacrosse and rugby fields can be rented and lined with advance notice. Additional costs will be incurred for this service.

Tennis Court fees are for large groups who plan regular use of courts. Individuals may play without prior approval as long as they do not interfere with scheduled activities.

If snow removal is required beyond that regularly scheduled by the district, the cost will be charged to the user.

Class B and C groups selling concessions or charging admission to an event may be subject to a Class D hourly rate for a maximum of \$600 per day. Additional custodial rates will apply.

Any non-school group making a combined application for the use of 2,000 hours or more of district indoor facility time may be eligible for a reduction in the hourly fees charged if the following conditions are met:

1. A combined facility use application of 2,000 hours or more is submitted and a facility use schedule is **completed within a two-week period.**
2. The total facility use fee is paid in full or in equal installments within a six-month period.
3. No reimbursements will be given for any facility scheduled as part of the combined application which was unused.

If the preceding conditions are met, the following fee reduction schedule will apply:

- An organization scheduling 2,000 to 2,499 hours of facility use time will receive a 10 percent reduction in the applicable hourly fee schedule.
- An organization scheduling 2,500 to 2,999 hours of facility use time will receive a 12 percent reduction in the applicable hourly fee schedule.
- An organization scheduling 3,000 or more hours of facility use time will receive a 15 percent reduction in the applicable hourly fee schedule.

³ The term "site" shall mean each district building and the athletic fields/spaces contained on its grounds.

VII. Limitations of Use

The **School** Board reserves the final right to deny the use of school facilities when ~~the Board~~ ~~deems it~~ deemed necessary in the public interest.

No group which limits membership or attendance at its activities on the basis of race/color or gender shall be allowed to use school buildings or grounds.

There shall be no use of tobacco products on school property. Alcoholic beverages or liquor shall not be permitted on school property at any time.

No firearms shall be brought on school property with the exception of those in the possession of legally authorized officials and those utilized in an authorized firearms safety program.

Due to allergies/health concerns, latex products are prohibited in all buildings in the district at all times.

Use of School District 191 facilities on school holidays or weekends is at the discretion of the district, and is permitted only when a district employee is willing to work for the event. In such cases, staff overtime fees will be charged. Contract/permit holders shall be advised of this provision to ensure that there is no misunderstanding about the availability of buildings particularly during holiday periods.

Community groups using District 191 sports facilities shall provide evidence of insurance for activity participants. Use of the pool requires a certificate of liability insurance showing appropriate insurance coverage.

The use of school supplies and equipment such as classroom materials, physical education equipment, musical instruments and audio visual equipment is generally not permitted. Exceptions will be made only with advance approval and permission must be noted on the facility contract/permit. Additional fees may apply.

Users requesting a kitchen must supply all kitchen equipment and supplies except disposables, such as paper towels and soap. A Catering Request Form may need to be completed.

The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless School District 191 from any expenses or cost in connection with the use of the school facilities under this agreement. Applicants may be required to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it.

Groups using the schools will not be allowed to store materials or equipment in the schools.

The district is not responsible for the loss of personal items.

ISD 191 Policy 902 Facilities Addendum A: Rental Fee Schedule 2016-17

Class A: School and school- sponsored activities, such as athletics, concerts and school productions, activities sponsored by Community Education or school organizations such as parent-teacher groups and booster groups; governmental units conducting regular business; and students meeting under the Equal Access Act.

Class B: Community or non-profit groups composed primarily of District 191 residents and organized to promote civic, education, charitable or recreational activities for youth.

Class C: Community or non-profit groups composed primarily of District 191 residents and organized to promote civic, educational, faith-based, charitable or recreational activities for adults.

Class D: Groups, private agencies, companies or vendors that use district facilities for commercial purposes or profit.

Fee Schedule (rate per hour)

There is an hourly rate assigned for each indoor space available to be scheduled (and outdoor areas as listed). Additional costs may be charged for custodial support, technical staff, event supervision, lifeguards or other district personnel as necessary for individual events.

	Class A	Class B	Class C	Class D
Elementary				
Classroom	No rental fee	\$ 10.00	\$ 20.00	\$ 40.00
Music/Art/Science Room	No rental fee	\$ 10.00	\$ 30.00	\$ 60.00
Cafeteria, Media Center	No rental fee	\$ 12.00	\$ 60.00	\$120.00
Kitchen	No rental fee	\$ 25.00	\$ 35.00	\$ 50.00
Gymnasium	No rental fee	\$ 12.00	\$ 75.00	\$150.00
Secondary Facility				
Classroom	No rental fee	\$ 10.00	\$ 20.00	\$ 40.00
Music/Art Room	No rental fee	\$ 10.00	\$ 30.00	\$ 60.00
Lecture Room, FACs Lab, PAC	No rental fee	\$ 15.00	\$ 35.00	\$ 70.00
Media Center	No rental fee	\$ 15.00	\$ 60.00	\$120.00
Cafeteria	No rental fee	\$ 15.00	\$ 60.00	\$120.00
Kitchen	No rental fee	\$ 25.00	\$ 35.00	\$ 50.00
J.H. Gymnasium	No rental fee	\$ 15.00	\$ 75.00	\$150.00
H.S. Gymnasium (per court)	No rental fee	\$ 20.00	\$ 75.00	\$150.00
Auxiliary Gym	No rental fee	\$ 12.00	\$ 60.00	\$120.00
Locker rooms	No rental fee	\$ 15.00	\$ 75.00	\$150.00
Grass Practice Football Field	No rental fee	\$ 25.00	\$ 50.00	\$ 75.00
Pates Stadium (field only)	No rental fee	\$ 80.00	\$100.00	\$150.00
Pates Stadium (field, bleachers)	No rental fee	\$100.00	\$120.00	\$170.00
Pates Stadium (field, bleachers, and press box)	No rental fee	\$120.00	\$140.00	\$190.00
Pates Stadium (field, bleachers, press box and lights)	No rental fee	\$150.00	\$180.00	\$280.00
Tennis Courts (4)	No rental fee	\$ 12.00	\$ 75.00	\$150.00
Swimming Pool	No rental fee	\$ 15.00	\$ 90.00	\$180.00
Mraz Center	No rental fee	\$ 15.00	\$ 90.00	\$180.00
(Wrestling gyms are not available for public use.)				
Diamondhead Education Center				
Great Room	No rental fee	\$ 15.00	\$ 35.00	\$ 70.00

Elementary and junior high fields are reservable at a seasonal rate of \$30 each for Class B groups and \$75 each for Class C groups.

A separate permit will be issued for each activity scheduled at each site. There will be a permit processing fee of \$20 attached to each permit issued for Class B through Class D users.

ISD 191 Policy 902 Facilities Addendum B: Personnel Fee Schedule 2016-17

Additional costs may be charged for custodial support, technical staff, event supervision, lifeguards or other district personnel as necessary for individual events.

Events occurring outside of regular building hours: Custodial oversight is mandatory during every event taking place in School District 191 buildings. Whenever a building is requested to be used during a time it is normally closed, custodial overtime rates will apply. Availability of School District 191 facilities on school holidays or weekends is at the discretion of the district, and is permitted only when a district employee is willing to work for the event. In such cases, staff overtime fees will be charged.

Events requesting the use of a school kitchen: Use of kitchens requires the presence of a School District 191 Food Service employee to supervise. This employee's regular rate of pay will be charged against the user. If additional personnel is needed, the applicable rate of pay will also be charged to the user. ¹

Events requesting use of the pool: An American Red Cross certified lifeguard must be on duty during the pool rental period. Lifeguards must be hired through Community Education at the current hourly rate. There is a 25:1 ratio of swimmers to lifeguards required for community groups renting the pool.

Events requesting technology for speeches, presentations or performances: Events requesting technical equipment may require attendance by a School District 191 Technology Department staff member. Any user group requesting the Mraz Center will require the services of a Mraz Center supervisor. If other personnel is deemed necessary for an event, the applicable rate of pay will also be charged to the user. ²

Events being attended by many participants or large audiences: School District 191 may require additional supervisory personnel during large events, including on-site police security, at the discretion of the director of Community Education. These costs will be charged to the user group. School District 191 may require a second custodian attend during large events. User group will be charged the applicable rate for this service.

Personnel Fee Schedule (rate per hour)

There is an hourly ~~salary~~ rate assigned for personnel who may be needed during an event.

Personnel Required	Straight Time	1.5x Overtime	2x Overtime
Custodian	varies	\$35	\$50
Food Service Associate	n/a	\$30	
Lifeguard	\$9.65		
Tech Support	stipend (\$25 hr)		
Other Event Supervision	varies		

¹ A Catering Request Form may need to be completed.

² A Technology Request Form may need to be completed.

Descriptor Term: **Community Use of School Facilities**
Descriptor Code: **KG**
Issued Date: **4/02**
Reviewed Date:
Revised Date: **11/18/10**
Rescinds:

Rental of School Facilities

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere or compete with District programs. All arrangements shall be subject to established procedures.

The Director of Community Education is authorized to approve and schedule the use of school facilities by non-school organizations in accordance with the procedures.

Descriptor Term: **Community Use of School Facilities**

Descriptor Code: **KG-R**

Issued Date: **4/02**

Reviewed Date:

Revised Date: **11/18/10**

Rescinds:

Any organization using school facilities shall be expected to have an internal mechanism for managing the use of facilities and for resolving internal disputes concerning use of facilities.

All charges will be billed by the Office of Community Education. The Director of Community Education may require advance payment of a security deposit.

Cancellations

In the event that a Class I or a Class II activity must preempt a scheduled activity of an organization in a class with a lower priority, notice of such action will normally be received by the Office of Community Education at least seven days before the date in question so that the supervisor of the original activity can be given reasonable notification.

A charge will be made according to the Fee Schedule for any scheduled activity unless seven days advance notice of cancellation is received by the Community Education Office.

The Board of Education retains the right to cancel or preempt any activity at its discretion.

When buildings are closed due to bad weather or other emergencies, activities scheduled during the day or immediately after school are also cancelled. Evening activities may be held if there is significant improvement in the emergency situation. Notice of evening activity cancellations will be broadcast over radio station WCCO-AM (830), the district's website and other local media outlets.

Conduct

Only those facilities specified on the building permit may be used. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators. Adequate provision must be made to handle anticipated crowds. Large tournaments/events may require on-site, police security at the discretion of the Director of Community Education. The cost for this service will be charged to the user group.

Users of school facilities must leave the facility in the condition they find it. Any expense incurred by the District as a result of activities may be charged against the user.

Supervision of Pools

A Red Cross certified lifeguard must be on duty during the pool rental period. Lifeguards can be hired through Community Education at the current hourly rate. Community groups renting the pool may provide their own Red Cross certified lifeguard, subject to approval by the Community Education Department.

Limitations of Use

The Board reserves the final right to deny the use of school facilities when the Board deems it necessary in the public interest.

No group which limits membership or attendance at its activities on the basis of race, color or gender shall be allowed to use school buildings or grounds.

There shall be no use of tobacco products on school property. Alcoholic beverages or liquor shall not be permitted on school property at any time.

Community groups using District sports facilities shall show evidence of insurance for activity participants.

The District is not responsible for the loss of personal items.

The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless the School District from any expenses or cost in connection with the use of the school facilities under this agreement. Applicants may be required to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it.

No firearms shall be brought on school property with the exception of those in the possession of legally authorized officials and those utilized in an authorized firearms safety program.

Groups using the schools will not be allowed to store materials or equipment in the schools.

The use of school supplies and equipment such as classroom materials, physical education equipment, musical instruments and audio visual equipment is generally not permitted. Exceptions will be made only with advance approval and permission must be noted on the building permit.

Use of School District facilities on school holidays or weekends is at the discretion of the District, and is permitted only when a District employee is willing to work for the event. Such assignment shall be voluntary on the part of the employee. Permit holders shall be advised of this provision to ensure that there is no misunderstanding about the availability of buildings particularly during holiday periods.

School District policy prohibits all forms of sexual harassment and sexual violence. All organizations using school facilities are expected to have similar policies; however, the School District policy also applies to anyone using school facilities. Specifically, sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Individuals who believe they have been the victims of sexual harassment or sexual violence should report the alleged acts immediately to the Human Rights Officer of their organization or the Human Rights Officer of the School District. A complete copy of the School District policy is available in the Office of Human Resources or the Office of Community Education.

Fee Classifications and Priorities for Scheduling of Facilities

The term "priority" as used in this regulation is intended to mean first consideration for access to facilities rather than exclusive use at the expense of all groups' assigned lower priority.

The Director of Community Education shall present an annual report to the Board of Education summarizing the use of gymnasiums during the period October through March by each class of users.

Class I - Priority I

School and school related activities, such as athletic contests, musical events, and school productions.

To facilitate planning on the part of other users of school facilities, building principals will schedule school and school related activities for the full year by June 1. Principals may modify the schedule for the second half of the school year by December 1.

Class II - Priority 2

Activities sponsored by Community Education or school organizations such as parent-teacher groups, athletic and band booster groups.

No fee shall be charged for the use of school facilities by Class II groups when buildings are attended by District employees in the performance of their duties except as stated for kitchen use on the fee schedule. Class II groups which use school facilities when a District employee is not on regular duty shall be assessed the appropriate staff costs.

Class IIIA - Priority 3

Organized youth groups when holding regular meetings or activities on school days during after-school hours, (until 6:00 p.m.).

No fee shall be charged for the use of school facilities by Class III A groups when buildings are attended by District employees in the performance of their duties except as stated for kitchen use on the fee schedule.

(Note: School facilities are generally reserved for District sponsored activities such as professional staff meetings, co-curricular, and Community Education child care and enrichment programs until 6 p.m. although community groups such as Scout troops will be accommodated as space permits.)

Class IIIB - Priority 3

Community individuals or non-profit groups composed primarily of District 191 residents and organized to promote civic, education, charitable or recreational activities for youth.

Among Class IIIB groups, the District recognizes the important role of the Burnsville Athletic Club (BAC) in providing recreational and athletic opportunities for the community youth who reside within the boundaries of District 191. Therefore, the District will treat the BAC as its primary partner among this class of users in scheduling the use of recreational and athletic facilities for youth.

Class IIIB groups shall pay user fees according to the fee schedule.

When buildings are required to be opened on Saturday, Sunday or other times when a District employee is not on duty, building fees shall be charged according to the fee schedule and, in addition, staff hours will be charged at the current rate. Overtime hours also will be charged at the current rate.

Class IIIC - Priority 4

Community individuals or non-profit groups composed primarily of District 191 residents and organized to promote civic, educational, charitable or recreational activities for adults. It includes colleges, universities, trade schools and other institutions of higher learning.

Class IIIC groups shall pay user fees according to the fee schedule.

When buildings are required to be opened on Saturday, Sunday or other times when a District employee is not on duty, building fees shall be charged according to the fee schedule and, in addition, staff hours will be charged at the current rate. Overtime hours also will be charged at the current rate.

Priority within each sub-class shall be given to the organizations and/or activities which are open to the greater number of persons within that sub-class as opposed to specialized organizations and activities.

Class IV A - Priority 5

Church groups using facilities for services or religious education.

When buildings are attended by a District employee, fees shall be charged according to the fee schedule. Any additional assistance required shall be charged at the current rate.

When buildings are required to be opened on Saturday, Sunday, or other times when a District employee is not on duty, building fees shall be charged according to the fee schedule and, in addition, staff hours will be charged at the current rate. Overtime hours also will be charged at the current rate.

Class IV B - Priority 5

Governmental units conducting regular business.

When buildings are attended by a District employee, there shall be no charge for the use of school facilities.

When buildings are required to be opened on Saturday, Sunday or other times when a District employee is not on duty, staff hours will be charged at the current rate. Overtime hours also will be charged at the current rate.

Class IV C - Priority 5

Students meeting under the Equal Access Act.

When buildings are attended by a District employee, there shall be no charge for the use of school facilities.

When buildings are required to be open on Saturday, Sunday or other times when a District employee is not on duty, staff hours will be charged at the current rate. Overtime hours also will be charged at the current rate.

Meetings held under the provisions of the Equal Access Act must adhere to the following guidelines:

- The meeting is voluntary and student initiated;
- There is no sponsorship by the school or its agents;
- Presence of school employees shall be in a non-participatory role;
- The meeting does not interfere with the conduct of education activities;
- Non-school persons may not direct, conduct, control or regularly attend.

Class V - Priority 6

Individuals, private agencies, companies or vendors that use facilities for commercial purposes or profit.

When buildings are attended by a District employee, fees shall be charged according to the fee schedule. Any additional assistance required shall be charged at the current rate.

When buildings are required to be opened on Saturday, Sunday, or other times when a District employee is not on duty, building fees shall be charged according to the fee schedule and, in addition, staff hours will be charged at the current rate. Overtime hours also will be charged at the current rate.

FEE SCHEDULE (rate per hour)

	Class IIIB	Class IIIC, Class IVA	Class V
Elementary Facility			
Classroom	\$ 10.00	\$20.00	\$ 40.00
Music/Art Room	\$ 10.00	\$30.00	\$ 60.00
Media Center**	\$ 12.00	\$60.00	\$120.00
Cafeteria	\$ 12.00	\$60.00	\$120.00
Gymnasium	\$ 12.00	\$75.00	\$150.00
Secondary Facility		Class IIIC, Class IVA	Class V
Classroom	\$ 10.00	\$30.00	\$ 40.00
Music/Art Room	\$ 10.00	\$30.00	\$ 60.00
Lecture Room	\$ 15.00	\$35.00	\$ 70.00
Media Center**	\$ 15.00	\$60.00	\$120.00
Cafeteria	\$ 15.00	\$60.00	\$120.00
Gymnasium	\$ 15.00	\$75.00	\$150.00
H.S. Gymnasium	\$20.00	\$75.00	\$150.00
	per court	per court	per court
Auxilliary Gym	\$12.00	\$60.00	\$120.00
Lockerrooms	\$15.00	\$75.00	\$150.00
Grass Practice Football Field	\$25.00	\$50.00	\$ 75.00
Pates Stadium (field only)	\$80.00	\$100.0	\$150.00
Pates Stadium** (field, bleachers, press box, lights)	\$150.00	\$180.00	\$280.00
Tennis Courts (4)	\$12.00	\$75.00	\$150.00
Swimming Pool **	\$15.00	\$90.00	\$180.00
Mraz Center**	\$15.00	\$90.00	\$180.00
Diamondhead Education Center			
Computer Lab**	\$15.00	\$30.00	\$60.00

** additional costs may be charged for custodial, technical staff, supervision, lifeguards or other district personnel as necessary for the individual event.

Wrestling gyms are not available for public use.

Other Fees and Considerations

Tennis Court fees are for large groups which plan regular use of courts. Individuals may play without prior approval as long as they do not interfere with scheduled activities.

Use of kitchens requires the presence of a District Food Services employee to supervise. This employee's regular rate of pay will be charged against the user. If additional personnel are needed, their pay will also be charged to the user.

If snow removal is required beyond that regularly scheduled by the District, the cost will be charged to the user.

Class III groups involved in lengthy use of the Mraz Center will be charged a maximum of \$1200 (at \$15.00 per hour) plus the costs of all personnel required by the Performance Center Manager for the proper use of the facility.

Class III groups selling concessions or charging admission to an event will be subject to a Class V hourly rate for a maximum of \$600.00 per day.

The Community Education Department will coordinate community use of baseball, soccer, and football fields.

Recreational leagues may reserve fields for an entire season. Adult leagues will pay \$75.00 per field per season and youth leagues will pay \$30 per field per season. Teams and individuals may use fields during unscheduled times without prior approval, as long as they do not interfere with scheduled activities.

Any non-school group making a combined application for the use of 2,000 hours or more of district facility time may be eligible for a reduction in the hourly fees charged if the following conditions are met:

1. A combined facility use application of 2,000 hours or more is submitted and a facility use schedule is completed within a two week period.
2. The total facility use fee (excluding fees for custodial services, technical staff or facility monitors) is paid in a single lump sum or in equal installments not to exceed three quarters or nine months.
3. No reimbursements will be given for any facility scheduled as part of the combined application but unused.

If the preceding conditions are met, the following fee reduction schedule will apply:

- An organization scheduling 2,000 to 2,499 hours of facility use time will receive a 10 percent reduction in the applicable hourly fee schedule.
- An organization scheduling 2,500 to 2,999 hours of facility use time will receive a 12 percent reduction in the applicable hourly fee schedule.
- An organization scheduling 3,000 or more hours of facility use time will receive a 15 percent reduction in the applicable hourly fee schedule.



Future Ready. Community Strong.

**Agenda II.B.6.
June 9, 2016**

To: Board of Education, Members
From: Dr. Joe Gothard, Superintendent
Date: June 3, 2016
Re: Rescind Policies

Recommendation: Rescind, on a second reading basis, the following board policies and regulations:

ABB: *Administrative Operations - Meet and Confer;*
ADA: *Foundations and Commitments Educational Philosophy Funding;*
AFC: *Professional Staff Evaluation;*
AFCA: *Evaluation of Professional-Staff Administrative;*
AFCB & AFCB-R: *Evaluation of Professional Staff-Non Administrative;*
AFD & AFD-R: *Evaluation of Support Staff;*
BFF: *Staff Conflict of Interest;*
CD & CD-R: *Shared Decision-making;*
DA: *Fiscal Management Goals;*
DBE: *Determination of Budget Priorities-Program Reductions;*
DBJ: *Budget Implementation;*
DFE: *Gate Receipts and Admissions;*
DIA: *Accounting System;*
DIE: *Audits;*
DJB & DJB-R: *Petty Cash Accounts;*
DK: *Payment Procedures;*
DL: *Payroll Procedures;*
DLA & DLA-R: *Payday Schedules;*
DLB and DLB-R: *Salary Deductions;*
DLBA & DLBA-R: *Tax Sheltered Annuities-Deferred Compensation;*
DM & DM-R: *Cash in School Buildings;*
EBCA & EBCA-R: *Disaster Plans;*
ECA: *Buildings and Ground Security;*
ECAB & ECAB-R: *Vandalism;*
EEAB: *Student Bus Scheduling & Routing;*
EEAE & EEAE-R: *Student Transportation Provided or Arranged by the District;*
EF: *Food Service Management;*
EFB and EFB-R: *Free and Reduced Price Food Services;*
EGAB: *Mail and Delivery Services;*

EGAC: Cellular Phones;
FE & FE-R: *Facilities Construction*;
FEB: *Architect*;
FL & FL-R: Retirement of Facilities;
GBEA: *Communicable Diseases Employees and Staff*;
GBL: Personnel Records Retention and Access;
GBLAB: Private Health Information Protection;
GBM: Staff Complaints and Grievances;
GCA: Professional Staff Positions;
GCB-R: Professional Staff Contracts and Compensation Plans;
GCBC & GCBC-R: Professional Staff Fringe Benefits;
GCBCA-R: Health Maintenance Organization-Regulation;
GCD-R: Professional Staff Hiring – Regulation;
GCE & GCE-R: Part-Time and Substitute Professional Staff-Employment;
GCEA & GCEA-R: Arrangements for Professional Staff Substitutes;
GCG & GCG-R: Professional Staff Probation and Tenure;
GCI: Professional Staff Assignments and Transfers;
GCM: Supervision of Professional Staff;
GCP-R: Professional Staff Termination of Employment-Regulation;
GCPA: Reduction of Professional Staff Work Force;
GCQC & GCQC-R: Exchange Teaching;
GD: Support Staff;
GDA & GDA-R: Support Staff Positions;
GDBC & GDBC-R: Support Staff Fringe Benefits;
GDD & GDD-R: Support Staff Hiring;
GDI & GDI-R: Support Staff Assignments and Transfers;
GDN-R/AFD-R: Evaluation of Support Staff-Regulation;
HFA: Guidelines for Contract Discussions with Meet and Confer Employee Groups;
IHB: Elementary and Secondary Maximum Teacher Loads;
IHBHB: Community Based Home Care Agency Staff in the School Setting;
IM: Evaluation of Instruction and Curriculum Programs;
IND: School Ceremonies and Observances;
JECE & JECE-R: Student Withdrawal from School-Dropouts;
JGA & JCA-R: Child Maltreatment and Inappropriate Discipline by School District Employees;
JHCA: Physical Examinations of Students;
JHCC: Communicable Diseases Students;
JHFA: Supervision of Students;
JHFE & JHFE-R: Student Safety-Reporting Child Abuse, Sexual Abuse and/or Neglect;
JID & JID-R: Adult Enrollment in High School Classes; and
LEA & LEA-R: Student Teaching and Internships.

Background information:

At its March 1, 2012 board meeting, the Board of Education approved the indexing of district policies to the system used by the Minnesota School Boards Association to provide a consistent structure for future policy work. At its September 5, 2013 board meeting, the Board of Education approved an agreement with MSBA for policy customization services.

The Policy Review Committee met regularly to review each new policy customized by MSBA. During a board workshop on May 12, board members reviewed the policies remaining under the lettering system. Board members, MSBA and administrators' determined that the policies listed above have already been adopted by the board in the new numbering system, are administrative procedures/regulations, or are no longer relevant. The Policy Review Committee is reviewing 21 policies that remain under the lettering system and will bring them to a future board meeting for consideration.

Descriptor Term: **Administrative Operations – Meet and Confer**

Descriptor Code: **ABB**

Issued Date: **1/90**

Reviewed Date:

Revised Date: **7/01, 4/13 Temp recoding to ABB**

Rescinds: **ABB-R/GBB-R, ABB/GBB**

The purpose of this policy is to outline the district's obligations under M.S. 179A.07 to meet and confer with professional employees to discuss policies and other matters relating to their employment which are not terms and conditions of employment.

Principals' Meet and Confer Committee (Formerly Principals' Policy Consultants)

The Board, mindful of its statutory obligations to meet and confer with professional employees, provides for a Principals' Meet and Confer Committee.

The Board shall receive and consider all reports, analyses, and recommendations of the Principals' Meet and Confer Committee but expressly reserves the right to adopt, amend, or reject all or any part of any report, analysis or recommendation

Teacher Meet and Confer Committees (Formerly Professional Advisory Committee)

The Board, mindful of its statutory obligations to meet and confer with professional employees, provides for a Teachers' Meet and Confer Committee.

The Board shall receive and consider all reports, analyses, and recommendations of the Teachers' Meet and Confer Committee, but expressly reserves the right to adopt, amend or reject all or any part of any report analysis or recommendation.

Meet and Confer Committees

The Meet and Confer Committees will be composed of two separate committees, an employer committee and an employee committee.

The employer committee shall be composed of the following members, Executive Director of Human Resources, Director of Curriculum, Assistant Superintendent for Instruction, one senior high school principal, one junior high principal, and one elementary school principal (six (6) members).

The (teacher) employee committee composition shall be determined by the organization of the teacher professional employees, not to exceed sixteen (16) in number.

The (principal) employee committee composition shall be determined by the organization of the principals' professional employees not exceeding six (6) in number.

Such committee (s) shall meet on a regular basis, at least once every four (4) months, with the purpose of assisting the Board in the development of policies.

The joint meetings of the Meet and Confer Committees shall be co-chaired by an employer and employee representative designated by each party.

The joint meetings of the Meet and Confer Committees shall have their agendas determined by the co-chairs based on input from their committees and constituents.

Employer and employee agenda items shall be rotated on the agenda so as to have equal time for each side on discussion issues.

The discussion and mutual exchange of ideas in the committees shall consider all matters subject to the restrictions of Public Employment Labor Relations Act.

At the conclusion of each meeting, the committees shall jointly submit a complete report of the deliberations to the Superintendent.

The Superintendent shall submit the report with an attachment of an analysis and recommendations, if any, to the Board by the second Board meeting following receipt of report.

The Board, as a matter of regular practice, adopts policies or changes in policy after two hearings to allow input from all parties concerned.

A teacher representative to the Meet and Confer Committee who is responsible for seeking teacher input and reporting policy changes, may be designated for each annual policy review committee.

In the event of individual policy review, the Meet and Confer Committee teacher co-chairperson will receive a copy of revisions before the Board's first hearing.

The Board, mindful of its statutory obligations and duties, shall receive and consider the reports, analyses and recommendations, if any, but expressly reserves the right to adopt, amend, or reject all or any part of any report, analysis or recommendation.

Legal References:

Minn. Stat. § 179 A .06 et al

Minn. Stat. § 179 A .07 et al

Descriptor Term: **Foundations and Commitments Educational Philosophy Funding**

Descriptor Code: **ADA**

Issued Date: **10/04**

Reviewed Date:

Revised Date:

Rescinds:

Board of Education as the Sole Provider of Funding for Positions requiring a License during the School Day

The Board of Education of District 191 recognizes its fundamental responsibility to provide educational opportunities for all students on an equitable basis. To fulfill that responsibility, the Board of Education shall be the sole provider of funding for all staff licensed by the Minnesota Department of Education or granted a waiver by the Minnesota Board of Teaching in positions which serve students during the instructional day. Such funding will be provided through the administrative and/or instructional staffing ratio or as Board approved supplemental staffing. The Board will consider approving positions, other than those specifically identified above, provided the proposal comports with Board policy and procedures.

Board of Education as the Sole Provider of Funding for Positions requiring a License during the School Day

The District is committed to offering exemplary educational opportunities to all students on an equitable basis. The District is also committed to site-based decision-making. If a school or program has a site-council, the administrator will seek input from its members prior to proposing the alternative funding of non-licensed positions.

A site administrator may seek approval to fund nonlicensed positions outside of the administrative and/or instructional staffing ratio by following the following procedure:

1. The building principal submits a written proposal to the Executive Director of Human Resources. The proposal includes:
 - * A description of the position; including duties, bargaining unit, FTE equivalent, estimated total cost of position
 - * The source of funding
 - * Assurance that the revenue has been secured to cover the annual cost of the position
 - * An analysis of the impact of the decision on other sites at that level
2. The Cabinet considers the proposal and if appropriate forwards it to building administrators
3. If building administrators support the proposal, it will be returned to the Cabinet for a final decision.
4. If the Cabinet supports the proposal, the position will be posted and the hiring process will commence
5. A hiring recommendation is forwarded to the Board with an administrative notation indicating the position has been funded outside the administrative and/or instructional ratio.

Descriptor Term: **Professional Staff Evaluation**

Descriptor Code: **AFC**

Issued Date: **4/87**

Reviewed Date:

Revised Date: 3/7/2013 - Temporary recoding from AFC/GCN to Policy AFC

Rescinds:

Evaluation is a summative description of an employee's performance in all areas of his/her responsibility. It is a system to identify competencies/deficiencies relative to an employee's job description and leads to determination of continuation, remediation-continuation, or termination. Evaluation addresses values and judgments about the criteria considered.

An employee's strengths and weaknesses shall be described as they support or diminish the mission of the School District.

An evaluation shall be written, as prescribed by the District, and placed in the employee's personnel file.

Evaluation shall lead to continuing employment, a plan for the remediation of deficiencies, or termination.

Frequency of evaluation shall be determined by the School Board.

Self-evaluation shall be encouraged as an aid in the identification of performance strengths and weaknesses.

Administration shall be provided training to maintain and improve competencies related to evaluation procedures.

The School District has a responsibility to maintain a fair staff evaluation program that fosters trust and professional growth.

Descriptor Term: **Evaluation of Professional Staff - Administrative**
Descriptor Code: **AFCA**
Issued Date: **6/82**
Reviewed Date: 4/13 Temp recoding to AFCA
Revised Date:
Rescinds: **AFCA/GCNA**

Administrative Appraisal

There shall be performance guidelines or standards which staff members may use in self-evaluation and which evaluators may employ as they counsel and assist those whom they are evaluating.

Descriptor Term: **Evaluation of Professional Staff – Non Administrative**

Descriptor Code: **AFCB**

Issued Date: **4/87**

Reviewed Date:

Revised Date: 4/13 Temp recoding to AFCB

Rescinds: **AFCB/GCNB**

Evaluation is a summative description of an employee's performance in all areas of his/her responsibility. It is a system to identify competencies/deficiencies relative to an employee's job description and leads to determination of continuation, remediation-continuation, or termination. Evaluation addresses values and judgments about the criteria considered.

An employee's strengths and weaknesses shall be described as they support or diminish the mission of the school district.

An evaluation shall be written, as prescribed by the district, and placed in the employee's personnel file.

Evaluation shall lead to continuing employment, a plan for the remediation of deficiencies, or termination.

Frequency of evaluation shall be determined by the school board.

Self -evaluation shall be encouraged as an aid in the identification of performance strengths and weaknesses.

Administration shall be provided training to maintain and improve competencies related to evaluation procedures.

The school district has responsibility to maintain a fair staff evaluation program that fosters trust and professional growth.

Descriptor Term: **Evaluation of Professional Staff – Non Administrative**
Descriptor Code: **AFCB-R**
Issued Date: **4/87**
Reviewed Date:
Revised Date: 4/13 Temp recoding to AFCB-R
Rescinds: **AFCB/GCNB-R**

Tenured licensed staff members shall have one written evaluation each year and non-tenured licensed staff members shall have three written evaluations each year.

The written evaluation shall be based on at least one formal observation.

Principals shall submit written evaluations of those licensed personnel under their supervision to the Personnel Office by the end of the school year.

Director of Special Education Services will assist in evaluating staff members in the Special Education Services Division.

Method of Evaluation

Written documentation must be submitted to the staff member so that oral or written reaction is possible.

The employee's signature is required on all performance documents indicating that the document has been received; however the signature does not necessarily indicate agreement.

Failure to adjust to the documented criticisms may result in the non-renewal of the contract.

Non-tenure teachers shall have the protection of M. S. 125. 12

Procedures for Termination of Services

Tenure Teachers

The staff member to be recommended for termination of contract shall be so informed prior to March 1.

Such a communication shall include a listing of the reasons for such actions based on prior documentation of administrative evaluation.

The staff member shall have an opportunity to submit a formal response for inclusion in the legal records of the District.

A Board hearing shall be held under the provision of M. S. 125. 12. 9, when a tenure teacher is involved, if the teacher requests a hearing.

Descriptor Term: **Evaluation of Professional Staff – Non Administrative**
Descriptor Code: **AFCB**
Issued Date: **4/87**
Reviewed Date:
Revised Date: 4/13 Temp recoding to AFCB-R
Rescinds: **AFCB/GCNB-R**

Non-Tenure Teachers

The staff member to be recommended for non-renewal of contract shall be so informed prior to June 1.

If the teacher request reasons for non-renewal of contract, reasons shall be given by the Board within ten (10) days of receiving such request.

Both notification and reason shall be delivered to the teacher involved.

Descriptor Term: **Evaluation of Support Staff**

Descriptor Code: **AFD**

Issued Date: **4/87**

Reviewed Date:

Revised Date: 3/7/2013 - Temporary recoding from AFD/GDN to Policy AFD

Rescinds:

Evaluation

There shall be a system of formal evaluation, which maximizes the support staff's efficiency and improves the effectiveness of the total educational program.

Descriptor Term: **Evaluation of Support Staff**

Descriptor Code: **AFD-R**

Issued Date: **4/87**

Reviewed Date:

Revised Date: 3/7/2013 - Temporary recoding from AFD-R/GDN-R to Policy AFD-R

Rescinds:

Evaluation

Each support staff member who works more than twenty (20) hours per week shall be evaluated at least twice each year during the first two years of employment in the District. The first evaluation shall be made by the immediate supervisor by mid-year and the second evaluation shall be completed by the end of the school year.

Employees who are in their third or later year of service in the District shall be evaluated at least one time each year, to be completed by June 1.

Additional appraisal may be made upon recognition of need by the supervisor or upon request of the individual employee.

After each appraisal the supervisor shall discuss the appraisal with the employee.

The appraisal shall be in writing on the proper form.

The employee shall sign the written appraisal and may comment on the appraisal if desired.

Personnel Data

Data gathered in the course of the procedure shall be used for review of job specifications and descriptions and in transfer, promotion, demotion and termination activities.

Completed reviews for personnel evaluated shall be sent to Human Resources for inclusion in the employee's file at the conclusion of the school year.

Descriptor Term: **Staff Conflict of Interest**

Descriptor Code: **BFF**

Issued Date: **4/87**

Reviewed Date:

Revised Date: 3/7/2013 - Temporary recoding from GBCA/BBF to Policy BFF

Rescinds:

Conflict of Interest

No employee of Independent School District 191, including any member of the Board of Education nor any person connected with the public school system in any capacity, shall be interested directly or indirectly in the sale, proceeds, or profits of any book, apparatus, furniture or product used, or to be used, in any school with which one is connected in any official capacity.

This section shall not apply to a person who may have an interest in the sale of a book as its author provided the employee does not participate in the selection process.

Legal References:

Minn. Stat. § 471.87

Minn. Stat. § 471.88

Minn. Stat. § 127.15

Descriptor Term: **Shared Decision-making**

Descriptor Code: **CD**

Issued Date: **4/93**

Reviewed Date:

Revised Date:

Rescinds:

The Board of Education recognizes that the operation of the schools presents a wide variety of circumstances under which decisions are made and carried out. The nature of specific issues and circumstances often present the opportunity for considerable involvement in the decision-making process by stakeholders throughout the school community. Other situations may require more immediate and decisive action where wide involvement and deliberation would not be appropriate.

The Board of Education is committed to the concept of shared decision-making whenever and wherever the issue or situation at hand makes such involvement appropriate and advantageous to the outcome of the decision. This commitment is an expression of the belief that shared decision-making is likely to result in insightful, effective and efficient solutions to local educational concerns.

The Board charges the superintendent with the responsibility to encourage staff, parent, community, and, where appropriate, student involvement in shared decision-making in all appropriate circumstances, and to foster collaborative efforts on behalf of increased quality in educational programs and services in the Burnsville-Eagan-Savage School District.

Descriptor Term: **Shared Decision-making Parameters**

Descriptor Code: **CD-R**

Issued Date: **4/93**

Reviewed Date:

Revised Date:

Rescinds:

The superintendent is charged with encouraging collaboration and participation in decision-making as appropriate throughout the Burnsville-Eagan-Savage School District. The Board of Education commitment to shared decision-making is based on the belief that decisions made with the benefit of diverse perspectives and the insights of those affected by such decisions are likely to be of higher quality and result in greater commitment to implementation.

This commitment to a shared decision-making approach is accompanied by decision parameters to assist those charged with managing and participating in the decision-making process to understand the expectation inherent in this approach. These parameters are to be used throughout the decision-making process and should be utilized to evaluate the appropriateness and supportability of any decision arrived at via a participatory approach. Not all of the parameters will apply in all circumstances. Nevertheless, decisions and proposals with an impact beyond an individual school or site will be evaluated utilizing the full set of parameters.

The parameters for shared decision-making are:

- 1) alignment with School District strategic plan and relevant goals;
- 2) utilization of effective research and practice;
- 3) inclusion of appropriate assessment plan and tools;
- 4) collaboration within the school community, with central office staff and with peers, as appropriate;
- 5) compliance with federal, state and local laws, regulatory agency rules, Board policies and regulations, and negotiated employee agreements. Where decisions are not in compliance, but where waivers are permitted, changes should be identified and rationale provided. Waivers must be requested and granted before implementation of any non-complying decision; and,
- 6) assurance of a reasonable level of awareness and support within the School District community, including the Board of Education and others with an interest in the decision.

Descriptor Term: **Fiscal Management Goal**

Descriptor Code: **DA**

Issued Date: **2/91**

Reviewed Date: **1/05**

Revised Date:

Rescinds:

The Board will establish policy and provide direction regarding the School District budget and financial affairs which reflect the general philosophy and goals of the community and which provide a framework within which the school system's administrative team can operate.

The budget and finance processes will conform to all state and local requirements as set forth by the State constitution, State statutes, Minnesota Department of Education rules, and Board policies.

The purpose of the District budget and finance policies is to provide direction for a systematized procedure such that continuity is maintained from year to year, and the public is kept informed regarding the educational and financial operations of the School District.

In the District's fiscal management, the Board will seek to achieve the following goals:

1. To establish levels of funding which will provide quality education for the District's students.
2. To develop budgets and to guide expenditures so that the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended may be achieved.
3. To use the best available techniques of long-range planning, budget development, and budget administration, and to establish efficient procedures for accounting, reporting, purchasing, contracting, payments, auditing, and all other areas of fiscal management.
4. To maintain adequate fund reserves so that the District remains debt free and avoids the negative financial impact associated with borrowing for normal operational needs.

Legal Reference: Minn. Stat. § 123B.75 – 123B.78
 Minn. Stat. § 123B.52
 Minn. Stat. § 126C.17
 Minn. Stat. § 471.345

Descriptor Term: **Determination of Budget Priorities-Program Reductions**

Descriptor Code: **DBE**

Issued Date: **5/01**

Reviewed Date:

Revised Date: **1/05**

Rescinds:

When financial projections indicate there will be insufficient funds to continue offering current programs and services, the School Board may direct the administration to prepare a list of suggested reductions for consideration. The amount of the reduction shall be determined by the School Board consistent with law, school district policy and sound financial management. Reductions may also be considered for the purpose of reallocating funds in order to further the District strategic plan or provide for changes in educational needs or priorities. The Superintendent, in consultation with other administrators, shall prepare a prioritized list of reductions for presentation to the School Board. The list shall be in the amount of 110% of the proposed reduction and shall be developed in a manner that will optimize the benefit from dollars expended by the District and minimizes the negative impact associated with the budget reduction. Prior to submittal to the School Board, the proposal will be reviewed with building principals who will review the proposal with the site council, building employees, parent groups and citizens. Building principals will accept comments regarding the proposal and possible alternatives. These comments will be forwarded to the Superintendent for consideration prior to preparation of the proposal to be submitted to the School Board. Following submittal of the proposal to the School Board, administration shall conduct public meeting(s) for the purpose of receiving public comments. All comments, whether written or verbal, will be forwarded to the School Board prior to the meeting at which board action is scheduled.

Descriptor Term: **Budget Implementation**

Descriptor Code:

Issued Date: **8/96**

Reviewed Date:

Revised Date: **1/05**

Rescinds:

The budget adopted by the School Board authorizes administration to proceed with purchases and contracts as funded in the budget document and consistent with legal requirements and School Board policies.

Public funds are to be expended in accordance with law and authority granted by the School Board through policy or budget enactment. Typically, payments are made pursuant to a written or verbal contract or to satisfy an obligation resulting from issuance of a Purchase Order. According to Minnesota Statute, only the School Board, Superintendent or Business Manager have the authority to enter into a legally binding contract for the School District. All expenditures must be appropriately documented indicating a clearly identifiable public benefit, consistent with the institution's responsibilities, which accrued as a result of the expenditure. There is no statutory authority for the following expenditures: meals for employees during their normal workday while in the district, gifts, donations, social events, awards of other than a nominal value and bonuses.

Budget administrators are charged with the responsibility of determining the necessity and propriety of all expenditures within their budgetary authority. All expenditures are subject to audit by the Business Office, School Board or the District's auditors on an exception basis.

Legal References: Minn. Stat. § 123B.77
 Minn. Stat. § 123B.52

Descriptor Term: **Gate Receipts and Admissions**

Descriptor Code: **DFE**

Issued Date: **2/91**

Reviewed Date:

Revised Date: **1/05**

Rescinds:

The collections and deposit of admission receipts from school events shall be the responsibility of the principal. All receipts from school sponsored activities shall be deposited in the General Fund or other District Fund as appropriate. Deposits should be made by the next business day.

Descriptor Term: **Accounting System**

Descriptor Code: **DIA**

Issued Date: **2/91**

Reviewed Date:

Revised Date: **1/05**

Rescinds:

The financial accounting system shall be in accordance with the Uniform Financial Accounting and Reporting System (UFARS), the Minnesota Department of Education standards, as well as any additional accounting procedures requested by the School Board and/or Superintendent or required by any other applicable regulatory agency.

Legal Reference

Minn. Stat. § 123B.77

Descriptor Term: **Audits**
Descriptor Code: **DIE**
Issued Date: **2/91**
Reviewed Date:
Revised Date: **1/05**
Rescinds:

Annual Audit

The financial records of the District shall be audited annually in conformance with prescribed standards and legal requirements. The audit must be conducted in accordance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide.

The audit shall be conducted by a Certified Public Accountant or the State Auditor.

On or before February 1 of each year, the Board shall retain an auditor to perform the current year's audit.

The audit, when completed, shall be presented to the Board for review and consideration.

The Business Manager shall be responsible for filing copies of the audit with the proper authorities as prescribed by law.

Legal Reference:
Minn. Stat. § 123B.77

Descriptor Term: **Petty Cash Accounts**
Descriptor Code: **DJB**
Issued Date: **6/91**
Reviewed Date:
Revised Date: **1/05**
Rescinds:

Program Administrators' Petty Cash Funds

The purpose of petty cash funds is to facilitate the prompt payment of minor, proper claims against the District on a Program Administrator level, which would be impractical to pay in any other manner. However, no claim for salary or the personal travel expenses of a District officer or employee shall be paid from these funds.

Descriptor Term: **Petty Cash Accounts**
Descriptor Code: **DJB-R**
Issued Date: **6/91**
Reviewed Date:
Revised Date: **1/05**
Rescinds:

The purpose of a Petty Cash fund is to facilitate the prompt payment of minor claims against the District, which are impractical to pay in any other manner and to provide cash drawer change as necessary to conduct business.

Examples of eligible program Administrators' Petty Cash Fund claims:

- Student refunds,
- Postage,
- Employee reimbursements for prior approved minor purchases,
- Minor meeting arrangement expenditures.

Amount of Administrator's Petty Cash Funds:

Elementary Principals	\$200.00
Junior High Principals	\$200.00
Senior High Principals	\$300.00
Operations Director	\$200.00
Community Education Director	\$200.00
Special Education Director	\$200.00
Change Funds	As Needed

Guidelines

Petty Cash Administrators shall be bonded at District expense and shall be fully responsible for the custody and administration of their petty cash funds pursuant to Board policy and regulation as well as the cited references.

Petty Cash Administrators shall also be responsible for the legality and propriety of their petty cash expenditures. Petty Cash Funds shall not be used to advance or reimburse employees for travel or meeting expense.

Petty Cash administrators shall obtain prior approval from the Director of Accounting Services in the event there are any questions or doubt as to the legality, propriety, or eligibility of a pending

Every petty cash expenditure must be charged to a budget account which is controlled by the Petty Cash Administrator.

All petty cash expenditures shall be conducted on a person to person basis. They shall not be routed via United States Mail or the courier.

No single transaction may exceed the sum of \$35.00. This requirement shall not be circumvented by breaking down an expenditure. Transactions involving an expenditure of more than \$35.00 are to be processed via the Requisition/Purchasing Procedure or the District Petty Cash Fund regulations.

Every petty cash expenditure must be substantiated by an invoice, receipt, or cash register tape verifying payment and date and stating the nature of expenditure. Such evidence shall also be initialed by the Petty Cash Administrator.

The integrity of Petty Cash funds must be maintained at all times. These funds are not to be intermingled or deposited with receipts, other funds, or cash on hand.

All Petty Cash Administrators are permitted to deposit all or any portion of their Petty Cash funds in a separate checking account at an official District depository. The official depository offers free petty cash checking account service, excluding cost of check forms. The individual who maintains the petty cash account and/or is a signator on the checking account shall not be responsible for reconciling the account with the bank statement.

Petty cash processing forms will be provided by the Director of Accounting Services. Petty cash funds will be replenished as required upon submission of all invoices, receipts, or cash register tapes and a completed Reimbursement Summary itemizing all disbursements made since the last reimbursement. The reimbursement shall be limited to the amount of the established Petty Cash Fund. Reimbursement Summary forms will be designed and supplied by the Accounting Department. All Petty Cash funds must be replenished and audited at year-end.

Upon receipt and satisfactory audit of the Reimbursement Summary and its attachments, Accounting will promptly issue a check to replenish the fund. Omitted information or expenditures in violation of these instructions will result in delays. Reimbursement claims will be returned to the Petty Cash Administrator if completion and/or corrections are necessary.

The Business Manager is authorized to recall Petty Cash funds for failure to administer same pursuant to statutes and this regulation. The Director of Accounting Services is directed and authorized to audit Petty Cash funds on hand, annually and periodically, as deemed necessary.

Descriptor Term: **Payment Procedures**

Descriptor Code: **DK**

Issued Date: **2/91**

Reviewed Date:

Revised Date: **1/05**

Rescinds:

Approval and Payment for Goods and Services

The receiving of goods and the approval and payment of invoices shall be in accordance with a centralized internal control system.

Subject to the conditions that substantiating invoices have been audited and approved via an internal control process, the Superintendent and Business Manager are authorized to pay claims prior to formal school board approval. All payments made prior to board approval shall be presented for approval at the next business meeting of the school board. Payment prior to school board approval does not affect the right of the school district or a taxpayer to challenge the validity of a claim.

The mechanical process of paying claims without the use of checks, otherwise known as electronic funds transfer, may be utilized for investments, debt redemption and payroll bank account transactions, and other financial transactions that are more readily conducted in this manner.

Payment by Electronic Funds Transfer:

The Board shall annually delegate the authority to make electronic fund transfers to the Business Manager.

A list of all such transfers shall be submitted to the Board with the monthly financial report.

A list of all claims against the District, including those above, shall be presented to the Board for official approval per Minnesota Statute. Claims not included above shall be withheld pending Board approval.

Descriptor Term: **Payroll Procedures**

Descriptor Code: **DL**

Issued Date: **6/91**

Reviewed Date:

Revised Date: **1/05**

Rescinds:

All compensation due to employees shall be paid through the payroll process. Each employee shall file an Internal Revenue Service form W-4 before salary payment will be processed.

Pay authorizations must be received by the Payroll Department on the payday preceding the payday on which payment is expected. The employee's supervisor is responsible for promptly reporting earnings due the employee on the applicable authorization form and in accordance with contractual commitments for payment.

Employees will be paid by having their salary deposited in the financial institution of their choice via direct deposit. An employee may file a written request to receive a paycheck. Along with the written request, the employee must sign a Payroll Direct Deposit Waiver Acknowledgement form. All employees will be provided with security access to view their pay information on-line.

Errors in paychecks will be corrected on the next pay date subject to time constraints relating to processing as noted above.

Descriptor Term: **Payday Schedules**
Descriptor Code: **DLA**
Issued Date: **3/91**
Reviewed Date:
Revised Date: **1/05**
Rescinds:

Administration shall establish timely pay dates for the payment of salaries and wages to employees.

Pay dates shall be regular and routine but shall consider accounting and data processing constraints.

Descriptor Term: **Payday Schedules**

Descriptor Code: **DLA-R**

Issued Date: **6/91**

Reviewed Date:

Revised Date: **1/05**

Rescinds:

Pay Dates

District paydays are the 15th and the last day of the month. When the normal payday occurs on a weekend or holiday, the payday will be on the day immediately preceding the weekend or holiday.

Pay Amounts

Contract amounts are paid on a current basis. There is at least a one day period delay in the payment of most hourly, daily or other miscellaneous pay amounts.

Descriptor Term: **Salary Deductions**

Descriptor Code: **DLB**

Issued Date: **3/91**

Reviewed Date:

Revised Date: **1/05**

Rescinds:

Payroll deductions, whether mandatory or voluntary, are authorized for the following purpose:

Mandatory Deductions

- Federal Income Tax
- State Income Tax
- FICA
- TRA
- PERA
- Court Assessments

Voluntary Deductions

- Employee Share of District Sponsored Group Insurance Premiums
- United Way
- Union Dues

Salary Reduction Plans

- Tax Sheltered Annuities IRS 403 (b)
- Tax Deferred Compensation IRS 457
- Flexible Benefit Plan Participation IRS 125

Descriptor Term: **Salary Deductions**
Descriptor Code: **DLB-R**
Issued Date: **7/99**
Reviewed Date:
Revised Date: **1/05**
Rescinds:

Mandatory and voluntary payroll deductions shall be made and remitted in accordance with this regulation.

Mandatory Deductions

The School District shall withhold and remit mandatory payroll deductions in accordance with rules established by the federal government, state government, courts or applicable regulatory authority. Mandatory deductions shall be prepared for remittance prior to preparation of voluntary deductions.

Voluntary Deductions

Employee Paid Group Insurance

The employee share of group insurance premiums shall be deducted from the employee's pay for each month that the premium is due. Premiums for medical insurance and dental insurance shall be deducted before taxes pursuant to the District's Flexible Benefit Plan unless an employee requests in writing that said deduction shall be after tax. Deductions for insurance premiums are limited to District sponsored group insurance plans.

United Way

United Way deductions will be made if requested by at least one hundred (100) eligible employees.

A minimum deduction will be \$1.00 per pay date.

Deduction authorization will be submitted to the Payroll Department. Authorizations must be submitted to the Payroll Department on or prior to November 1, of the current year.

Beginning with the first pay date in January, equal deductions will be taken on each pay date of January through May, and the following September through December (18 pay dates.)

The deduction authorization must specify the amount to be deducted and be in multiples of eighteen (18).

The school district will make a single monthly payment to the United Way Organization. The check will be made payable pursuant to advance agreement.

The commitment for deduction of United Way contributions shall be for the total amount. It is understood that this agreement cannot be modified or canceled during the period of commitment, except in the case of termination of employment.

Refunds, if any, are obtainable only from the United Way organization.

The function of the school district is to deduct per employee direction upon initial application and remit same to United Way. Any other business associated with the program is the responsibility of the employee requesting the deduction.

Union Dues

Payroll deductions for union dues and fair share assessments as required by applicable Master Agreements shall occur as directed by the exclusive representative.

Salary Reduction Plan

Tax sheltered Annuities and Tax Deferred Compensation

Salary reductions for tax-sheltered annuities and tax-deferred compensation are permitted pursuant to applicable laws and rules. See policy DLBA and Regulation DLBA-R. Reductions for TSA and TDA purposes shall be made and remitted on a semi-monthly basis.

Flexible Benefit Plan

The District shall provide a flexible benefit plan pursuant to Internal Revenue Code Section 125. Employee participation shall be determined by employee contract or agreements made pursuant to the Public Employees Labor Relations Act. The Flexible Benefit Plan shall be as adopted by the School Board on August 2, 1990, subject to formal amendment thereafter.

Voluntary deductions are restricted to those indicated in this Policy and Regulation.

Descriptor Term: **Tax Sheltered Annuities/Deferred Compensation**
Descriptor Code: **DLBA**
Issued Date: **7/99**
Reviewed Date:
Revised Date: **1/05**
Rescinds:

Tax Sheltered Annuities

It is the policy of District 191 to permit employees to participate, on a voluntary basis, in tax deferred annuity programs that meet the requirements of the Internal Revenue Code Section 403(b) and 457.

Employee Participation

Employee electing to participate in an IRC 403(b) or 457 program must execute a Salary Reduction Agreement prescribed by the school district and provide any information necessary to complete enrollment and ensure compliance. Employees wishing to change their salary reduction agreement may do so at any time by submitting a new salary reduction agreement. Any requested change in contributions will occur on the pay date occurring 30 days after submittal of the salary reduction agreement. The employee is responsible for any tax liability that may accrue as the result of participation in this voluntary program.

School District Responsibility

The School district makes no representation regarding the plans offered by vendors and accepts the limited responsibility of deducting and remitting the salary reductions requested by the employee.

Vendor Participation

Vendor participation in this program is limited to providers that are registered with the Minnesota Education Tax-qualified Administration & Compliance Service. Providers are responsible for calculating the maximum allowable contributions for each of their clients.

Matching Plans

Employees eligible for a district match as provided in an employment agreement must indicate their intent to participate in the matching plan by completing the appropriate section of the salary reduction agreement. The district's matching contribution will be pro-rated on a monthly basis.

Descriptor Term: **Tax Sheltered Annuities/Deferred Compensation**

Descriptor Code: **DLBA-R**

Issued Date: **8/98**

Reviewed Date:

Revised Date: **1/05**

Rescinds:

1. Tax Sheltered Annuities (403b) and Tax Deferred Annuities (457)
 - A. It is the policy of District 191 to permit employees to participate, on a voluntary basis, in a Tax-Sheltered Annuity Program ("Program") which meets the requirements of Internal Revenue Code Section (403(b) and U.S. Department of Labor Regulation Section 2510.3-1(f). Employees are also permitted to participate in the State of Minnesota Deferred Compensation Plan under Internal Revenue Code Section 457.
 - B. The District is not the sponsor of the program. As described in E below, the District's responsibilities will at all times be limited to those set forth in U.S. Department of Labor Regulations Section 2510.3-2(f).
 - C. Participation in the Program is completely voluntary for all employees. Employees elect to participate in the Program by executing a Salary Reduction Agreement with the District. An employee may purchase an annuity contract, mutual fund shares to be held in a custodial account, or both under the Program.
 - D. The maximum contribution to any tax-sheltered annuity or tax deferred annuity program in a taxable year of the employee is limited to the amounts identified in the Internal Revenue Code.
 - E. District Participation in the Program is limited to any one or more of the following functions:
 - a. Permitting authorized vendors of annuity contracts or custodial accounts to publicize their products to employees;
 - b. Requesting information concerning proposed funding media, products or annuity contractors;
 - c. Summarizing or otherwise compiling the information provided in order to facilitate review and analysis by the employees;
 - d. Collecting annuity or custodial account payments as required by Salary Reduction Agreements, remitting such payments to a clearinghouse for distribution to vendors and maintaining records of such payments;
 - e. Limiting the vendors or products available to employees to a number and selection which is designed to afford employees a reasonable choice while simultaneously maintaining administrative efficiency.

(Criteria for vendors are set forth in 3 E, below.)

2. Employee Eligibility and Responsibilities:

- a. Any employee who is willing to defer \$200 or more annually is eligible to participate in the Program. Contributions will be made in even multiples consistent with the salary payment schedule selected by the employee.
- b. Employees elect to participate in the program by completing the Salary Reduction Agreement.

3. Vendor Participation:

- a. In order to ensure ongoing participation in the Program, vendors authorized to participate in the Program must be registered and accepted by the Minnesota Education Tax-qualified Administration and Compliance Service.
- b. Authorized vendors are permitted to leaflet building post office boxes annually, and may include a response card for employees to use to indicate their interest in participating in the Program using the vendor's investment product. The placement of the materials is the responsibility of the vendor(s). The District's name shall not be used in any manner which could be construed to mean that the District sponsors or endorses any program, company or product.
- c. Authorized vendors are permitted to conduct meetings which employees may voluntarily attend. Meetings are permitted to take place in District buildings in off duty hours on regular workdays. It is the responsibility of the vendor to schedule room use through the Building Principal.
- d. Authorized vendors are responsible for supplying accurate and timely invoices for payment of employee contributions to the Program on a monthly basis.
- e. Failure on the part of any vendor to supply accurate and timely invoices may result in restrictions on that vendor's authority to solicit participants among District employees.
- f. Each vendor is co-responsible, with each employee to whom it sells and investment product in connection with the Program, for ensuring that payments made under the employee's Salary Reduction Agreement do not exceed the maximum contribution permitted under the Internal Revenue Code Section 403(b) and 457 and the regulations thereunder. The vendor must verify the maximum allowable contribution for each employee contributing more the employee basic annual limit.
- g. Vendors must sign the service provider agreement provided by the Minnesota Educational Tax Qualified Administration and Comprehensive Service.

- h. It is the responsibility of each vendor to ensure that accurate records of all employee participation are maintained. Vendors of investment products are responsible for maintaining records of the participant contributions and earnings and for reporting them to participants on a periodic basis, but not less than annually.

Descriptor Term: **Cash in School Buildings**

Descriptor Code: **DM**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **1/05**

Rescinds:

The collection and receipting of cash in District buildings shall conform to standard business and accounting practices with respect to receipting, depositing and safekeeping.

Descriptor Term: **Cash in School Buildings**

Descriptor Code: **DM-R**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **1/05**

Rescinds:

Safekeeping

Receipts shall be written for all incoming revenues on a form to be provided by the Accounting Department.

In cases where a teacher collects monies from a class, a single summary receipt may be issued to the teacher.

The original copy of the receipt and/or a copy of the bank deposit slip shall be forwarded to Accounting.

All monies held overnight shall be kept in a designated secure place and in no case shall monies held overnight be kept in desk drawers or file cabinets.

Deposits

All receipts are to be deposited intact on a daily basis.

The term "intact" means that disbursements shall not be made nor shall personal checks be cashed out of revenues awaiting deposit.

Large sums of money collected after banking hours shall be deposited on the date of receipts, using the banks' night depository service.

Descriptor Term: **Disaster Plans**

Descriptor Code: **EBCA**

Issued Date: **2/96**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

DISASTER PREPAREDNESS

District 191 recognizes the existence of the possibility of disaster resulting from fire, terrorism, criminal activity or natural causes, and to ensure that the resources of the District will be organized to deal with such disaster, the Safety Director shall prepare a school emergency plan in accordance with directives issued by the Minnesota Department of Education and provide for the necessary training and instruction so that school emergency disaster plans may be carried out with the greatest possible speed and safety.

The School District should provide a safe environment and take reasonable precautions to protect students, staff and patrons from injury or disaster while on school property.

The Safety Director is responsible for developing and coordinating the building plan for disaster preparedness. The building principal is responsible for execution of the plan and the instruction of students and staff in its operation.

Legal References:	42 U.S.C. 5121 et.seq.	(Disaster Relief and Emergency Assistance)
	Minn. Stat. Ch. 12	(Emergency Management)
	Minn. Stat. § 121A.06	(Reports of Dangerous Weapon Incidents in School Zones)
	Minn. Stat. § 121A.035	(Crisis Management Policy)
	Minn. Stat. § 299F.011	(Uniform Fire Code)
	Minn. Stat. § 299F.391	(Health Care, Education, or Lodging Facility)
	Minn. Stat. § 299F.30	(Fire Drill in School)
	Minn. Stat. § 299F.452	(Reporting Malicious False Fire Alarm)
	Minn. Stat. § 609.605, Subd. 4	(Trespasses on School Property)
	Minn. Rules. Pt. 7510	(Fire Safety)

Descriptor Term: **Disaster Plans**
Descriptor Code: **EBCA-R**
Issued Date: **2/96**
Reviewed Date:
Revised Date: **3/05**
Rescinds:

DISASTER PREPAREDNESS

The Safety Director is responsible to develop and coordinate with the principals a building disaster preparedness plan.

The building principal is responsible for execution of the plan and the instruction of pupils and staff in its operation.

The Safety Director shall review this plan with the principals annually.

Legal References:	42 U.S.C. 5121 et. seq.	(Disaster Relief and Emergency Assistance)
	Minn. Stat. Ch. 12	(Emergency Management)
	Minn. Stat. § 121A.06	(Reports of Dangerous Weapon Incidents in School Zones)
	Minn. Stat. § 121A.035	(Crisis Management Policy)
	Minn. Stat. § 299F.011	(Uniform Fire Code)
	Minn. Stat. § 299F.391	(Health Care, Education, or Lodging Facility)
	Minn. Stat. § 299F.30	(Fire Drill in School)
	Minn. Stat. § 299F.452	(Reporting Malicious False Fire Alarm)
	Minn. Stat. § 609.605, Subd. 4	(Trespasses on School Property)
	Minn. Rules. Pt. 7510	(Fire Safety)

Descriptor Term: **Building and Grounds Security**

Descriptor Code: **ECA**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

School buildings constitute the greatest monetary investment of the District and shall be protected against potential hazards such as vandalism, theft, fire, faulty equipment and unsafe practices.

Descriptor Term: **Vandalism**

Descriptor Code: **ECAB**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

Willful or malicious destruction or defacement of District property will not be tolerated.

All employees shall be responsible for reporting to their supervisor incidents of vandalism.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Descriptor Term: **Vandalism**

Descriptor Code: **ECAB-R**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

Vandalism

When vandalism becomes inordinate, a committee shall be convened at the building level to discuss ways and means of vandalism prevention. Building maintenance will be sustained at a high level so as not to encourage further acts of destruction or defacement.

Restitution for Vandalism Damage Costs

Where willful and malicious acts cause damage, the costs will be sought in full.

The method of seeking restitution has three varying levels:

(1) senior high, (2) junior high, and, (3) elementary.

- (1) The parents of senior high students under eighteen years of age who are guilty of vandalism shall have the option of paying by check or arranging a work program for their student at prevailing hourly student rates.

Students over eighteen years of age will be given the pay/work option.

- (2) The junior high process is the same as for under eighteen (senior high students), except that up to twenty-five percent (25%) of the restitution cost may be waived if the student performs the work in a cooperative and dependable manner.
- (3) No work option is available for elementary students. The parents will receive our demand for restitution.

In any of the three cases where refusal to make restitution is made, the Business Office shall initiate small claims court proceedings to recover legal limits subject to the exercise of reasonable discretion with respect to the likelihood of recovery and the costs of pursuing recovery.

Where the vandals are referred to the Dakota or Scott County Court, the District shall communicate our interest to the judge and request that restitution be part of the ruling.

Descriptor Term: **Student School Bus Scheduling
and Routing**

Descriptor Code: **EEAB**

Issued Date: **3/05**

Reviewed Date:

Revised Date:

Rescinds:

School Bus Scheduling and Routing

Bus routes are determined by the District transportation office. Determination of bus stops will be reviewed annually and the number of students at bus stops will be determined by the District. The District will not provide transportation on dead-end streets or culdesacs that deter from safe, efficient, and effective transportation services; i.e. ability of buses to turn without backing.

Descriptor Term: **Student Transportation Provided
or Arranged by the District**

Descriptor Code: **EEAE**

Issued Date: **9/98**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

Scheduled student transportation that is provided or arranged by the District shall be via regular school bus or, if by standard automobile, in vehicles that meet all requirements relating to their use to transport students. All vehicles used to transport students must be inspected annually by the State Highway Patrol and carry necessary safety equipment including, first aid kits, fire extinguishers, body fluid clean-up kits, and emergency warning signs.

Parents of students participating in off-site activities for which the District does not provide transportation must sign a form recognizing the lack of transportation services and assuming full responsibility for getting their student to the off-site location. Parents may also request that their student be excused from District provided transportation in which case they will sign a form officially accepting responsibility for the service.

Exceptions to this policy are permitted in the event of an emergency or when the need to transport a student(s) cannot be anticipated in advance.

Descriptor Term: **Student Transportation – Private Vehicles**
Descriptor Code: **EEAE-R**
Issued Date: **9/95**
Reviewed Date:
Revised Date: **3/05**
Rescinds:

Use of Volunteer Drivers and Privately Owned Vehicles

Eligible Trips and Passengers

This policy is limited to the trips which involve not more than twenty (20) students traveling to the same site at the same time and for which the District authorizes transportation.

Only the drivers, participants and assigned individuals are to be transported under this policy. Accordingly, no spectators or guests are to be transported.

Eligible Vehicles

Only the building principal or designee, Assistant Superintendent or Superintendent are empowered to authorize the use of privately owned vehicles on school sponsored trips. Said authorization must be executed in writing prior to commencing the trip or activity.

Only unmodified, standard performance automobiles which meet the State of Minnesota safety standards may be used on such trips.

The number of passengers assigned to each privately owned vehicle shall not exceed the vehicle manufacturers stated capacity.

Privately Owned Vehicle Insurance

No employee or privately owned vehicle may be used to transport students on a school sponsored trip without the owner's prior written permission on a form to be prescribed and made available by the Transportation Director.

The owner shall certify that the vehicle furnished is currently covered by an insurance policy, which meets or exceeds the State of Minnesota requirements.

Compensation for the use of a private vehicle shall be limited to the District's mileage reimbursement rate.

The owner's permission shall also relieve and hold harmless the District for any and all liability for damages to the privately owned automobile.

The owner's permission shall also relieve and hold harmless the District for any and all other liabilities to the owner, which may result from such use of the vehicle.

Volunteer Drivers

All persons authorized to transport students in a privately owned vehicle on school business must be authorized in writing. Only the building principal or designee, Assistant Superintendent or Superintendent are empowered to grant such authorization. Said authorization shall be executed on a trip or activity basis prior to commencing each trip or activity.

All authorized drivers must certify possession of a current and valid Minnesota driver's license.

The District will not knowingly allow any person to serve as a volunteer driver who has been convicted of careless or negligent driving, driving while under the influence of alcohol or drugs or a similar violation, open bottle, or has more than three moving violations within the past five years. All volunteer drivers must certify freedom from such driving violations prior to receiving District authorization.

When students serve as volunteer drivers, the parents/guardians of all passengers, including the driver, shall approve the transportation arrangements by signing a permission form which clearly indicates their consent to having their child transported in a private automobile operated by a student driver.

Descriptor Term: **Food Service Management**

Descriptor Code: **EF**

Issued Date: **1/91**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

Food Service Management

The school food service program is to operate on a daily, optional participation basis as a convenience for students, staff and occasional guests of the District. The program is to be financially self-sufficient and operate in compliance with the requirements of the Federal Child Nutrition Program and the Minnesota Department of Health.

In order to maintain a financially self-sufficient program, competing food sales are prohibited. Food vending machines should not be operated in competition with school food service.

Descriptor Term: **Free and Reduced Price Food Services**

Descriptor Code: **EFB**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

Free and Reduced Price Food Services

The District will participate in the federal free and reduced price meal program for eligible students.

Descriptor Term: **Free and Reduced Price Food Services**

Descriptor Code: **EFB-R**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **3/05**

Family size and income information to determine eligibility for free and reduced price meals will correspond with the Federal guidelines distributed annually. Children from families whose income is at or below the guidelines are eligible for free or reduced price meals.

Applications and information will be distributed to each family with school age children in the District at the start of each school year.

The Food Service Office will review the confidential applications and determine eligibility utilizing the Federal guidelines. The Food Service Office will verify the applications to assure compliance with all Federal regulations and guidelines.

To discourage the possibility of misrepresentation, the application forms shall contain a statement above the space for a signature certifying that all information furnished in the application is true and correct and that deliberate misrepresentation of information may subject the applicant to prosecution under the applicable State and Federal statutes.

Meals provided under the free and reduced price lunch program shall be identical with those provided to students paying the full price for the meal.

In the operation of child nutrition programs, no child will be discriminated against on the basis of race, gender, religion, color, or national origin.

Descriptor Term: **Mail and Delivery Services**

Descriptor Code: **EGAB**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

Mail and Delivery Services

The intra-district mail will be delivered to all District buildings on a daily basis per the schedule established by the Director of Purchasing.

Descriptor Term: **Cellular Phones**

Descriptor Code: **EGAC**

Issued Date: **3/05**

Reviewed Date:

Revised Date:

Rescinds:

Cellular phones will be acquired/leased when deemed appropriate by administration and within budgetary authority. Provision of a cellular phone shall be based on employment responsibilities with approval from the employee's supervisor.

The acquisition of cellular phones shall be accomplished through the District's purchasing department.

Personal use of cellular phones shall be incidental. Employees are to reimburse the District for all personal calls.

Descriptor Term: **Facilities Construction**
Descriptor Code: **FE**
Issued Date: **11/83**
Reviewed Date: **3/10**
Revised Date: **4/10**
Rescinds:

NEW CONSTRUCTION

The Board shall determine the extent of all new construction based upon reports and recommendations submitted by the administration through the Superintendent.

Descriptor Term: **Facilities Construction**

Descriptor Code: **FE-R**

Issued Date: **11/83**

Reviewed Date: **3/10**

Revised Date: **4/10**

Rescinds:

DETERMINING NEEDS

The Superintendent is responsible for the establishment of a system to determine existing and projected needs of the school construction program.

The Superintendent shall report to the Board of the state and condition of existing facilities as they relate to servicing future needs and purpose.

A constant effort shall be made to assess projected student enrollments, physical facilities, and financial position of the District.

At regular intervals appropriate to long range planning, the administration shall submit, for review by the Board, a report of current factors or community growth: projection of enrollments, financial resources, and conditions.

DETERMINING THE EXTENT OF NEW CONSTRUCTION

The Board shall determine the extent of all new construction based upon reports and recommendations from the through the Superintendent.

New construction is defined to include major repair and replacement of all building items to the extent that they shall be maintained in the condition of their original construction, or as redesigned.

Descriptor Term: **Architect**
Descriptor Code: **FEB**
Issued Date: **11/83**
Reviewed Date: **3/10**
Revised Date: **4/10**
Rescinds:

DISTRICT ARCHITECT

The District shall employ a licensed architect for major projects on an as needed basis.

An architect employed by the School District shall carry errors and omissions liability coverage with limits of at least \$2,000,000.

The limits of insurance required by the District may be adjusted as suggested by the following factors: size of project, complexity of project, number of prime contractors.

The policy shall not contain a deductible in excess of \$25,000.

Descriptor Term: **Retirement of Facilities**

Descriptor Code: **FL**

Issued Date: **11/83**

Reviewed Date: **3/10**

Revised Date: **4/10**

Rescinds:

CLOSING AND RETIRING A SCHOOL FACILITY

School facilities will be considered for closing when a facility is no longer needed or when the decline in enrollment makes operation of all facilities impractical or the operation of all facilities would have a detrimental effect on the District's education program.

Selection of a school facility for closing shall be based upon the adequacy of that facility with respect to other facilities in meeting specific criteria.

The Board shall establish a committee to include community members to investigate and make recommendation(s) of a school facility(s) for closing. Their recommendation(s) shall be presented to the Board prior to public hearings.

The Board shall hold public hearings to encourage community participation in the deliberation on closing a school facility.

When the decision is made to close a specific school facility, the Board shall determine, with the assistance of a citizen's study committee, whether the facility should be sold, leased or retained for future use.

The final decision to close a school facility shall be made by the School Board allowing adequate time to prepare for the closing and reassignment of staff members for the targeted school year.

Descriptor Term: **Retirement of Facilities**
Descriptor Code: **FL-R**
Issued Date: **11/83**
Reviewed Date: **3/10**
Revised Date: **4/10**
Rescinds:

CONSIDERATION OF FACILITY RETIREMENT

“School facility” means all school property including District buildings, sports facilities and undeveloped land.

Prior to closing a school facility the Board shall consider alternatives to facility retirement. Alternatives may include changing school boundaries to affect enrollment, shifting programs from one building to another and implementation of new programs.

A decision to study facility closing should be made when a facility is no longer needed or when declining enrollment reaches a point at which continued operation of all facilities would result in detrimental effects of a part or all of the educational program and would also result in adverse effects on the financial management of the District.

CRITERIA FOR SELECTIING FACILITY RETIREMENT

When a facility is considered for closing, educational program impact should be determined, an assessment of comparable facilities should be addressed, and the consequences for placement of students should be specified.

The criteria governing the selection of facilities to be closed are classified as follows:

Education Program Assessment

Educational Facility – The optimal enrollment, school size, room configuration and site for an educational facility should be defined to maintain an effective education program.

Educational Services – Services related to media, special programs, food distribution, administration, custodial and storage areas should be considered in light of current needs.

Staffing Patterns – Staffing to support a typical educational program in the type of building under consideration for closing should be determined based upon the current education program in effect.

Present Facility Analysis

Facility Space – Each facility under consideration should be analyzed to determine all space available to support an educational program.

Facility Financial Assessment – A comparison of maintenance and operation costs to include energy, utility and service contracts should be conducted.

Facility Physical Condition – Consideration should be given to the age and future useful life, necessary or planned building improvement, compliance with city, state and federal building codes and short and long range maintenance requirements.

Facility and Site unique Factors – Consideration should be given to those physical characteristics which could not be easily duplicated or would be difficult to replace, such as pools, theaters, athletic or playground facilities, adjacent park facilities, etc.

School / Community Implications

Enrollment – District enrollment trends should be examined to determine if a school building could be closed.

Student Reassignment – School attendance areas should be simulated to assure as much as possible in adequate distribution for students among the remaining buildings.

Student Transportation – Transportation safety and number of students transported should be considered for all affected attendance areas.

Demographic Assessment – The composition of neighborhoods relative to type and age of housing, potential for growth, enrollment trends and permanency of a decision to close a school should be studied.

Disposition of Closed Facility

District Need to Retain Facility – Consideration should be given to projecting future educational needs of the District in relationship to changing enrollment/population trends and space requirements for educationally related activities under the direction of the District.

Facility Usage Alternatives – a listing of potential uses for a closed facility should be developed to include the sale or lease of the facility, potential for other District use, and consistency with other governmental area plans.

RECOMMENDATION FOR SELECTING A FACILITY FOR RETIREMENT

A process for selecting a facility for retirement will be determined by combining those criteria specified under “Criteria for Selecting a Facility for Retirement” into statements that can be considered in a weighting process. Each statement will be assigned a weighting rank. A ranking process will be employed in the final selection for a facility retirement.

Recommendations may also consist of compilations of school facility assessments and other materials and judgments the committee feels are relevant to their final recommendation.

A net savings, if any, associated with each facility rated in ‘Present Facility Analysis’ will be calculated to include salaries, fringe benefits, maintenance and operations, supplies and materials.

The disposition of an existing facility will be determined at the time of specifying the retirement-based on the criteria in “Disposition of Closed Facility.”

PROCEDURE FOR PUBLIC HEARINGS AS PART OF DELIBERATIONS TO CLOSE A SCHOOL FACILITY

The Board shall conduct public hearings to explain the need to retire a school facility and to present the supporting documentation that has been accumulated.

The public hearing shall be fully informed of all deliberations and decisions relating to the closing or potential closing of a school.

PROCEDURE FOR SALE, LEASE OR RETENTION OF A SCHOOL FACILITY

If a facility is to be sold, the District's Business Manager shall proceed as directed by the School Board.

Funds generated from the sale of real property shall be deposited in the Debt Redemption Fund or Capital Expenditure Fund as required by Minnesota Statutes.

Lease of a school facility shall be examined in terms of short term and long term advantages to the District as compared to sale of the facility or continued ownership of vacated property.

Continued ownership of a closed facility shall be determined on the basis of alternate uses, cost of ownership, current and projected needs, feasibility of sale or lease and consequences of sale or lease.

Prior to committing a facility to an alternate use, the city government shall be consulted to determine if the proposed use is permissible under local zoning ordinances.

PROCEDURE FOR IMPLEMENTATION OF SCHOOL CLOSING

The Building principal shall be responsible for building equipment and supplies inventories, updating all student records, transferring of student records to the new school of attendance, collecting and cataloging all keys held by employees, closing of all student activity bank accounts via transfer to appropriate accounts in other buildings and the discontinuance and finalization of all purchasing.

The Office of Human Resources will inform all District employees of the impending closure and the possible effects on each staff member. Placing individuals on unrequested leave of absence must be completed pursuant to Minnesota Statutes, District Policy and applicable Master Agreements.

The custodial staff, under the direction of the Director of Operations or his/her designee, shall prepare the building for retirement by securing all entrances and windows, draining the plumbing fixtures and shutting down all mechanical equipment.

The Director of Planning and Information Systems will provide a plan for the reassignment of students, taking into consideration the enrollment in neighboring schools, walking distances, building capacities, projected enrollment changes, programs and transportation requirements.

The Superintendent will inform all District residents of the impending closure, the schedule of events designed to implement the closure and the changes in attendance areas resulting from the closure.

The Director of Purchasing and Properties shall direct the transfer, storage, sale or relocation of all materials and equipment housed in the facility to be closed.

Legal Reference:
Minn. Stat. § 123.36, Subd. 13

Descriptor Term: **Communicable Diseases Employees & Staff**
Descriptor Code: **GBEA**
Issued Date: **9/86**
Reviewed Date: **2/10**
Revised Date: **3/10**
Rescinds: **JHCC/GBEA**

EMPLOYEES

It is the policy of the School Board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically able to perform tasks assigned to them and so long as their employment does not create a substantial risk of the transmission of illness to students or employees of the School District.

CIRCUMSTANCES AND CONDITIONS

Determination of whether a contagious individual's job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case-by-case basis. Such a decision will be based upon the nature of the risk, the duration of the risk, the severity of the risk and the probability the disease will be transmitted and will cause varying degrees of harm. Assessing the risk of transmission of the disease will be done in consultation with local and state public health departments.

PREVENTION

The School District shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. §121.23.

The School District will develop routine procedures for infection control at school and for educating employees about these procedures.

INFORMATION SHARING

Public concern regarding communicable diseases is neither an excuse nor defense for the violation of data privacy rights of employees who have or are rumored to have such illnesses. Health data regarding students is private data, Minn. Stat. §13.32, Subd. 2, and is not to be disseminated to the public or to staff without the strict observance of data privacy rights.

Health data regarding employees is private data, Minn. Stat. §13.43, Subd. 2, and may not be released to the public nor to fellow employees without strict observance of data privacy rights of public employees, Minn. Stat. §13.43.

REPORTING

The School District will develop routine procedures for reporting of communicable diseases to the local and/or state public health departments.

Legal References:

Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 13.32, Subd. 2 (Educational Data)
Minn. Stat. § 13.42, Subd. 2 (Personal Data)
Minn. Stat. § 144.4186 (Data Privacy)

Cross Reference:

MSBA/MASA Model Policy 420

Descriptor Term: **Personnel Records Retention and Access**

Descriptor Code: **GBL**

Issued Date: **7/01**

Reviewed Date:

Revised Date:

Rescinds:

In accordance with statute and past practice of Independent School District 191, individual personnel files shall be maintained and accessed in the following manner:

- I. The official office-of record for all personnel files is the office of the Executive Director of Human Resources. Offices of principals and supervisors are considered extensions pro-tem of the district Human Resources Office in regard to personnel files. Such records shall be forwarded to the Human Resources Offices by June 30 of each year.
- II. Evaluations and materials within the individual's personnel file may be examined during business hours, subject to availability of the supervisor. Files may not be removed from the office(s).
- III. Individual employee may attach a signed explanation, rebuttal or response to any material generated within the district and such attachments shall become a part of the individual's file.
- IV. The employee shall have the right to reproduce any of the contents of the file at the employee's expense.
- V. The district may destroy records in accordance with the general records retention schedule.

Descriptor Term:	Descriptor Code:	Issued Date:
Private Health Information Protection	GBLAB	5-15-03
	Rescinds:	Issued:

The District will comply with the Health Insurance Portability and Accountability Act Privacy and Security Regulations as adopted by the Department of Health and Human Services, effective April 14, 2003.

The District will appoint a privacy officer and a security officer.

The District will provide Notice of Privacy Rights to each covered employee.

The District will develop procedures to protect the private health information of employees.

The District will conduct training on HIPAA privacy requirements.

The District will develop a grievance procedure for violation of the policy.

Legal References: P.L. 104 -191

Descriptor Term: **Staff Complaints and Grievances**

Descriptor Code: **GBM**

Issued Date: **4/87**

Reviewed Date:

Revised Date: **7/01**

Rescinds:

Non Contract Grievance Procedure – All Personnel

The non-contract grievance procedure applies only to those claims which are not covered by a written master agreement.

A grievance under this procedure is a claim by an employee that there has been a violation, a misinterpretation or misapplication of a District Policy or regulation adoption by the Board or a written administrative procedure.

- I. If an employee believes there is a basis for a grievance, the employee shall discuss the alleged grievance within ten (10) working days of the occurrence. The alleged grievance shall be placed, in writing, on the proper form. A written response shall be made by the administrator within seven (7) working days of the meeting.
- II. In the event the employee is not satisfied with the disposition of the alleged grievance by the administrator the employee shall submit a copy of the original written grievance and a copy of the response to the Superintendent with five (5) working days of the grievor's written response. The Superintendent will meet with the grievant within ten (10) working days to discuss the issue; and, will indicate a final disposition in writing no later than seven (7) working days following the meeting.

The Superintendent may appoint a designee to hear any grievance at Level II.

- III. Non-contract grievances are not subject to arbitration.

Descriptor Term: **Professional Staff Positions**

Descriptor Code: **GCA**

Issued Date: **1/84**

Reviewed Date:

Revised Date:

Rescinds:

All Independent School District 191 personnel shall have job descriptions developed and disseminated so that the individual responsibilities, in the total operation of the district, are understood by all.

Descriptor Term: **Professional Staff Contracts and Compensation Plans**

Descriptor Code: **GCB-R**

Issued Date: **4/87**

Reviewed Date:

Revised Date: **7/01**

Rescinds:

The negotiated master agreement of the designated unit serves as the contract for each member of that unit.

Continuing Contracts

- I. The first, second, and third consecutive years of a certificated employee's experience in Minnesota in a single school district is deemed to be a probationary period of employment, and after completion thereof, the probationary period in each school district in which the person is thereafter employed shall be one year.

During the probationary period, any annual contract with any certificated employee may or may not be renewed as the Board shall see fit, provided that written notice be given before July 1st.

- II. All employee contracts approved by the Board should bear the facsimile signature of the chairperson and the clerk.

Legal References:

Minn. Stat. § 122A. 40 Subd. 5

Descriptor Term: **Professional Staff Fringe Benefits**

Descriptor Code: **GCBC**

Issued Date: **1/84**

Reviewed Date:

Revised Date:

Rescinds:

Health Maintenance Organizations

Participation in HMO's will be made available to all employees of District 191 as an alternative to the district's regular hospital-medical program.

Descriptor Term: **Professional Staff Fringe Benefits**

Descriptor Code: **GCBC-R**

Issued Date: **1/84**

Reviewed Date:

Revised Date:

Rescinds:

Health Maintenance Organizations

Procedures for Choice

The Personnel Department will establish procedures for initial entry into an HMO program.

The annual determination for transfer from the regular program to an HMO, or the reverse, shall be set by the Personnel Department each year, once the program has been established.

The effective date for coverage under any plan shall be July 1, each year.

Effective July 1979, employees must remain with the plan selected for one year.

Forms for enrollment and cost information of the HMO programs shall be available in the Personnel Office.

Available Programs

Employees may opt for participation in plans offered by Nicollet Eitel Health Plan, Group Health Plan, Incorporated, or Physicians Health Plan, as an alternative to the basic district health-medical insurance program.

Eligibility

Employees who work twenty or more hours per week are eligible to participate in the plan of their choice.

District Premium Contribution

The district will pay an amount up to the base rate of the regular health-medical insurance program for those with single coverage according to the plan set forth in the regulation or working agreement covering the particular employee unit. Any cost above that amount will be borne by the individual employee by payroll deduction.

The district will pay the dependent coverage premium in an amount not to exceed that stated in the applicable employee unit agreement. Any cost above the stated amount shall be borne by the individual employee by payroll deduction.

Descriptor Term: **Health Maintenance Organizations**

Descriptor Code: **GBCA-R/GDBCA-R**

Issued Date: **1/84**

Reviewed Date:

Revised Date:

Rescinds:

Procedures for Choice

The Human Resources Department will establish procedures for initial entry into an HMO program.

The annual determination for transfer from the regular program to an HMO, or the reverse, shall be set by the Human Resources Department each year, once the program has been established.

The effective date for coverage under any plan shall be July 1, each year.

Effective July 1, 1979, employees must remain with the plan selected for one year.

Forms for enrollment and cost information of the HMO programs shall be available in the Human Resources Department.

Available Programs

Employees may opt for participation in plans offered by MedCenters, Group Health Plan, Inc., or Physicians Health Plan, as an alternative to the basic District health-medical insurance program.

Eligibility

Employees who work twenty or more hours per week are eligible to participate in the plan of their choice.

District Premium Contribution

The District will pay an amount up to the base rate of the regular health-medical insurance program for those with single coverage according to the plan set forth in the regulation or working agreement covering the particular employee unit. Any cost above that amount will be borne by the individual employee by payroll deduction.

The District will pay the dependent coverage premium in an amount not to exceed that stated in the applicable employee unit agreement. Any cost above the stated amount shall be borne by the individual employee by payroll deduction.

Descriptor Term: **Professional Staff Hiring**
Descriptor Code: **GCD-R**
Issued Date: **1/84**
Reviewed Date:
Revised Date: **4/01**
Rescinds: **GCC, GCC-R, GCCA-R**
GCDA-R, GCDAA, GCDAA-R,
GCDB, GCDB-R

This policy describes the process by which school district administrators make recommendations as to individuals to be hired for vacant or newly created positions. Ultimately, hiring decisions are the function of the School Board.

I. Personnel Need Determination

The Business Manager and the Executive Director of Human Resources, share joint responsibility for recommending staffing allocations for the subsequent year as part of the budget development process.

The staffing proposal shall be reviewed by the Superintendent and presented to the Board of Education at its first March meeting, so appropriate action may be taken.

II. Recruitment

The Executive Director of Human Resources, shall be responsible for making vacancies known to district staff, various educational institutions and placement bureaus.

- A. Positions to fill vacancies of 20 hours per week or more will be posted district wide for a minimum of seven days, with the following exception: positions which directly serve students and become vacant within two weeks of the start of school may be filled as soon as possible after posting.
- B. Positions to fill non-benefited vacancies must be posted at the site(s) of the vacancy for a minimum of three days.
- C. Vacancies which have not been filled within 45 days of the application deadline must be re-posted prior to a recommendation for hire.

III. Applications

The Executive Director of Human Resources will be responsible for maintaining an active file or applicants for professional positions. An active file shall include letter of interest, resume, the district's application, credentials and references. The Executive Director of Human Resources will be responsible for informing candidates of the status of their applications.

IV. Selection

- A. The responsible administrator, Principal, or Director of Individual Student Services shall begin the teacher selection process by reviewing files of interested candidates and conducting interviews. The immediate supervisor of the individual to be employed will be consulted in the screening process.

- B. Selection shall be based upon the experience, training, and other skills of the candidate which relate to the requirements of the job description for the position, as well as the candidate's performance during the interview process and a review of all information gathered as part of the application process. There shall be no unlawful discrimination against any candidate on the grounds of race, color, sex, disability, religion, creed, national origin, age, marital status, sexual orientation, socio-economic status, and statute with regard to public assistance or veteran status.
 - C. Administration shall make the final decision in promotions, transfers, demotions, or reductions in work hours subject only to specific procedures in the applicable master agreements or regulations.
 - D. The administrator must forward the Hiring Recommendation form to the Executive Director of Human Resources to initiate a recommendation to hire.
 - E. The hiring administrator will be responsible for informing interviewees of the status of their application
- V. Appointments
- A. A recommendation for hire will not be forwarded to the Board of Education until the following information is in the District's possession:
 1. A signed and completed application
 2. Verification of a valid Minnesota license or alternative permission from the Board of Teaching for licensed positions
 3. Completion of at least 3 reference checks by the responsible administrator
 - B. Employment in the District is subject to receipt and review of a criminal background check.

No permanent employee may be employed for any position in Independent School District 191 until after Board approval for each individual.

If the Board approves the recommendation to employ, the salary or wage and fringe benefits, except insurance, where practicable, shall be retroactive to the first day in the position. Insurance coverage is subject to the rules of the carrier.

No person will be employed on a temporary or casual basis by any administrator or supervisor until authorization is requested and approved by the Superintendent or a designate. Program designates are as follows:

- Community education employees - Director of Community Education
- Special education employees - Director of Individualized Student Services
- All other employees - Executive Director of Human Resources

The Superintendent or a designee is authorized to employ on a temporary or a casual basis, with the limitations that type of employment implies, which is hourly pay with no fringe benefits, until the Board has rendered its decision to employ or not to employ.

If the Board denies the recommendation to employ, the temporary employee shall be terminated effective on the date of the decision.

It shall be the responsibility of the Executive Director of Human Resources, to submit the retroactive salary adjustment on the next occurring regular time sheet date after the employee has been approved by the Board.

Descriptor Term: **Part-Time and Substitute Professional Staff Employment**
Descriptor Code: **GCE**
Issued Date: **1/84**
Reviewed Date:
Revised Date:
Rescinds:

The Administration shall develop a written procedure for substitute teacher employment. Terms of employment for substitute teachers are specified in Board regulations.

Descriptor Term: **Part-Time and Substitute Professional Staff Employment**

Descriptor Code: **GCE-R**

Issued Date: **1/84**

Reviewed Date:

Revised Date:

Rescinds:

Substitute Teachers

Long Term Definition

Replace a teacher on an authorized leave of absence or a teacher resigning after the start of the school year, or

Are employed more than 30 working days to replace one absent teacher, or

Work 10 to 20 consecutive days in the same assignment, or

Accumulate more than 40 days of sporadic substituting in the first year of such service and a decreasing number thereafter according to 2. 2. 1.

Long term substitutes above, shall be paid at the rate set by negotiation with the teachers' exclusive representative. Substitutes shall receive a daily, or portion thereof, rate of \$72.00 effective from the first day of the assignment and effective on the 41st day.

Long term substitutes will be issued long term assignments by the Personal Director. Long-term substitutes will not be issued long term assignments.

Long term shall be terminated each spring by Board action prior to June 1 but effective at the end of the school year or a pre-determined date if the assignment is concluded before the end of the school year.

Long term substitutes in categories are casual and temporary employees and are included in this classification for pay determination purposes only.

Short Term

Short term substitutes are those who:

Work on a sporadic substituting basis for up to 40 days in the first year of such service and a decreasing number thereafter.

Work from a part of the day up to and through 9 days on one particular assignment.

Short-term substitutes shall receive the rate of pay approved and reviewed every two years by the school Board.

Building principals are responsible for accurate record keeping and transmittal of notification to Accounting for payment on the designated District pay dates in effect and on the proper form.

Effective 1980-81, a substitute who has accumulated 40 days of sporadic substituting or who has been on contract or long term sub status in one year need only accumulate 30 days the following year, 20 days in the third year, 10 days in the fourth year and no additional days in the fifth year and thereafter to qualify for the long term substitute rate of \$72.00 per day. Substitute teachers who work four hours or less per day will receive \$50.00 per day. This provision becomes effective for the 1982-1983 year and there shall be no retroactive pay because of the provision. To be eligible to qualify for decreasing days, service must be in consecutive years.

Hours

Half-day substitutes will work four (4) hours or less.

Whole day substitute teachers will work more than four (4) hours per day.

Substitutes shall check with the administrator for additional work after teaching duties are completed.

Descriptor Term: **Arrangements for Professional Staff Substitutes**

Descriptor Code: **GCEA**

Issued Date: **4/87**

Reviewed Date:

Revised Date:

Rescinds:

Substitute Teachers

The administration shall develop a written procedure for the substitute teacher employment. Terms of employment for substitute teachers are specified in Board regulations.

Legal Reference:

Minn. Stat. § 179.63, Subd. 7

Descriptor Term: **Part-Time and Substitute Professional Staff Employment**

Descriptor Code: **GCE-R**

Issued Date: **1/84**

Reviewed Date:

Revised Date:

Rescinds:

Long Term Definition

Replace a teacher on an authorized leave of absence or a teacher resigning after the start of the school year, or

Are employed more than 30 working days to replace an absent teacher, or

Work 10 to 30 consecutive days in the same assignment, or

Accumulate more than 40 days of sporadic substituting in the first year of such service and a decreasing number thereafter.

Long term substitutes who replace a teacher on an authorized leave of absence or a teacher resigning after the start of the school year, or are employed more than 30 working days to replace one absent teacher shall be paid at the rate set by negotiation with the teachers' exclusive representative.

Substitutes who work 10 to 30 days in the same assignment shall receive a daily, or portion thereof, rate of \$72 effective from the first date of the assignment.

Substitutes who accumulate more than 40 days of sporadic substituting in the first year of such service and a decreasing number thereafter according to the record keeping of the building principals, shall receive a daily, or portion thereof, rate of \$72 effective on the 41st day.

Long term substitutes who replace a teacher on an authorized leave of absence or a teacher resigning after the start of the school year will be issued long term assignments by the Assistant Superintendent for Human Resources.

Long term substitutes who are employed more than 30 working days to replace one absent teacher, or work 10 to 30 consecutive days in the same assignment, or accumulate more than 40 days of sporadic substituting in the first year of such service and a decreasing number thereafter according to the record keeping of the building principals will not be issued long term assignments.

Long term substitutes who replace a teacher on an authorized leave of absence or a teacher resigning after the start of the school year shall be terminated each spring by the Board action prior to June 1, but effective at the end of the school year or a pre-determined date if the assignment is concluded before the end of the school year.

Long term substitutes who work 10 to 30 consecutive days in the same assignment or accumulate more than 40 days of sporadic substituting in the first year of such service and a decreasing number thereafter according to the record keeping of the building principals are casual and temporary employees and are included in this classification for pay determination purposes only.

Short Term

Short term substitutes are those who

Work on a sporadic substituting basis for up to 40 days in the first year of such service and a decreasing number thereafter according to the record keeping of the building principals or work from a part of the day up to and through 9 days on one particular assignment.

Short term substitutes shall receive the rate of pay approved and reviewed every two years by the school board.

Record Keeping

Building principals are responsible for accurate record keeping and transmittal of notification to Human Resources for payment on the designated District pay dates in effect and on the proper form.

Effective 1980-81, a substitute who has accumulated 40 days of sporadic substituting or who has been on contract or long term sub status in one year need only accumulate 30 days the following year, 20 days in the third year, 10 days in the fourth year, and no additional days in the fifth year and thereafter to qualify for the long term substitute rate of \$72 per day. Substitute teachers who work four hours or less per day will receive \$50 per day. This provision becomes effective for the 1982-83 year and there shall be no retroactive pay because of the provision. To be eligible to qualify for decreasing days, service must be in consecutive years.

Hours

Half-day substitutes will work four (4) hours or less.

Whole day substitute teachers will work more than four (4) hours per day.

Substitutes shall check with the administrator for additional work after teaching duties are completed.

Descriptor Term: **Professional Staff Probation and Tenure**

Descriptor Code: **GCG**

Issued Date: **1/84**

Reviewed Date:

Revised Date:

Rescinds:

Continuing Contracts

The first, second, and third consecutive years of a certificated employee's experience in Minnesota in a single school district is deemed to be probationary period of employment, and after completion thereof, the probationary period in each school district in which the person is thereafter employed shall be one year.

During the probationary period, any annual contract with any certificated employee may or may not be renewed as the Board shall see fit. Provided that written notice be given before June.

Descriptor Term: **Professional Staff Probation and Tenure**

Descriptor Code: **GCG-R**

Issued Date: **1/84**

Reviewed Date:

Revised Date:

Rescinds:

For tenure purposes, the Board defines a "probationary year" as a combination of hours and days that equal a teaching assignment of three-fourths of more of the 184 contract days.

Fulfillment of a probationary year may be made at the end of a school year only.

The Human Resources Department shall be responsible for computation and verification of all part-time assignments which lead to tenure qualification.

Descriptor Term: **Professional Staff Assignments and Transfers**

Descriptor Code: **GCI**

Issued Date: **4/87**

Reviewed Date:

Revised Date:

Rescinds:

Assignment and transfer shall be made by administration and be based upon the qualifications of the candidate and needs of the School District.

Requests for transfer may be made by members of the faculty.

Change in assignments shall be made by administration for the following purposes:

Welfare of students,

Strengthen or implement the components of the educational program,

Improve the total staff balance,

Respond to enrollment fluctuations.

Descriptor Term: **Supervision of Professional Staff**

Descriptor Code: **GCM**

Issued Date: **4/87**

Reviewed Date:

Revised Date:

Rescinds:

Instructional Supervision

Instructional supervision is a process for maintaining and improving high professional instructional competence within Independent School District 191. It is a continuous process that involves both staff and supervisors. Its objectives are to assist licensed staff in maximizing their instructional skills.

Teaching is a complex set of activities that requires careful analysis in order to provide information of value to both teacher and supervisor.

Teachers in Independent School District 191 are competent professionals who desire assistance in professional growth offered in a collegial way.

Instructional supervision is an educational alliance between teacher and supervisor. The role of the teacher is to be open to his/her own professional growth and development; the role of the supervisor is to assist and facilitate the professional growth and development of the teacher.

The supervisor helps the teacher identify areas of high competence, select goals for professional growth and then assists the teacher's progress toward those goals.

Instructional supervision activities are between the supervisor and the teacher and need not be reported to Independent School District 191.

Supervisors shall be provided assistance, on a regular basis, in the improvement of their skills in instructional supervision.

Descriptor Term: **Professional Staff Termination of Employment**

Descriptor Code: **GCP-R**

Issued Date: **4/87**

Reviewed Date:

Revised Date: **7/01**

Rescinds:

I. PURPOSE

The purpose of this policy is to set forth the timeline and procedures for the termination of services of licensed professional staff.

A. Tenured Teachers

1. The staff member to be recommended for termination of contract at the conclusion of a school year shall be informed by March 1.
2. The staff member will be provided with written notice of his/her deficiencies by January 1 and be provided with a reasonable period for remediation.

Descriptor Term: **Reduction in Professional Staff Work Force**

Descriptor Code: **GCPA**

Issued Date: **4/87**

Reviewed Date:

Revised Date:

Rescinds:

Staff Reduction

All staff reductions shall be made in compliance with the master agreement of the appropriate employee unit.

Descriptor Term: **Exchange Teaching**

Descriptor Code: **GCQC**

Issued Date: **4/87**

Reviewed Date:

Revised Date:

Rescinds:

Teacher Exchange – Out of District

The Superintendent or a designate may enter into teacher exchange programs, within the definitions of State law.

Legal Reference: Minn. Stat. § 123.58

Descriptor Term: **Exchange Teaching**

Descriptor Code: **GCQC-R**

Issued Date: **4/87**

Reviewed Date:

Revised Date:

Rescinds:

Approval

Teachers participating in an exchange program must have the approval of the Superintendent before presenting their request to the Board. Such approval must be received before the teacher will be permitted into the program.

Before final approval by the Board, licensure approval of the State Department of Education is required.

Descriptor Term: **Support Staff**

Descriptor Code: **GD**

Issued Date: **4/87**

Reviewed Date:

Revised Date: **2/01**

Rescinds:

Support staff includes all employees who are not required to hold a license from the State Board of Education.

The relationship between support staff and professional staff employees shall be one of cooperation providing the best possible learning situation for the student.

Descriptor Term: **Support Staff Positions**
Descriptor Code: **GDA**
Issued Date: **1/84**
Reviewed Date:
Revised Date:
Rescinds:

All District 191 personnel shall have job descriptions developed and disseminated so that the individuals' responsibilities, in the total operation of the district, are understood by all.

Descriptor Term: **Support Staff Fringe Benefits**

Descriptor Code: **GDBC**

Issued Date: **1/84**

Reviewed Date:

Revised Date:

Rescinds:

Health Maintenance Organizations

Participation in HMO's will be made available to all employees of District 191 as an alternative to the district's regular hospital-medical program.

Descriptor Term: **Support Staff Fringe Benefits**
Descriptor Code: **GDBC-R**
Issued Date: **1/84**
Reviewed Date:
Revised Date:
Rescinds:

Health Maintenance Organizations

Procedures for Choice

The Personnel Department will establish procedures for initial entry into an HMO program.

The annual determination for transfer from the regular program to an HMO, or the reverse, shall be set by the Personnel Department each year, once the program has been established.

The effective date for coverage under any plan shall be July 1, each year.

Effective July 1, 1979, employees must remain with the plan selected for one year.

Forms for enrollment and cost information of the HMO programs shall be available in the Personnel Office.

Available Programs

Employees may opt for participation in plans offered by Nicollet Eitel Health Plan, Group Health Plan, Incorporated, or Physicians Health Plan, as an alternative to the basic district health-medical insurance program.

Eligibility

Employees who work twenty or more hours per week are eligible to participate in the plan of their choice.

District Premium Contribution

The district will pay an amount up to the base rate of the regular health-medical insurance program for those with single coverage according to the plan set forth in the regulation or working agreement covering the particular employee unit. Any cost above that amount will be borne by the individual employee by payroll deduction.

The district will pay the dependent coverage premium in an amount not to exceed that stated in the applicable employee unit agreement. Any cost above the stated amount shall be borne by the individual employee by payroll deduction.

Descriptor Term: **Support Staff Hiring**

Descriptor Code: **GDD**

Issued Date: **7/87**

Reviewed Date:

Revised Date:

Rescinds:

The Human Resources Department shall establish written procedures for selection and assignment of support staff personnel which assure compliance with Board policy and written agreements.

Descriptor Term: **Support Staff Hiring**

Descriptor Code: **GDD-R**

Issued Date: **1/84**

Reviewed Date:

Revised Date:

Rescinds:

Positions to be filled will be posted for a minimum of seven and not more than fourteen working days.

If the job is to be revised to provide different required qualifications than the job description calls for, the job will be re-posted, with such modifications so noted, for ten working days before filling.

Employees are encouraged to apply for posted positions. All applicants will be considered and evaluated to arrive at the best appointee.

All applicants will be informed of their status.

Job performance, ability, and seniority will be considered in classified placement.

Administration shall make the final decision in promotions, transfers, demotions, or reductions in work hours subject only to specific procedures in the applicable master agreements or regulations.

Descriptor Term: **Support Staff Assignment and Transfers**

Descriptor Code: **GDI**

Issued Date: **7/84**

Reviewed Date:

Revised Date:

Rescinds:

Selection and Assignment

The Human Resources Department shall establish written procedures for selection and assignment of classified personnel, which assure compliance with Board policy, and written agreements.

Temporary Assignment and Transfer

The Human Resources Department shall establish written procedures for transfer and temporary assignments.

Descriptor Term: **Support Staff Assignments and Transfers**

Descriptor Code: **GDI-R**

Issued Date: **4/87**

Reviewed Date:

Revised Date:

Rescinds:

Transfer of Employees

District support staff who are appointed to a new position will not be transferred to that new position for a two-week period unless waived by mutual agreement of both supervisors.

Temporary Assignments

District support staff who substitute for fellow employees will be compensated according to the District temporary and casual hourly rate for that temporary assignment.

Descriptor Term: **Evaluation of Support Staff**

Descriptor Code: **GDN-R/AFD-R**

Issued Date: **4/87**

Reviewed Date:

Revised Date:

Rescinds:

Evaluation

Each support staff-member who works more than twenty (20) hours per week shall be evaluated at least twice each year during the first two years of employment in the District. The first evaluation shall be made by the immediate supervisor by mid-year and the second evaluation shall be completed by the end of the school year.

Employees who are in their third or later year of service in the District shall be evaluated at least one time each year, to be completed by June 1.

Additional appraisal may be made upon recognition of need by the supervisor or upon request of the individual employee.

After each appraisal the supervisor shall discuss the appraisal with the employee.

The appraisal shall be in writing on the proper form.

The employee shall sign the written appraisal and may comment on the appraisal if desired.

Personnel Data

Data gathered in the course of the procedure shall be used for review of job specifications and descriptions and in transfer, promotion, demotion and termination activities.

Completed reviews for personnel evaluated shall be sent to Human Resources for inclusion in the employee's file at the conclusion of the school year.

Descriptor Term: **Guidelines for Contract Discussions with
Meet and Confer Employee Groups**

Descriptor Code: **HFA**

Issued Date: **1/91**

Reviewed Date: **3/10**

Revised Date: **4/10**

Rescinds:

The Superintendent will meet with the School Board to determine contract provision parameters prior to meeting with Meet and Confer Employee Groups to discuss the contract for the coming years. Meet and Confer employees will have the opportunity to provide input before the district determines terms and conditions of employment.

Descriptor Term: **Elementary and Secondary Maximum Teacher Loads**

Descriptor Code: **IHB**

Issued Date: **3/87**

Reviewed Date:

Revised Date:

Rescinds:

Chapter 3500.1400, Subd. 2., and Chapter 3500.3700, Subd. 4 may be exceeded when one or more of the following circumstances exist:

Funding is insufficient to meet anticipated expenditures,

Limited space in a given school building prohibits the opening of additional classes or sections,

Students enroll in the school after August 15 when staffing has been allocated,

Unavailability of qualified and suitable staff to open additional classes or section,

Alternate staffing and programming is deemed to be better suited for the educational needs of the students.

Descriptor Term: **Community Based Home Care Agency Staff
in the School Setting**

Descriptor Code: **IHBHB**

Issued Date: **6/00**

Reviewed Date:

Revised Date:

Rescinds:

PURPOSE

The purpose of this policy is to clarify the roles and responsibilities of individuals when community based home care (CBHC) agency staff accompany medically fragile students to school.

ROLES AND RESPONSIBILITIES

Principal/Administrative Designee

All instructional and support staff in a school are supervised by the building principal. Decisions regarding the implementation of District policies and building procedures are the responsibility of the principal. Questions related to these matters should be addressed to the principal.

- A. The building principal directs the special education case manager or designee to maintain frequent communications with the parents and community based home care agency staff.
- B. The building principal or designee will encourage and support frequent dialogue between the school and CBHC agency staff to ensure the development and maintenance of a supportive program, which is in the best interest of the child.
- C. The building principal or designee will ensure that the school nurse is aware of the medical needs of the child, through communication with the parents, CBHC agency staff, and the medical community, in order to provide appropriate response in case of an emergency.

Parent

- A. The parent is the advocate for their child's educational program and should communicate concerns about the school program directly to the school staff.
- B. The parent obtains doctor's orders and gives signed permission to release information to be shared between the doctor and the school.
- C. The parent keeps medical information on their child up-to-date with the licensed school nurse.

Special Education Teacher/Case Manager

- A. Is responsible for the direction of all classroom activities and for all persons working within the classroom setting.
- B. Is responsible for case management of the student's educational program.
 - 1. Calls team meetings.

2. Completes the student's IFSP/IEP. Includes under adaptations, agency's role and responsibilities related to the student.
 3. Develops and implements the student's daily schedule.
 4. Ensures that appropriate support services, including related services, are delivered as identified on the IFSP/IEP.
 5. Responsible for defining and implementing, in collaboration with CBHC agency staff, interventions to manage behaviors which directly impact the child's medical condition.
 6. Communicates directly with the parent regarding the child's educational program. The teacher must avoid using the CBHC agency staff as a conduit for information as a substitute for direct communication with the parent.
- C. Given parent permission prior to appearance of the CBHC agency staff member, the teacher is responsible to inform children in both the special and general education classrooms and their parents, if appropriate, of the child's need for service and the role of the CBHC agency staff.
 - D. To foster appropriate communication between school nursing personnel and educational staff.
 - E. Maintains confidentiality of educational information received from parent. In cases where the teacher determines it is in the best interest of the child, information will be shared with the CBHC agency staff but only after parental permission is obtained.
 - F. Orient CBHC agency staff to the building, phone use and appropriate building staff.
 - G. To facilitate carry over of educational objectives into the home environment.

Licensed School Nurse (LSN)

The licensed school nurse (LSN) is responsible for health services to all students enrolled in the school. Because the LSN will not be providing direct care to the student, the Individualized Health Plan (IHP) will reflect case management or care coordination activities.

- A. Is responsible to meet the CBHC agency staff and the agency case manager to develop initial school plan.
- B. Helps to determine where and when students' medical needs will be met within the school setting.
- C. Fosters communication between primary care provider, CBHC agency, school staff and parents.
- D. Obtains necessary release of information needed between CBHC agency and school, assuring student confidentiality.
- E. Orients CBHC agency staff to health office, use of phone, OSHA guidelines for schools, and emergency supplies or procedures.
- F. Is a member of the IFSP/IEP team and provides health information needed for special education planning.

- G. Obtains care plan from CBHC agency case manager initially and periodically when renewals/reviews are completed. This care plan is part of the pupil health record and may be part of the Individualized Health Plan.
- H. The LSN should develop an ECP (Emergency Care Plan) and/or EEP (Emergency Evacuation Plan) if appropriate.
- I. The LSN facilitates storage of needed equipment such as oxygen, suctioning machine, humidity or IV pole.
- J. The special education teacher instructs CBHC agency staff to keep incidental information on other students confidential.
- K. The LSN collaborates with classroom staff and CBHC agency to provide information to classmates/parents if appropriate.

Community Based Home Care (CBHC) Agencies

The role of the CBHC agency staff is to attend to medical needs of the individual student, provide direct nursing care, and work cooperatively with school staff for the benefit of the student.

- A. Provides name, address and telephone number of CBHC agency, supervisor and case manager. Also, provides name/title of those attending school with the student.
- B. CBHC agency nurses are hired on a home care basis and are responsible for the student's nursing care in the school setting and on field trips.
- C. The agency case manager meets with LSN to provide care plan, initial follow-up, and each review thereafter. Keep LSN informed in writing of any changes in health status or procedures performed during the school day.
- D. Indicates the distance the CBHC staff should be from the student, such as on call outside the classroom or within the classroom.
- E. Clearly describes behaviors/conditions which require medical attention. Other behaviors should be dealt with by school staff as much as possible. Questions will sometimes arise about relative nursing vs. school staff responsibility. In such situations, open discussion and problem solving should occur immediately.
- F. Work with LSN and classroom staff to decide when and where nursing procedures will be performed to avoid classroom disruption.
- G. Collaborate with LSN and classroom staff to provide information or in-service to classmates/parents, if appropriate.
- H. CBHC agency staff is responsible to assist only the student(s) receiving agency services.
- I. CBHC agency nurses who accompany a student on school buses are only responsible for the student under their care.
- J. Maintain confidential any information derived from parent or home situation. In those cases where it is the judgment of the CBHC agency staff that it is in the interest of the child for information to be shared, parental written permission will be obtained.

- K. Does not act as a conduit of communication between parent and school about educational concerns, but instead guides the parent to communicate directly with school staff, so as to avoid misunderstandings.
- L. May attend IFSP/IEP meetings or educational conferences by invitation of parent, following due process procedures.
- M. Provides orientation to LSN and school staff regarding CBHC agency structure, and roles and responsibility of agency staff.
- N. If either school or CBHC agency staff have concerns or questions about specific situations or about either the educational program or the nursing service, they first should communicate directly with the professional staff involved in the situations. (Meetings of the student's child study team can be a good vehicle for such communication. If concern or questions cannot be resolved at that level, mutual consideration and respect, professional judgment and policies of the involved agencies should determine to whom questions and concerns are referred.)

Descriptor Term: **Evaluation of Instruction and Curriculum Programs**

Descriptor Code: **IM**

Issued Date: **3/93**

Reviewed Date:

Revised Date: **4/97**

Rescinds: **IM/AFE & IF**

Purpose

The Burnsville-Eagan-Savage School District supports active community participation in phases of planning and improving instruction and curriculum affecting the state's graduation standards.

Definitions

For purposes of this policy, instruction and curriculum are defined as follows:

- a. "Instruction" means methods of providing learning experiences that enables a student to meet graduation standards.
- b. "Curriculum" means written plans for providing students with learning experiences that lead to knowledge, skills, and positive attitudes.

Adopting Policies

The Board of Education shall adopt annually a written policy that includes the following:

- a. district goals for instruction and curriculum;
- b. process for evaluating each student's progress toward meeting graduation standards and identifying the strengths and weaknesses of instruction and curriculum affecting students' progress;
- c. system for periodically reviewing all instruction and curriculum;
- d. plan for improving instruction and curriculum; and,
- e. instruction plan than includes education effectiveness processes and integrates instruction, curriculum, and technology.

Instruction and Curriculum Advisory Committee

The Board of Education will establish an Instruction and Curriculum Advisory Committee to ensure active community participation in all phases of planning and improving the instruction and curriculum. The district advisory committee, to the extent possible, shall reflect the diversity of the district and its learning sties, and shall include teachers, parents, support staff, pupils, and other community residents. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.

Functions of the Committee

The Instruction and Curriculum Advisory Committee shall recommend to the Board of Education districtwide education standards, assessments, and program evaluations.

Reports

By October 1 of each year, the Board of Education shall use standard stateside reporting procedures developed by the Commissioner of Children, Families and Learning and adopt a report that includes the following:

- a. student performance goals for meeting state graduation standards adopted for that year;
- b. results of local assessment data and any additional test data;
- c. annual school district improvement plans; and

- d. information about district progress in realizing previously adopted improvement plans.

The Board of Education shall publish the report in the local newspaper. A copy of the report will be made available to the public and to the Commissioner of Children, Families and Learning by October 15, of each year.

The “Annual Report on Curriculum, Instruction, and Student Performance” will include at least the following information about advisory committee membership:

- a. the name of each committee member and the date when that member’s term expires;
- b. the method and criteria the school board uses to select committee members; and
- c. the date by which a community resident must apply to next serve on the committee.

The School District shall periodically ask affected constituencies about their level of satisfaction with school and include the results of this evaluation in the annual report.

At least once every two years, the annual report shall include an evaluation of the district-testing program, according to the following:

- a. written objectives of the assessment program;
- b. names of tests and grade levels tested;
- c. use of test results; and
- d. implementation of an assurance of mastery program.

Evaluation by Students, Graduates, Parents and Community Members

Each year the Board of Education will provide students, graduates, parents, and community members who receive a diploma or its equivalent from the school district with an opportunity to report to the Board on the following:

- a. the quality of district instruction, curriculum and services;
- b. the quality of district delivery of instruction, curriculum and services;
- c. the utility of district facilities; and
- d. the current students, parents and community members effectiveness of district administration.

Descriptor Term: **School Ceremonies and Observances**

Descriptor Code: **IND**

Issued Date: **6/86**

Reviewed Date:

Revised Date:

Rescinds:

No person shall, on the basis of sex, race or religious preference be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in the School District.

Administration shall comply with Title IX Regulations promulgated by the U.S. Department of Education, Minnesota Statutes, and Minnesota State Board of Education guidelines implementing this policy.

It is the responsibility of the instructional administration to incorporate processes into all regular review and selection of curriculum . materials and experiences . through which it may be determined whether there is evidence of racism, sexism, or religious discrimination.

Descriptor Term: **Student Withdrawal from School**
Dropouts

Descriptor Code: **JECE**

Issued Date: **12/07**

Reviewed Date:

Revised Date:

Rescinds:

Dropout Prevention

Every child entering kindergarten through 16 years of age must receive instruction. According to MN Statute, any student between 16 and 18 years old who seeks to withdraw from school must:

- (1) attend a meeting with the student's parent or guardian and school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and
- (2) have his/her parent or guardian sign a written election to withdraw from school.

The Board believes a high school graduation certificate signifies the minimum preparation for life. Consequently, students who withdraw from school may have less than a minimal preparation. Therefore, the Board strongly urges every teacher, guidance counselor, principal, parent and citizen to exert all influence to motivate all students toward the goal of graduation.

Legal Reference:

Minn. Stat. § 120A.22

Descriptor Term: **Student Withdrawal from School
Dropouts**

Descriptor Code: **JECE-R**

Issued Date: **11/07**

Reviewed Date:

Revised Date:

Rescinds:

Parents or adult students are requested to take the following action when terminating enrollment in the District:

- A. Notify the attendance office and/or building administration.
- B. Complete District Withdrawal Form. (Exhibit A)
- C. Notify teacher(s) to provide easiest possible transition.

Administration and instructional staff should recognize potential dropouts and do everything possible to give the necessary guidance to such students.

Administration/counselors will attempt to conduct an exit interview with any student/family choosing to dropout prior to graduation. The purpose of exit interview will be to: 1) determine need for modification to current program, 2) provide guidance and information on other educational options and/or alternatives.

Administration will document the number of students electing to dropout of school prior to graduation.

Descriptor Term: **Child Maltreatment and Inappropriate Discipline by School District Employees**

Descriptor Code: **JGA**

Issued Date: **5/90**

Reviewed Date:

Revised Date:

Rescinds:

The Independent School District 191 Board of Education recognizes child abuse and inappropriate discipline as critical problems for learners, the educational system, and society. This School District will be actively involved because children and youth are at risk in the learning process when they are abused or inappropriately disciplined.

The Board is committed to promoting healthy human relationships and positive role models regarding appropriate use of power. Students are a priority, and no physical or emotional harm is to come to them during the teaching-learning process.

Descriptor Term: **Child Maltreatment and Inappropriate Discipline by School District Employees**

Descriptor Code: **JGA-R**

Issued Date: **5/90**

Reviewed Date:

Revised Date:

Rescinds:

BOARD GOVERNANCE AND OPERATIONS

Review of System for Impediments

Annual reviews of policies, procedures, and organization will be made to identify impediments to healthy human relationships based on mutual respect and positive role models by educators.

General Administration

The School Board hereby designates the Assistant Superintendent for Human Resources and Planning as the School District's administrator and responsible officer to receive reports or complaints of child maltreatment and inappropriate discipline by educators from any individual employee or victim of maltreatment and/or inappropriate discipline. If the complaint involves the School District administrator, the complaint shall be filed directly with the Superintendent.

Support Services

Regional/County Child-Abuse Team

A staff member will be assigned to represent the School District on the multidisciplinary child-abuse team for the county.

Access to Student Services

Students will have access to student services professionals, including licensed school professionals, counselor, school nurse, school social worker, and educational psychologist.

Facility Development

No Images of Violence

Symbols of violence will not be present in the educational facilities, including "humorous" paddles as wall decoration and similar items.

Use of Facilities for Anti-violence Groups

To promote nonviolence in society, District facilities will be made available to family support services and self-help groups for reduction of violence.

Personnel

Personnel Inservice about Child Maltreatment and Inappropriate Discipline

- (a) Inappropriate forceful actions by educators (M.S. 609.379 and chapter 114 from the 1989 legislative session laws).
- (b) Prevention and intervention and reporting of child abuse including sexual abuse and harassment (M.S. 626.556 1986 with 1987 amendments).
- (c) Corporal punishment prohibited (M.S. 127.45).
- (d) Educational methods and behaviors that promote mutual respect.
- (e) Culturally specific child development and child maltreatment issues.

Inappropriate Behaviors

District employees or agents of the District are required by law to refrain from causing or inflicting upon a pupil the use of corporal punishment. Punishment means, "conduct involving physical force and infliction of bodily pain. It also means conduct involving cruelty or unreasonable force that causes substantial emotional harm." (Minnesota 1989 session laws, Chapter 285.)

Recommended Behaviors

District employees are encouraged to use the following in teaching, counseling, coaching, and administrative roles:

- (a) Manage the learning climate so as to create a balance of power among educators and learners.
- (b) Meet with parents or guardians regarding behavior problems.
- (c) identify behaviors of concern and refer students to someone who may be able to diagnose and/or address problems.
- (d) Recommend counseling or other appropriate professional services.
- (e) Physically restrain a student who is hurting others or self.
- (f) If necessary, appropriate force may be used. Appropriate force is defined as:
 - (1) "Reasonable physical force may be used to quell a disturbance, to obtain possession of weapons or dangerous objects on the pupil or within the immediate control of the pupil to defend oneself or others, or to prevent harm to another person or school property" (Minnesota 1989 session laws, Chapter 114).
 - (2) Reasonable force may be used by a teacher "in the exercise of lawful authority to restrain or correct such child or pupil" or..."when necessary to restrain the child from self-injury or injury."

Reporting Maltreatment of Minors

When carrying out reporting procedures as required by state legislation, education employees who report to a welfare or law enforcement agency that a child is being physically or sexually abused will be protected and supported by the School District. This support and protection also applies when an educator must self-report or report a colleague. In such situations, school districts shall comply with Minnesota Statute 626.556, Reporting of Maltreatment of Minors.

This Statute states,

"Subd. 3. Persons mandated to report: A person who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or

physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, police department, or the county sheriff if the person is: a professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, or law enforcement."

The School District directs that employees comply fully with the State Statute.

Employee Relations

Employee Support

The District recognizes that it has an obligation to support and protect employees from unjust accusations. The District recognizes and supports the legal due process concept that all are presumed innocent until proven guilty. When accusations are proven, appropriate actions will be taken.

On the other hand, when charges are found to be without substance, the District will support the employee in seeking whatever redress is appropriate. The District will specifically support the employee through use of the District's Employee Assistance Program and/or other counseling if needed. The District will ensure enforcement of the student discipline policies and procedures and cooperate with law enforcement officials in prosecution of students for juvenile or adult criminal offenses. The District will not engage in civil actions against the students or their parents.

Employee Assistance Program

- (a) Referral to treat violent behavior tendencies, and
- (b) Referral for learning positive behavior management for classroom and school.

Discipline

Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota statutes and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end child maltreatment and inappropriate discipline by educators and prevent its recurrence.

Curriculum and Instruction

Early Childhood and Elementary Instruction

Age-specific instruction in nonviolent alternatives to violent behavior will be taught. Appropriate use of power will be encouraged in school and elsewhere. Children will be instructed about state legislation protecting their rights to personal safety and where to go for assistance if needed.

Elementary and Secondary Support Groups

Support groups to enhance self-awareness, self-esteem concepts, support groups dealing with family and other violence, will be initiated and facilitated by professionals skilled in group process.

Parent and other Adult Programs

Parents, guardians, and other caretakers of the young will be provided a program which teaches methods and behaviors for nonviolent human interaction and which promotes mutual self-respect.

Equity Education – All Ages

Learners of all ages will review concepts of the rights of individuals, including data privacy rights, tolerance of differences in cultures and lifestyle, inappropriate sexual stereotyping, and how fear and lack of information can lead to prejudice or other forms of minimizing the rights of individuals. Child abuse will be one of the issues included.

Students

Student Information

Efforts will be made to apprise students of legislation and School Board policies which protect their personal safety. Information will be provided regarding where to go for assistance if needed.

Data Privacy

The District protects the privacy rights of learners of all ages. Therefore, knowledge that a student has been abused is confined to those in the District who need to know and those outside the District who legally must receive a report.

School/Community Relations

Community Resource Services

Community resources available to be used as support services will be identified for use by student service professionals and others who may refer students of staff for assistance.

Community Recommendations

Community persons with expertise and/or interest in nonviolence will assist the annual review for system impediments (section 2.1),

Or,

A Health and Human Services Advisory Committee will review policies, facilitate linkages with other public and private resources, offer guidelines for curriculum and program, and offer resources for use by educators.

Descriptor Term: **Physical Examinations of Students**

Descriptor Code: **JHCA**

Issued Date: **1/86**

Reviewed Date:

Revised Date:

Rescinds:

A child entering kindergarten must present either evidence of a physical examination within the previous year or a waiver signed by the parent or guardian.

Descriptor Term: **Communicable Diseases Students**
Descriptor Code: **JHCC**
Issued Date: **9/86**
Reviewed Date: **2/10**
Revised Date: **3/10**
Rescinds: **JHCC/GBEA**

STUDENTS

It is the policy of the School Board that students with communicable diseases not be excluded from attending school long as their attendance does not create a substantial risk of the transmission of illness to students or employees of the School District.

CIRCUMSTANCES AND CONDITIONS

Determination of whether a contagious individual's school attendance creates a significant risk of the transmission of the illness to students of the school district will be made on a case-by-case basis. Such a decision will be based upon the nature of the risk, the duration of the risk, the severity of the risk and the probability the disease will be transmitted and will cause varying degrees of harm. Assessing the risk of transmission of the disease will be done in consultation with local and state public health departments.

PREVENTION

The School District shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. §121.23.

The School District will develop routine procedures for infection control at school and for educating students about these procedures.

INFORMATION SHARING

Public concern regarding communicable diseases is neither an excuse nor defense for the violation of data privacy rights of students who have or are rumored to have such illnesses. Health data regarding students is private data, Minn. Stat. §13.32, Subd. 2, and is not to be disseminated to the public or to staff without the strict observance of data privacy rights.

REPORTING

The School District will develop routine procedures for reporting of communicable diseases to the local and/or state public health departments.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 13.32, Subd. 2 (Educational Data)
Minn. Stat. § 13.42, Subd. 2 (Personal Data)
Minn. Stat. § 144.4186 (Data Privacy)

Cross Reference: MSBA/MASA Model Policy 420

Descriptor Term: **Supervision of Students**

Descriptor Code: **JHFA**

Issued Date: **4/87**

Reviewed Date:

Revised Date: **3/09**

Rescinds:

Student Control

The Board recognizes its responsibility to give administrative support to its employees; nevertheless, each employee bears the primary responsibility for maintaining proper control and discipline.

Descriptor Term: **Student Safety-Reporting Child Abuse,
Sexual Abuse and/or Neglect**

Descriptor Code: **JHFE**

Issued Date: **1/86**

Reviewed Date:

Revised Date:

Rescinds:

Evidence of child abuse or neglect shall be processed according to statute. The administration is responsible for developing and implementing regulations which assure compliance with the Child Abuse Statute.

Legal Reference: Minn. Stat. § 626.556

Descriptor Term: **Student Safety-Reporting Child Abuse,
Sexual Abuse and/or Neglect**

Descriptor Code: **JHFE-R**

Issued Date: **1/86**

Reviewed Date:

Revised Date:

Rescinds:

Under Minnesota law a "professional or his/her delegate...engaged in the practice of child care or education..." must report suggested child abuse, sexual abuse or neglect to the proper authorities.

Anyone making a report of abuse or neglect is provided immunity and cannot be prosecuted for reports made in good faith and his/her name is confidential, accessible only by court order.

Any person mandated to report who fails to do so shall be guilty of a misdemeanor.

Physical abuse is any injury inflicted upon a child by a parent, guardian, or other person responsible for the child's care other than by accidental means, which cannot be reasonably explained. This includes bruises, welts, burns, scalding, abrasions, lost teeth, bone fractures, or swelling.

Sexual abuse as defined in Minnesota Statute 609.341-609.345 or 609.321-609.324 or 617.246.

Neglect means failure by a parent, guardian, or other person responsible for a child's care to supply a child with necessary food, clothing, shelter or medical care when reasonable able to do so or failure to protect a child from conditions or actions which imminently and seriously endanger the child's physical or mental health when reasonable able to do so.

School personnel who know or have reason to believe a child has been (during preceding three (3) years) or is being physically or sexually abused or neglected shall immediately report the situation to either the appropriate law enforcement agency or the appropriate county welfare agency and notify his/her immediate supervisor of such action.

Representatives from law enforcement agencies or from county welfare agencies who interview a child at school shall then be responsible for notifying parents or guardians of the interview and the reasons for it.

A classroom teacher must never excuse a student for an interview unless the request has been checked and approved by the principal or designee.

Legal Reference: Minn. Stat. § 626.556

Descriptor Term: **Adult Enrollment in High School Classes**

Descriptor Code: **JID**

Issued Date: **7/95**

Reviewed Date:

Revised Date:

Rescinds:

School District 191 enthusiastically endorses the concept of lifelong learning and programming options that enable learners of all ages to continue to develop their skills and knowledge through enrollment in high school courses. The District also recognizes the benefits of providing opportunities for learners of diverse ages to interact. In particular, adults who take high school courses bring valuable experience and new insights to the high school classroom.

Finally, the District is committed to designing partnership arrangements that meet the needs of the community. This policy encourages the efficient use of facilities, provides educational options for adults and benefits students with whom the adults interact.

Descriptor Term: **Adult Enrollment in High School Classes**

Descriptor Code: **JID-R**

Issued Date: **7/95**

Reviewed Date:

Revised Date:

Rescinds:

The administration is charged with facilitating the enrollment of adults in high school courses. The following general procedures and criteria are established to facilitate adult enrollment opportunities:

1. Adult students must be 19 years of age or older and no presently enrolled in the senior high school.
2. Senior high school principal and course instructor approval is required. A meeting between the adult student and instructor prior to the beginning of the course is strongly recommended to establish expectations.
3. Adult students enrolled in alternative or post-secondary programs that desire credit for participation in a regular high school course must make all arrangements through the non-high school program (e.g., ABE, adult high school diploma program, community college, technical college, other education programs).
4. Regular high school students have priority for course enrollment.
5. Residents of ISD 191 will have preference for enrollment.
6. Adult students shall assume costs for classroom supplies and materials.
7. Adult students driving cars to school must obtain a parking permit.
8. Adult students may participate in the school lunch program at the adult lunch rate.
9. Adult students are required to follow applicable District and high school rules.
10. The high school principal may terminate enrollment of an adult student at the principal's discretion.

Descriptor Term: **Student Teaching and Internships**

Descriptor Code: **LEA**

Issued Date: **4/87**

Reviewed Date: **4/10**

Revised Date: **5/10**

Rescinds:

The Superintendent or a designate is responsible for the execution of agreements with individual colleges or universities for use of student teachers.

The administration shall develop a written procedure for intern teacher employment. Terms of employment for interns are specified in Board regulations.

Descriptor Term: **Student Teaching and Internships**
Descriptor Code: **LEA-R**
Issued Date: **1/84**
Reviewed Date: **4/10**
Revised Date: **5/10**
Rescinds:

STUDENT TEACHERS

Assignment

A teacher will be consulted before being assigned a student teacher.

First year teachers will not be assigned a student teacher.

Stipend

In view of the widespread teaching activities, alternative methods of payment will be recognized.

One hundred percent of the stipend will be paid to supervising teachers.

Where student teaching centers have been established, a committee made up of staff members may determine the appropriate allocation of the stipends.

Approved Programs

Independent School District 191 may enter into agreements with teacher preparing institutions, public or private, who have established approved programs. Approved programs must conduct criminal background checks on student teachers prior to placement.

Approved programs provide for prospective teachers to participate in teaching experience under the supervision of a fully qualified teacher in District employ.

Status

Student teachers, when assigned and on duty, shall be deemed employees of the District for the purpose of worker's compensation and liability insurance.

No credit on the salary schedule, seniority list or longevity calculation shall be given student teachers subsequently hired by the District.

INTERNS

Purpose

A school district's intern program should be for the primary purpose of assisting and influencing the development of teacher-training programs. At all times, however, the welfare of the students in the District should be of primary concern. Adoption of any program, which would interfere in the accomplishment of a district's educational program, will be avoided.

Qualifications

An intern shall be one who has completed the baccalaureate or be a senior in a teacher education program at a recognized teacher training institution and be recommended by the training institution. The district will conduct a criminal background check.

Compensation shall be based upon agreements with the colleges involved.

Assignment

A prospective intern will be screened by District staff and, upon acceptance, will attend any workshops scheduled during the residence for all staff as well as those specifically provided for the intern.

An intern shall be assigned to a staff member for supervision. The supervisor shall have at least three years teaching experience. The supervisor's responsibilities will include counseling the intern(s), observing the work of the intern(s), and coordinating the intern(s) activities with other personnel and evaluation.

An intern may not be assigned more than 50% of the teaching responsibilities carried by a licensed teacher. An intern is also expected to observe other professionals on duty, spend adequate time in preparation of assignments, conduct relevant research and to pursue other professional activities.



**Agenda II.B.7.
June 9, 2016**

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

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

Date: June 9, 2016

**Re: Change Order #002 and #003 for the 2016 Additions and Alterations to
Metcalf Junior High, William Byrne Elementary and Rahn Elementary
schools**

RECOMMENDATION: That the Board of Education approve change order #002 and #003 for the 2016 Additions and Alterations to Metcalf Junior High, William Byrne Elementary and Rahn Elementary schools.

On December 17th, 2015 the School Board approved the bids for contracts #0610, #2300, and #2600 for the 2016 Additions and Alterations to Metcalf Junior High, William Byrne Elementary and Rahn Elementary schools.

Change order #002 for contract #2600 (A.J. Moore Electric, Inc.) is in the amount of \$3597.00. Modifications to electrical work in the office area and to the special education classroom area at Metcalf Middle School are the reasons for the increased costs to this contract.

Change order #003 for contract #0610 (Morcon Construction Co.Inc.) is in the amount of \$16,948.00. Increased labor and material costs for providing stack bond in lieu of running bond on the new addition (lower-level) at William Byrne to match the existing building and revisions to the brick piers on the entrance, enlarging the toilet room the special education classroom area and hardware changes to doors at Metcalf Middle School are the reasons for the cost increase this contract.

To date total change orders in amount of \$20,736.00 to the 3 contract amounts of \$4,342,600.00 brings the total contracts with change orders to \$4,363,336.00. This represents change orders of 0.48% 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.



BUSINESS OFFICE • 100 River Ridge Court • Burnsville, MN 55337

www.isd191.org

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

MAY 03 2016
MAY 13 2016

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

PCO#02

(Instructions on reverse side)

PROJECT: WILLIAM BYRNE / RAHN / METCALF
 (Name and address) BURNSVILLE-EAGAN-SAVAGE-PUBLIC SCHOOLS
 100 RIVER RIDGE COURT
 BURNSVILLE, MN 55337

CHANGE ORDER NO.: 2600-01
 INITIATION DATE: 04/19/16
 PROJECT NOS.: 301504.02
 CONTRACT FOR: Contract #2600 Electrical
 CONTRACT DATE: 12/17/2016

TO CONTRACTOR:
 (Name and address) AJ MOORE ELECTRIC
 27155 HICKORY RIDGE DR
 ELKO NEW MARKET, MN 55020

The Contract is changed as follows:

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

RECEIVED

MAY - 9 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Quoted Maximum Price) was	\$ 602,000.00
Net change by previously authorized Change Orders	\$ 0.00
The (Contract Sum) (Quoted Maximum Price) prior to this Change Order was	\$ 602,000.00
The (Contract Sum) (Quoted Maximum Price) will be (increased) (Decreased / Unchanged) by this Change Order	\$ 3,597.00
The new (Contract Sum) (Quoted Maximum Price) including this Change Order will be	\$ 605,597.00
The Contract Time will be (Increased / Decreased) (unchanged) by	(- 0 -) days
The date of Substantial Completion as of the date of this Change Order therefore is	

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. unchanged.

WENCK CONSTRUCTION, INC.
 CONSTRUCTION MANAGER
 7500 OLSON MEMORIAL HWY, STE 300, GOLDEN VALLEY, MN 55427
 ADDRESS
 BY *Shawn Butts* DATE 5/4/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN
 ARCHITECTS
 ARCHITECT
 332 Minnesota Street, W2000, St. Paul, Minnesota 55101
 ADDRESS
 BY *[Signature]* DATE 5/11/16

AJ MOORE ELECTRIC
 CONTRACTOR
 27155 Hickory Ridge Drive, Elko New Marget, MN 55020
 ADDRESS
 BY *[Signature]* DATE 5-1-16

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



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Subcontract Change Order

Detailed, Grouped by Each Number

William Bryce-Rahn Metcalf

Project # 30150402

Tel: Fax:

Date: 4/19/2016
To Subcontractor/Vendor:
 AJ Moore Electric, Inc.
 27155 Hickory Ridge Drive
 Elko New Market, N 55020

Architect's Project No:
Contract Date:
Contract Number: 2600
Change Order Number: 001

The Contract is hereby revised by the following items:

Approved RFCOPs 4-6 & ASI#6

PCO	Item #	Description	Amount
RFCOP#004	002	AJ- Duplex, Data Outlet	1,226
RFCOP#005	002	AJM - Relocate electrical fixture, duplex, and fire alarm	1,626
RFCOP#006	002	AJM - Electric Strike and Power Supply	745

The original Contract Value was.....	602,000
Sum of changes by prior Subcontract Change Orders.....	0
The Contract Value prior to this Subcontract Change Order was.....	602,000
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	3,597
The new Contract Value including this Subcontract Change Order will be.....	605,597
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	

 CONTRACTOR

 Address

BY _____

SIGNATURE _____

DATE _____

AJ Moore Electric, Inc.

 SUBCONTRACTOR/VENDOR
 27155 Hickory Ridge Drive
 Elko New Market, N 55020

 Address

BY _____

SIGNATURE _____

DATE _____

lm

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

APR 29 2016

MAY 10 2016

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>	PCO#03
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>	
ARCHITECT	<input checked="" type="checkbox"/>	
CONTRACTOR	<input checked="" type="checkbox"/>	
FIELD	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	

PROJECT: WILLIAM BYRNE / RAHN / METCALF
 (Name and address) BURNSVILLE-EAGAN-SAVAGE-PUBLIC SCHOOLS
 100 RIVER RIDGE COURT
 BURNSVILLE, MN 55337

CHANGE ORDER NO.: 0610-02
 INITIATION DATE: 03/01/16
 PROJECT NOS.: 301504.02
 CONTRACT FOR: Contract #0610 General Construction
 CONTRACT DATE: 2/12/2016

TO CONTRACTOR:
 (Name and address) MORCON CONSTRUCTION CO, INC.
 5905 GOLDEN VALLEY RD
 GOLDEN VALLEY, MN 55420

The Contract is changed as follows:

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

RECEIVED

MAY - 6 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	\$ 2,949,700.00
Net change by previously authorized Change Orders	\$ 191.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$ 2,949,891.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$ 16,948.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$ 2,966,839.00
The Contract Time will be (increased) (decreased) (unchanged) by	(- 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, STE 300, GOLDEN VALLEY, MN 55427
 ADDRESS
 BY *Shawn Butts* DATE 5/3/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN
 ARCHITECTS
 ARCHITECT
 332 Minnesota Street, W2000, St. Paul, Minnesota 55101
 ADDRESS
 BY *[Signature]* DATE 5/9/16

MORCON CONSTRUCTION CO, INC.
 CONTRACTOR
 5905 Golden Valley Rd., Golden Valley, MN 55420
 ADDRESS
 BY *[Signature]* DATE 4/29/16

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



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Subcontract Change Order

Detailed, Grouped by Each Number

William Bryce-Rahn Metcalf

Project # 30150402

Tel: Fax:

Date: 4/19/2016

To Subcontractor/Vendor:

Morcon Construction Co., Inc.
5905 Golden Valley Road
Golden Valley, MN 55420

Architect's Project No:

Contract Date:

Contract Number: 0610

Change Order Number: 002

The Contract is hereby revised by the following items:

Approved RFCOPs 4-5 & ASI#006

PCO	Item #	Description	Amount
ASI#006	001	MC - Provide stacked bond in lieu of Running bond at the lower level of Byrne	13,360
RFCOP#004	001	MC- Entrance Revisions	802
RFCOP#005	001	MC - Toilet Room B149A Revisions	1,672
RFCOP#006	001	MC - Change closer, remove wall bumper and add overhead stop	1,114

The original Contract Value was.....	2,949,700
Sum of changes by prior Subcontract Change Orders.....	191
The Contract Value prior to this Subcontract Change Order was.....	2,949,891
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	16,948
The new Contract Value including this Subcontract Change Order will be.....	2,966,839
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	

CONTRACTOR

Address

BY _____

SIGNATURE _____

DATE _____

Morcon Construction Co., Inc.

SUBCONTRACTOR/VENDOR

5905 Golden Valley Road
Golden Valley, MN 55420

Address

BY *Stamm Olson*

SIGNATURE *Spring*

DATE *4/26/16*

Om

Metcalfe/Byrne/Rahn Budget Report with Change Orders

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
Bid Metcalf,Rahn,Byrne								
Contract #2600 Electrical/Communication/Security/Sound	A.J. Moore Electric, Inc.	\$524,800.00	\$602,000.00	\$3,597.00	0.60%	1	\$605,597.00	5.04%
Contract #2300 Mechanical	Norther Air Corporation	\$911,550.00	\$790,900.00	\$0.00	0.00%	0	\$790,900.00	15.35%
Contract #0610 General Construction	Morcon Construction	\$3,075,056.00	\$2,949,700.00	\$17,139.00	0.58%	2	\$2,966,839.00	23.53%
		<u>\$4,511,406.00</u>	<u>\$4,342,600.00</u>	<u>\$20,736.00</u>			<u>\$4,363,336.00</u>	
	Grand Totals	<u>\$4,511,406.00</u>	<u>\$4,342,600.00</u>	<u>\$20,736.00</u>	0.48%		<u>\$4,363,336.00</u>	
							<u>\$4,032,129.00</u>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING

\$4,032,129.00



**Agenda II.B.8.
June 9, 2016**

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

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

Date: June 9, 2016

Re: Change Orders #127, #132, #133, #136, and #137 for the 2015 Additions and Alterations to Burnsville High School

RECOMMENDATION: That the Board of Education approve Change Orders #127, #132, #133, #136, and #137 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 #127 for contract #0810 (Kendell Doors & Hardware, Inc.) is in the amount of \$15,484.00. The increase in cost of this contract is a result of changing door specifications to meet fire code requirements, both new and existing.

Change order #132 for contract #0610 (George F. Cook Construction Co.) is in the amount of \$3,387.00. The change in this contract is a result of additional saw cutting and demolition and door installation, supplying and installing a new tunnel access door and providing locks on the mobile casework for the classrooms.

Change order #133 for contract #0950 (Kirk Acoustics, Inc.) is in the amount of \$3406.00. The additional costs to this contract was to add metal fascia soffits due to ceiling height issues.

Change order #136 for contract #0600 (Ebert Construction) is a deduct in the amount of (\$1000.00). The deduct is the result of not providing a 20 year warranty on the standing seam roof to the compressed gas building addition. The standard warranty will apply to this roof as well as the 35-year materials warranty.



Future Ready. Community Strong.

Change order #137 for contract #2302 (Thelen Heating & Roofing, Inc.) is in the amount of \$10,177.00. The cost increase to this contract is a result of modifications and additions to ductwork for heating and cooling of the new additions.

To date total change orders in amount of \$1,238,291.00 to the 45 original contract amounts of \$37,734,946.00 brings the total contracts with change orders to \$38,973,237.00. This represents change orders of 3.28% 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

MAY 09 2016
MAY 18 2016

OWNER
CONSTRUCTION MANAGER
ARCHITECT
CONTRACTOR
FIELD
OTHER

PCO # 127

(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:
(Name and address) KENDELL DOORS & HARDWARE, INC.
2425 ENTERPRISE DRIVE, SUITE 100
MENDOTA HEIGHTS, MINNESOTA 55120

CHANGE ORDER NO.: 810.001
INITIATION DATE: 04/12/16
PROJECT NOS.: 301504.01
CONTRACT FOR: Contract #0810
Doors/Frames/
Hardware - Supply
CONTRACT DATE: 10/22/2015

The Contract is changed as follows:

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

RECEIVED

MAY 12 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	\$	409,848.00
Net change by previously authorized Change Orders	\$	0.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	409,848.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	15,484.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ...	\$	425,332.00
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 5/10/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT
ARCHITECT
8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
ADDRESS
BY *[Signature]* DATE 5/17/16

KENDELL DOORS & HARDWARE, INC.
CONTRACTOR
2425 Enterprise Drive, Sute 100, Mendota Heights, MN
ADDRESS
BY *[Signature]* DATE 5/2/16

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS
OWNER
55120 100 River Ridge Court, Burnsville, MN 55337
ADDRESS
BY _____ DATE _____



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



Change Order

Burnsville High School

Project # 30150401

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

Date: 4/12/2016

Contractor:

Kendell Doors and Hardware, Inc.
 2425 Enterprise Drive, Suite 100
 Mendota Heights, MN 55120

Architect's Project No:

Contract Date:

Contract Number: 0810

Change Order Number: 001

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-046	003	Change in door frame type per PR 46.	-72
PR-052	006	Change to ratings of doors/frames per PR 052.	2,495
PR-053	004	Changes to doors and frames per PR 053.	13,061

The original Contract (s) Value was.....	409,848
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	409,848
The Contract Value will be changed by this Change Order in the amount of.....	15,484
The new Contract Value including this Change Order will be.....	425,332
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

MAY 12 2016

MAY 18 2016

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>	PCO # 132
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>	
ARCHITECT	<input checked="" type="checkbox"/>	
CONTRACTOR	<input checked="" type="checkbox"/>	
FIELD	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	

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

TO CONTRACTOR: GEORGE F COOK CONSTRUCTION CO
 (Name and address) 2300 NEVADA AVENUE NORTH SUITE 200
 GOLDEN VALLEY, MINNESOTA 55427

CHANGE ORDER NO.: 610.002

INITIATION DATE: 04/27/16

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0610
 Selective Demolition
 /Carpentry

CONTRACT DATE: 10/22/2015

The Contract is changed as follows:

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

RECEIVED

MAY 16 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	\$	1,443,000.00
Net change by previously authorized Change Orders	\$	25,193.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	1,468,193.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	3,387.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	1,471,580.00
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 *5/12/16*

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT
 ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS
 BY *[Signature]* DATE *5/17/16*

GEORGE F COOK CONSTRUCTION CO
 CONTRACTOR
 2300 Nevada Ave. North, Ste 200, Golden Valley, MN 55427
 ADDRESS
 BY *[Signature]* DATE *5.6.2016*

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: 4/27/2016

Contractor:
 George F. Cook Construction
 2300 Nevada Avenue North Suite 200
 Golden Valley, Minnesota 55427

Architect's Project No:
Contract Date:
Contract Number: 0610
Change Order Number: 002

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-053	003	Additional sawcutting, demolition, and door installations per PR 053.	3,241
PR-067	002	No longer have to remove masonry walls, plaster ceilings, handrails, nor provide display board per PR 067.	-822
PR-086	002	Supply and install new tunnel access door per PR 086	748
PR-101	001	Provide Locks on the Mobile Casework.	220

The original Contract (s) Value was.....	1,443,000
Sum of changes by prior Change Orders.....	25,193
The Contract Value prior to this Change Order was.....	1,468,193
The Contract Value will be changed by this Change Order in the amount of.....	3,387
The new Contract Value including this Change Order will be.....	1,471,580
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 **MAY 09 2016**

OWNER	<input checked="" type="checkbox"/>	PCO # 133
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>	
ARCHITECT	<input checked="" type="checkbox"/>	
CONTRACTOR	<input checked="" type="checkbox"/>	
FIELD	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	

(Instructions on reverse side) **MAY 18 2016**

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

TO CONTRACTOR:
 (Name and address) KIRK ACOUSTICS, INC.
 395 BRIDGEPOINT WAY
 SOUTH ST PAUL, MINNESOTA 55075

CHANGE ORDER NO.: 950.001

INITIATION DATE: 04/27/16

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0950
Acoustical Ceilings

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

MAY 12 2016

**ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.**

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

The original (Contract Sum) (300,280.00) was	\$	300,280.00
Net change by previously authorized Change Orders	\$	0.00
The (Contract Sum) (300,280.00) prior to this Change Order was	\$	300,280.00
The (Contract Sum) (300,280.00) will be (increased) (decreased) (unchanged) by this Change Order	\$	3,406.00
The new (Contract Sum) (300,280.00) including this Change Order will be	\$	303,686.00
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] 5/18/16
 DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH.
 ARCHITECT
8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS
 BY [Signature] 5/17/16
 DATE

KIRK ACOUSTICS, INC.
 CONTRACTOR
395 Bridgepoint Way, South St. Paul, MN 55075
 ADDRESS
 BY [Signature] 5/18/16
 DATE

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



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Change Order

Burnsville High School

Project # 30150401

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

Date: 4/27/2016

Contractor:

Kirk Acoustics, Inc.
395 Bridgepoint Way
South St. Paul, MN 55075

Architect's Project No:

Contract Date:

Contract Number: 0950

Change Order Number: 001

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-065R2	005	Add metal fascia for dropped soffits per PR 065R2.	3,836
PR-067	007	Deletion of 175 SF of ACT per PR 067.	-430
PR-075	001	No cost for ACT adjustments needed for new hood per PR 075.	0
PR-078	002	No cost ceiling changes per PR 078.	0

The original Contract (s) Value was.....	300,280
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	300,280
The Contract Value will be changed by this Change Order in the amount of.....	3,406
The new Contract Value including this Change Order will be.....	303,686
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

MAY 20 2016

MAY 18 2016

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>	PCO # 136
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>	
ARCHITECT	<input checked="" type="checkbox"/>	
CONTRACTOR	<input checked="" type="checkbox"/>	
FIELD	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	

PROJECT: <i>(Name and address)</i>	2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #1 600 EAST HIGHWAY 13 BURNSVILLE, MINNESOTA 55337	CHANGE ORDER NO.:	0600.017
TO CONTRACTOR: <i>(Name and address)</i>	EBERT, INC. D/B/A EBERT CONSTRUCTION 23350 COUNTY ROAD 10 CORCORAN, MINNESOTA 55357	INITIATION DATE:	04/28/16
		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

MAY 16 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (SIXTY SEVEN THOUSAND SIX HUNDRED FORTY SIX) was	\$	671,900.00
Net change by previously authorized Change Orders	\$	95,924.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	767,824.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	(1,000.00)
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	766,824.00
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.

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

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

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

ADDRESS *[Signature]* 5/12/16

ADDRESS *[Signature]* 5/17/16

BY DATE

BY DATE

EBERT, INC. D/B/A EBERT CONSTRUCTION

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

CONTRACTOR
23350 County Road 10, Corcoran, MN 55357

OWNER
100 River Ridge Court, Burnsville, MN 55337

ADDRESS *[Signature]* 5/11/16

ADDRESS

BY DATE

BY DATE



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Change Order

Burnsville High School

Project # 30150401

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

Date: 4/28/2016

Contractor:

Ebert Inc.
23350 County Road 10
Corcoran, MN 55357

Architect's Project No:

Contract Date:

Contract Number: 0600

Change Order Number: 017

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-120	001	Deduct for no longer providing warranty on standing seem roof on the annex. Only 50 SF.	-1,000

The original Contract (s) Value was.....	671,900
Sum of changes by prior Change Orders.....	95,924
The Contract Value prior to this Change Order was.....	767,824
The Contract Value will be changed by this Change Order in the amount of.....	-1,000
The new Contract Value including this Change Order will be.....	766,824
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

AIA DOCUMENT G701/CMa

MAY 12 2016

MAY 18 2016

(Instructions on reverse side)

OWNER PCO # 137
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

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

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

CHANGE ORDER NO.: 2302.004
 INITIATION DATE: 04/28/16
 PROJECT NOS.: 301504.01
 CONTRACT FOR: Contract #2302
 CONTRACT DATE: HVAC/Temperature
 Controls
 10/22/2015

The Contract is changed as follows:

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

RECEIVED

MAY 16 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	\$	2,751,800.00
Net change by previously authorized Change Orders	\$	14,038.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	2,765,838.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) by	\$	10,177.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	2,776,015.00
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.

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH.

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

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

ADDRESS *Todd Jensen* 5/12/16
 BY DATE

ADDRESS *W. J. Jensen* 5/17/16
 BY DATE

THELEN HEATING & ROOFING, INC.

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

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

OWNER
 100 River Ridge Court, Burnsville, MN 55337

ADDRESS *R. Jensen* 5-9-16
 BY DATE

ADDRESS
 BY DATE



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Change Order

Burnsville High School

Project # 30150401

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

Date: 4/28/2016

Contractor:

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

Architect's Project No:

Contract Date:
Contract Number: 2302
Change Order Number: 004

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-053	008	Add ductwork and registers per PR 053.	1,505
PR-065R2	007	Modify duct runs per PR 065R2.	4,117
PR-080	001	Add registers louvers, backdraft dampers per PR 080	3,986
RCO-100	001	Add transfer ducts and registers per ASI 010.	569

The original Contract (s) Value was.....	2,751,800
Sum of changes by prior Change Orders.....	14,038
The Contract Value prior to this Change Order was.....	2,765,838
The Contract Value will be changed by this Change Order in the amount of.....	10,177
The new Contract Value including this Change Order will be.....	2,776,015
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 Orders

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
Bid Pack #1								
Contract #0600 General Construction Shop Annex	Ebert Construction	\$919,600.00	\$671,900.00	\$94,924.00	14.13%	17	\$766,824.00	95.12%
Contract #2300 Mechanical	Klamm Mechanical	\$647,800.00	\$900,000.00	\$47,621.00	5.29%	9	\$947,621.00	77.54%
Contract #2600 Electrical	Peoples Electric	\$293,600.00	\$566,500.00	\$90,391.00	15.96%	16	\$656,891.00	93.64%
Contract #3110 Site Demolition and Improvements	Max Steininger Inc.	\$775,285.10	\$530,000.00	\$330,107.00	62.28%	7	\$860,107.00	87.46%
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>\$708,648.00</u>			<u>\$3,858,087.00</u>	
Bid Pack #2								
Contract #0345 Precast Concrete Wall Panels	Wells Concrete	\$2,403,594.00	\$2,615,000.00	(\$113,140.00)	-4.33%	3	\$2,501,860.00	93.32%
		<u>\$2,403,594.00</u>	<u>\$2,615,000.00</u>	<u>(\$113,140.00)</u>			<u>\$2,501,860.00</u>	
Bid Pack #3								
Contract #0420 Masonry	Crosstown Masonry Incorporated	\$1,305,616.00	\$1,240,000.00	\$48,306.00	3.90%	5	\$1,288,306.00	48.96%
Contract #3301 Site Utilities	Metro Utilities, Inc.	\$181,880.00	\$288,750.00	\$22,273.00	7.71%	3	\$311,023.00	22.73%
Contract #3290 Landscaping/Irrigation Systems	Urban Companies, LLC	\$305,275.00	\$240,069.00	\$18,984.00	7.91%	4	\$259,053.00	15.23%
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 Steininger Inc.	\$1,179,458.00	\$1,071,000.00	\$77,306.00	7.22%	6	\$1,148,306.00	53.10%
Contract #2202 Mechanical	Klamm Mechanical	\$551,250.00	\$872,000.00	\$42,683.00	4.89%	6	\$914,683.00	47.25%
Contract #0510 Structural Steel Erection	Red Cedar Steel Erectors, Inc.	\$599,057.00	\$582,300.00	\$12,430.00	2.13%	3	\$594,730.00	66.13%
Contract #0340 Structural Precast Concrete	Wells Concrete	\$1,013,719.00	\$933,340.00	\$0.00	0.00%	0	\$933,340.00	95.00%
Contract #0330 Cast-In-Place Concrete	Northland Concrete & Masonry, LLC	\$2,739,043.00	\$2,617,189.00	\$196,375.00	7.50%	10	\$2,813,564.00	61.50%
Contract #0241 Building Demolition	Lloyd's Construction Services Inc.	\$146,221.00	\$285,155.00	\$6,950.00	2.44%	1	\$292,105.00	88.10%
Contract #0512 Structural Steel Supply	American Structural Metals, Inc.	\$788,856.00	\$898,900.00	\$3,585.00	0.40%	3	\$902,485.00	89.75%

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>\$435,947.00</u>	<u>\$10,386,550.00</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	(\$28,520.00)	-2.63%	5	\$1,056,261.00	4.19%
Contract #2601 Electrical/Communications/Security/Paging	Peoples Electric	\$3,736,950.00	\$3,558,650.00	\$124,178.00	3.49%	6	\$3,682,828.00	26.82%
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	\$24,215.00	0.88%	4	\$2,776,015.00	21.62%
Contract #2200 Plumbing and Heating	El-Jay Plumbing & Heating, Inc.	\$3,709,440.00	\$3,269,000.00	\$37,505.00	1.15%	2	\$3,306,505.00	27.96%
Contract #2100 Fire Protection	Total Fire Protection, Inc.	\$427,798.35	\$418,890.00	\$0.00	0.00%	0	\$418,890.00	47.52%
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	28.50%
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	\$28,580.00	1.98%	2	\$1,471,580.00	6.51%
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	\$8,275.00	0.52%	1	\$1,611,475.00	42.17%
Contract #0966 Epoxy Terrazzo Flooring	Advance Terrazzo Flooring	\$612,417.75	\$508,000.00	\$21,000.00	4.13%	2	\$529,000.00	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	\$3,406.00	1.13%	1	\$303,686.00	0.00%
Contract #0930 Tile	Multiple Concepts Interiors, Inc.	\$886,415.25	\$1,324,000.00	(\$45,125.00)	-3.41%	1	\$1,278,875.00	17.20%

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
Contract #0920 Drywall/Cold Formed Metal Framing/DEF	Commercial Drywall, Inc.	\$1,222,033.05	\$609,850.00	\$17,838.00	2.92%	2	\$627,688.00	28.58%
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	25.51%
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	\$15,484.00	3.78%	1	\$425,332.00	11.41%
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	(Lawrence) Walker Sign Holdings, Inc.	\$47,250.00	\$32,425.00	\$0.00	0.00%	0	\$32,425.00	25.21%
		<u>\$25,253,124.75</u>	<u>\$22,019,904.00</u>	<u>\$206,836.00</u>			<u>\$22,226,740.00</u>	
	Grand Totals	<u>\$40,957,250.99</u>	<u>\$37,734,946.00</u>	<u>\$1,238,291.00</u>	3.28%		<u>\$38,973,237.00</u>	
							<u>\$41,716,739.00</u>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING

\$41,716,739.00



**Agenda III.A.
June 9, 2016**

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

From: Gordon Winterlin, Director of Accounting

Date: June 3, 2016

Re: Report on 2016-17 Adopted Budget

Receive a report from Gordon Winterlin, Director of Accounting on the 2016-17 Adopted Budget.

Attached are four draft files for your review: Recommendation, Budget Unit Summary, FTE Summary and General Fund Budget Comparative Summary. In addition to these draft files, a presentation will be shared with the Board of Education during its regular meeting on Thursday, June 9 and will be available for viewing the morning of June 9.



ONE91
Burnsville · Eagan · Savage



**BURNSVILLE-EAGAN-SAVAGE
SCHOOL DISTRICT 191
ADOPTED BUDGET 2016-2017**

Adopted Budget – Overview 2016-2017

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

Adopted Budget – Overview 2016-2017 (cont'd)

- Represents best estimate of revenues & expenditures
- Subject to revisions
- Must be adopted by July 1
Board to take action June 23

Budget Process

- **Board**
 - Retreat March 11, 2016
 - Retreat April 18, 2016
 - Workshop May 26, 2016

- **Input Teams/Processes**
 - Most adjustments to budget related to Vision One91
 - Various staff meetings; Principals, Department Heads met with HR on staffing

Budget Process (cont'd)

- Administration completed line item budget including known staffing assumptions as well as adjusting for other known items.

2016-2017 Adopted Budget Change In Fund Balance

FUND	PROJECTED FUND BALANCE 6/30/16	REVENUES	EXPENDITURES	PROJECTED FUND BALANCE 6/30/17
GENERAL	\$ 17,496,010	\$ 121,781,224	\$ 125,819,062	\$ 13,458,172
FOOD SERVICE	1,712,616	5,405,208	5,837,565	1,280,259
COMMUNITY SERVICE	762,929	6,511,278	6,401,241	872,966
CAPITAL PROJECTS	49,788,785	22,000	44,659,171	5,151,614
DEBT SERVICE	42,210,082	12,182,861	22,165,880	32,227,063
TRUST & AGENCY	163,255	687,000	680,000	170,255
INTERNAL SERVICE	19,575,683	21,529,240	22,701,574	18,403,349
TOTAL ALL FUNDS	\$ 131,709,360	\$ 168,118,811	\$ 228,264,493	\$ 71,563,678

Enrollment History & Projections EC-1 2

2004 - 2017

Year		Total	Change
2003-04	Actual	11,080	(140)
2004-05	Actual	10,679	(401)
2005-06	Actual	10,535	(144)
2006-07	Actual	10,391	(144)
2007-08	Actual	10,213	(178)
2008-09	Actual	9,961	(252)
2009-10	Actual	9,838	(123)
2010-11	Actual	9,786	(52)
2011-12	Actual	9,585	(201)
2012-13	Actual	9,579	(6)
2013-14	Actual	9,474	(105)
2014-15	Actual	9,311	(163)
2015-16	Estimate	9,136	(175)
2016-17	Estimate	9,074	(62)

General Fund Assumptions Staffing Ratios

228

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Elementary	26.85	26.85	25.80	26.50	26.50	25.20	24.50	24.50
Middle School*	25.88	25.88	33.00	35.00	33.00	33.00	33.00	33.00
Senior High	30.95	30.95	35.00	35.00	35.00	35.00	36.00	36.00

* Years 2009 - 10 through 2015-16 schools were classified as Junior Highs

General Fund Assumptions 2016 - 2017

- General Education Formula - \$6,067
- Elementary class size targeted at 24.5:1 with a range of 21 – 30
- Secondary Class size targeted at 33-36:1 with a range based on subject

General Fund Assumptions (cont'd) 2016 - 2017

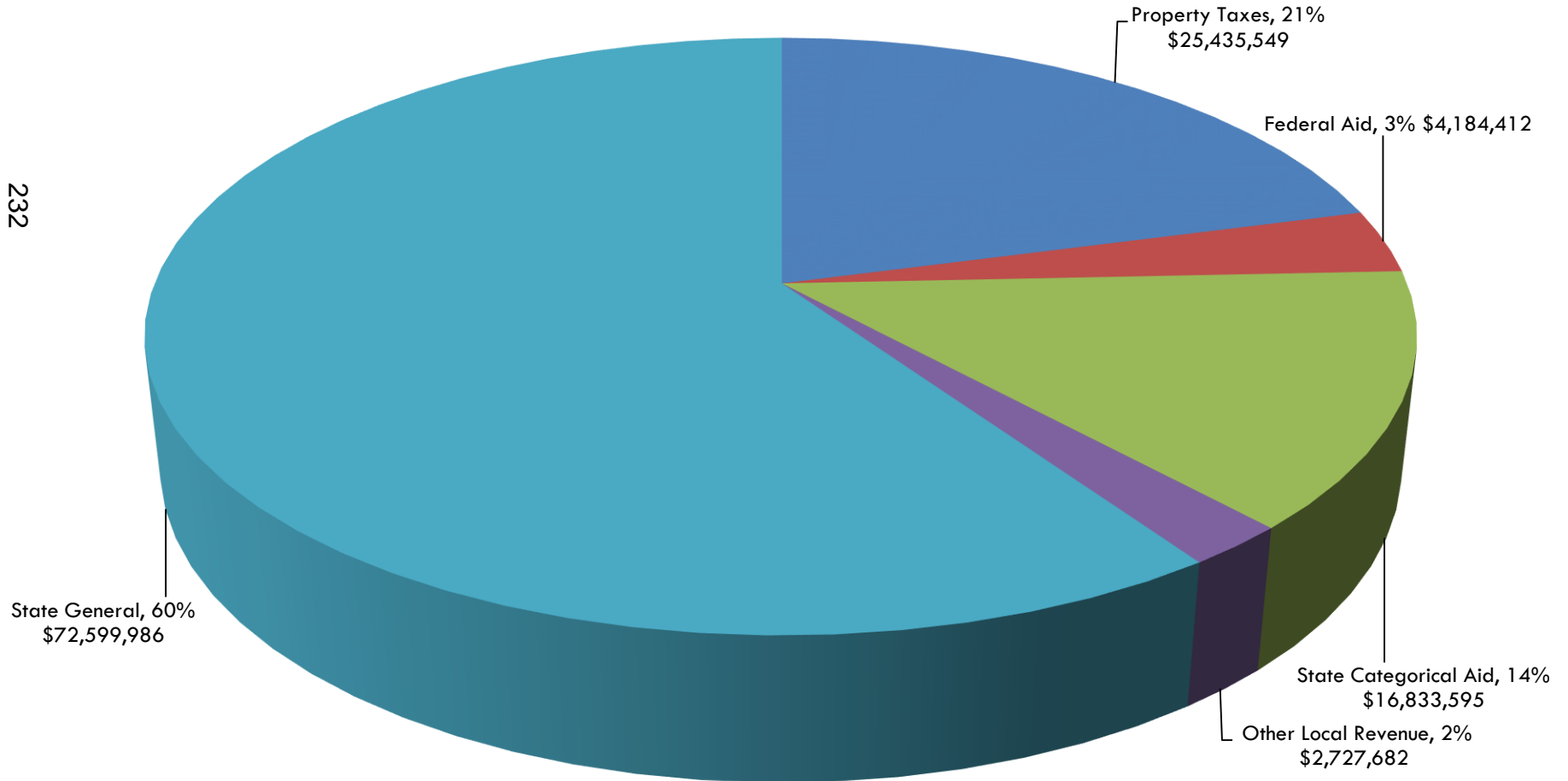
- Enrollment decrease of 62 students
- OPEB transfer to the operating funds of approximately \$504,741
- Five percent increase in health insurance

General Fund Budget Comparative Summary

	Actual Results 2014-15	Revised Budget 2015-16	Projected 2016-17
Total Beginning Fund Balance	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010
Revenues	119,103,906	118,046,063	121,781,224
Expenditures	120,386,631	121,227,919	125,819,062
Variance (Revenues - Expenditures)	(1,282,725)	(3,181,856)	(4,037,838)
Total Ending Fund Balance	\$ 20,677,866	\$ 17,496,010	\$ 13,458,172
Breakdown of Fund Balance Categories			
Nonspendable	\$ 647,352	\$ 647,352	\$ 350,000
Restricted	3,787,467	3,332,925	3,332,925
Committed	1,393,434	837,994	837,994
Unassigned	14,849,613	12,677,739	8,937,253
Total Ending Fund Balance	\$ 20,677,866	\$ 17,496,010	\$ 13,458,172

Unassigned Fund Balance %	12.33%	10.46%	7.10%
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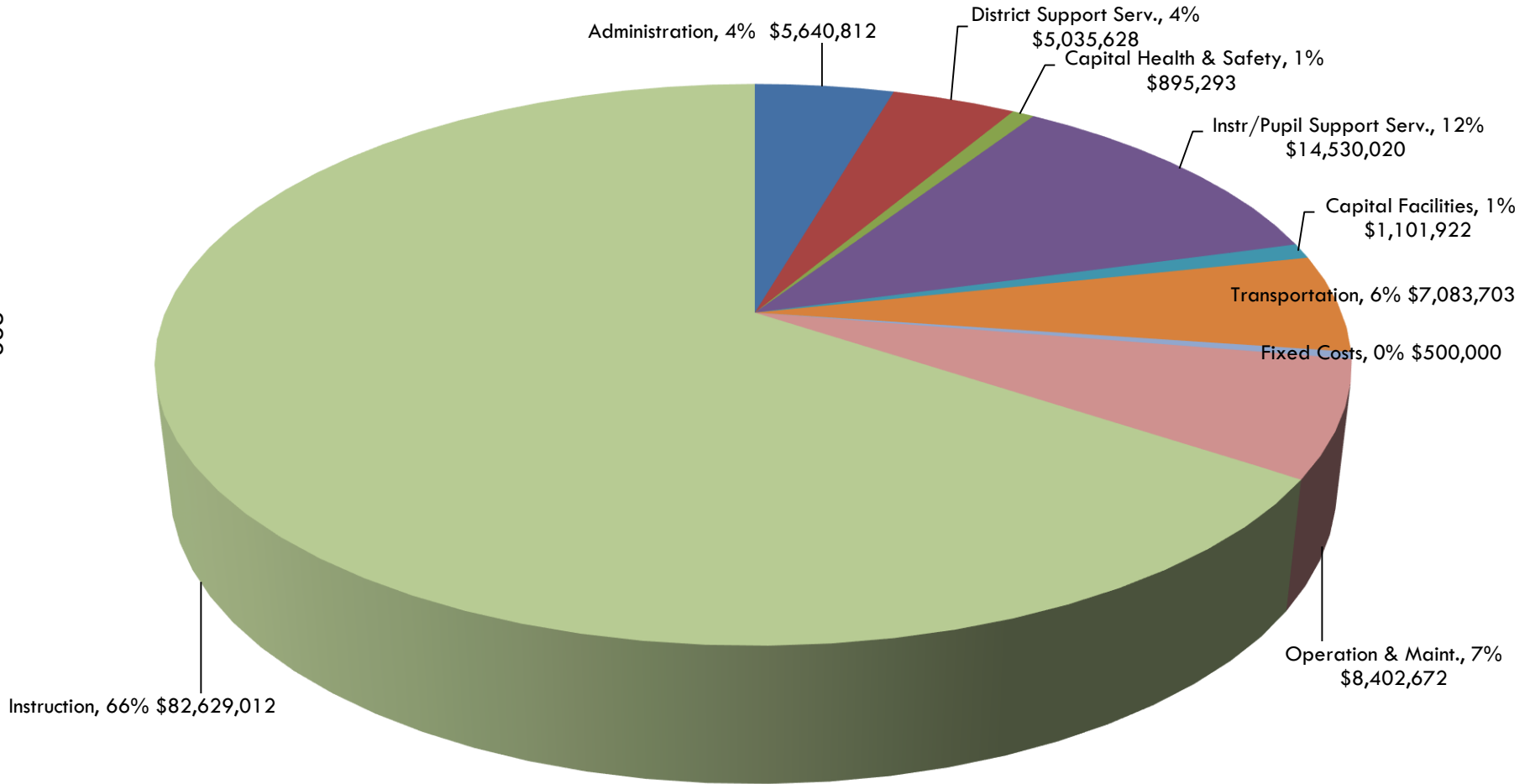
**General Fund Revenue
2016-2017 Adopted Budget
\$121,781,224**



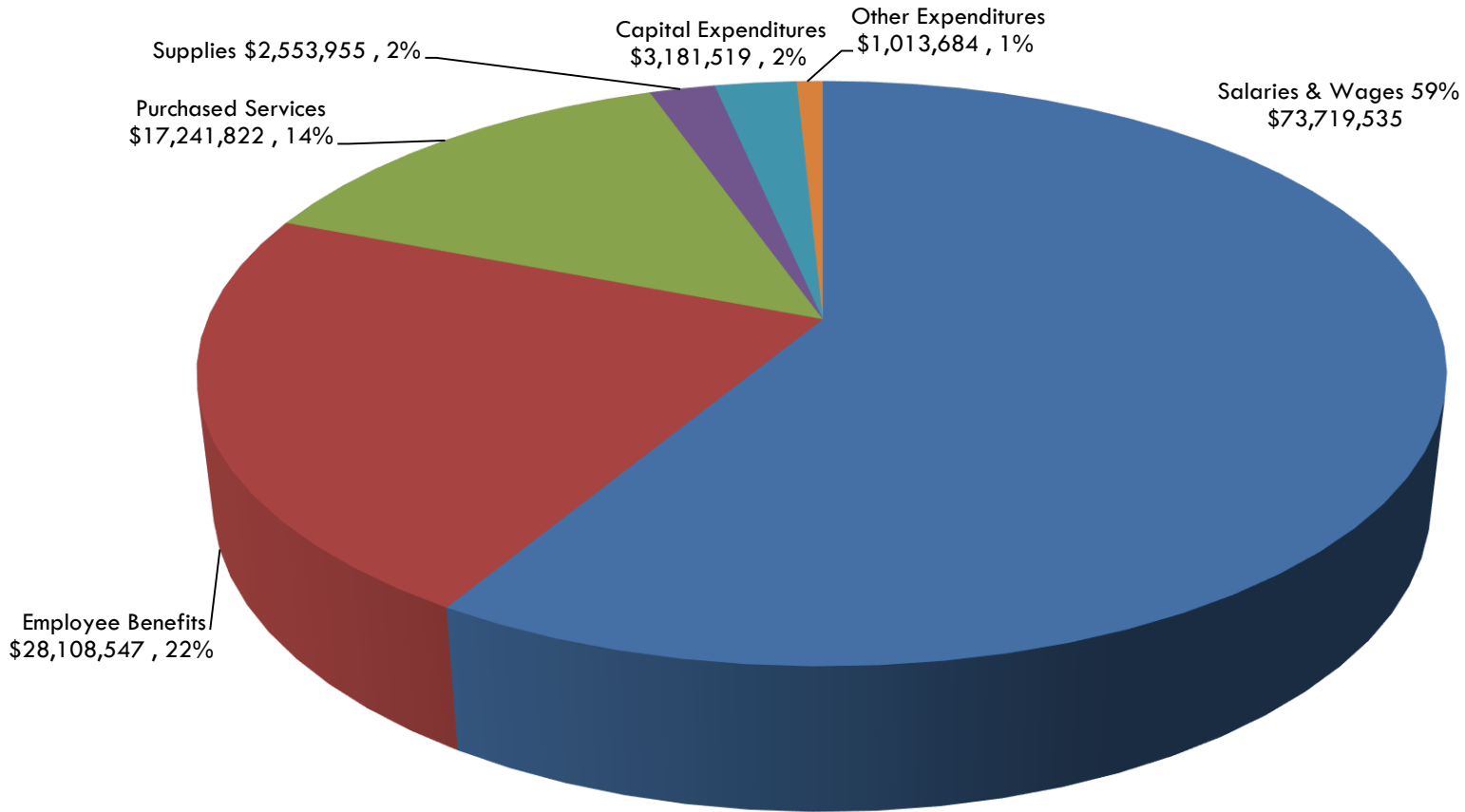
232

General Fund Expenditures by Program 2016-2017 Adopted Budget \$125,819,062

233



General Fund Expenditures by Object 2016-2017 Adopted Budget \$125,819,062

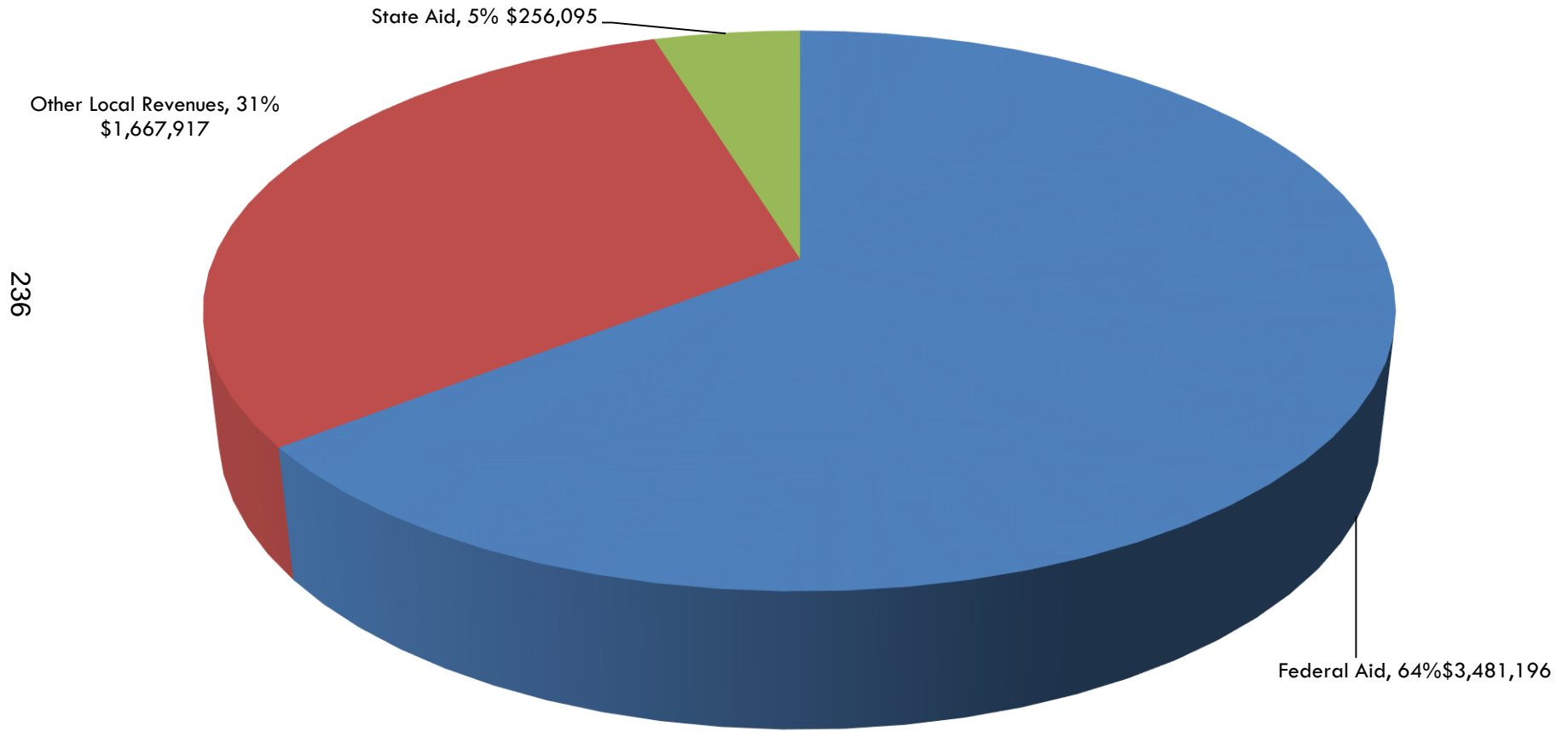


2016-2017 Adopted Budget Food Service Fund

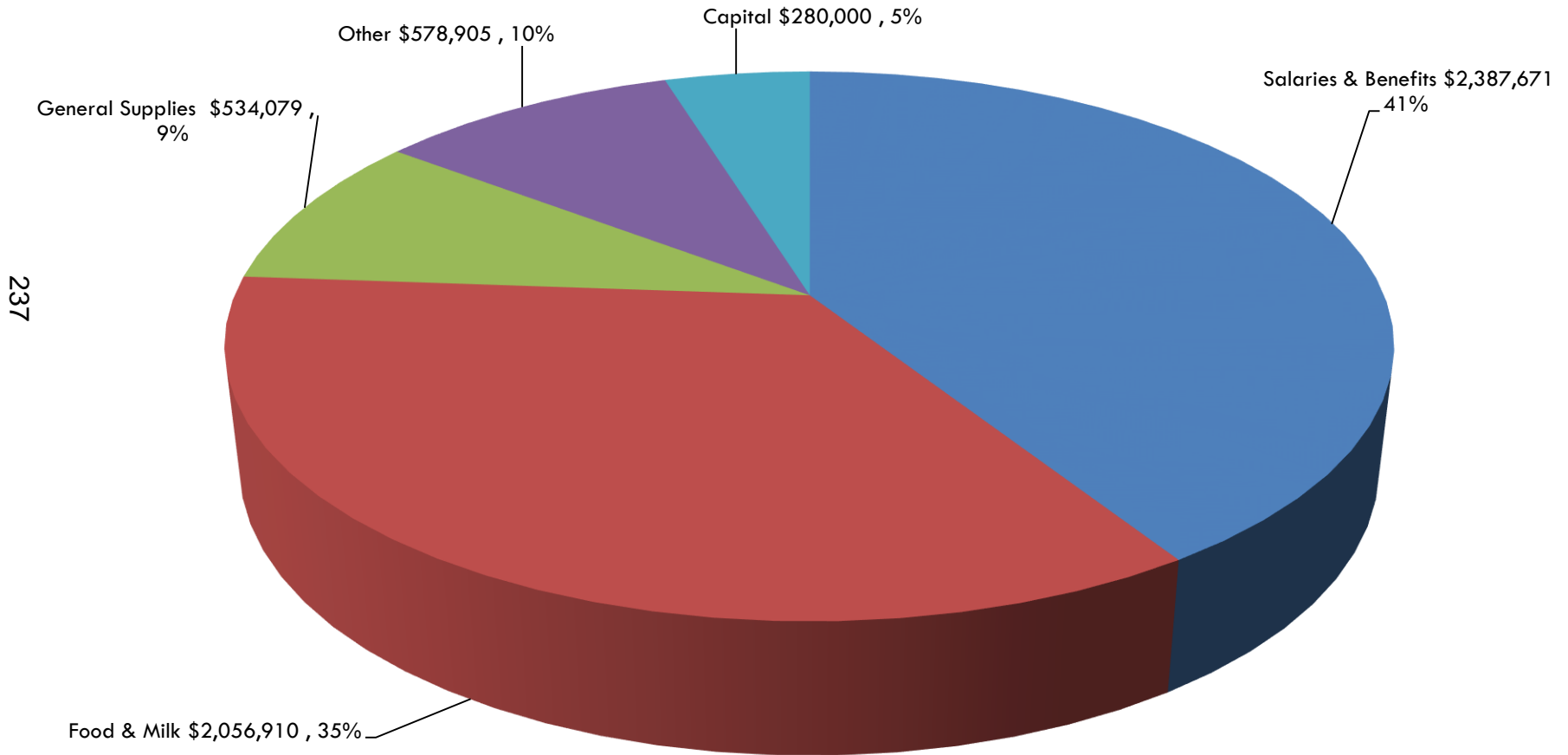
235

Projected Beginning Fund Balance					\$ 1,712,616
Revenues					5,405,208
Expenses					(5,837,565)
Net Change in Fund Balance					(432,357)
Projected Ending Fund Balance					\$ 1,280,259

Food Service Revenue
2016-2017 Adopted Budget
\$5,405,208



Food Service Expenditures By Object 2016-2017 Adopted Budget \$5,837,565

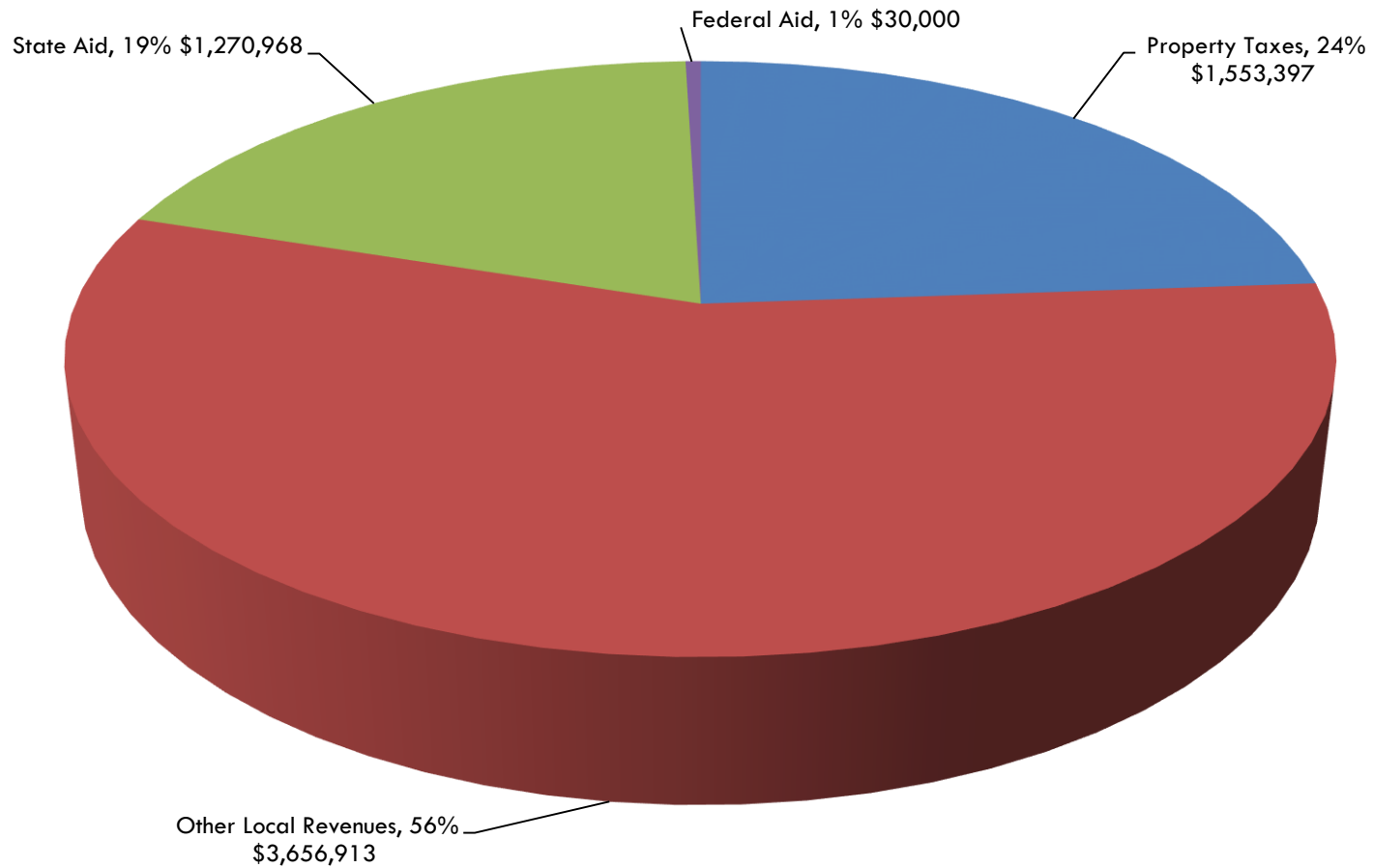


2016-2017 Adopted Budget Community Service Fund

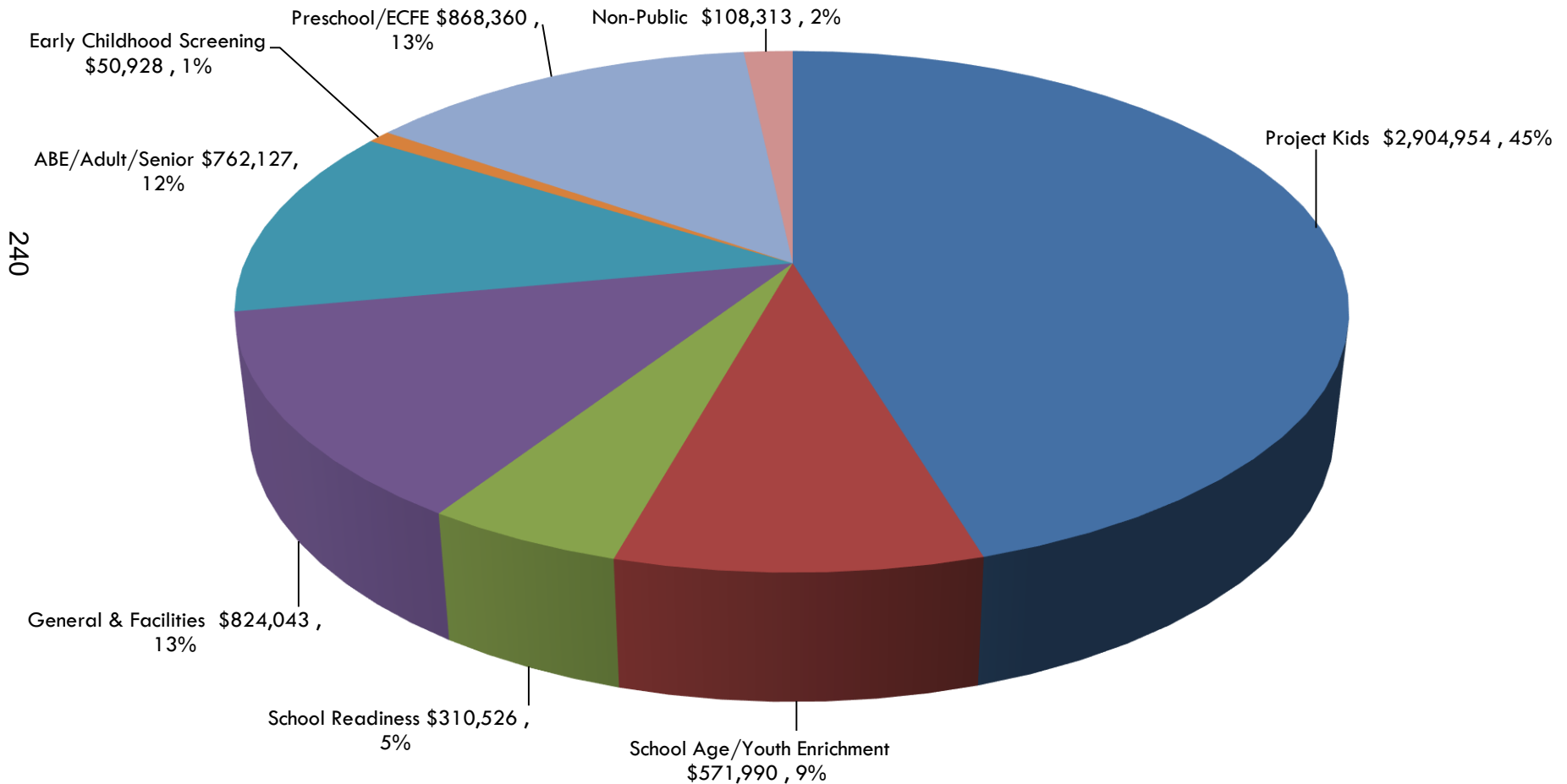
238

Projected Beginning Fund Balance					\$ 762,929
Revenues					6,511,278
Expenditures					(6,401,241)
Net Change in Fund Balance					110,037
Projected Ending Fund Balance					\$ 872,966

Community Service Revenue
2016-2017 Adopted Budget
\$5,405,028



Community Service Expenditures By Program 2016-2017 Adopted Budget \$6,401,241



2016-2017 Adopted Budget Capital Project Fund

Projected Beginning Fund Balance					\$49,788,785
Revenues					22,000
Expenditures					(44,659,171)
Net Change in Fund Balance					(44,637,171)
Projected Ending Fund Balance					\$ 5,151,614

241

2016-2017 Adopted Budget Debt Service Funds

Projected Beginning Fund Balance						\$42,210,082
Revenues						12,182,861
Expenditures						(22,165,880)
Net Change in Fund Balance						(9,983,019)
Projected Ending Fund Balance						\$32,227,063

Adopted Budget

- Next Steps – Formal Board Approval at
June 23, 2015 Board
Meeting

TO: Members, Board of Education

FROM: Lisa Rider, Executive Director of Business Services

DATE: June 3, 2016

RE: Approve FY2016-2017 Adopted Budget

RECOMMENDATION: That the Board of Education approve the 2016-17 Adopted Budget providing all funds revenues of \$168,118,811 and all funds expenditures of \$228,264,493.

Below is a summary of the Proposed FY2016-2017 Adopted Budget for your review. A full summary of the General Fund budget units and the assigned staffing are attached for review prior to action for adoption at the June 23, 2016 board meeting.

Fund	Revenue	Expenditure	Net Increase (Decrease)
General	\$ 121,781,224	\$ 125,819,062	\$ (4,037,838)
Food Service	5,405,208	5,837,565	(432,357)
Community Service	6,511,278	6,401,241	110,037
Capital Building Project	22,000	44,659,171	(44,637,171)
Debt Service	12,182,861	22,165,880	(9,983,019)
Total Governmental	\$ 145,902,571	\$ 204,882,919	\$ (58,980,348)
Trust and Agency	687,000	680,000	7,000
Internal Service Funds	21,529,240	22,701,574	(1,172,334)
All Funds	\$ 168,118,811	\$ 228,264,493	\$ (60,145,682)

The 2016-2017 Budget was prepared in accordance with the following Board of Education decisions. The parameters used to develop the budget are detailed in the presentation materials but are essentially as follows:

1. General education funding, on a per pupil basis, was increased to \$6,067 per adjusted pupil unit, per legislation.
2. Elementary class sizes averaging around 24.5:1 resulting from a range of class sizes of 21-30 depending on grade level and secondary class sizes averaging around 33-36:1.

3. Enrollment decreased with estimates based on projected end of year Early Childhood-12 average daily membership of 9,136 for 2015-2016 and 9,074 for 2016-2017, a decrease of 62 average daily memberships.
4. An estimated \$550,000 reduction in Health Insurance costs across the operating funds is included as a result of the OPEB Trust implicit rate contributions.
5. Five percent increase in 2016-2017 health insurance premium costs for self-insured employee health benefits.
6. The projected Unassigned Fund Balance for the General Fund is 7.10% considering the use of restricted and committed fund balances in the areas of Area Learning Center, Capital, program carryover, and ProPay. This reflects a reduction in fund balance due to expenditures exceeding revenues by \$4,037,838.

This adopted budget will be revised later in the 2016-2017 year to adjust for actual data relating to federal updates, enrollment, staffing, audited fund balances, etc.

Given the projected fund balance is below the current Board Policy, the Board must waive the policy. Prior to June 30, 2016 the board will need to define what fund balances they would be committing for 2016-2017 year.

GENERAL FUND

Overview

Given the significant amount of transition that is in process for the 2016-2017 school year, this budget acknowledges the transition and utilizes the spend down of existing fund balance over the option of reducing expenditures potentially impacting programming that is critical to the Vision One91 transition.

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

Basic Allowance

The basic funding allowance is \$6,067 per pupil unit.

Special Education

Special education categorical aid has been adjusted considering the new special education model and will continue to be monitored for needed adjustments at budget revision. This is an area of particularly soft revenue estimates due to the complexity of the calculation which has changed for 2015-2016 and beyond.

Referendum

The district's referendum authority is a combined \$1,772.75 per adjusted pupil unit prior to local optional allowance of \$424. After local optional subtraction the amount is \$1,348.75 reflecting the equivalent amounts approved by the voters in November 2011 and November 2007. Total referendum revenue adjusts each year in direct proportion to adjusted pupil

units served. Estimated referendum revenue for the 2016-2017 year is approximately \$17.7 million, or roughly 15% of total General Fund revenues.

Alternative Teacher Compensation

Alternative teacher compensation revenue of approximately \$2.39 million is included in the 2016-2017 budget. The expenditures in this area are in excess of revenues as a purposeful spend down of previous years of committed fund balance. These funds may only be utilized for Alternative Teacher Compensation.

Compensatory

Compensatory revenue of approximately \$7.9 million is included and a portion of these funds is budgeted to cover costs of English Learner staff at all buildings. The remainder of this funding continues to be dedicated to providing educational programs for at risk students through various District initiatives.

English Learners

The estimate is based on the assessment of student needs within our district. The allocation expenditures have remained similar from 2015-2016 to 2016-2017. The degree of services needed by students vary, our assessment of students and the responding services will fluctuate.

Activities and Athletics

The general fund budget includes a \$5 increase to each activity fee.

Enrollment

Enrollment is a crucial factor in determining a school district's revenue because most funding formulas are student based. The 2016-2017 adopted budget assumes a decline in estimated EC-12 enrollment from estimated 9,136 students (Average Daily Membership) in 2015-2016 to 9,074 in 2016-2017. Enrollment uncertainty creates the potential for significant increases or decreases in student-based revenue. This assumption will need to be re-evaluated when the October 1, 2016, enrollment is known and the retention factor for 2015-2016 is determined. With each student generating approximately \$10,069 in revenue, a small deviation in enrollment can produce a significant change in revenue.

Revenue Restrictions

Restrictions on the use of general education revenue are offset with dedicated revenue. Following are restrictions imposed on general education revenue in 2016-2017:

Basic Skills (Compensatory, EL)
Learning & Development
Gifted & Talented
Achievement and Integration

Operating Capital
Area Learning Center
Alternative Teacher Compensation
Staff Development

Capital Expenditures

Capital expenditures are budgeted in the General Fund but are supported by revenue that is dedicated to this purpose. Capital expenditures included in this budget amount to approximately \$3.0 million. Every effort will be made to maximize the use of the capital funds. New in 2016-2017 is the Long-Term Facilities Maintenance Revenue that rolls in the health and safety and the alternative facility projects. Further guidance from MDE may shift some of the accounting between the general fund and our capital projects fund.

Technology Capital Projects

New in 2016-2017 school year is the generation of \$2.5 million for the purpose of technology within our district. Where we were budgeting approximately \$2.5 million, we now have just over \$5 million budgeted toward technology. At our High School level this includes a 1:1 Chromebook deployment planned for the fall of 2016. Expectation of Middle School level 1:1 Chromebook deployment in fall of 2017. At the elementary levels, digital learning specialists will be at every school for student instruction in technology and to assist our teachers in implementation of technology to further support the engagement of students in learning.

Student Transportation

The student transportation budget is based on current service levels and reflect the most recent addendum to the contract.

Site Based Budgeting

A large portion of the operating budget is expended at the site level based on ranges of class sizes determined by Principals and other Administrators in the staffing process. Instructional budgets, while determined on a uniform basis across the district, are distributed among various accounts and programs at the school building level. Any budget balance at the end of a year in school accounts is carried forward to the succeeding year provided the Board continues to commit the related fund balance.

FOOD SERVICE

The Food Service Fund budget shows a planned spend down of reserves of \$432,357 for the 2016-2017 year. This spend down includes increased salaries, additional equipment and payment of lunchroom support staffing. The lunch prices incorporated into this budget for 2016-2017 will be modified as a result of the federal guidance to be \$2.50 for elementary, \$2.60 for Junior High and High School Students, and \$3.70 for adults. Milk prices will increase to \$0.50. Breakfast prices remain at \$1.40 for all students and \$2.00 for adults. It is anticipated that ala carte income will be less in the 2016-2017 school year.

COMMUNITY EDUCATION

The Community Service Fund shows expenditures just slightly less than revenues projecting an increase to the Community Services fund balance of just over \$100,000.

CAPITAL BUILDING PROJECTS

The Capital Building Projects Fund includes both the alternative facility projects (approved via 10 year plan) and Vision One91 referendum building projects although they are kept track of separately in our internal codes. These projects utilize the bond proceeds received in May, 2015 as a result of the Vision One91 referendum approval in February, 2015. Of the \$65 million bond issuance, approximately \$25 million is expected to be paid out by the end of 2015-2016 with the remaining \$40 million indicated in the 2016-2017 budget. Once the 2015-2016 audit is complete, the capital building project budget will be adjusted to reflect actual remaining balances. The expected completion of most of the building projects is fall 2016.

DEBT REDEMPTION

The Debt Redemption Fund is used to record revenues and expenses relating to principal and interest on bonded debt. These funds are dedicated to debt redemption and cannot be used for any other purpose. Our budget for 2016-2017 shows a significant spend down of nearly \$10million dollars as a result of the 2016A bond refunding from which proceeds were placed in escrow and will be paid off in the 2016-2017 year.

FORMAT

Attached is the General Fund budget broken into budget units and a list of employees for each budget unit. This format will allow for a greater understanding of what is included in our entire General Fund budget.

SUMMARY

This budget was developed in accordance with direction provided by the Board of Education. There is potential for significant change as actual enrollment and staffing patterns are recognized. Our reality is there are constant changes to staffing assignments as we adjust our staffing to best serve our students needs. Therefore much of the staffing details will change but overall the amount of positions approved by the board to fulfill its' mission will remain within the guidelines of the proposed budget. Overall, the proposed adopted budget is consistent with earlier projections.

2017 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 3, 2016)

		2017
		Adopted Budget.FIN
01010	- General Elementary Instruction - Personnel	17,880,036
Provides the funding necessary to provide instruction in the core academic subjects of language arts, math, and social studies at the district's ten elementary schools. This budget unit consists of salaries and benefits for 174.00 FTEs.		
01030	- General Elementary Instruction - Subs	408,000
Provides the funding necessary for elementary substitutes. This budget unit consists of salaries and benefits for no FTEs.		
02010	- General Middle School Instruction - Personnel	6,206,937
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's three middle schools. This budget unit consists of salaries and benefits for 60.59 FTEs.		
02020	- General Middle School Instruction - Subs	180,000
Provides the funding necessary for middle school substitutes. This budget unit consists of salaries and benefits for no FTEs.		
03010	- General High School Instruction - Personnel	8,174,668
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's senior high. This budget unit consists of salaries and benefits for 73.40 FTEs.		
03020	- General High School Instruction - Subs	102,000
Provides the funding necessary for high school substitutes. This budget unit consists of salaries and benefits for no FTEs.		
04010	- PhyEd, Health, Art, Science, Music - Personnel	5,329,246
Provides the funding to provide K-12 physical education, 6-12 health, K-12 visual arts, K-12 general/vocal music, and 6-12 Instructional music instruction. This budget unit consists of salaries and benefits for 57.07 FTEs.		
05010	- AVID Electives - Personnel	182,950
Provides the funding necessary for AVID elective courses offered from general ed uction formula funds. This budget unit consists of salaries and benefits for no FTEs.		
06010	- Family and Consumer Science Instruction	627,519
Provides the funding to operate the instructional program of family and consumer science. This budget unit consists of salaries and benefits for 7.60 FTEs.		
06020	- Trade and Industrial Education	618,016
Provides the funding to operate the instructional program of trade and industrial education. This budget unit consists of salaries and benefits for 6.20 FTEs.		
06040	- Business and Office Education	481,299
Provides the funding to operate the instructional program of business and office education. This budget unit consists of salaries and benefits for 5.60 FTEs.		
06050	- Partnerships	205,965
Provides the funding for Strategic Partnerships and Pathways and related efforts in connecting our students with community opportunities. This budget unit consists of salaries and benefits for 1.75 FTEs.		

2017 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 3, 2016)

		2017
		Adopted Budget.FIN
06060	- Post-Secondary Tuition	575,000
Provides the budget for secondary students to attend classes through the District's various University and College programs including college in the schools (CIS) and post-secondary enrollment options (PSEO). This budget unit consists of salaries and benefits for no FTEs.		
06070	- Post-Secondary - Career Tech Tuition	200,000
Provides the budget for secondary students to attend Career tech classes. This budget unit consists of salaries and benefits for no FTEs.		
07010	- K-12 Media Services	864,761
Provides the funding to provide K-12 media services- media specialists and media educational assistants. This budget unit consists of salaries and benefits for 12.75 FTEs.		
07020	- K-12 Gifted and Talented	680,642
Provides the funding to provide for a half-time gifted and talented instructor at each elementary school and an additional 1.0 at the gifted and talented magnet school. This budget unit consists of salaries and benefits for 6.00 FTEs.		
07030	- 6-12 Guidance Services	1,424,076
Provides the funding to provide 6-12 guidance services. This budget unit consists of salaries and benefits for 12.70 FTEs.		
07060	- English Second Language Learner	3,668,178
Provides funding for the district's K-12 English Second Language Learner program and includes salaries, benefits, and other instructional expenses. This budget unit consists of salaries and benefits for 40.50 FTEs.		
08010	- Site Allocation of Instructional/Operational Resources	418,253
Provides the per pupil funding allocation for instructional and operational related expenses. This funding is intended to cover the costs of building level equipment repairs, purchase of general supplies, classroom supplies, telephone, etc. This budget unit consists of salaries and benefits for 0.38 FTEs.		
08020	- Building Level Copier Leases	102,910
Provides the funding for the monthly lease costs of the main multi-functional device within each school. This budget unit consists of salaries and benefits for no FTEs.		
09010	- Special Ed Salaries/Benefits	22,471,563
Provides funding for staff costs necessary to operate the Office of Individualized Student Services. Most, but not all of these expenditures, are either reimbursed with state or federal special education funds or are related to general education functions. This budget unit consists of salaries and benefits for 311.45 FTEs.		
09030	- Special Ed Purchased Services	1,741,005
Provides funding for Individualized Student Services purchased services, supplies and equipment. This budget unit consists of salaries and benefits for no FTEs.		
09040	- Special Ed Transportation	3,595,000
Required transportation, purchased services, supplies and equipment for students served by Individualized Student Services. This budget unit consists of salaries and benefits for no FTEs.		
10010	- Alternative Learning Center	3,838,618
Provides categorical funds to operate the alternative high school, school within a school, extended day and extended year programs for elementary and middle school students. This budget unit consists of salaries and benefits for 30.75 FTEs.		

2017 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 3, 2016)

		2017
		Adopted Budget.FIN
10020	- Mental Health Services	257,188
<p>Licensed mental health professionals, through a financial partnership with Headway, who are able to respond to pressing mental health needs, proactively support student success, and be readily available in case of a crisis.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
10030	- K-12 Nursing/Health Services	984,317
<p>Provides funding to operate the district health services department including salaries, benefits and other operating expenses for the district school health offices. Certain FTEs may also be included in Special Ed Salaries, 09010.</p> <p>This budget unit consists of salaries and benefits for 10.13 FTEs.</p>		
11010	- Co-Curricular Activities (Non-Athletic)	379,033
<p>Provides the funding to support co-curricular activities. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for 1.00 FTEs.</p>		
11020	- High School Interscholastic Athletics	1,167,901
<p>Provides the funding to provide high school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for 2.00 FTEs.</p>		
11021	- Middle School Interscholastic Athletics	110,913
<p>Provides the funding to provide middle school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
12010	- Title I, Part A Regular - Improving Basic Programs	1,442,228
<p>Provides funding to help ensure all children meet challenging state academic standards. Includes staffing, instructional, Supplemental Education Services and staff development expenses.</p> <p>This budget unit consists of salaries and benefits for 13.03 FTEs.</p>		
12020	- Title II, Part A Regular - Teacher/Principal Training & Recruiting	256,369
<p>Funding pays a portion of teacher and administrative salaries of highly qualified professionals working to improve student achievement.</p> <p>This budget unit consists of salaries and benefits for 1.50 FTEs.</p>		
12030	- Title III Regular - Limited English Proficient Students	202,804
<p>Funding supports ESL personnel, their professional development, and for interpretation needs of our LEP families.</p> <p>This budget unit consists of salaries and benefits for 2.00 FTEs.</p>		
12050	- Carl Perkins Grant	68,000
<p>Funding pays for professional development and supplies to teachers of Family and Consumer Science, Business, and Technology Education at Burnsville Senior High School.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
13010	- Q-Comp/Pro-Pay	2,730,832
<p>Provides for expenditures associated with the district's Q-Comp / Pro-Pay programs including salaries and benefits, stipends, performance incentives and other operating expenses.</p> <p>This budget unit consists of salaries and benefits for 7.00 FTEs.</p>		
13020	- Integration and Achievement	1,940,312
<p>Provides for expenditures related to the integration and achievement program including salaries and benefits, professional development and other operating expenses.</p> <p>This budget unit consists of salaries and benefits for 18.46 FTEs.</p>		

2017 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 3, 2016)

		2017
		Adopted Budget.FIN
13030	- Compensatory Education	3,927,835
<p>Provides funding for compensatory programs and initiatives to meet the educational needs of students who are under prepared or are not meeting age appropriate performance standards.</p> <p>This budget unit consists of salaries and benefits for 25.44 FTEs.</p>		
14010	- Technology	2,508,801
<p>Provides funding to manage and support the district's technologies including digital learning specialist, instructional, operational resources, equipment and supplies including the District's intranet and telephone systems.</p> <p>This budget unit consists of salaries and benefits for 11.00 FTEs.</p>		
14020	- Technology: Capital Levy	2,500,983
<p>Provides funding of technical staff, 1:1 initiative, and technical training of instructional staff.</p> <p>This budget unit consists of salaries and benefits for 12.00 FTEs.</p>		
15010	- Instructional Development	503,187
<p>Provides the funding for district professional development (PD) to support the acquisition of district learning goals. Includes operational resources, purchased services, equipment, supplies, and building level PD allocations.</p> <p>This budget unit consists of salaries and benefits for 1.00 FTEs.</p>		
15020	- Curriculum Development	429,622
<p>Provides the funding for the ongoing development of a comprehensive written curriculum. Also includes operational resources, purchased services, equipment and supplies.</p> <p>This budget unit consists of salaries and benefits for 1.30 FTEs.</p>		
15030	- Curriculum Adoptions	600,000
<p>Provides the funding for the purchase of curriculum resources to support delivery of the written curriculum including textbooks, manipulatives, software and software subscriptions.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
15040	- Assessment Program	421,551
<p>Provides the funding necessary to implement required accountability assessments to monitor student progress toward achievement of academic standards through software fees, purchased services, equipment and supplies.</p> <p>This budget unit consists of salaries and benefits for 1.25 FTEs.</p>		
16010	- Board of Education	142,270
<p>Provides the funding for the School Board. Includes School Board stipends, District elections, legal fees and other expenses related to Board initiatives.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
16020	- Superintendent	482,374
<p>Provides the funding to operate the office of Superintendent of Schools to support the District's mission, vision, and instructional goals.</p> <p>This budget unit consists of salaries and benefits for 2.00 FTEs.</p>		
16030	- Assistant Superintendent	265,269
<p>Provides the funding to operate the office of the Assistant Superintendent of Schools to support the development, operation and evaluation of the district's elementary and secondary instructional programs.</p> <p>This budget unit consists of salaries and benefits for 1.50 FTEs.</p>		
16040	- Human Resources	810,779
<p>Provides the funding to support operation of the Human Resources office including advertising, recruiting, hiring, staff development, legal fees, software applications, and compliance requirements.</p> <p>This budget unit consists of salaries and benefits for 5.00 FTEs.</p>		

2017 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 3, 2016)

		2017
		Adopted Budget.FIN
16041	- Workers Comp, Unemployment, & Premiums for Property Casualty Liability Insurance	1,200,000
Provides the funding to support the District's workers comp, unemployment, and property, casualty liability insurance and contingencies for deductibles.		
This budget unit consists of salaries and benefits for no FTEs.		
16050	- Business	1,264,401
Provides the funding to operate the school district's business services- including accounting, payroll, and mandatory state and federal reporting.		
This budget unit consists of salaries and benefits for 10.50 FTEs.		
16054	- Business - OPEB Implicit Chargeback	-504,741
Represents allowable medical, dental, and life insurance costs reimbursable by the district's other postemployment benefits trust.		
This budget unit consists of salaries and benefits for no FTEs.		
16060	- Communications and Marketing	490,766
Provides the funding to the District's communications and marketing initiatives, maintenance of District websites, social networks, publications, etc.		
This budget unit consists of salaries and benefits for 2.00 FTEs.		
16070	- Student Registration and Census	550,534
Provides the funding to operate the school district's student registration, enrollment, and reporting services.		
This budget unit consists of salaries and benefits for 6.50 FTEs.		
17011	- Elementary Administrators	1,666,356
Provides the funding to operate the elementary principals' offices at each school.		
This budget unit consists of salaries and benefits for 10.00 FTEs.		
17012	- Elementary Building Clerical	750,041
Provides the funding to operate the elementary principals' offices at each school.		
This budget unit consists of salaries and benefits for 11.38 FTEs.		
17013	- Elementary EAs	427,668
Provides the funding various administrative and educational roles at each school.		
This budget unit consists of salaries and benefits for 18.04 FTEs.		
17021	- Secondary Administrators	1,711,269
Provides the funding to operate the secondary principals' offices at each school.		
This budget unit consists of salaries and benefits for 10.00 FTEs.		
17022	- Secondary Building Clerical	1,148,307
Provides the funding to operate the secondary principals' offices at each school.		
This budget unit consists of salaries and benefits for 18.62 FTEs.		
17023	- Secondary EAs	341,118
Provides the funding various administrative and educational roles at each school.		
This budget unit consists of salaries and benefits for 7.38 FTEs.		
17025	- Miscellaneous Stipends	123,659
Provides the funding for miscellaneous stipends and extra hours that are currently not attached to another budget unit.		
This budget unit consists of salaries and benefits for no FTEs.		

2017 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 3, 2016)

		2017
		Adopted Budget.FIN
17026	- Campus Cup	
Provides the funding of the Café located at the Senior Campus at Diamondhead. This budget unit consists of salaries and benefits for no FTEs.		105,374
18010	- Student Transportation	
Provides the funding to transport eligible students to and from school including during regular and extended year/day terms. This budget unit consists of salaries and benefits for 1.84 FTEs.		3,490,052
19010	- Custodial	
Provides the funding to operate the District's custodial services. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 71.40 FTEs.		5,059,756
19020	- Building, Grounds and Maintenance	
Provides the funding to operate the District's building, grounds and maintenance departments. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 8.75 FTEs.		1,822,084
19030	- Environmental Health and Safety/ADA Compliance	
Provides the funding to operate the District's environmental health and safety department. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 1.00 FTEs.		895,293
19040	- Facility Leases	
Provides the funding for the District's facility leases for BEST, Pates Stadium and the Hamilton Building. This budget unit consists of salaries and benefits for no FTEs.		579,508
19050	- Warehouse and Purchasing	
Provides the funding to operate the school district's warehouse and purchasing departments. This budget unit consists of salaries and benefits for 1.25 FTEs.		95,146
19060	- Utilities	
Provides the funding for the District's utilities. This budget unit consists of salaries and benefits for no FTEs.		2,007,089
20010	- School Resource Officers	
Provides the primary funding for school police resource officers for the district's secondary schools. This budget unit consists of salaries and benefits for no FTEs.		270,000
20030	- Safe Schools	
Provides the primary funding for additional supervision at Burnsville Senior High and Metcalf Junior High. This budget unit consists of salaries and benefits for 5.19 FTEs.		216,172
Total General Fund Expenditure Budget		125,819,062
Total General Fund Period FTEs - 1,100.19		

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 01010

Description	Location Description	Employee Number	Employee Name	Period FTE
1ST GRADE TCR	EDWARD NEILL	007300	ROSSINI, CATHERINE L	1.00
		014129	OLSEN, LAURA	1.00
		017212	ALLMAN, KELLIE R	1.00
	GIDEON POND	008371	MEAGHER, LORI A	1.00
		010401	ODEGARD, ELISA	1.00
		016727	SELBY, HANNAH	1.00
	HARRIET BISHOP	011875	MARSHALL, DEBRA L	1.00
		015065	STROWBRIDGE, STACI	1.00
		016643	DANNER, ANDREA L	1.00
	HIDDEN VALLEY	014189	HIEBERT, TRACY	1.00
		014261	LANGRECK, LORI	1.00
		016049	BRIGGS, LORI A	1.00
		016740	NURMELA, CRYSTAL	1.00
	MW SAVAGE	009901	BUSSE, CYNTHIA	1.00
		010826	KACHMAN, ANGELA	1.00
		013315	SANDS, ANNE	1.00
	RAHN	007076	WHITE-JARZYNA, SUSAN L	1.00
		007314	GAMBUCCI, ANN MARIE	1.00
		017311	HOINS, DAWN	1.00
	SIOUX TRAIL	014988	KUNKEL, ROBERTA E	1.00
		018012	ODEGARD, ELIZABETH A	1.00
	SKY OAKS	007207	OSTDIEK, TERESA L	1.00
		008687	RISTEAU, JILL A	1.00
		011352	KNUDSEN, JULIE A	1.00
		014325	SCHNEIDER, MARISA LYNN MOE	1.00
	VISTA VIEW	011357	GANDRUD, JENNIFER L	1.00
		013360	IVORY, COURTENEY	1.00
		017784	BELGRAVE, ANGELA I	1.00
	WM. BYRNE	012779	SMITH, MELISSA	1.00
		014128	SIMPSON, LISA	1.00
017365		KOPEL, JACLYN C	1.00	
1ST GRADE TCR				31.00
2ND GRADE TCR	EDWARD NEILL	003833	LAMB, CYNTHIA L	1.00
		007279	BEARTH, LUKE A	1.00
		012899	LENTON, TIFFANY	1.00
	GIDEON POND	011595	STONEKING, STACY	1.00
		011789	RAU, JESSICA	1.00
		018034	AMBUEHL, JENNIFER A	1.00
	HARRIET BISHOP	008791	SVARE, JANE	1.00
		010295	ENGEN, AMY	1.00
		012866	SCHMIDT-BOYLES, DAWN	1.00
	HIDDEN VALLEY	008543	TOLLERUD, TERESA JO	1.00

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
2ND GRADE TCR	HIDDEN VALLEY	011354	SCHAFFER, KRISTY J	1.00
		013422	KRZEWKI, CATHERINE D	1.00
		016679	MERKLING, ANGELA MARTIN	1.00
	MW SAVAGE	013691	JARZYNA-INGLES, ANNE W	1.00
		016046	STRAHOTA, SARA J	1.00
		017222	ELLIOTT, RACHEL R	1.00
	RAHN	009771	PLUCINAK, JODY L	1.00
		010311	MATHYS, SANDRA	1.00
		014112	HARTL, ARAN J	1.00
	SIOUX TRAIL	007295	OTREMB, KAREN ANN HOBERG	1.00
		012528	KLEVEN, MARK A	1.00
	SKY OAKS	012698	JERMELAND, MEGHAN M	1.00
		012790	KOSMALKI, ERIN J	1.00
		015696	MULDER, LINDSEY	1.00
		017268	SINGLETON, SARAH K	1.00
	VISTA VIEW	012554	DENNIS, TERESA L	1.00
		012724	STEEG, KIMBERLY KAYE	1.00
		013000	TUCCI, AMY J	1.00
	WM. BYRNE	004991	BIGELOW, DEBRA K	1.00
		009820	ORLANDO, KARI R	1.00
		017608	RICHARDSON, SARAH	1.00
2ND GRADE TCR				31.00
3RD GRADE TCR	EDWARD NEILL	006933	ZAKARIASEN, LYNDA K	1.00
		015745	ENGDAHL, ANN MARY	1.00
		017951	JUNTUNEN, MEGHAN	1.00
	GIDEON POND	015398	SKOGLUND, ALLISON L	1.00
		016097	ZUCOLLO, SUSAN R	1.00
		017307	TRAETOW, ANDREA	1.00
	HARRIET BISHOP	007347	SMITH, KELLY L	1.00
		007546	HABERLACK, CHERYL A	1.00
		009294	MORLOCK, KATHERINE R	1.00
		012343	HUBER, ERIN	1.00
	HIDDEN VALLEY	006810	KNUDSEN, EYENIA	1.00
		008217	DWIRE, MELINDA	1.00
		011867	SCHLINK, JOANNE	1.00
	MW SAVAGE	010787	STOLTZ, LISA A	1.00
		012521	HOLDEN, NICHOLE L	1.00
		018046	WEBSTER, SUSAN M	1.00
	RAHN	009764	HILL, GARY S	1.00
		011306	PETERSON, KERI	1.00
	SIOUX TRAIL	014308	BOCHE, SONIA R	1.00
		014318	HORWART, LESLIE	1.00
		016429	PETERSON, CHRISTINE K	1.00

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
3RD GRADE TCR	SKY OAKS	017176	POLLITT, LINDSEY M	1.00	
		017236	GABBERT, LINLEY K	1.00	
		017821	BRUINS, STEPHANIE	1.00	
	VISTA VIEW	000000	Open Position	1.00	
		010911	SILVERS, KATHRYN	1.00	
	WM. BYRNE	015044	COOPER, KIRENZA I	1.00	
		018007	LAMONT, HEIDI O	1.00	
018008		TOMALA, CRYSTAL M	1.00		
3RD GRADE TCR				29.00	
4TH GRADE TCR	EDWARD NEILL	007308	HOVLAND, SUSAN C	1.00	
		007322	CONDON, JAMES F	1.00	
		015626	PETRELLA, SARA M	1.00	
	GIDEON POND	008289	GALLUS, JEFFREY	1.00	
		009750	CORONIS, ANTHONY L	1.00	
		013528	KING, DANIEL AUSTIN	1.00	
	HARRIET BISHOP	010346	CORONIS, STACY S	1.00	
		016759	BERRYMAN, ASHLEY A	1.00	
		016895	GANT, SARAH M	1.00	
		016951	WEST, JULIE MARGARET WARD	1.00	
	HIDDEN VALLEY	000000	Open Position	1.00	
		015572	ANDERSON, KRISTEN L	1.00	
		016463	LECOMPTE, EMILIE S	1.00	
	MW SAVAGE	010888	JENSEN, LETA	1.00	
		013569	SAWDEY, MARY E	1.00	
	RAHN	008255	HILL, KARI L	1.00	
		014242	TOFTE, ALISSA G	1.00	
	SIOUX TRAIL	013117	BATTERMAN, JESSICA M	1.00	
		017801	MULLIKEN, ASHLEY E	1.00	
	SKY OAKS	016691	BERG, MATTHEW T	1.00	
		016926	BRYANT, MELANIE A	1.00	
		017759	TAYLOR, DAVID	1.00	
	VISTA VIEW	013189	HOUTMAN, JENNIFER L	1.00	
		014969	DEMPSEY, JODI JEAN	1.00	
	WM. BYRNE	008959	WURDEMAN, DEBRA SUE	1.00	
		013378	HAPPE, NICOLE	1.00	
		016313	HANSON, DEBRA A	1.00	
		017752	BRAGG, KAITLIN J	1.00	
	4TH GRADE TCR				28.00
	5TH GRADE TCR	EDWARD NEILL	014779	ZAK, GLORIA	1.00
			016654	GILRAY, REBECCA J	1.00
		GIDEON POND	006421	ROBISON, THOMAS C	1.00
			006803	MACNAUGHTON, LAURA	1.00
HARRIET BISHOP		012377	ANDERSON, MELISSA	1.00	

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
5TH GRADE TCR	HARRIET BISHOP	014051	HIEB, MEGAN L	1.00
		015404	SORUCO, MARIA R	1.00
		016154	MECHAVICH, EMILY A	1.00
	HIDDEN VALLEY	016016	SCHWENN, JEFFREY A	1.00
		017260	WALBY, MOLLY E	1.00
		018377	ERTL, ABBY	1.00
	MW SAVAGE	008220	FEELY, EILEEN	1.00
		009298	ZUPKE, SAMUEL	1.00
	RAHN	002469	LAWELLIN, MARCIA	1.00
		014619	SLATTERY, CARA	1.00
	SIOUX TRAIL	015375	BIRCH, NANCY A	1.00
		017293	TOMPACH, TRACY J	1.00
	SKY OAKS	006855	SCHILLING, PAM A	1.00
		013416	GRIFFIN, MICHELE C	1.00
		017408	PRUGH PLOEHN, KATHRYN A	1.00
	VISTA VIEW	016616	TAPPER, COURTNEY	1.00
		017953	MUNSCH, JANAYA L	1.00
	WM. BYRNE	008128	GIERADA, BARBARA L	1.00
		016859	ELSAGHER, SARAH C	1.00
	5TH GRADE TCR			
FLOATER	SIOUX TRAIL	017910	RING, KATLIN	1.00
	SKY OAKS	018111	WARRICK, ASHLEY	1.00
FLOATER				2.00
KINDERGARTEN TCR	EDWARD NEILL	009236	LIPPKA, JONALYN	1.00
		012095	PRAYFROCK, JUDIE A	1.00
		017751	BARNABY, BRIONNA	1.00
	GIDEON POND	012217	GRUENKE, BETH N	1.00
		015015	TREKELL, TERESE	1.00
		017798	NIELSEN, BRITTNEY	1.00
	HARRIET BISHOP	011361	HARROLD, STACEY L	1.00
		012306	MEYER, TANYA L	1.00
		016645	PAVEK, BROOKE C	1.00
	HIDDEN VALLEY	000000	Open Position	1.00
		009569	ANDREWS, DONNA	1.00
		013352	FINCH, CHRISTINE M	1.00
		014130	MCCROSKEY, SHARI	1.00
	MW SAVAGE	006375	PRESTON, ANGELA	1.00
		008735	GRANT, ANNETTE	1.00
		015682	GONZALEZ, MEGAN	1.00
	RAHN	009785	MCCARTHY, JENNIFER	1.00
		016946	DAHL, SABRINA LYNN	1.00
	SIOUX TRAIL	009715	PEDERSON, ELIZABETH M	1.00
		016614	HAGEN, AIMEE E	1.00

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
KINDERGARTEN TCR	SKY OAKS	006090	RITCHIE, JACKI RAE	1.00
		014978	PUTMAN, TANJA	1.00
		017335	NICHOLSON, MARCIA L	1.00
		017880	KEDING, ANGELICA	1.00
	VISTA VIEW	011718	BROSTROM, JEANNE L	1.00
		014453	RHINEVAULT, LYNN	1.00
	WM. BYRNE	008557	HANSMANN, PATRICIA I	1.00
		011322	FARRELL, TRACY E	1.00
		017292	CALNON, JENNIFER	1.00
	KINDERGARTEN TCR			
Budget Unit 01010				174.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 02010

Description	Location Description	Employee Number	Employee Name	Period FTE	
6TH GRADE TCR	EAGLE RIDGE	007569	O'REILLY, GINA	0.83	
		007858	WARMKA, CHERI R	0.83	
		009293	SCHROEDER, PATRICIA	0.83	
		009358	KRAFT, STEPHEN	0.83	
		009501	MOSEY, PATRICIA	0.83	
		011321	WALLENTA, PAUL S	0.83	
		012397	PELTIER, BRAD W	0.83	
		016600	DAY, MARLYS L	0.83	
	METCALF	003383	ILES, CORNELIA	0.66	
		008287	KRUPKE, GRETA	0.83	
		010150	BARTON, DUANE	0.83	
		012304	LUNDAHL, TIMOTHY	1.00	
		013382	MIKELSON, TERESA	0.66	
		016320	GEDDES, RICHARD W	0.83	
		016589	PLANTE, MARY TRACEY	1.00	
		016693	KHAMRATTHANOME, BOUNTHAVY	0.57	
	NICOLLET	007257	O'REILLY, JOHN T	1.00	
		013470	SMALLEY, AMY C	0.51	
		014649	DRAYTON, MARGOT ELIZABETH	1.00	
		016012	NEMETZ, J SCOTT	0.50	
		016619	BORDONARO, JENNIFER ELIZABETH	0.49	
		017677	GLAS, JOHN M	1.00	
		017754	HYER, AARON	0.51	
	6TH GRADE TCR				18.03
	AVID TCR	NICOLLET	010313	OLSON, AMY	0.20
	AVID TCR				0.20
	LANG ARTS TCR	EAGLE RIDGE	009749	BLAIR, MICHAEL E.	0.83
			013973	DECKER, KATHRYN N	1.00
017204			WALKER, ETHAN D	0.83	
018037			PARKINSON, JACQUELYN R	0.83	
018307			ELWARD, LUCIUS P	0.83	
018865			YOUNG, ABBY	1.00	
018872			FLYNN, CATHERINE J	0.83	
METCALF			008627	ORTH, STEVEN D. R.	1.00
		008871	NASH, STEPHANIE	0.66	
		015277	HANSEN, WILLIAM C	0.66	
		017240	SCHNOBRICH, ANGELA M	1.00	
		018031	THOMAS, JESSICA	0.49	
		018854	PAUL, MADISON P	0.66	
NICOLLET		000000	Open Position	2.00	
		010823	SMOLKE, ANGELA S	0.51	

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
LANG ARTS TCR	NICOLLET	012894	SORENSEN, BRAD	0.49
		014991	NEMETH, HEATHER	0.51
LANG ARTS TCR				14.13
MATH TCR	EAGLE RIDGE	012283	NELSON, MICHELLE L	0.66
		017014	SLETTEN, ELIZABETH M	0.50
		017957	WYSOCKI, STEVEN J	0.83
		018311	HAGEN, ALISON M	0.83
	METCALF	004490	RIBNICK, BRIAN	0.83
		014106	MUELLER, SARAH K	0.83
		014122	LOTZE, TIMOTHY	0.83
		014527	BENSON, ROSS S	0.83
	NICOLLET	006804	NYSTROM, ROBERT J	1.00
		007817	AMUNDSON, JANE E	0.60
		012099	FUNCHES, MONIQUE ROY	1.00
		014989	GRUENEICH, JANELLE	1.00
	MATH TCR			
SCIENCE TCR	EAGLE RIDGE	006842	CHALLGREN, MARGARET TEN BROEK	0.83
		011818	HAMMER, JEFFREY	1.00
		017771	HELWIG, KRISTINE K	0.83
	METCALF	011073	MEYER, CHAD	0.66
		016003	PRANSCHKE, STEPHANIE T	1.00
		017755	JOHNSON, CORY CHARLES	1.00
	NICOLLET	000000	Open Position	0.87
		006968	SODERHOLM, WM ERIC	1.00
		013396	HUTCHINSON, JENNIFER L	0.30
		017753	GYSBERG, JILL	0.80
SCIENCE TCR				8.29
SOC STU TCR	EAGLE RIDGE	008487	ALLEN, TRUDY L	0.83
		012432	KLUBBERUD, MICHAEL	0.67
		017361	CZAPAR, RYAN J	0.67
		017795	SIMMONS, SEAN D	0.83
	METCALF	000000	Open Position	1.00
		008284	JEFFERS, LUCRETIA	1.00
		017243	STUCYNSKI, MARY E	0.66
	NICOLLET	011911	ELFERING, JEAN	1.00
		013438	SCHWEIM, ROBERT W	1.00
		014431	IVERSON, ADAM	1.00
SOC STU TCR				8.66
WORLD LANG TCR	EAGLE RIDGE	017540	BARRY, AMBER LEIGH	0.40
		017737	BLAZQUEZ, JAVIER	0.20
	METCALF	000000	Open Position	0.34

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
WORLD LANG TCR	NICOLLET	017786	LARSON, KATIE	0.40
		018630	ANDERSON, JANELLE D	0.20
WORLD LANG TCR				1.54
Budget Unit 02010				60.59

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 03010

Description	Location Description	Employee Number	Employee Name	Period FTE
BEA PRESIDENT	DIAMONDHEAD	014589	WUENSCH, WENDY DRUGGE	1.00
BEA PRESIDENT				1.00
HEALTH CARE TCR	BHS	000000	Open Position	0.50
		008269	VAN DER WOUDE, LORALIE A	0.20
		018605	WERNER-DEMPSEY, ANNE	1.00
HEALTH CARE TCR				1.70
LANG ARTS TCR	BHS	006874	STEAD, AMY JO	1.00
		007838	MOULSOFF, NORINE L	0.20
		009554	MEYER, JOSEPH	1.00
		012647	WALLER MCDEVITT, JENNIFER	0.80
		013366	DYRHAUG, MICHELLE	1.00
		013419	WEBBER, GLORIA M	1.00
		014101	BURKE, KATIE J	1.00
		014966	CHRISTY SIGSTAD, DANIELLE H	1.00
		014970	DEUTSCH, MATTHEW R	0.60
		015401	FOLDENAUR, HOLLY A	1.00
		016319	CONNELL, PAUL J	0.40
		016328	RUDOLPH, ROXANNE J	1.00
		016617	HANSEN, MARIE C	1.00
		016854	STAUM, ANNE C	1.00
		016884	BURNHAM, CHARLES F	1.00
		017521	KREBS, TYLER JON	0.40
		017781	EGGERS, SHEANA	1.00
017844	WEINBERG, DAVID M	0.10		
018041	MILLEA, ALLISON B	1.00		
LANG ARTS TCR				15.50
MATH TCR	BHS	009760	KUZIEJ, JANET L	1.00
		010805	MEUSER, TERESA	1.00
		011284	NOSS, JEAN	1.00
		011805	NELSON, AMY MAI-LEE	1.00
		012100	DELMONT, BROOKE	1.00
		013364	CHRISTIAN, DAVID	1.00
		013863	FLOYD, KEVIN S	0.80
		014075	CROATT, CHARLES C	1.00
		014443	FEIG, PETER E	1.00
		014622	HARROD, KIMBERLEE N	0.60
		016011	NELSON, JEFFREY P	0.80
		016602	GOMER, JENNA M	1.00
		016612	GEHRKE, ANDREW R	0.20
017221	DURAND, ERIK M	1.00		
017882	VOGT, KENDRA M	0.60		

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
MATH TCR	BHS	018005	QUAMME, DAVID R	1.00
		018075	SCHLAGER, DEREK A	0.60
MATH TCR				14.60
SCIENCE TCR	BHS	003547	HUGSTAD-VAA, JENNIFER JO	1.00
		007690	GORES, CHERYL L	1.00
		008274	HOLT, CLAYTON B	1.00
		008728	MORGAN, WILLIAM E	1.00
		009394	HUEMOELLER, MICHAEL T	1.00
		010299	WEIGHTMAN, ELIZABETH C	0.80
		011821	BLANDIN, MELISSA	1.00
		011833	DOUGLAS, LORI	1.00
		013396	HUTCHINSON, JENNIFER L	0.70
		013425	HUBER, JON ALAN	1.00
		014601	HOESCHEN, KERRY	1.00
		015372	BANE, DEANNA S	1.00
		015980	AAMODT, WILLIAM P	1.00
		016497	SCHERRER, HUEL C	1.00
		016612	GEHRKE, ANDREW R	0.80
		016888	DAVIDSON, ELIZABETH A	1.00
SCIENCE TCR				15.30
SOC STU TCR	BHS	011282	GRAFF, JENNIFER	0.50
		011887	MCDEVITT, PAUL DAVID	1.00
		012944	STRAND, NATHAN R	1.00
		013373	AARS, KRISTINA	1.00
		013413	COLEMAN, COLLEEN M	1.00
		013426	MILINOVICH, CHRIS M	1.00
		013445	WENDLING, KATHRYN	1.00
		013468	SILBERMAN, KEVIN	1.00
		014596	JENSEN, JENNIFER	1.00
		015288	STAPP, BENJAMIN	1.00
		015377	ENGELHARDT, WILLIAM T	1.00
		015580	MOFFITT, LESLIE ALLAN	1.00
		015689	FRANSSEN, MICHAEL S	1.00
		016089	VAN SCHOONHOVEN, KATHERINE	1.00
		016304	EPPEN, MATTHEW W	1.00
		016894	BOUSU, MOLLIE J	1.00
018010	FLUG, JOSHUA W	1.00		
018036	CLEVELAND, GEOFFREY W	1.00		
SOC STU TCR				17.50
WORLD LANG TCR	BHS	005728	SAUERMAN-PAGE, KARIN G	1.00
		009250	DUNDON, MARY LOU	1.00
		009773	LEHNER, TIMOTHY	1.00
		010142	HOLCOMBE, SARA J	0.40

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
WORLD LANG TCR	BHS	014984	JENSEN, AMANDA LYNN	1.00
		015003	OLSON, KIM MARIE	1.00
		017540	BARRY, AMBER LEIGH	0.60
		017737	BLAZQUEZ, JAVIER	0.80
		017786	LARSON, KATIE	0.60
		018630	ANDERSON, JANELLE D	0.40
WORLD LANG TCR				7.80
Budget Unit 03010				73.40

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 04010

Description	Location Description	Employee Number	Employee Name	Period FTE
ART TCR	BHS	000000	Open Position	0.10
		007284	QUIRK, KATHLEEN	1.00
		018484	PERRY, BRIAN	1.00
	EAGLE RIDGE	009625	WITTSTRUCK, JAMES	1.00
	EDWARD NEILL	008797	KNOTT, KELLY S	0.50
		017241	SCHRIVER, MARA C	0.25
	GIDEON POND	017241	SCHRIVER, MARA C	0.75
	HARRIET BISHOP	017565	PETRI, KATHRYN E	1.00
	HIDDEN VALLEY	017547	MERKEL, SARA A	1.00
	METCALF	000000	Open Position	1.00
	MW SAVAGE	008797	KNOTT, KELLY S	0.50
		018381	DEROUIN, JILL	0.25
	NICOLLET	018861	SCHNEIDER, KRISTIN L	1.00
	RAHN	014143	WEILANDGRUBER, ELIZABETH	0.25
		018045	VO, KELLY RAE	0.25
	SIOUX TRAIL	018381	DEROUIN, JILL	0.75
	SKY OAKS	018376	COOPER, JENNIFER	1.00
	VISTA VIEW	018045	VO, KELLY RAE	0.75
	WM. BYRNE	014143	WEILANDGRUBER, ELIZABETH	0.75
	ART TCR			
BAND TCR	BHS	009402	HOLMES, MOLLY	1.00
		015996	FRENCH, KEITH J	1.00
	EAGLE RIDGE	018641	BECKER, JOSHUA	0.75
	EDWARD NEILL	000000	Open Position	0.25
	GIDEON POND	008180	NORDMARK, PAMELA J	0.25
	HARRIET BISHOP	008180	NORDMARK, PAMELA J	0.25
	HIDDEN VALLEY	008180	NORDMARK, PAMELA J	0.25
	METCALF	016979	SYLVESTER, GREGORY	1.00
	MW SAVAGE	008180	NORDMARK, PAMELA J	0.25
	NICOLLET	012349	BAKKEN, ANN	0.50
	RAHN	006829	LANGSJOEN, SONJA	0.25
	SIOUX TRAIL	006829	LANGSJOEN, SONJA	0.25
	SKY OAKS	006829	LANGSJOEN, SONJA	0.25
	VISTA VIEW	000000	Open Position	0.25
	WM. BYRNE	006829	LANGSJOEN, SONJA	0.25
	BAND TCR			
FLOATER	RAHN	018671	MANZ, GRACE	1.00
FLOATER				1.00
MUSIC	EAGLE RIDGE	000000	Open Position	0.25
MUSIC				0.25
MUSIC TCR	EDWARD NEILL	011452	TRANBY, BONITA K.	0.75
	GIDEON POND	011452	TRANBY, BONITA K.	0.25

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
MUSIC TCR	GIDEON POND	017247	WOOD, KIMBERLY R	0.50	
	HARRIET BISHOP	016624	PERRY, JESSICA A	1.00	
	HIDDEN VALLEY	016353	OWENS, KARI J	1.00	
	MW SAVAGE		017247	WOOD, KIMBERLY R	0.50
			017742	BUCK, REBECCA L	1.00
			017772	ADEDEJI, OLUWATONI	0.25
	RAHN	014982	LUCIUS, RACHEL H	0.75	
	SIoux TRAIL	017772	ADEDEJI, OLUWATONI	0.75	
	SKY OAKS	004880	SHOOK, JOANN	1.00	
	VISTA VIEW		004609	KANNE, VICKI ANN	0.25
			014982	LUCIUS, RACHEL H	0.25
	WM. BYRNE	004609	KANNE, VICKI ANN	0.75	
MUSIC TCR				9.00	
PHY ED TCR	BHS	007145	RIGGS, MARK D	1.00	
		007841	VAN DER WOUDE, MARK B	1.00	
		008269	VAN DER WOUDE, LORALIE A	0.80	
		012439	STACHOWSKI, SUSAN C	1.00	
		013495	BROWN, CHRISTOPHER M	0.60	
		014892	REUSS, ERIC	1.00	
		017329	VARNNESS, VINCENT C	1.00	
		EAGLE RIDGE		009827	PEARSON, CHAD W
	011475			HERMES, SHELLEY	1.00
	013495			BROWN, CHRISTOPHER M	0.40
	EDWARD NEILL		014605	MCKANE, MICHELLE M	0.25
			015881	DUNGEY, NATHAN	0.25
			016376	SWEENEY, MICHAEL J	0.25
	GIDEON POND		015881	DUNGEY, NATHAN	0.75
			012303	LOESCH, JAKE	1.00
	HARRIET BISHOP	010820	SHELDEN, JON	1.00	
	METCALF		000000	Open Position	0.34
			006571	SCHOLL, WAYNE	1.00
			016001	FRITZ, KIMBERLY A	1.00
	MW SAVAGE	014605	MCKANE, MICHELLE M	0.75	
	NICOLLET		014115	ANDREWS, BRIDGETTE	0.83
			014187	MILLER, CHAD	1.00
	RAHN		012889	MOORLACH, BRIAN	0.25
			014613	JOHNSON, RONNA E	0.25
	SIoux TRAIL	016376	SWEENEY, MICHAEL J	0.75	
	SKY OAKS	014820	CEOLA, MICHAEL	1.00	
	VISTA VIEW	012889	MOORLACH, BRIAN	0.75	
	WM. BYRNE	014613	JOHNSON, RONNA E	0.75	
	PHY ED TCR				20.97
	STRINGS TCR	BHS	018374	GROVER, HOPE A	0.40

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
STRINGS TCR	EAGLE RIDGE	000000	Open Position	0.25
		018641	BECKER, JOSHUA	0.25
	HARRIET BISHOP	017807	ANDERSON, EMILY E	0.50
	METCALF	018374	GROVER, HOPE A	0.60
	NICOLLET	000000	Open Position	0.50
	RAHN	017807	ANDERSON, EMILY E	0.50
STRINGS TCR				3.00
VOCAL TCR	BHS	014149	SCHMIDT, MARTHA H	1.00
		018101	AKERVIK, ERIK M	1.00
	METCALF	000000	Open Position	0.50
	NICOLLET	012349	BAKKEN, ANN	0.50
VOCAL TCR				3.00
Budget Unit 04010				57.07

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 06010

Description	Location Description	Employee Number	Employee Name	Period FTE
FACS TCR	BHS	000000	Open Position	0.20
		004518	THOM, MARLYS	1.00
		009374	ASFELD, BETH M	1.00
		014970	DEUTSCH, MATTHEW R	0.40
		016015	EICHTEN, HEIDI J	1.00
	EAGLE RIDGE	018860	ANDERSON, BRITTNEE M	1.00
	METCALF	015691	KING, LAURIE J	1.00
	NICOLLET	018862	RUFF, HAILEY C	1.00
FACS TCR				6.60
PLTW	METCALF	018612	MALLINGER, MELINDA	1.00
PLTW				1.00
Budget Unit 06010				7.60

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 06020

Description	Location Description	Employee Number	Employee Name	Period FTE
IND TECH TCR	BHS	000000	Open Position	2.20
		009586	WOLF, NICHOLAS	1.00
		013441	TESMER, RUSSELL	1.00
	EAGLE RIDGE	010290	BRADY, STEVE	1.00
	NICOLLET	013431	PAETZOLD, ROBERT JAMES	1.00
IND TECH TCR				6.20
Budget Unit 06020				6.20

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 06040

Description	Location Description	Employee Number	Employee Name	Period FTE
BUSINESS TCR	BHS	008784	CARROLL, MICHELE	1.00
		015991	DRAHOS, CYNTHIA	1.00
		017324	MALONE, MEGGAN J	1.00
		017521	KREBS, TYLER JON	0.60
	EAGLE RIDGE	000000	Open Position	1.00
	METCALF	000000	Open Position	1.00
BUSINESS TCR				5.60
Budget Unit 06040				5.60

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 06050

Description	Location Description	Employee Number	Employee Name	Period FTE
BURNSVILLE PROMISE COORD	ASC	018842	JACOBS, MICHELLE	0.75
BURNSVILLE PROMISE COORD				0.75
DIR STRATEGIC PARTNERSHIPS	DISTRICT-WIDE	017175	FUNSTON, KATHY L	1.00
DIR STRATEGIC PARTNERSHIPS				1.00
Budget Unit 06050				1.75

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 07010

Description	Location Description	Employee Number	Employee Name	Period FTE
COLLEGE & CAREER SPECIALIST	BHS	013651	SEXTON, MARCIA	1.00
COLLEGE & CAREER SPECIALIST				1.00
EA MEDIA	BHS	017600	LAKE, LISA L	1.00
	EDWARD NEILL	006496	STICKLE, SHARON ANN	0.75
	HARRIET BISHOP	013666	BECKER, SARAH J	0.75
	HIDDEN VALLEY	018718	SCHATZLEIN, RACHEL	0.75
	MW SAVAGE	009053	FELDHAKE, M. MICHELLE	0.75
	RAHN	017282	SCHEUNEMAN, KRISTEN JOY	0.75
	SIOUX TRAIL	012072	ENGBERG, DENISE G	0.75
	SKY OAKS	011193	BERGE, KRISTY K	0.75
	VISTA VIEW	014670	CERMAK, BARBARA L	0.75
	WM. BYRNE	011405	HORTON, SHEILA M	0.75
EA MEDIA				7.75
MEDIA SPECIALIST	BHS	010804	OIE, ROGER	1.00
	EAGLE RIDGE	008297	GALLAND, JOHN	1.00
	METCALF	015999	GRIFFITHS, ROBERT H	1.00
	NICOLLET	009216	MEYER, NANCY L	1.00
MEDIA SPECIALIST				4.00
Budget Unit 07010				12.75

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 07020

Description	Location Description	Employee Number	Employee Name	Period FTE
GIFTED/ENRICH TCR	EDWARD NEILL	018055	NIFFENEGGER, KAMALA N	0.50
	GIDEON POND	013149	MIRS, LAUREL	0.50
	HARRIET BISHOP	009752	CAMPEN, KIMBERLY A.	1.00
		016896	NAEF, NATHAN A	0.50
	HIDDEN VALLEY	016896	NAEF, NATHAN A	0.50
	MW SAVAGE	013290	LINDELL, MICHELLE M	0.50
	RAHN	000000	Open Position	0.50
	SIOUX TRAIL	014226	STALOCK, SHARRON C	0.50
	SKY OAKS	011362	TEIEN, JOAN K	0.50
	VISTA VIEW	007339	PODRATZ, ANNE MARIE	0.50
	WM. BYRNE	015074	CHAMERLIK, KAREN	0.50
GIFTED/ENRICH TCR				6.00
Budget Unit 07020				6.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 07030

Description	Location Description	Employee Number	Employee Name	Period FTE	
COUNSELOR	BHS	010808	LIMKE, JEFFREY	1.00	
		011858	MARSHALL, VERONICA JEAN	1.00	
		016009	MARKHAM, ANGELA L	0.70	
		017554	WELKE, ASHLEY L	1.00	
		018621	HENDRICKS, SCHERESS	1.00	
		018702	AKERSON, REBECCA D	1.00	
		018802	WINKELMAN, SARA J	1.00	
	EAGLE RIDGE	013371	HARRISON, P SCOTT	1.00	
		018025	HENDERSON, MICHELLE A	1.00	
	METCALF	006550	SODERHOLM, JOHN	1.00	
		010819	MAIDMENT, LORI	1.00	
	NICOLLET	006865	KELSON, FREDERICK A	1.00	
		015857	BRETT, CARRIE A	0.60	
		016087	ROBB, EMILY C	0.40	
	COUNSELOR				12.70
	Budget Unit 07030				12.70

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 07060

Description	Location Description	Employee Number	Employee Name	Period FTE
ESL TCR	ALTERNATIVE HIGH SCHOOL	012504	DURAND, KIM	1.00
	BHS	000000	Open Position	2.00
		014964	PARENT, ANDREA J	1.00
		017776	WINTERLIN, JEFFREY	1.00
		018349	MOREN, KIMBERLY J	1.00
	EAGLE RIDGE	009748	BLAIR, FRANCES M.	1.00
		018313	GREGORY, AMANDA	1.00
	EDWARD NEILL	014996	MUSA-AGBONENI, KARI	1.00
		015021	DALY, JULIE	1.00
	GIDEON POND	013535	GROVER, MELISSA MANGER	1.00
		016025	YOUNG, KRISTEN A	1.00
		018788	GROVE, EMILY A	1.00
	HARRIET BISHOP	009629	MCKINNEY, MARGARET	1.00
		015741	PHILLIPS, MARIA	1.00
	HIDDEN VALLEY	011315	PROCTOR, BETH	1.00
		012947	BLOM, ANNE E	1.00
		014131	MICHELS, CHRISTINE	1.00
		015565	CADWELL, ANN M	1.00
		016427	CORROW, JENNA R	1.00
		017770	CULLISON, CAROLINE E	1.00
	METCALF	018085	O'BRIEN, BRIANNA	1.00
		012887	FRIENDT, ANDREA LYNN	1.00
	MW SAVAGE	014986	KESSLER, CECILIA	1.00
		015383	BENSON, BRIANA M	1.00
	NICOLLET	017837	ANDERSON, ALYSSA KAE	1.00
		010313	OLSON, AMY	0.80
		015527	LIMBERG, MINDI L	0.50
		017753	GYSBERG, JILL	0.20
	RAHN	017883	HELENBURG, JESAMINE C	1.00
		015697	OLSON, KIMBERLY LENORA	1.00
		017003	ARIAS, ANGELA JOY	1.00
	SIOUX TRAIL	010638	FREDRICKSON, REBECCA	1.00
		018285	SCHAUER, ELI D	1.00
	SKY OAKS	016507	STITZMEYER, ELIZABETH A	1.00
		016618	HENNEN, JENNIFER S	1.00
		017656	RIPHENBURG, WENDY A	1.00
		017822	JONES, NOELLE	1.00
	VISTA VIEW	013456	CONDON, ANNE T	1.00
		014138	THOMPSON, SALOUA	1.00

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
ESL TCR	WM. BYRNE	017234	MARSHALLA, ASHLEY A	1.00
		018602	LORINCZ, KRISTEN L	1.00
ESL TCR				40.50
Budget Unit 07060				40.50

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 08010

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LEVEL 3	BHS	015800	PULLEY, ERIC D	0.38
EA LEVEL 3				0.38
Budget Unit 08010				0.38

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 09010

Description	Location Description	Employee Number	Employee Name	Period FTE
ASSISTIVE TECH	DISTRICT-WIDE	006624	WESSEN, JANE E	0.50
		013406	ALLEN, SUSAN M	0.50
ASSISTIVE TECH				1.00
BEHAVIOR SPECIALIST	DISTRICT-WIDE	017322	CZAPAR, KELLY N	1.00
BEHAVIOR SPECIALIST				1.00
CLERICAL	ASC	007572	KAISER, TANYA J	0.50
		011825	SIEBER, ANDREA	1.00
		013879	REISINGER, TONETTE A	1.00
	CLUSTER - ECSE	014219	GRIES, BRENDA J	1.00
	CLUSTER - ELEMENTARY	004467	BARLAGE, SUSAN	1.00
		015133	MOBERG, CARLENE	1.00
		016377	ALEXON, BETH J	1.00
	CLUSTER - SEC	010287	TANBERG, TERESA L	1.00
		014000	MCCLELLAN, MELISSA E	1.00
	ECSE CENTER	014210	WILLENBURG, JOANNA	1.00
CLERICAL				9.50
CULTURAL LIAISON	CLUSTER - ECSE	017832	HASSAN, RAHMA	0.88
		017905	RIVEROS, ANNA-MARIA	1.00
CULTURAL LIAISON				1.88
DAPE	CLUSTER - ELEMENTARY	009239	OPATZ, LARRY	1.00
	CLUSTER - SEC	009267	HOLDEN, MATTHEW J	1.00
DAPE				2.00
DIR SPED	ASC	012806	CORBAY, STEPHANIE A	1.00
DIR SPED				1.00
EA HEALTH	DISTRICT-WIDE	006831	SPENCE, LORETTA	0.72
		010844	LUTH, DONITA	0.91
		012009	STENE, BARBARA	0.72
		013681	HANSEN, SARAH J	0.91
		015833	GADDY, KESHIA	0.72
EA HEALTH				3.99
ECSE TCR	CLUSTER - ECSE	015112	NELSON, TARA A	1.00
		018847	MELQUIST, MICHELLE	1.00
	ECSE CENTER	013692	NIEMIEC, ALICIA	1.00
		015386	ORLICH-SULLIVAN, MEGAN	1.00
		015695	THOMPSON, HYE-JEONG M	1.00
		016004	JORGENSON, SHANNON E	1.00
		016213	STAHLY, JANICE	1.00
		016309	BAIMA, STEPHANIE A	1.00
		016501	NESS, KAREN M	1.00
		016633	CLOUTIER, DANA M	0.50
		016999	RENKEN, CARISSA M	1.00
017586	PERLICH, SHAWN	1.00		

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
ECSE TCR	ECSE CENTER	017796	BLOMQUIST, STEPHANIE	1.00
		017981	BLOOD, KELSEY JO	1.00
		018536	SPAULDING, SHEILA J	1.00
		018645	EBENHOH, TEEGAN M	1.00
		018646	ALBERSHEIM-CARTER, MARCINA	1.00
		018792	OSTMAN, LAUREN O	1.00
		018844	NELSON, KATHERINE	1.00
ECSE TCR				18.50
NURSE	BEST	015733	MCDERMOTT-BATY, JODY	0.20
	BHS	009091	WALCHER, PAMELA J	0.45
	EAGLE RIDGE	015482	EILERTSON, JANE ANN	0.37
	ECSE CENTER	018006	HENKE, LORI A	0.87
	EDWARD NEILL	015733	MCDERMOTT-BATY, JODY	0.37
	GIDEON POND	017764	COZAD, PATRICIA M	0.60
	HARRIET BISHOP	015983	BAGGOT, LYNN	0.09
	HIDDEN VALLEY	009363	BIEN, BERNADETTE L	0.21
	METCALF	011320	WALDRON, RACHELLE	0.44
	MW SAVAGE	009363	BIEN, BERNADETTE L	0.16
	NICOLLET	010972	WITTNEBEL, KATHY	0.22
	RAHN	016826	BARR, BARBARA M	0.20
	SIOUX TRAIL	015394	BEAULIEU, KOURTNEY A	0.40
	SKY OAKS	016142	BEENKEN, JULIE D	0.23
	VISTA VIEW	010553	WARDELL, BARBARA J	0.10
	WM. BYRNE	016435	RIDGLEY, ANGELA K	0.16
NURSE				5.07
OCC THERAPIST	CLUSTER - ECSE	000000	Open Position	0.00
		007268	MESARCHIK, MARY L	1.00
		009670	ROBOLE, VICKI M	0.80
		012294	RUMPZA, LAURIE	0.50
		014609	ROESKE, MELISSA L	0.40
	CLUSTER - ELEMENTARY	000000	Open Position	1.10
		007304	GOSSMAN, LISA ANN	0.50
		007847	KOLSTAD, MICHELE M	1.00
		012294	RUMPZA, LAURIE	0.50
		014609	ROESKE, MELISSA L	0.40
	CLUSTER - SEC	007304	GOSSMAN, LISA ANN	0.50
	OCC THERAPIST			
PSYCHOLOGIST	CLUSTER - ECSE	007836	NANIA, PAULA A	1.00
		011935	SCHULTZ, HOLLY	0.50
		013375	KENNEDY, JENNIFER K	0.60
		018848	LEMIRE, KATHERINE	1.00
	CLUSTER - ELEMENTARY	010321	LAUTIGAR-BEUTZ, JULIE	0.70
		014118	KOMAR, KAREN K	1.00

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
PSYCHOLOGIST	CLUSTER - ELEMENTARY	018624	ROEHL, PETER A	1.00
		000000	Open Position	1.00
	CLUSTER - SEC	011935	SCHULTZ, HOLLY	0.50
		015381	KRAL, MELISSA M	1.00
		017719	NIERENGARTEN, BRIANNA L	1.00
		018310	THOMPSON, DAVID P	1.00
		018846	OTTO, CARON	1.00
		018849	PETERSEN, HOLLY M	1.00
PSYCHOLOGIST				12.30
READING SPECIALIST	EDWARD NEILL	009295	WAGNER-SMITH, SHERRY	1.00
		010637	KUGLER, JULIE	1.00
	HIDDEN VALLEY	000000	Open Position	0.50
		009786	COLLINS, LEANNE	1.00
		017787	CHISAKA, BRIDGET N	1.00
	SKY OAKS	011362	TEIEN, JOAN K	0.50
		011543	RUHLAND, MARIA	1.00
		016885	CUNNIEN, LAURIE A	0.50
	VISTA VIEW	016605	CRAWFORD, CINDY Y	1.00
		016608	DITMARSEN, SANDRA L	1.00
READING SPECIALIST				8.50
SOCIAL WORKER	CLUSTER - ECSE	014751	KELLER, KATIE	1.00
	CLUSTER - ELEMENTARY	018635	MCDOWELL, MORGAN	1.00
		018677	MCLAUGHLIN, ALEXANDRA M	0.50
	CLUSTER - SEC	014594	HEWETT, THOMAS	1.00
SOCIAL WORKER				3.50
SPED COORD	DISTRICT-WIDE	018325	DIETRICH, KELLY J	1.00
		018639	PIOTROWSKI, AMY	1.00
SPED COORD				2.00
SPED EA	BEST	010425	GOODLING, BEVERLY	0.88
		010529	TOUSIGNANT, KARE KATHLEEN	0.88
		010922	IVERSON, WILLIAM C	0.88
		011868	PAYNE, BARBARA	0.88
		013243	FINCH, JEANNE	0.88
		014312	ANDERSON, CHERYL L	0.88
		015516	FRANK, SHARON M	0.88
		018130	DUALEH, ABDULKARIM H	0.88
		018461	KHAN, NAJMA	0.88
		BHS	000000	Open Position
	005969		BENGTSON, CAROL	0.88
	007879		BERG, DAVID A	0.88
	009609		GREINER, JODELL	0.88
	010398		THOENNES, SALLY	0.88
	011860		WOLFF, DENISE	0.88

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	BHS	012061	HOLTAN, HELEN	0.88
		013097	RINEVELD, DEBORAH J	0.88
		013140	WAGNER, PATRICIA	0.88
		013630	HOFFER, JESSICA M	0.88
		013864	HOKS, LINDA	0.88
		014658	RAY, STEPHEN	0.88
		016055	LARSON, JANET ANNE	0.88
		016095	GARVIS, ANGELA N	0.88
		016344	CHRISSIS, ERIK R	0.88
		018419	CHROUST, VICKI	0.88
		018460	TUCKER, CINDY I	0.88
		018560	KNIGHT, HEIDI	0.88
		DISTRICT-WIDE	006624	WESSEN, JANE E
	011462		VAURIO, SONYA	0.75
	014641		ENGSTROM, HEATHER L	0.88
	EAGLE RIDGE	000000	Open Position	2.62
		009616	HAYES, ERIC L	0.88
		015023	BRINGGOLD, DEBBIE	0.88
		016208	MCCRAY, SHARON	0.88
		017997	ZEIMET, KARLIE	0.88
	ECSE CENTER	000000	Open Position	1.62
		006168	FREDRIKSON, KAYE E	0.81
		012514	HO, LINDA S	0.81
		013037	WALTERSON, KRISTEN A	0.81
		013672	RINGGER, TRACY A	0.81
		014502	REILLY, TERRI LYNN	0.81
		015809	INSELMAN, SANDRA L	0.81
		016918	HILCHEY, LINDA M	0.81
		017161	WEATHERFORD, ANDREA M	0.81
		017383	JOHNSON, KAREN A	0.81
		017496	ABDALLAH, HIBO SAAD	0.81
		017497	EISENBERG, RACHELLE L	0.81
		017612	HANDRAHAN, JOANN MARY	0.38
		017654	KEIRSTEAD, AMY	0.81
		017895	BACHMEIER, MICHELLE M	0.72
		018000	WESLEY, JANET M	0.81
		018409	ARTIGA-ROSA, PATRICIA	0.81
		018533	BURKART, PAULA J	0.81
		018759	TWARDOSKI, RUTHANN	0.81
		EDWARD NEILL	012533	ROCKETT, JOAN
	014868		POFAHL, JANELL C	0.91
	015757		TILLMAN, JACK R	0.91
	016375		KUHLMAN, SUSAN M	0.91

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
SPED EA	EDWARD NEILL	016470	GILLIS, CINDY M	0.91	
		017618	HERMAN, LINDA R	0.91	
		018697	THEIS, RACHAEL L	0.91	
		018843	JACKSON, KELLY J	0.91	
	GIDEON POND	011968	HENDRICKSON, LISA	0.91	
		017838	TERFEHR, DIANE C	0.91	
	HARRIET BISHOP	008372	SISLER, JANE L	0.91	
		008958	CARNEY, CATHERINE	0.91	
	HIDDEN VALLEY	007928	HUNTER, SANDRA J	0.91	
		012912	JONES, JEAN	0.91	
		014639	WIEDEMANN, LAURA E	0.91	
		015892	SOLBERG, CATHY	0.91	
		015894	SANZ, MARGARET M	0.91	
		016209	ULRICH, KIMBERLY A	0.91	
		018172	PACKER, TARA J	0.91	
		018698	RUIZ, WINSTON V	0.91	
		METCALF	000000	Open Position	3.50
			010011	PAYNE, DEBRA K	0.88
	013202		HRIMNAK, SANDI J	0.88	
	013641		WHITE, RUTHANN	0.88	
	015936		THOMPSON, ROBERT L	0.88	
	016518		ASHLEY, JAMES M	0.88	
	018775		GRUENKE, MEGAN M	0.88	
	MW SAVAGE		010469	HICKERSON, KAREN A	0.91
		011033	VAN GUILDER, SUZANN	0.91	
		015128	ADAMSON, KIMBERLY S	0.91	
		016378	SCHILLER, LORI L	0.91	
		017729	WEBER, ROBERT D	0.91	
		018408	CAMPBELL, COURTNEY	0.91	
		018719	ANDREN, MARY R	0.91	
		NICOLLET	012367	KAUFMAN, MARGARET M	0.88
	012492		NEEDHAM, DIANE M	0.88	
	014511		FELTON, MICHELLE M.	0.88	
	014871		ADRIAN, JANN L	0.88	
	018832		WOLPERS, ANGELA K	0.88	
	RAHN	007092	SCHNEEWEIS, PATRICIA RAE	0.91	
		010377	CAMPBELL, SUSAN	0.91	
		013483	WEGNER, LISA L	0.91	
		013915	BARR, SARAH B	0.91	
		015240	DROEGE, SHERYL L	0.91	
		017640	RAICHERT, SARAH	0.91	
		017884	SMITH, NATHAN J	0.91	
	SIOUX TRAIL	010470	HUGHES, DEBORAH JEAN	0.91	

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
SPED EA	SIOUX TRAIL	010560	POLSKI, LEANN	0.91	
		011032	ANDERSON, BARBARA J	0.91	
		013485	THEYSON, BRENDA	0.91	
		016433	DYLLA, TAMMY S	0.91	
		018407	CAYER, CHRISTINA	0.91	
	SKY OAKS	000000	Open Position	0.91	
		009596	BOLDT, JULIE A	0.91	
		009852	SHORT, CLAIRE	0.91	
		010095	MANSANO, KATHLEEN M	0.91	
		013572	KEGLEY, RENEE C	0.91	
		016460	SMITH, SHERI D	0.91	
		016553	DATRES, SUSAN	0.91	
		017513	HEY, LINDA L	0.91	
	VISTA VIEW	000000	Open Position	0.91	
		010053	ROARK, KARI L	0.91	
		010686	LATOURELLE, SANDRA E	0.91	
		011513	BROWN, RUTH	0.91	
		013150	DUBANOSKI, BARBARA JEAN	0.91	
		013604	LARSON, JOANN C	0.91	
		013980	AUGE, ELIZABETH	0.91	
		018150	CHRISTENSEN, MARY	0.91	
		018216	HALL, JENNIFER J	0.91	
		018482	SIMPSON, DAWN	0.91	
	WM. BYRNE	000000	Open Position	0.91	
		007646	BARTELLS, CAROL A	0.91	
		015532	BURRILL, SARAH	0.91	
		016340	MISZKIEWICZ, KELLY A	0.91	
		016665	KOECHLEIN, LAURIE LEEANNE	0.91	
		018729	WILLIAMS, ELIZABETH	0.91	
	SPED EA				120.47
	SPED LEAD TCR	BHS	016232	WORKMAN, CAROLYN J	1.00
		ECSE CENTER	012479	OSCARSON, KRISTI R	0.50
	SPED LEAD TCR				1.50
SPED SUPERVISOR	DISTRICT-WIDE	009802	O'NEILL-MAGER, JENNIFER	1.00	
		017542	SMITH, JACQUELINE J	1.00	
		018288	REMSING, JODY L	1.00	
SPED SUPERVISOR				3.00	
SPED TCR	ALTERNATIVE HIGH SCHOOL	009789	HIRSCHEY, WENDY	0.50	
		013156	MORRIS, ANGELA J	1.00	
	BEST	000000	Open Position	1.00	
		018604	SCHMIDTKE, ANGILA R	1.00	
		018616	SHERBROOKE, CHERYL B	1.00	
	BHS	000000	Open Position	1.00	

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED TCR	BHS	009804	HULTING, LINDA JANE	1.00
		010825	WILLIAMS, KAREN	1.00
		011330	WEBBER, JEFFREY	1.00
		012230	MCCOOL, MOLLY	1.00
		014998	NEUER, MICHELLE E	1.00
		016355	SCHROEDER, JEAN M	1.00
		016823	BUNKERS, KATHLEEN K	0.50
		016898	KNOX, JACOB M	1.00
		017548	REGAN, HEATHER R	1.00
		017557	WALKER, RYAN M	1.00
		017681	KAPPEL, GENEVIEVE N	1.00
		017799	EILER, ELIZABETH P	1.00
		018388	JORGENSON, STEPHANIE J	1.00
		018598	WEBER, JOANNA L	1.00
		018600	SCHROEDER, ALYSSA M	1.00
		018628	MARTIN, ALAINA K	1.00
		018661	SCOTT, LAURA A	1.00
		018845	BUBANK, AYLEEN K	1.00
		018853	NELSON, EMILY A	1.00
		018855	TOUSIGNANT, ANNETTE S	1.00
		018864	MACNALLY, KATHRYN A	1.00
	CLUSTER - ELEMENTARY	009390	ANDERSON, BARBARA JEAN	0.50
		013437	SULLIVAN, JODI L	1.00
		014127	ZONDAG, KIMBERLY	1.00
		017246	CANTON, EMILIE J	1.00
	CLUSTER - SEC	007298	BRENNAN, CAROL ANN	1.00
		012336	LOGAN, KARI M	0.50
		012869	SCHEIT, ANDREA	0.50
		016823	BUNKERS, KATHLEEN K	0.50
		017216	CHOUANARD, MARY E	1.00
	DISTRICT-WIDE	018634	SEAMEN, MICHELLE A	1.00
	EAGLE RIDGE	009811	BYRNE, EDWARD	1.00
		009835	MORTINSON, ELIZABETH	1.00
		010301	CARLSON, SCOTT A	1.00
		017616	STEPHENS, DAWN M	1.00
		018631	STONE, KERRY	1.00
		018863	BAUER, JENNIFER	1.00
	EDWARD NEILL	006092	DOYLE, SANDRA J.	1.00
		013524	STEINKRAUS, JENNIFER	0.50
		016311	DISCHER, TRACY L	1.00
		018291	BING, DENA M	1.00
	GIDEON POND	010755	LYNCH, MOLLY	1.00
	017958	RASMUSSEN, EMILY	0.50	

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
SPED TCR	HARRIET BISHOP	010323	MILLER, JILL ELIZABETH	1.00	
	HIDDEN VALLEY	000000	Open Position	1.00	
		009390	ANDERSON, BARBARA JEAN	0.50	
		017678	JOHNSON, HOLLIE E	1.00	
		017805	MILLER, ERIN M	1.00	
		018337	MORAN, LAURA E	1.00	
	METCALF	000000	Open Position	1.00	
		009409	GEDITZ, RANDALL J	1.00	
		010297	JOHNSON, DAVID P	1.00	
		011317	COX, KELLY J	1.00	
		011913	FOLEY, COLLEEN CHARLOTTE	1.00	
		012754	NASH, DEREK B	1.00	
		016878	TETZLOFF, MITZI R	1.00	
		017966	TILLMAN, MEGAN	1.00	
		018859	HANSON, RACHEL	1.00	
		MW SAVAGE	006793	BISEK, KATHRYN A	1.00
	009228		ROARK, KIMBERLY J	1.00	
	012880		MURRAY, MARGARET E	1.00	
	016045		TANGNEY, AMY K	1.00	
	NICOLLET	000000	Open Position	1.00	
		010741	RAPPE, BRIAN	1.00	
		012339	BELL, ANGELA	1.00	
		012901	MCCUE, MICHELLE	1.00	
		018367	BLONS, LLIANE M	1.00	
	RAHN	015148	WEGENER, KIMBERLY E	1.00	
		016186	LAUER, LISA N	1.00	
		018662	BRANCH, NANCY C	1.00	
	SIOUX TRAIL	011822	TUSHIE, PATRICIA	1.00	
		015010	NELSON, KATIE L	1.00	
		016448	HENRICH, SARAH L	1.00	
	SKY OAKS	000000	Open Position	1.00	
		006100	SAUNDERS, SHARON D	1.00	
		009959	FECHNER, SUSAN	1.00	
		014593	HANSON, AMY E	1.00	
		015135	PRED, RENEE R	1.00	
	VISTA VIEW	012312	STROH, CAROL	1.00	
		013524	STEINKRAUS, JENNIFER	0.50	
		016013	PETERSON, JULIE A	1.00	
		017522	BORRELL, MARY	1.00	
	WM. BYRNE	015022	OGDAHL, MICHAEL A	1.00	
		017674	ANDERSON, KASEY D	1.00	
		017958	RASMUSSEN, EMILY	0.50	
	SPED TCR				85.50

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPEECH TCR	CLUSTER - ECSE	007269	BARTH, TAMI RAE	1.00
		007835	WOODCOCK, SUSAN M	0.80
		008309	HENDRIX, EUGENIA M	1.00
		013693	NEAL, BRYENY B	1.00
		014624	JORDAN, JOANNA	1.00
		014961	SPRY, KARIE	1.00
		015693	MEULEBROECK, SUSANNE	1.00
		015962	NIESEN, ELIZABETH A	1.00
		016023	VODNICK, SARAH A	1.00
	CLUSTER - ELEMENTARY	005747	CORDAHL, AMBER	1.00
		006452	BERG, JANET	0.50
		011808	SPODEN, ANNEMARIE	1.00
		012301	HJERMSTAD, HEATHER	1.00
		012335	SCHLICHTING, CATHERINE	0.50
		014147	KLINNERT, ELIZABETH	0.50
		014479	KIBLER, JEANNE	0.50
		015993	FAUST, DANIELLE M	1.00
		016315	JAMISON, DARCI L	1.00
		018002	GOLDSMITH, EMILY R	1.00
	CLUSTER - SEC	018657	MCINNIS, MARNIE JO	1.00
		006452	BERG, JANET	0.50
		007839	BARNES, CHERISE C	0.75
		013406	ALLEN, SUSAN M	0.50
		013411	BRINKMAN, CAROLE I	0.50
		014147	KLINNERT, ELIZABETH	0.50
		014479	KIBLER, JEANNE	0.50
		018403	REGNIER, STACY	1.00
	SPEECH TCR			
WORK EXP TCR	BEST	017904	ERICKSON, SHELLY L	1.00
	BHS	018857	LEVINSKI, SARAH A	1.00
WORK EXP TCR				2.00
Budget Unit 09010				311.45

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 10010

Description	Location Description	Employee Number	Employee Name	Period FTE
6TH GRADE TCR	EAGLE RIDGE	007569	O'REILLY, GINA	0.17
		007858	WARMKA, CHERI R	0.17
		009293	SCHROEDER, PATRICIA	0.17
		009358	KRAFT, STEPHEN	0.17
		009501	MOSEY, PATRICIA	0.17
		011321	WALLENTA, PAUL S	0.17
		012397	PELTIER, BRAD W	0.17
		016600	DAY, MARLYS L	0.17
	METCALF	003383	ILES, CORNELIA	0.34
		010150	BARTON, DUANE	0.17
		013382	MIKELSON, TERESA	0.34
		016320	GEDDES, RICHARD W	0.17
		016693	KHAMRATTHANOME, BOUNTHAVY	0.43
	NICOLLET	013470	SMALLEY, AMY C	0.29
		016619	BORDONARO, JENNIFER ELIZABETH	0.51
017754		HYER, AARON	0.49	
6TH GRADE TCR				4.10
ACADEMIC ENRICHMENT COORD	COMMUNITY ED	017655	JENSEN, STEVEN	0.50
ACADEMIC ENRICHMENT COORD				0.50
ART TCR	ALTERNATIVE HIGH SCHOOL	017556	NAGAHASHI, ANDREW T	1.00
ART TCR				1.00
CLERICAL	ALTERNATIVE HIGH SCHOOL	011345	DILLE, BARBARA L	1.00
		018656	ELLIS, TENEASHA L	1.00
	ASC	015821	NAAS, ANNE B	0.50
CLERICAL				2.50
COUNSELOR	ALTERNATIVE HIGH SCHOOL	016786	RUSSELL, DESHA S	1.00
COUNSELOR				1.00
DEAN	ALTERNATIVE HIGH SCHOOL	016669	PETTINELLI, STEPHEN M	1.00
DEAN				1.00
LANG ARTS TCR	ALTERNATIVE HIGH SCHOOL	013329	MEILLEUR, STEPHANIE J	1.00
		014533	SLONEKER, ANGELA	1.00
	EAGLE RIDGE	009749	BLAIR, MICHAEL E.	0.17
		017204	WALKER, ETHAN D	0.17
		018037	PARKINSON, JACQUELYN R	0.17
		018307	ELWARD, LUCIUS P	0.17
		018872	FLYNN, CATHERINE J	0.17
	METCALF	008871	NASH, STEPHANIE	0.34
		015277	HANSEN, WILLIAM C	0.34
		018031	THOMAS, JESSICA	0.34
		018854	PAUL, MADISON P	0.34
	NICOLLET	000000	Open Position	1.22

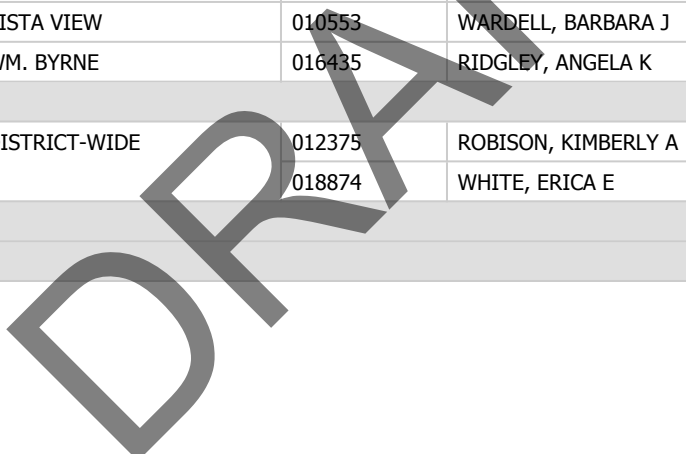
FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
LANG ARTS TCR	NICOLLET	010823	SMOLKE, ANGELA S	0.49
		012894	SORENSEN, BRAD	0.51
		014991	NEMETH, HEATHER	0.49
LANG ARTS TCR				6.92
MATH TCR	ALTERNATIVE HIGH SCHOOL	012268	JOHNSON, DEBRA S	1.00
		018652	DIPPEL, JESSICA C	1.00
	BHS	017791	BANITT, JUSTIN	0.60
	EAGLE RIDGE	012283	NELSON, MICHELLE L	0.34
		017014	SLETTEN, ELIZABETH M	0.50
		017361	CZAPAR, RYAN J	0.17
		017957	WYSOCKI, STEVEN J	0.17
	METCALF	018311	HAGEN, ALISON M	0.17
		004490	RIBNICK, BRIAN	0.17
		014106	MUELLER, SARAH K	0.17
		014527	BENSON, ROSS S	0.17
MATH TCR				4.46
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.29
NURSE				0.29
PHY ED TCR	ALTERNATIVE HIGH SCHOOL	015046	MORRISSEY, KEVIN P	1.00
PHY ED TCR				1.00
PRINCIPAL	ALTERNATIVE HIGH SCHOOL	012351	PORTER, JANICE	1.00
PRINCIPAL				1.00
READING TCR	ALTERNATIVE HIGH SCHOOL	014600	KIRCHNER, AMY	0.50
READING TCR				0.50
SCIENCE TCR	ALTERNATIVE HIGH SCHOOL	013415	ENGELHARDT, ANGELA C	1.00
		016103	PILNEY, MAUREEN A	1.00
	METCALF	011073	MEYER, CHAD	0.34
SCIENCE TCR				2.34
SOC STU TCR	ALTERNATIVE HIGH SCHOOL	014195	HILL, AMY M	1.00
		014600	KIRCHNER, AMY	0.50
		017126	BERGMAN, ANNA T	1.00
	EAGLE RIDGE	008487	ALLEN, TRUDY L	0.17
		012432	KLUBBERUD, MICHAEL	0.16
		017795	SIMMONS, SEAN D	0.17
	METCALF	008284	JEFFERS, LUCRETIA	0.17
		017243	STUCYNSKI, MARY E	0.17
	SOC STU TCR			
WORK EXP TCR	ALTERNATIVE HIGH SCHOOL	017214	BATES, DANIEL W	0.80
WORK EXP TCR				0.80
Budget Unit 10010				30.75

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 10030

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR HEALTH SERVICES	ASC	015911	WILLSON, DAWN M	0.80
DIR HEALTH SERVICES				0.80
EA HEALTH	DISTRICT-WIDE	011895	WITTENKELLER, JANE E	0.91
EA HEALTH				0.91
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.11
	BHS	009091	WALCHER, PAMELA J	0.55
	EAGLE RIDGE	015482	EILERTSON, JANE ANN	0.63
	EDWARD NEILL	015733	MCDERMOTT-BATY, JODY	0.23
	HARRIET BISHOP	015983	BAGGOT, LYNN	0.66
	HIDDEN VALLEY	009363	BIEN, BERNADETTE L	0.25
	METCALF	011320	WALDRON, RACHELLE	0.56
	MW SAVAGE	009363	BIEN, BERNADETTE L	0.31
	NICOLLET	010972	WITTNEBEL, KATHY	0.78
	RAHN	016826	BARR, BARBARA M	0.40
	SIOUX TRAIL	015394	BEAULIEU, KOURTNEY A	0.53
	SKY OAKS	016142	BEENKEN, JULIE D	0.69
	VISTA VIEW	010553	WARDELL, BARBARA J	0.50
	WM. BYRNE	016435	RIDGLEY, ANGELA K	0.58
NURSE				6.79
NURSE - REGISTERED	DISTRICT-WIDE	012375	ROBISON, KIMBERLY A	0.91
		018874	WHITE, ERICA E	0.72
NURSE - REGISTERED				1.63
Budget Unit 10030				10.13



FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 11010

Description	Location Description	Employee Number	Employee Name	Period FTE
BHS THEATER OPS MGR	BHS	010591	DAY, RANDELL	1.00
BHS THEATER OPS MGR				1.00
Budget Unit 11010				1.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 11020

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	BHS	015803	RIGGS, JEANINE L	1.00
CLERICAL				1.00
DIR ACTIVITIES	BHS	011828	MARSHALL, JEFFREY	1.00
DIR ACTIVITIES				1.00
Budget Unit 11020				2.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 12010

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	007888	SHERIN, JUDITH L	1.00
		014360	CECKA, NANETTE	0.25
CLERICAL				1.25
EA LEVEL 3	RAHN	018472	WATERS, STACIE	0.18
		018803	KINGSBURY, SOPHIE M	0.50
EA LEVEL 3				0.68
FAMILY LIAISON	HIDDEN VALLEY	018687	UGAS, MARYAN	1.00
		018703	BRAMBILA, ALICIA	1.00
FAMILY LIAISON				2.00
TITLE 1 TCR	EDWARD NEILL	014652	HERKENHOFF, PATRICIA ANN	1.00
		018055	NIFFENEGGER, KAMALA N	0.20
	GIDEON POND	013149	MIRS, LAUREL	0.50
	HIDDEN VALLEY	015700	REID, LISA M	0.50
	MW SAVAGE	018289	HARVES, NICOLE R	0.80
	RAHN	016667	KEULER, LORI J	0.50
	SIOUX TRAIL	018211	HENDRICKSON, CAROLINE	1.00
	SKY OAKS	000000	Open Position	0.40
		014633	LEIGHTON, ELIZABETH M	0.50
		016885	CUNNIEN, LAURIE A	0.50
		018030	DAVIDSON, JESSICA J	0.50
	ST JOHNS	018707	BUCHMAN, ALLISON M	0.20
VISTA VIEW	017921	LEE, JENNIFER	1.00	
TITLE 1 TCR				7.60
TLT COORDINATOR	ASC	018296	VAN OSDEL, BETHANY A	0.50
	DIAMONDHEAD	018691	GULDEN, JANET	1.00
TLT COORDINATOR				1.50
Budget Unit 12010				13.03

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 12020

Description	Location Description	Employee Number	Employee Name	Period FTE
TLT COORDINATOR	ASC	018296	VAN OSDEL, BETHANY A	0.50
	DISTRICT-WIDE	018404	POPE, ROBERT J	1.00
TLT COORDINATOR				1.50
Budget Unit 12020				1.50

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 12030

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	015821	NAAS, ANNE B	0.50
CLERICAL				0.50
CULTURAL LIAISON	DISTRICT-WIDE	018668	ABDULLAHI, SACDIYO J	0.50
CULTURAL LIAISON				0.50
ESL COORDINATOR	ASC	018545	KROHN, JULIE C	1.00
ESL COORDINATOR				1.00
Budget Unit 12030				2.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 13010

Description	Location Description	Employee Number	Employee Name	Period FTE
CIC COORDINATOR	DISTRICT-WIDE	009277	ZEIGLER, SARAH	0.50
CIC COORDINATOR				0.50
CONTINUOUS IMPROVEMENT COACH	DISTRICT-WIDE	006326	NEPSUND, CYNTHIA J	1.00
		008189	BRAUN, JEAN C	1.00
		009277	ZEIGLER, SARAH	0.50
		009302	BOHR, JENNIFER L	1.00
		011817	ALVEY, HEATHER	1.00
		012319	CIN, STEPHANIE P	1.00
		014874	STILES, JENNIFER E	1.00
CONTINUOUS IMPROVEMENT COACH				6.50
Budget Unit 13010				7.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 13020

Description	Location Description	Employee Number	Employee Name	Period FTE
AVID COORDINATOR	ALTERNATIVE HIGH SCHOOL	017214	BATES, DANIEL W	0.20
	BHS	007838	MOULSOFF, NORINE L	0.20
	EAGLE RIDGE	012432	KLUBBERUD, MICHAEL	0.17
	METCALF	018031	THOMAS, JESSICA	0.17
	NICOLLET	013470	SMALLEY, AMY C	0.20
AVID COORDINATOR				0.94
AVID TCR	EAGLE RIDGE	006842	CHALLGREN, MARGARET TEN BROEK	0.17
		017361	CZAPAR, RYAN J	0.16
		017771	HELWIG, KRISTINE K	0.17
	METCALF	008287	KRUPKE, GRETA	0.17
		014122	LOTZE, TIMOTHY	0.17
		017243	STUCYNSKI, MARY E	0.17
AVID TCR				1.01
CULTURAL LIAISON	DISTRICT-WIDE	015209	GRANT, HEIDI A	1.00
		016451	LOPEZ, MARIA T	1.00
		016970	RAMOS, VERONICA	1.00
		017431	QUINTANA, MARIANA	1.00
		018140	KAAHIYE, AXMAD	1.00
		018158	ABDULLAHI, SAHRO	1.00
		018233	OMAR, ABDULAH I	1.00
		018668	ABDULLAHI, SACDIYO J	0.50
		018797	GOODBUFFALO, DOMINIC E	1.00
CULTURAL LIAISON				8.50
DIR CURRICULUM & INSTRUCTION	ASC	018287	STANLEY, STACIE L	0.70
DIR CURRICULUM & INSTRUCTION				0.70
EA LEVEL 3	HIDDEN VALLEY	017991	ALI, MARYAN H	0.69
	SKY OAKS	017995	ABTOW, ANAB A	0.81
	VISTA VIEW	017992	GUTIERREZ BELTRAN, MARIA L	0.81
EA LEVEL 3				2.31
SOCIAL WORKER	EDWARD NEILL	018375	AGUY, ASHLEY Y	0.50
	GIDEON POND	018516	KHALIF, ABDULLAHI M	0.50
	HARRIET BISHOP	018297	KOCH, REBECCA M	0.50
	HIDDEN VALLEY	018306	REICHERT, KRISTEN K	0.50
	MW SAVAGE	018320	CHESLA, PATRICK J	0.50
	RAHN	018297	KOCH, REBECCA M	0.50
	SIOUX TRAIL	018866	SIMON, TERESA	0.50
	SKY OAKS	018516	KHALIF, ABDULLAHI M	0.50
	VISTA VIEW	018375	AGUY, ASHLEY Y	0.50
	WM. BYRNE	018353	MORRISSEY, MICHELLE M	0.50
SOCIAL WORKER				5.00
Budget Unit 13020				18.46

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 13030

Description	Location Description	Employee Number	Employee Name	Period FTE	
CONTINUOUS IMPROVEMENT COACH	DISTRICT-WIDE	008281	PLASCHKO, MARY BETH	1.00	
		011966	HANSON, LISA	1.00	
		013288	LUTZ, AMANDA J	1.00	
CONTINUOUS IMPROVEMENT COACH				3.00	
EA LEVEL 3	ALTERNATIVE HIGH SCHOOL	018730	WELLS, PHILLIP W	0.88	
	EDWARD NEILL	018387	KRUGER, TARA N	0.94	
	GIDEON POND	018535	NUR, IFRAH H	0.50	
		018743	BARSUG, HUDAYFI M	0.88	
	NICOLLET	016338	WICKHAM, LAURA	0.84	
EA LEVEL 3				4.03	
EA SUPPORT	WM. BYRNE	013905	WENDLING, PAULA L	0.91	
EA SUPPORT				0.91	
INTERVENTIONIST	BHS	007838	MOULSOFF, NORINE L	0.60	
		010142	HOLCOMBE, SARA J	0.60	
		010299	WEIGHTMAN, ELIZABETH C	0.20	
		013863	FLOYD, KEVIN S	0.20	
		014622	HARROD, KIMBERLEE N	0.40	
		016011	NELSON, JEFFREY P	0.20	
		016319	CONNELL, PAUL J	0.60	
		017791	BANITT, JUSTIN	0.40	
		017882	VOGT, KENDRA M	0.40	
		018075	SCHLAGER, DEREK A	0.40	
		EAGLE RIDGE	016920	DETTING, AMY LYN	1.00
		EDWARD NEILL	013372	HAYDEN, SUZANNE	1.00
		GIDEON POND	010293	JOOSTEN, NANCY	1.00
		HARRIET BISHOP	016428	JORDAN, ALLISON A	1.00
		HIDDEN VALLEY	015700	REID, LISA M	0.50
	METCALF	000000	Open Position	1.00	
	MW SAVAGE	015074	CHAMERLIK, KAREN	0.50	
	NICOLLET	000000	Open Position	1.00	
	RAHN	016667	KEULER, LORI J	0.50	
		017885	WENZ, RACHEL M	1.00	
	SIOUX TRAIL	014226	STALOCK, SHARRON C	0.50	
		015791	MONSON, KATE A	0.50	
	SKY OAKS	014633	LEIGHTON, ELIZABETH M	0.50	
		018030	DAVIDSON, JESSICA J	0.50	
	VISTA VIEW	007339	PODRATZ, ANNE MARIE	0.50	
		016631	ORLENKO, CORBIN D	0.50	
	WM. BYRNE	015791	MONSON, KATE A	0.50	
	INTERVENTIONIST				16.00

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
SOCIAL WORKER	HIDDEN VALLEY	018306	REICHERT, KRISTEN K	0.50
	MW SAVAGE	018320	CHESLA, PATRICK J	0.50
	WM. BYRNE	018353	MORRISSEY, MICHELLE M	0.50
SOCIAL WORKER				1.50
Budget Unit 13030				25.44

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 14010

Description	Location Description	Employee Number	Employee Name	Period FTE
DIGITAL LEARNING SPECIALIST	DISTRICT-WIDE	018090	SALMELA, KATHRYN	1.00
	EDWARD NEILL	015982	ANDERSON, BJORN RS	1.00
	GIDEON POND	018073	ROLLIE, ALEXIS K	1.00
	HARRIET BISHOP	007763	RISTEAU, JOSEPH S	1.00
	HIDDEN VALLEY	017581	RAEBEL, BETH A	1.00
	MW SAVAGE	013583	TOFTE, ALEXANDER J	1.00
	RAHN	018858	CASSERLY-SMITH, MARY	1.00
	SIOUX TRAIL	018356	NESS, KATIE L	1.00
	SKY OAKS	009755	CHRISTEN, LISA K.	1.00
	VISTA VIEW	017819	ABRAHAMSON, JONATHAN	1.00
	WM. BYRNE	016401	WALGENBACH, RACHEL C	1.00
DIGITAL LEARNING SPECIALIST				11.00
Budget Unit 14010				11.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 14020

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR TECHNOLOGY	ASC	018391	JOHNSON, DOUGLAS A	1.00
DIR TECHNOLOGY				1.00
INSTRUCTION/TECHNOLOGY COORD	ASC	016735	GORTON, RACHEL	1.00
INSTRUCTION/TECHNOLOGY COORD				1.00
TECH SPEC 1	ASC	010890	RETHLAKE-HOMOLKA, PAM	1.00
		016345	WALCZAK, CHERYL M	1.00
		017435	LUND, ELLIOTT J	1.00
		018627	ABDIWAHAB, MOHAMED S	1.00
TECH SPEC 1				4.00
TECH SPEC 2	ASC	016683	HREHA, JUSTIN T	1.00
		017002	KOPP, ELIZABETH A	1.00
		018396	WHIPPLE, ALEC	1.00
		018649	BLUHM, WILLIAM AE	1.00
TECH SPEC 2				4.00
TECH SPEC 3	ASC	012287	LUND, TIMOTHY J	1.00
TECH SPEC 3				1.00
TECH SPEC 4	ASC	005573	WEILER, ROBERT M	1.00
TECH SPEC 4				1.00
Budget Unit 14020				12.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 15010

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR SECONDARY PROGRAMING	DISTRICT-WIDE	018215	WATKINS, DAVID	1.00
DIR SECONDARY PROGRAMING				1.00
Budget Unit 15010				1.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 15020

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR CURRICULUM & INSTRUCTION	ASC	018287	STANLEY, STACIE L	0.30
DIR CURRICULUM & INSTRUCTION				0.30
TLT COORDINATOR	DISTRICT-WIDE	018334	SHANLEY, SARAH J	1.00
TLT COORDINATOR				1.00
Budget Unit 15020				1.30

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 15040

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	014360	CECKA, NANETTE	0.75
CLERICAL				0.75
STUDENT INFO/TESTING COORD	ASC	011756	ERICKSON, CONSTANCE	0.50
STUDENT INFO/TESTING COORD				0.50
Budget Unit 15040				1.25

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 16010

Description	Location Description	Employee Number	Employee Name	Period FTE
SCHOOL BOARD	DISTRICT-WIDE	006811	CURRIER, DEEDEE C	0.00
		013108	HILL, RONALD I	0.00
		014317	MACKALL, SANDRA M	0.00
		017471	SCHMID, JAMES D	0.00
		017593	VANDENBOOM, ROBERT J	0.00
		018011	ALT, ABIGAIL	0.00
SCHOOL BOARD				0.00
SCHOOL BOARD - CHAIR	DISTRICT-WIDE	014416	LUTH, DANIEL W	0.00
SCHOOL BOARD - CHAIR				0.00
Budget Unit 16010				0.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 16020

Description	Location Description	Employee Number	Employee Name	Period FTE
EXEC ADMIN ASSISTANT	ASC	017901	KENNEY, JAMI M	1.00
EXEC ADMIN ASSISTANT				1.00
SUPERINTENDENT	ASC	017994	GOTHARD, JOSEPH M	1.00
SUPERINTENDENT				1.00
Budget Unit 16020				2.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 16030

Description	Location Description	Employee Number	Employee Name	Period FTE
ASST SUPERINTENDENT	ASC	018043	AMOROSO, CYNTHIA	1.00
ASST SUPERINTENDENT				1.00
CLERICAL	ASC	011739	PARISEAU, MARCIA L	0.50
CLERICAL				0.50
Budget Unit 16030				1.50

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 16040

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR HUMAN RESOURCES	ASC	017487	SOVINE, STACEY	1.00
DIR HUMAN RESOURCES				1.00
HR BENEFITS SPECIALIST	ASC	018189	LINDBERG, CHARLOTTE	1.00
HR BENEFITS SPECIALIST				1.00
HR COORD	ASC	016573	WEILER, TIFFANY M	1.00
HR COORD				1.00
HR EMPLOYMENT SPECIALIST	ASC	012322	HARRIS, TRUDIE L	1.00
HR EMPLOYMENT SPECIALIST				1.00
HR LABOR RELATIONS MGR	ASC	017174	DEMUTH, JOY S	1.00
HR LABOR RELATIONS MGR				1.00
Budget Unit 16040				5.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 16050

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	011739	PARISEAU, MARCIA L	0.50
		014243	LAQUA, NANCY A	1.00
		015662	WILSON, MICHELE L	1.00
		015940	ZELLMER, JULIE A	1.00
		015943	LEACH, CHARLOTTE	1.00
		016596	KAISERSHOT, STACY L	1.00
		018321	DITTER, NATALIE L	1.00
		018322	SWANSON, RENAE A	1.00
CLERICAL				7.50
DIR ACCOUNTING	ASC	018405	WINTERLIN, GORDON D	1.00
DIR ACCOUNTING				1.00
DIR BUSINESS	ASC	016166	RIDER, LISA K	1.00
DIR BUSINESS				1.00
PYRL SUPERVISOR	ASC	016574	ROBASSE, CHRISTINE M	1.00
PYRL SUPERVISOR				1.00
Budget Unit 16050				10.50

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 16060

Description	Location Description	Employee Number	Employee Name	Period FTE
COMMUNICATIONS COORD	ASC	017462	TINKLENBERG, AARON D	1.00
COMMUNICATIONS COORD				1.00
DIR COMMUNICATIONS	ASC	015922	DUNN, RUTH C	1.00
DIR COMMUNICATIONS				1.00
Budget Unit 16060				2.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 16070

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	015033	HARDT, ANNETTE	1.00
		018083	CURTIS, MICHELE A	1.00
		018175	ROMERO, DENISE	1.00
		018207	LOPEZ, KASSANDRA	1.00
		018293	SANDELL, HEIDI	1.00
CLERICAL				5.00
INFORMATION SYSTEMS COORD	ASC	012023	MCCARTHY, BRIGID M	1.00
INFORMATION SYSTEMS COORD				1.00
STUDENT INFO/TESTING COORD	ASC	011756	ERICKSON, CONSTANCE	0.50
STUDENT INFO/TESTING COORD				0.50
Budget Unit 16070				6.50

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 17011

Description	Location Description	Employee Number	Employee Name	Period FTE
PRINCIPAL	EDWARD NEILL	017169	VAUGHT, ELIZABETH C	1.00
	GIDEON POND	014183	BELLMONT, CHRISTOPHER	1.00
	HARRIET BISHOP	013381	NESVIG, ERIKA	1.00
	HIDDEN VALLEY	017563	BLACK, KRISTINE C	1.00
	MW SAVAGE	008086	NEPSUND, JEFF L	1.00
	RAHN	018070	BORER, BARBARA	1.00
	SIOUX TRAIL	018071	MCPARLAND, SHANNON	1.00
	SKY OAKS	009829	BONNEVILLE, JON G	1.00
	VISTA VIEW	013654	ROBB, BRADLEY E	1.00
	WM. BYRNE	017156	BOMSTA, LYLE J	1.00
PRINCIPAL				10.00
Budget Unit 17011				10.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 17012

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	EDWARD NEILL	014558	STICKLE, CAROLYN E	1.00
	GIDEON POND	013867	ZIMMERMAN, SYBIL	1.00
	HARRIET BISHOP	013925	HINMAN, JENNIFER J	1.00
	HIDDEN VALLEY	013957	BERRA, ANGELA M	1.00
		016690	LARSON, DEBORAH M	0.88
	MW SAVAGE	009856	BYRNE, PATRICIA C	0.50
		011910	HREHA, KYLE J	1.00
	RAHN	015885	CROSBIE, CYNTHIA	1.00
	SIOUX TRAIL	010841	CENCI, BARBARA	1.00
	SKY OAKS	016287	PERALTA, NANCY E	1.00
	VISTA VIEW	006482	DAHLER, ELOISE J	1.00
	WM. BYRNE	017583	MCBRIDE, KRISTEN	1.00
CLERICAL				11.38
Budget Unit 17012				11.38

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 17013

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LEVEL 3	GIDEON POND	014293	BUTORAC, MELANIE A	0.88
		018743	BARSUG, HUDAYFI M	0.06
	HARRIET BISHOP	018774	OSHIRO, KAREN M	0.94
	MW SAVAGE	000000	Open Position	0.94
	RAHN	018472	WATERS, STACIE	0.73
	SIOUX TRAIL	018785	OSTERTAG, HANNAH	0.84
EA LEVEL 3				4.39
EA LUNCH	SIOUX TRAIL	018750	GAVNIK, MICHAEL E	0.28
EA LUNCH				0.28
EA SUPPORT	EDWARD NEILL	017006	ROSENBERGER, ROSE M	0.88
	GIDEON POND	015754	KUMP, JOLENE	0.62
		018535	NUR, IFRAH H	0.25
		000000	Open Position	0.38
	HARRIET BISHOP	011373	FONTANA, PEGGY	0.75
		013666	BECKER, SARAH J	0.06
		017833	HEEREY, HEATHER	0.69
		018541	CHHEN, KUOY L	0.41
		012372	MCCONNELL, DIANE	0.50
	HIDDEN VALLEY	018384	SCHWARZ, DARCIE N	0.44
		018655	RENNER, PENI E	0.25
		014441	BAKER, YVONNE M	0.31
	MW SAVAGE	015460	SAMUEL, LAURIE	0.69
		018704	HILDMAN, JESSICA	0.31
		010976	MOSLEY, JULIE G	0.75
	RAHN	010976	MOSLEY, JULIE G	0.75
	SIOUX TRAIL	018160	OMAR, AMANI	0.31
	SKY OAKS	011193	BERGE, KRISTY K	0.25
		015616	BERGE, SARA K	0.75
		018341	MILLER, KATHERINE C	1.00
		018505	WINEY, HUNTER	0.25
	VISTA VIEW	016244	GILBERTSON, SHERRY A	0.91
		017120	OLSON, DIANE B	0.62
	WM. BYRNE	015131	HENLE, ANGELA G	0.81
		015501	KELJIK, SUSAN B	0.53
		016036	KOCH, DONALD C	0.28
018686		BJORK, LORI	0.28	
EA SUPPORT				13.28
EA TRANS	WM. BYRNE	015131	HENLE, ANGELA G	0.09
EA TRANS				0.09
Budget Unit 17013				18.04

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 17021

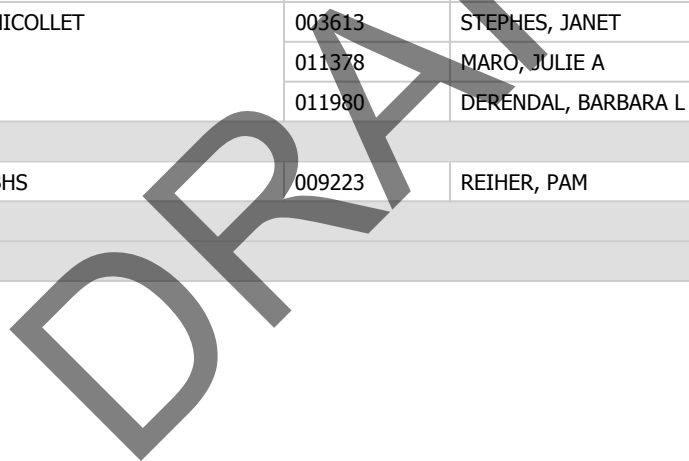
Description	Location Description	Employee Number	Employee Name	Period FTE
PRINCIPAL	BHS	014077	HELKE, DAVID M	1.00
	EAGLE RIDGE	007490	LEAKE, DONALD L	1.00
	METCALF	014914	RONN, KELLY J	1.00
	NICOLLET	011279	BRANDNER, RENEE	1.00
PRINCIPAL				4.00
PRINCIPAL ASST	BHS	007326	MORRISSETTE, BRUCE P	1.00
		007829	ROCZNIAK, EUGENE A	1.00
		017873	DERDEN, WILLIAM M	1.00
	EAGLE RIDGE	014960	BRASPENICK, CHERIE	1.00
	METCALF	015977	HEIM, WILLIAM V	1.00
	NICOLLET	000000	Open Position	1.00
	PRINCIPAL ASST			
Budget Unit 17021				10.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 17022

Description	Location Description	Employee Number	Employee Name	Period FTE
BURSAR	BHS	016592	BECKERS, CHRISTINE A	1.00
BURSAR				1.00
CLERICAL	BHS	000000	Open Position	1.00
		008305	DECKER, WENDY	1.00
		011374	FRATZKE, JAYNE M	1.00
		015756	KEENEY, RACHEL M	1.00
		016459	SCHERER, DEBRA M	1.00
		017676	BRISCOE, MELANIE A	1.00
		018554	THORNTON, JENIFER A	1.00
		018776	RIPOLL, SARAH J	0.62
	EAGLE RIDGE	014316	SIMON, LYDIA	1.00
		016194	SCALZO, KRISTIN	1.00
		017903	PETROSKEY, KELLIE A	1.00
	METCALF	008233	BIELECK, DEBORAH D	1.00
		012064	PETERSON, LAURA J	1.00
		012853	MATERNOWSKI, PATRICIA	1.00
	NICOLLET	003613	STEPHES, JANET	1.00
		011378	MARO, JULIE A	1.00
		011980	DERENDAL, BARBARA L	1.00
CLERICAL				16.62
REGISTRAR	BHS	009223	REIHER, PAM	1.00
REGISTRAR				1.00
Budget Unit 17022				18.62



FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 17023

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LEVEL 3	BHS	012978	RUZZI, YVONNE R	0.88
		015800	PULLEY, ERIC D	0.50
		016348	VILLE, JUANITA	0.88
	EAGLE RIDGE	009118	NEUMAN, JEAN M	0.81
		011497	SHAFFER, PENNY L	0.88
	METCALF	011892	PETERSON, KIM L	0.81
		018644	WILLIS, CALEB L	0.81
	NICOLLET	006653	PERKINS, TERRI M	0.19
		009303	KINSELLA, JOSEPH	0.94
	EA LEVEL 3			
EA SUPPORT LVL 3	NICOLLET	006653	PERKINS, TERRI M	0.69
EA SUPPORT LVL 3				0.69
Budget Unit 17023				7.38

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 18010

Description	Location Description	Employee Number	Employee Name	Period FTE
EA TRANS	EDWARD NEILL	015757	TILLMAN, JACK R	0.09
	GIDEON POND	015754	KUMP, JOLENE	0.38
	HARRIET BISHOP	008958	CARNEY, CATHERINE	0.06
		013666	BECKER, SARAH J	0.06
		018541	CHHEN, KUOY L	0.06
	MW SAVAGE	015460	SAMUEL, LAURIE	0.12
	RAHN	010976	MOSLEY, JULIE G	0.19
	SIOUX TRAIL	012072	ENGBERG, DENISE G	0.25
	SKY OAKS	018505	WINEY, HUNTER	0.38
	VISTA VIEW	014670	CERMAK, BARBARA L	0.25
EA TRANS				1.84
Budget Unit 18010				1.84

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 19010

Description	Location Description	Employee Number	Employee Name	Period FTE	
CUSTODIAN	ALTERNATIVE HIGH SCHOOL	006402	DIMBERIO, ROBBIE	1.00	
		017639	PRESS, MARY	1.00	
		018812	LOPEZ, JOSEPH D	0.50	
	BHS	000000	Open Position	3.00	
		005403	CHANTARA, THOMAS KHAMRING	1.00	
		007303	HRIMNAK, JOSEPH MICHAEL	1.00	
		011401	GOMEZ, OSCAR A	1.00	
		014940	MORALES, MANUELA	1.00	
		015467	ORELLANA, LAURA I	1.00	
		015904	FOSTER, KENT M	1.00	
		016566	ALVARADO, ANGEL	1.00	
		017019	SCHMIDT, BRENT G	1.00	
		017436	LAKE, DAVID	1.00	
		018190	JOHNSON, BRIAN J	1.00	
		018226	SCHWANKE, CRAIG A	1.00	
		018305	WICK, DARRYL	1.00	
		018731	BENJAMINSON, DANIEL G	1.00	
		018736	KIEHN, JEAN M	1.00	
		018764	DAVILA, GUILLERMO D	1.00	
		018837	LUNDBERG-SCHMIDT, PAMELA M	1.00	
		DIAMONDHEAD	011220	TOELLER, JOHN F.	1.00
			011234	CARLSON, KEITH A	1.00
			012135	GRAUPMANN, DAVID A	1.00
	013225		BERG, HAROLD J	1.00	
	014811		THURBER, LAURIE	1.00	
	DISTRICT-WIDE	015179	WENDORF, ERIC S	1.00	
		018366	BOGUE, DREW A	0.50	
	EAGLE RIDGE	003670	JOHNSON, GLENN A.	1.00	
		010273	SCHALLENBERG, CATHERINE	1.00	
		012446	GORZYCKI, MARK	1.00	
		014939	LY, TY V	1.00	
		018555	MCDONALD, DAVID	1.00	
	EDWARD NEILL	017433	REIMERS, JAMES F	1.00	
		018230	SAHLI, TERESEA	1.00	
		018813	ASTACIO MATOS, RAMON	0.50	
	GIDEON POND	018192	WOLFRAM, MICHAEL	1.00	
		018487	GREINER, STEVE	1.00	
		018813	ASTACIO MATOS, RAMON	0.50	
	HARRIET BISHOP	013074	MARTINEZ, ROBERT V	1.00	
		015758	CARLSON, SANDRA K	1.00	
		018660	ANDERSON, CHRISTOPHER	0.50	
	HIDDEN VALLEY	007748	NELSON, KIRK A	1.00	

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
CUSTODIAN	HIDDEN VALLEY	017163	SULLIVAN, GERALDINE E	1.00	
		018047	MATYKIEWICZ, BRANDON J	1.00	
	METCALF	005087	LEON, STEVEN F	1.00	
		016816	SAHLI, JONATHAN C	1.00	
		016890	KREPS, RODNEY V	1.00	
		018104	ABBOTT, MARK M	1.00	
		018615	STRAUSS, FOREST	0.50	
		MW SAVAGE	005868	FREDERICKSON, NORMAN D	1.00
	017916		ROBASSE, CHARLES W	1.00	
	018660		ANDERSON, CHRISTOPHER	0.50	
	NICOLLET	010163	WESTLUND, DALE V	1.00	
		015476	MARCHESSAULT, PATRICK	1.00	
		015783	O'LEARY, DANIEL L	1.00	
		015910	TESKE, JEFFREY J	1.00	
		018741	JENSEN, BRYAN J	1.00	
	RAHN	011614	NEEDHAM, TIMOTHY	1.00	
		015736	GILBERTSON, DALE	1.00	
		018740	SWAIN, SHAWN L	0.50	
	SIOUX TRAIL	011269	GLENDE, MARK	1.00	
		017333	JONES, GARY A	1.00	
		018812	LOPEZ, JOSEPH D	0.50	
	SKY OAKS	017328	KINYON, TERRY R	1.00	
		017334	OLDER, GLEN R	1.00	
		018153	KAISERSHOT, TROY M	1.00	
	VISTA VIEW	009048	PAHL, NICK H	1.00	
		017694	WOLLERSHEIM, CHRISTIAN P	1.00	
		018366	BOGUE, DREW A	0.50	
	WM. BYRNE	017644	HENDERSON, SEAN M	1.00	
		018608	SATHER, DEREK D	0.50	
		018740	SWAIN, SHAWN L	0.50	
	CUSTODIAN				68.00
	DIR OF OPERATIONS	ASC	004356	SIMON, GLENN D.	0.40
	DIR OF OPERATIONS				0.40
OPS SUPERVISOR	DISTRICT-WIDE	010543	WURDEMAN, SCOTT	1.00	
		011601	ZEIMET, EDWARD	1.00	
		012926	SHAWBACK JR, ARTHUR	1.00	
OPS SUPERVISOR				3.00	
Budget Unit 19010				71.40	

FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 19020

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	DISTRICT-WIDE	001524	WENDORF, GREGORY	0.75
		012488	SCHUUR, MYRON G	1.00
		012673	DYKSTRA, BRYAN G.	1.00
		016567	ANDERSON, JOHN CHARLES	1.00
		017638	POWERS, DANIEL	1.00
		017643	VENDEL, MATTHEW M	1.00
		018191	POWERS, SCOTT D	1.00
		018690	HADAC, WILLIAM	1.00
		018761	JOHNSON, MICHAEL A	1.00
CUSTODIAN				8.75
Budget Unit 19020				8.75

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 19030

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	011725	THOMPSON, SUSAN M	1.00
CLERICAL				1.00
Budget Unit 19030				1.00

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 19050

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	DISTRICT-WIDE	001524	WENDORF, GREGORY	0.25
		008678	HARTMAN, THOMAS P	1.00
CUSTODIAN				1.25
Budget Unit 19050				1.25

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FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Budget Unit: 20030

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LEVEL 3	BHS	000000	Open Position	0.88
		008955	LORIG, DIANE	0.88
		009806	WALLS, ELI	0.88
		012451	ROBLES, MICHELLE R	0.88
		015056	DOVE, BETTY ANN	0.88
	METCALF	012065	ROBERTSON, PAULA	0.81
EA LEVEL 3				5.19
Budget Unit 20030				5.19

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General Fund Budget Comparative Summary

	Actual Results 2011-12	Actual Results 2012-13	Actual Results 2013-14	Actual Results 2014-15	Revised Budget 2015-16	Projected 2016- 17
Total Beginning Fund Balance	\$ 17,541,406	\$ 21,722,281	\$ 23,513,831	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010
Revenues	110,320,643	112,117,128	114,626,638	119,103,906	118,046,063	121,781,224
Expenditures	106,139,768	110,325,578	116,179,878	120,386,631	121,227,919	125,819,062
Variance (Revenues - Expenditures)	4,180,875	1,791,550	(1,553,240)	(1,282,725)	(3,181,856)	(4,037,838)
Total Ending Fund Balance	\$ 21,722,281	\$ 23,513,831	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010	\$ 13,458,172
Breakdown of Fund Balance Categories						
Nonspendable	\$ 189,006	\$ 270,695	\$ 256,197	\$ 647,352	\$ 647,352	\$ 350,000
Restricted	3,562,528	3,867,464	3,633,869	3,787,467	3,332,925	3,332,925
Committed	2,519,534	1,903,201	2,067,348	1,393,434	837,994	837,994
Unassigned	15,451,213	17,472,471	16,003,177	14,849,613	12,677,739	8,937,253
Total Ending Fund Balance	\$ 21,722,281	\$ 23,513,831	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010	\$ 13,458,172
Unassigned Fund Balance %	14.56%	15.84%	13.77%	12.33%	10.46%	7.10%



Agenda Item III.B
June 9, 2016

TO: Members, Board of Education
FROM: Lisa Rider, Executive Director of Business Services
DATE: June 2, 2016
RE: Bid Award – Paper for copiers and printers

Recommendation: That the School Board award a contract for purchase of copier and printer paper valued at \$71,975.45 to Wilcox Paper, LLC.

On May 27, 2016 at 11am, Strategic Source, Inc., on our behalf, opened bids to supply paper for the District’s copiers and printers. Five suppliers submitted offers that met our specifications and their bids were considered. All five quotes submitted were analyzed based on requested annual quantity and delivery options requested. Wilcox Paper, LLC provided the lowest pricing, \$71,975.45, regardless of delivery option selected indicated by the summary bid tab below. The bid price reflects fewer cases of paper being ordered and a slight reduction from current prices per case.

Summary Tabulation of Bids Received

Supplier	Wilcox Paper, LLC	Paper101	Lindenmeyer Munroe	Contract Paper Group, Inc.	Office Depot, Inc.
Net Amount of Bid	\$71,975.45	\$72,979.95	\$76,478.58	\$84,564.70	\$105,422.92

This represents our anticipated paper needs district wide for the 2016-17 school year.



CRP Background Information

Rec ID# 5644	CRP ID# 6361	Scorecard Item 9708	Original SC Item	Rec Status Complete-S	Rec Status Date 05-27-2016
Client Burnsville Schools - ISD 191	Scorecard Location	Category Location	Category Office Supplies - Paper	Description Cut Paper (Sealed Bid)	<input type="checkbox"/> ReDo Category Owner
Region Region 4	Director Dana Chou	CSM Dana Chou	CSM2	CSS Bob Andrews	
Current Annual Spend	S. Spec. Charles Stene				

Current Suppliers

Paper 101

Client Objectives

Client requests a sealed bid process for the selection of a cut paper supplier for the 2016-2017 school year. Bid announcement is Supporting Document 1. Usage is Supporting Document 2.

Client Category Strategy

- RFQ
- Renegotiate
- Certified Supplier

Recommendation

Based on our analysis of your requirements and the comparison to the quotes we received, we recommend that your bulk paper purchases should be purchased with Wilcox Paper LLC.

By selecting this supplier you will reduce your costs by \$10,309 or 13% over the average of five quotes of \$82,284. They quoted a price of \$71,975.45 which is a savings of \$1004 from the next closest quote.

Agenda Comments

Other Benefits

Key Assumptions

Based upon quantities supplied

Risks

There are no known risks associated with this recommendation.

Add Client Vendor

Vendor Name	Contact Name	Category
Paper 101		Office Supplies

Business Specifications (proposed)

- Agree. Term Price Protect Credit C Pmt**
- Deliv. Pricing Drug Screen Insur./Bonded**
- Internet Ord. Invoicing Lead Times**
- Maint Freq. Paymt Terms References**
- Return Policy Time/Materials Training Usage Reports Warranties**

Client Benefits

Cost - Savings	Current Spend	Proposed	Savings \$	Savings %
Option 1	\$82,284	\$71,975	\$10,309	12.5%
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
Supply Base Reduction	1	1	0	0.0%

Next Steps

Notify supplier that they have the bid for next year and inform last year's incumbent they did not get the bid.

Print Summary	Analysis
Print Rec Analysis Summary	SSI-CutPaperBid-Burnsville Final 2016-17.xls
Print Summary	Analysis 2
Print Rec Analysis Summary	
Print Summary	Analysis 3
Print Rec Analysis Summary	
Print Summary	Analysis 4
Print Rec Analysis Summary	

✓ **Approved for Delivery**

Date Approved
05-27-2016

Managing Director

Chris Austin

Managing Director Username

Chris Austin

S. Spec.2

Charles Stene

 **Agenda Recommendations**

Add Agenda Recommendation

Client	Related Client Meeting Agenda & Update	Date	Item (Order)	Category	Spot Buy Description	Comment	Print CRP	Print Rec	Print RecAnalysisSummary
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No agenda recommendations found

Created today at 12:56 PM (CDT). Last updated by [Irvin, Dave](#) today at 1:19 PM (CDT). Owned by [Stene, Charles](#).



Supplier:	Wilcox Paper LLC	PAPER101	Lindenmeyr Munroe	Contract Paper Group, Inc	Office Depot, Inc.
Contact:	Chris Anderson	RICHARD JOHNSON	Rick Brazeau	Pina Serpico	Brian Bram
Phone:	763-404-8434	800-217-4440 FAX 800-217-4441	651-634-0024	800-563-5739 ext. 4235	612-850-9056
Email:	canderson@wilcoxpaper.com	paper101@fcdist.com	rbrazeau@lindenmeyr.com	Pserpico@cpgbid.com	brian.bram@officedepot.com

Line #	Quantity	Unit	Description	Lowest Available Cost	At Least 10% Recycled Price	Brand	Lowest Available Cost	At Least 10% Recycled Price	Brand	Lowest Available Cost	At Least 10% Recycled Price	Brand	Lowest Available Cost	At Least 10% Recycled Price	Brand	Lowest Available Cost	At Least 10% Recycled Price	Brand
1	2618	Case	8.5x11 White Paper 20#; mill or private brand Premium No. 4 Bond; listed in the current edition of The Competitive Grade Finder; brightness 92; opacity 88; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$22.15	No Bid	Boise 92B MP	\$22.49	No Bid	E-COPY 92+ DOMESTIC	\$23.77	No Bid	X-Cell	\$26.15	\$30.40	Fascopy for Virgin and Repurpose for 30% Recycled	\$32.85	No Bid	348037
2	12	Case	8.5x14 White Paper 20#; mill or private brand Premium No. 4 Bond; listed in the current edition of The Competitive Grade Finder; brightness 92; opacity 88; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$30.25	No Bid	Boise 92B MP	\$32.90	No Bid	E-COPY 92+ DOMESTIC	\$33.39	No Bid	X-Cell	\$37.00	\$48.99	Fascopy for Virgin and Repurpose for 30% Recycled	\$45.01	No Bid	348045
3	98	Case	8.5x11 Blue Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$31.25	No Bid	Torchglow MP	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$31.59	No Bid	Torchglow	\$36.00	\$36.00	Earthchoice (30% recycled)	\$43.00	No Bid	345637
4	93	Case	8.5x11 Canary Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$31.25	No Bid	Torchglow MP	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$31.59	No Bid	Torchglow	\$36.00	\$36.00	Earthchoice (30% recycled)	\$43.00	No Bid	345660
5	87	Case	8.5x11 Green Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$31.25	No Bid	Torchglow MP	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$31.59	No Bid	Torchglow	\$36.00	\$36.00	Earthchoice (30% recycled)	\$43.00	No Bid	345645
6	43	Case	8.5x11 Pink Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$31.25	No Bid	Torchglow MP	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$31.59	No Bid	Torchglow	\$36.00	\$36.00	Earthchoice (30% recycled)	\$43.00	No Bid	345652
7	12	Case	8.5x11 Salmon Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$31.25	No Bid	Torchglow MP	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$31.59	No Bid	Torchglow	\$36.00	\$36.00	Earthchoice (30% recycled)	\$43.00	No Bid	478123
8	10	Case	8.5x11 Buff Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$31.25	No Bid	Torchglow MP	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$31.59	No Bid	Torchglow	\$36.00	\$36.00	Earthchoice (30% recycled)	\$43.00	No Bid	345678
9	44	Case	8.5x11 Gold Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$31.25	No Bid	Torchglow MP	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$31.59	No Bid	Torchglow	\$36.00	\$36.00	Earthchoice (30% recycled)	\$43.00	No Bid	345686
10	30	Case	8.5x11 Cherry Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$31.25	No Bid	Torchglow MP	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$31.59	No Bid	Torchglow	\$36.00	\$36.00	Earthchoice (30% recycled)	\$43.50	No Bid	919519
11	6	Case	8.5x11 Orchid Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$31.25	No Bid	Torchglow MP	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$31.59	No Bid	Torchglow	\$36.00	\$36.00	Earthchoice (30% recycled)	\$42.20	No Bid	1381438
12	3	Case	8.5x11 Ivory Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$31.25	No Bid	Torchglow MP	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$31.59	No Bid	Torchglow	\$36.00	\$36.00	Earthchoice (30% recycled)	\$43.00	No Bid	345694
13	7	Case	8.5x11 Tan Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$32.20	No Bid	Bosie Fireworx	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$40.67	No Bid	Domtar	\$36.00	\$36.00	Earthchoice (30% recycled)	\$43.00	No Bid	860581
14	2	Case	8.5x11 Gray Colored Paper 20#; mill or private brand Premium No. 4 Bond; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$32.20	No Bid	Bosie Fireworx	\$31.45	No Bid	E-COPY PASTELS DOMESTIC	\$40.67	No Bid	Domtar	\$36.00	\$36.00	Earthchoice (30% recycled)	\$43.00	No Bid	345702
15	1	Case	12x18 White Paper 20#; mill or private brand Premium No. 4 Bond; listed in the current edition of The Competitive Grade Finder; brightness 92; opacity 88; must be specifically manufactured to be used successfully in high speed copier reproduction and laser printers	\$21.45	No Bid	Boise 92B MP	\$25.58	No Bid	HUSKY OPAQUE DIGITAL	\$24.67	No Bid	Husky			NO BID	\$166.30	No Bid	1540009

	Average	Total	\$ 71,975.45	\$ 72,979.95	\$ 76,478.58	\$ 84,564.70	\$ 95,835.08	\$ 105,422.92
Option 1	\$82,284	Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Option 2	\$95,835	Early Payment discount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total After Discount	\$ 71,975.45	\$ 72,979.95	\$ 76,478.58	\$ 84,564.70	\$ 95,835.08	\$ 105,422.92
		Savings \$ (Against avg)	\$ 10,308.87	\$ 9,304.37	\$ 5,805.74	\$ (2,280.38)	\$ -	\$ (23,138.60)
		Savings % (Against avg)	13%	11%	7%	-3%	0%	-28%

Business Requirements					
1	Delivery Lead Time?	Delivery is next day or as requested	MEET YOUR NEEDS	5-10 working days	5-21 Business Days ARO
2	Ordering Method?	Orders by phone, fax, and e-mail	MAIL, E-MAIL, FAX	Fax or email	PO needed to place order
3	Accept Credit Cards? Which Ones? Is there a fee?	Accept credit cards, fees vary by card	YES, ADD 2.75% TO ABOVE PRICE FOR VISA & MASTERCARD	2.5% of total, Visa, Mastercard	Yes, Mastercard and Visa. Please add 3% fee.
4	Payment Terms 2%10 Net 30? If not, state your terms.	Payment terms are net 30 days, no discount	NET	Net 30 days, no discount	Net 30
5	Usage reports available upon request?	Usage report are available upon request	YES	Yes	Yes
6	Other?	Experience in comparable just-in-time clients	ALL OUR PRODUCTS ARE FULLY GUARANTEED, WE ARE VERY PROUD TO BE QUOTING ON DOMESTIC, MADE IN AMERICA PRODUCTS, WHICH HELP SUPPORT OUR FELLOW TAX PAYER. WE ARE NOT QUOTING ON ANY FOREIGN PAPER. PLEASE MAKE SURE THAT WHEN RECEIVING ANY OF OUR PRODUCTS THAT ALL SHORTAGES OR DAMAGE MUST BE NOTED ON THE BILL LADING.		Liftgate Inside delivery to 21 locations included in pricing. 40 case minimum per order.

Notes:
Pricing Option One: Lowest available cost
Pricing Option Two: At least 10% post consumer recycled material

All delivery costs must be included in paper cost. No additional delivery costs will be accepted. Delivery by site will need to be made with a lift gate as not all locations have a loading dock. Supplier will warehouses and delivers on demand as orders are placed by each site throughout the year.