



Future Ready. Community Strong.

Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN, 55337
December 1, 2016
6:30 PM

(6:00 PM Listening Session with Director Abigail Alt and Director Bob VandenBoom)

I. Call to Order

- A. Welcome Public
- B. Pledge of Allegiance
- C. Public Recognition
 - 1. Director Sandy Mackall
 - 2. Minnesota Art Teacher of the Year
- D. Community Strong: Partnerships, Pathways and the Pipeline Events 3
Presenter: Dr. Kathy Funston, Director of Strategic Partnerships and Pathways

II. Business Meeting

- A. Approval of Agenda
- B. Consent Agenda
Although Board action is required, it is generally unnecessary to hold discussion on these items. In the event a Board member wishes to discuss an item, that item will be moved for separate consideration.
 - 1. Meeting Minutes 11
 - 2. Approve Personnel Recommendation 14
 - 3. Adopt a Resolution to Accept Donations 15
 - 4. Approve, on a Second Reading Basis, Board Policy 533: *Wellness* 17
 - 5. Approve, on a Second Reading Basis, Addendum A and Regulation 902R of 23 Policy 902 *Community Use of School Facilities* 23
 - 6. Approve Change Order #021 for the 2016 Alterations to Nicollet Middle School, Edward Neill, Sky Oaks and Harriet Bishop Elementary Schools 35
 - 7. Approve Change Orders #207, #217 and #220 for the 2015 Additions and Alterations to Burnsville High School 41

III. New Business

- A. Adopt a Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties 52
Presenter: Lisa Rider, Executive Director of Business Services

- B. Receive a Report on Enrollment Projection Data
Presenter: Lisa Rider, Executive Director of Business Services

IV. Reports

- A. Student Representative
- B. Superintendent
- C. Board Members

V. Adjourn



ONE91
Burnsville · Eagan · Savage



ω

Partnerships, Pathways and the Pipeline Events

November 10 & November 14-17

Future Ready. Community Strong.

Realtor Summit

November 10



Sayleen @1sayleen · Nov 10

Thank you BHS #One91 for sharing the amazingly wonderful things that are happening in our district #Realtorfor191



★ 77 Attendees

★ Student &
Teacher
participation

★ Positive and enthusiastic
survey results



**Partnerships, Pathways
& the Pipeline**

A five-event series exploring
Pathways at Burnsville High School
and growing Partnerships that
strengthen our community and
expand opportunities for students.

Nov. 10-17, 2016

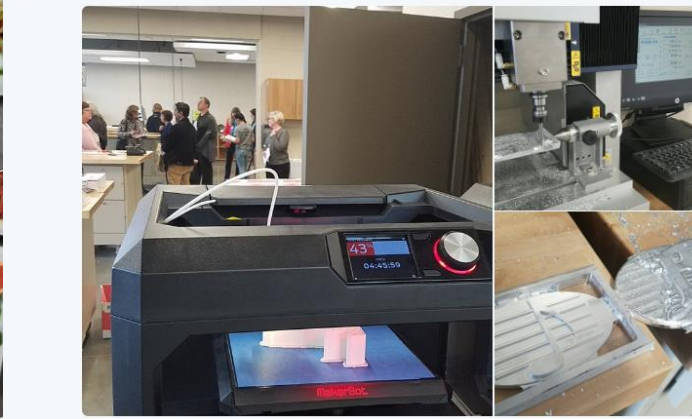
www.isd191.org/partner

District **one91**
Future Ready. Community Strong.

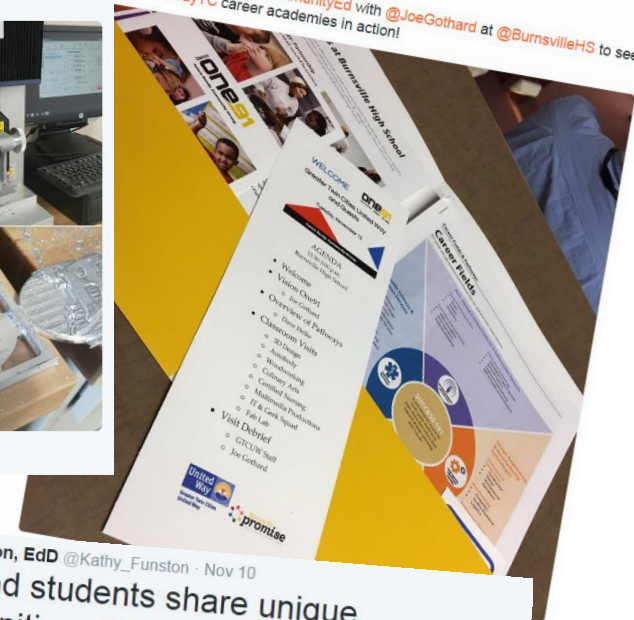
191 Culinary Lab @191CulinaryLab · Nov 15
Great day working with citrus! #One91 #FutureReady #MadeInProStart



Aaron Tinklenberg @atinklenberg · Nov 15
What can students design & build in the Fab Lab? Between 3D printers, laser cutters & CNC routers, almost anything. #Pathways #One91



One91CommunityEd Retweeted
Kittie Fahey @kittiefahey · Nov 15
Honored to tour @191CommunityEd with @JoeGothard at @BurnsvilleHS to see @UnitedWayTC career academies in action!



ISD191 @ISD191 · Nov 15
Mr. Patrie shows visitors the Project Lead the Way & Fab Lab areas of BHS, where students work on design & engineering #one91 #Pathways



Kathy Funston, EdD @Kathy_Funston · Nov 10
Staff and students share unique opportunities offered at Burnsville High School @ISD191 during Realtor Summit. #communitystrong#futureready



7 5

What did you observe that excites you about One91 and the learning opportunities for students?

So many opportunities, but still provides flexibility for students.

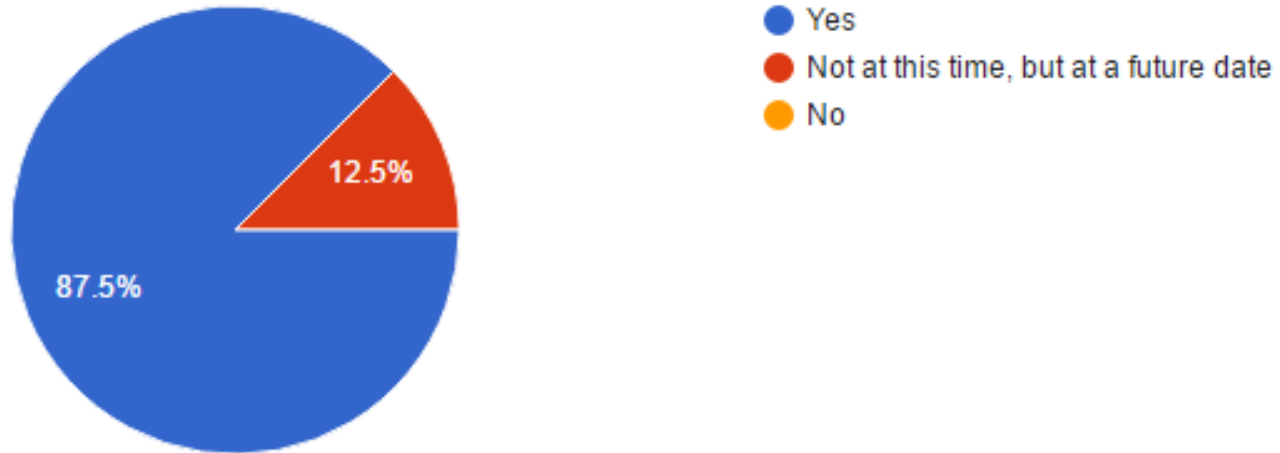
Teachers and students excited about and engaged in their learning.

Diverse student population, open learning areas, hands-on learning.

The technology and student collaboration happening in the classrooms. Current tools and materials relating to the real world of work.

The 'community college' and learning pathways approach is one that I think is very good for students. The emphasis on making sure students are prepared for real career opportunities is exactly the correct emphasis.

Based on this experience, I would consider partnering with One91 (in ways that would be mutually beneficial).



These tours were a big endeavor and gave a good boost to the community engagement and awareness of the Pathways. We are more than happy to continue to support and garner business engagement in future activities like this. We look forward to our growing partnership and thank you for the opportunity to be involved in these tours.

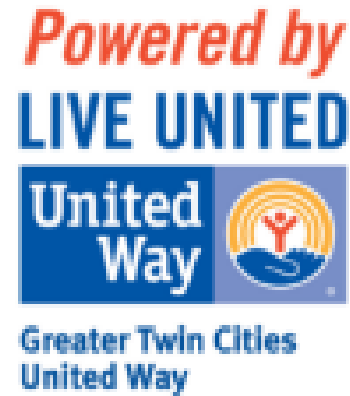
Jennifer Harmening
President
Burnsville Chamber of Commerce



ONE91
 Burnsville · Eagan · Savage



10 With appreciation for financial support from



Future Ready. Community Strong.

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 November 17, 2016

The meeting of the Board of Education was called to order by Chair Luth at 6:30 p.m. at the Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN.

Call to Order

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

Attendance

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

Pledge of Allegiance

Received a Community Strong report from Dave Helke, principal regarding Discover BHS.

Community Strong

Received a Future Ready report from Amy Stead, teacher regarding the 9th grade script writing project.

Future Ready

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

Agenda

Moved by Currier, seconded by Alt, to approve the consent agenda with agenda item number 7 being removed:

Consent Agenda

- Approve minutes of the October 27, 2016 regular school board meeting and workshop.
- Approve personnel recommendations for A. McLaughlin, K. Niffenegger, M. Springer, L. Gabbert, J. Grote, A. Andreasen, A. Beck, M. Elmi, T. Few, E. Field, P. Gibbons, R. Hashi, E. Kapusinski, K. Linder, S. McCormick, T. Paul, P. Pillard, R. Reynolds, N. Rykhus, L. Santos, H. Wright, A. Abtow, D. Arakawa, R. Austreng, R. Jones, D. Kersterter, G. Livers, F. Sedighidehkordi, C. Campbell, B. Drayton, C. Goering, P. Harrington, A. Omar, H. Abdirahman, B. Anderson, K. Haycraft, M. Hett, C. Martinez, C. Reynolds, J. Senta, S. Simmons, and C. Willis.
- Adopt a resolution to approve and accept donations.
- Approve October payroll checks numbered 718574-718604, and direct deposit notices numbered 623692-626778, in the net amount of \$4,095,074.08. October & November claims to date represented by checks numbered 449074-449615, 1016599-1016748, and 101678-101736 and wire transfers and adjustments totaling \$10,740,082.69. Accept October receipts of \$14,012,819.29 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$57,262,659.81 as of October 31, 2016.
- Approve out-of-state travel for Director Bob VandenBoom and Director

Minutes

Personnel

Donations
 Check, deposits,
 receipts and
 investments

Travel by Board

<p>Jim Schmid who will be attending the NSBA Annual Conference in Denver March 25-27, 2017.</p> <ul style="list-style-type: none"> - Approve the workers' compensation agent of record agreement with Anderson Agency Insurance effective for the July 1, 2017 renewal. - Approve change order #05 and #06 for the 2016 Alterations to Diamondhead Education Center and Administrative Service Center. - Approve change order #018, #019 and #020 for the 2016 Alterations to Nicollet Middle School, Edward Neill, Sky Oaks and Harriet Bishop Elementary schools. - Approve change order #012 and #13 for the 2016 Additions and Alterations to Metcalf Middle School, William Byrne Elementary and Rahn Elementary schools. - Approve listed school bus stops at which school bus drivers shall not activate the eight way flashing red signals and authorize the Director of Transportation to modify the list as necessary as school bus routes are modified. - Approve an initial application for approval of an extended field trip for Burnsville High School Band, Choir, and Orchestra students to travel to Italy, Rome, Florence, and Venice during spring break 2018 (March 24-31, 2018). <p>Motion carried unanimously (6, 0).</p>	<p>Members</p> <p>Workers' Compensation Change Orders</p> <p>Bus Stops</p> <p>Field Trip</p>										
<p>Moved by Hill, seconded by VandenBoom, to approve change orders #153, #200, #203, #208, #209, #210, #212, #213, #214 and #215 for the 2015 Additions and Alterations to Burnsville High School. Motion carried unanimously after discussion (6, 0).</p>	<p>Change Orders</p>										
<p>Moved by VandenBoom, seconded by Schmid, to adopt a resolution Canvassing Returns of Votes of the School District General Election held on November 8, 2016.</p>	<p>Canvas Election</p>										
<p>BE IT RESOLVED by the School Board of Independent School District No. 191, Dakota and Scott Counties, Minnesota, as follows:</p> <p>As specified in the attached Abstract and Return of Votes Cast, a total of 54,940 voters of the district voted at said general election on the election of three (3) school board members for four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:</p> <table border="0"> <tr> <td>Eric Miller</td> <td>15,143</td> </tr> <tr> <td>Darcy Schatz</td> <td>14,943</td> </tr> <tr> <td>DeeDee Currier</td> <td>14,473</td> </tr> <tr> <td>Scott Hume</td> <td>13,856</td> </tr> <tr> <td>Write-in</td> <td>478</td> </tr> </table> <p>Eric Miller, Darcy Schatz, and DeeDee Currier, having received the highest</p>	Eric Miller	15,143	Darcy Schatz	14,943	DeeDee Currier	14,473	Scott Hume	13,856	Write-in	478	
Eric Miller	15,143										
Darcy Schatz	14,943										
DeeDee Currier	14,473										
Scott Hume	13,856										
Write-in	478										

number of votes, are elected to four (4) year terms beginning on the first Monday in January, 2017.

The clerk is hereby directed to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part. Motion carried unanimously after discussion (6, 0).

Moved by Alt, seconded by Schmid, to approve the Financial Audit Report for 2015-2016. Motion carried unanimously after discussion (6, 0).

Financial Audit

Moved by Schmid, seconded by VandenBoom, to accept Director Mackall's resignation from the Board of Education effective December 1, 2016. Motion carried unanimously (6, 0).

Board Member Resignation

Moved by Hill, seconded by Schmid, to appoint Director DeeDee Currier as treasurer effective December 1, 2016. Motion carried unanimously after discussion (6, 0).

Appoint Treasurer

Moved by Currier, seconded by Alt, to approve the first reading of Policy 533: *Wellness*. Motion carried unanimously after discussion (6, 0).

Policy 533

Moved by Schmid, seconded by Currier, to approve, on a first reading basis, updates to Addendum A and Regulation 902R of Policy 902: *Community Use of School Facilities*. Motion carried unanimously after discussion (6, 0).

Policy 902

Received verbal reports from Currier on behalf of the Student Performance and Achievement Committee; Hill on behalf of the Technology Committee; and Alt on behalf of the Policy Review Committee. Verbal reports were given by Student Representative Charlie Green; Superintendent Gothard; and Directors Alt and Chair Luth.

Reports

Moved by Schmid, seconded by VandenBoom, to adjourn at 8:27 p.m. Motion carried unanimously (6, 0).

Adjourn

December 1, 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: December 1, 2016

RE: Recommended Personnel Changes

Certified

Resignation

Ashley Aguy -Teacher Social Worker, EN/VV, effective 12/23/16

Retirement

Shawn Perlich -Teacher, ECSE, after 5 years in the District, effective 12/31/16

Classified

Change in Assignment

Linda Hey *Assignment changes to EA Level IV, 7.25 hrs/day, VV, effective 11/28/16
Christian Kibler -Assignment changes to CE Coordinator I, 8/hrs/day, DEC, effective 11/1/16
Phyllis Ryan *Assignment changes to EA Level II, 3 hrs/day, ST, effective 12/01/16

Release During

Probation

Danielle Johnson *Food Service Associate, BHS, effective 11/17/16

Retirement

Dale Westlund *Custodian Level III, after 22 years in the District, effective 11/30/16



**Agenda II.B.3.
December 1, 2016**

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

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

Date: November 23, 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 November 17, 2016.

Jim Schmid
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
11/1/2016	PTO	William Byrne Elementary	PTO donation for class magazines, book bags	\$1,652.36
10/7/2016	Wells Fargo	William Byrne Elementary	matching gifts	\$53.83
9/6/2016	Tracy Ringger	Vista View Elementary	to support student learning	variety of books, school supplies, winter clothing and backpacks
10/3/2016	Ross Fuller	Vista View Elementary	support the elementary band program	percussion set
8/29/2016	Cub Foods - Burnsville	Vista View Elementary	support students that need help with basic supplies	notebooks, crayons, markers, pencils, notebooks
9/6/2016	Evelyn Liebert	Vista View Elementary	support student learning through donation of needed supplies	pencils, pencil boxes, notebooks, markers, paints
9/6/2016	Lynn Arbogast/Neighborhood Night Out	Vista View Elementary	to support students in need of basic school supplies	markers, crayons, paper, notebooks, pens
9/6/2016	Tina Landeed	Vista View Elementary	to support student learning	winter scarves, basic school supplies
9/6/2016	Burnsville Lions	Vista View Elementary	support classroom academics	dictionaries for all 3rd grade students
9/6/2016	Burnsville Breakfast Club - Connie Ripley	Vista View Elementary	support student needs of basic school supplies	paper, pencils, markers, crayons, pencil cases
11/15/2016	Sheryl and Michael Burkhardt	BrainPower in a Backpack	Donation	\$50.00
11/15/2016	Jason and Sarah Haase	BrainPower In A Backpack	Donation -- Food Purchases	\$50.00
10/6/2016	Daffodil Garden Club/Janet Seim	Gideon Pond Elementary	Support student needs at the school	Clothing and snacks for the Health Office, \$280.00 in Target Gift Cards
11/17/2016	Savage American Legion Auxillary	Hidden Valley Elementary	Supplies to be used for students and staff	Rulers, crayons, notebooks, pencil sharpeners, paper, markers, erasers, pencils, pens, colored pencils
11/18/2016	Senior Center	Eagle Ridge Middle School	Students in need	Hats, scarves, mittens
11/18/2016	Edward D Neill Parent Teacher Organization	BrainPower In A Backpack	Donation	\$1,000.00
11/17/2016	Harriett Bishop Parent Teacher Organization	BrainPower in a Backpack	Donation	\$1,000.00
11/21/2016	Garrett and Judy Sampson	BrainPower in a Backpack	Donation	\$500.00

Total monetary contributions to accept: **\$4,306.19**



**Agenda II.B.4.
December 1, 2016**

To: Board of Education, Members
From: Dr. Joe Gothard, Superintendent
Date: November 23, 2016
Re: Approve Second Reading of Policy 533: *Wellness*

RECOMMENDATION: that the Board of Education approves, on a second reading basis, Policy 533: *Wellness*.

A statement regarding food prepared at home was added to the policy to bring clarity and align the policy with the Student/Parent Handbook.

Policy 533 is attached for your review.

Each Student Real-World Ready!

Adopted: 6/2006
Reviewed: 11/17/2016
Revised: 12/1/2016
Rescinds: JFCI and JFCI-E

533 WELLNESS

I. PURPOSE

Independent School District 191 is committed to providing a school environment that promotes healthy behaviors and habits relating to nutrition and physical activity. These behaviors and habits will serve as a foundation for a healthy lifestyle during adulthood.

II. GENERAL STATEMENT OF POLICY

This policy will provide guidelines to create an optimal learning environment to support student health through education, healthy food choices, and physical activity so that students can develop skills and knowledge needed to maintain a healthy lifestyle. To achieve this purpose the Burnsville-Eagan-Savage School District will endeavor to:

- A. Establish nutrition guidelines for all food choices made available to students through the school district.
- B. Establish guidelines for students' physical activity.
- C. Ensure information is shared with staff, families, and the broader community to positively impact student health and to serve as role models for students.
- D. Ensure basic nutrition education and the importance of physical activity is incorporated into all levels of education.

III. NUTRITION EDUCATION AND PROMOTION

Given that schools are well positioned to provide credible nutrition education, the Burnsville-Eagan-Savage School District will endeavor to:

- A. Provide evidence-based nutrition education through a well-articulated curriculum to promote and protect student health.
- B. Review the health curriculum, including nutrition education, to align with the established curriculum review cycle.
- C. Include nutrition education in all educational sites, including elementary grades and required secondary classes in health or other appropriate courses.

- D. Encourage staff and families to make healthy food choices at school and home.

IV. PHYSICAL ACTIVITY

Developing active, fit, and healthy students requires the integration of physical activity into school life. Quality Physical Education in conjunction with co-curricular activities and recess enables students to develop physical competence, health related fitness, personal responsibility, and enjoyment of movement so that they can be physically active for a lifetime. For purposes of this policy, physical activity is defined as any body movement produced by skeletal muscles which results in an expenditure of energy.

Recognizing the importance of physical activity to a learner's physical and emotional well-being and academic achievement, the Burnsville-Eagan-Savage School District will endeavor to:

- A. Provide evidence-based fitness information to students through a well-articulated curriculum.
- B. Promote a physically active lifestyle for students.
- C. Provide physical activity and/or physical educational opportunities for students in all grade levels.
- D. View physical activity as an educational support component for elementary students that should be provided on a regular basis and not withheld as a form of punishment or behavior management, i.e.: recess, physical education.
- E. Encourage staff to integrate physical activity into the curriculum whenever appropriate.
- F. Partner with nonprofit agencies, athletic clubs and organizations, city park, and recreation departments, and community education to more effectively articulate programs to families.
- G. Encourage families to be physically active with their children at home and in the community.
- H. Review the physical education curriculum regularly through the curriculum renewal cycle.

V. FOOD AND NUTRITION SERVICES PROGRAM

The Burnsville-Eagan-Savage School District recognizes that good nutrition during the school year is vitally important for helping children grow strong, succeed in school, and establish healthy habits for a lifetime. Studies suggest that healthy eating habits help students achieve their full academic potential and decrease discipline and emotional

problems. School meals offer a variety of healthy choices that are tasty, attractive and of excellent quality that meet and/or exceed the nutrition standards established by the United States Department of Agriculture (USDA). Recognizing the importance of the impact of healthy eating habits on student success, the Burnsville-Eagan-Savage School District will endeavor to:

- A. Utilize marketing strategies to promote healthy food choices. Education regarding USDA standards is encouraged in school-based marketing of foods and beverages.
- B. Minimize barriers to apply for free and reduced-priced meals.
- C. Strive to prevent the overt identification of students who receive free and reduced-price school meals and use best efforts to eliminate any social stigma attached to eating school meals.
- D. Provide nutritional information per USDA standards.
- E. Provide accommodations for students with special dietary needs due to a chronic health condition.
- F. Provide adequate time for students to eat meals.

VI. FOOD AND BEVERAGES

Good nutrition is linked to better learning, and the environments in which we live affect the food choices we make. Realizing that some beverages and food of minimal nutritional value can jeopardize a student's health and nutrition, the Burnsville-Eagan-Savage School District will endeavor to:

- A. Assure that all future food and beverage vending contracts are negotiated to include the following provisions:
 - 1. Elementary students will not have access to food and beverage vending machines at school.
 - 2. Secondary students may have access to vending machines with healthy food/beverage options that comply with USDA standards.
- B. Assure all school district sponsored programs that sell or serve foods and/or beverages comply with the school district wellness policy and USDA standards.
- C. Assure individuals and organizations that bring food and/or beverages for student consumption follow the district wellness policy and USDA standards.
- D. Minimize the use of food and/or beverages as a reward. If food and/or beverages are used as a reward, they should follow the district wellness policy.

- E. Assure school district sanctioned organizations make healthy food choices when determining fundraisers involving food and beverages sold on school property.
- F. Discourage meetings or activities during mealtimes, unless students may eat during such activities.
- G. Promote hand washing or hand sanitizing before they eat meals or snacks.
- H. The State Department of Health requires that food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed during the instructional parts of the day or as part of a classroom activity in school.

VII. IMPLEMENTATION AND MONITORING

- A. The wellness policy will be implemented throughout the Burnsville-Eagan- Savage School District.
- B. The superintendent or designee will ensure compliance with this wellness policy and will provide a periodic assessment of compliance with the policy to the public.
- C. School food and nutrition services staff will ensure that the school food and nutrition services program complies with the wellness policy and will report to the School Food and Nutrition Services Director or designee.
- D. The school board will review and revise this policy as necessary or appropriate.
- E. The school district will post this wellness policy on its website.

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 42 U.S.C. § 1758b (Local School Wellness Policy)
 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
 7 C.F.R. § 210.10 (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
 Minnesota Department of Health, www.health.state.mn.us
 County Health Departments
 Action for Healthy Kids Minnesota, www.actionforhealthykids.org
 United States Department of Agriculture, www.fns.usda.gov

Cross References: Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)

Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug-Free School)

Burnsville-Eagan-Savage School District Policy 419 (Tobacco-Free Environment)

Burnsville-Eagan-Savage School District Policy 420 (Students with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)

Burnsville-Eagan-Savage School District Policy 530 (Immunization Requirements)



**Agenda II.B.5
December 1, 2016**

To: Board of Education, Members
From: Dr. Joe Gothard, Superintendent
Date: November 23, 2016
Re: Policy 902: *Community Use of School Facilities* Addendum A and 902R

RECOMMENDATION: that the Board of Education approves, on a second reading basis, updates to Addendum A and Regulation 902R of Policy 902: *Community Use of School Facilities*.

The addendum to Policy 902 has been updated to include rental pricing for new spaces. Regulation 902R has been updated to clarify that district approval is required before changing an initial facility reservation and it also specifies which supplies must be furnished when renting a kitchen. The policy itself has not been changed.

Addendum A and Regulation 902R are attached for your review.

Each Student Real-World Ready!

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	\$ 60.00	\$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
Large Meeting Room	No rental fee	\$ 15.00	\$ 35.00	\$ 70.00
Outdoor Patio	No rental fee	\$ 15.00	\$ 35.00	\$ 70.00
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				
Large Meeting Room	No rental fee	\$ 15.00	\$ 35.00	\$ 70.00
Dance Studio	No rental fee	\$ 15.00	\$ 60.00	\$120.00

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.

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

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.

Adopted:
Reviewed:
Revised:
Rescinds:

Burnsville-Eagan-Savage School District Regulation 902

902R COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

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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.

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

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.

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 spaces 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 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.

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

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.”

(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 changes may be made to the initial reservation without prior district approval. 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.

VII. Limitations of Use

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

The School Board reserves the final right to deny the use of school facilities when 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 also 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 furnish all kitchen disposables (pan liners, foil, gloves, paper food boats, spoons, etc.) or be prepared to pay for supplies requested. 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.



**Agenda II.B.6.
December 1, 2016**

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

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

Date: December 1, 2016

**Re: Change Order #021 for the 2016 Alterations to Nicollet Middle School,
Edward Neill, Sky Oaks and Harriet Bishop Elementary schools**

RECOMMENDATION: That the Board of Education approve change order #021 for the 2016 Alterations to Nicollet Middle School, Edward Neill, Sky Oaks and Harriet Bishop Elementary schools.

On January 14, 2016 the School Board approved the bids for contract #0980 and on February 11, 2016 the School Board approved the bids for contracts #0610, #2300, and #2600 for the 2016 Alterations to Nicollet Middle School, Edward Neill, Sky Oaks and Harriet Bishop Elementary schools.

Change order #021 for contract #2300 (Cool Air Mechanical) is in the amount of \$4,105.00. Items on this change order include wrapping exposed drains at the ADA sink locations in the science classrooms, x-raying concrete floors where core drilling was taking place to avoid damaging existing conduits and rerouting sanitary piping through the media center all at Nicollet Middle School.

To date total change orders in the amount of \$92,949.00 to the 4 contract amounts of \$2,916,255.00 brings the total contracts with change orders to \$3,005,099.00. This represents change orders of 3.19% 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

OCT 17 2016
OCT 31 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#21

(Instructions on reverse side)

PROJECT: NEILL/ SKY OAKS/ NICOLLET/ BISHOP
 (Name and address) BURNSVILLE-EAGAN-SAVAGE-PUBLIC SCHOOLS
 200 W. BURNSVILLE PKWY
 BURNSVILLE, MN 55337

CHANGE ORDER NO.: 2300-05
 INITIATION DATE: 10/05/16
 PROJECT NOS.: 301504.03
 CONTRACT FOR: Contract #2300 Mechanical
 CONTRACT DATE: 2/12/2016

TO CONTRACTOR:
 (Name and address) COOL AIR MECHANICAL
 1544 134TH AVENUE NE
 HAM LAKE, MN 55304

The Contract is changed as follows:

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

RECEIVED

OCT 26 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (XXXXXXXXXXXXXXX) was	\$ 490,500.00
Net change by previously authorized Change Orders	\$ 20,998.00
The (Contract Sum) (XXXXXXXXXXXXXXX) prior to this Change Order was	\$ 511,498.00
The (Contract Sum) (XXXXXXXXXXXXXXX) will be (increased) (XXXXXXXXXXXXXXX) by this Change Order	\$ 4,105.00
The new (Contract Sum) (XXXXXXXXXXXXXXX) including this Change Order will be ...	\$ 515,603.00
The Contract Time will be (XXXXXXXXXXXXXXX) (unchanged) by	Zero (- 0 -) days
The date of Substantial Completion as of the date of this Change Order therefore is	unchanged.

4 DAYS 7.M. 10/13/16

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 *Shane Burt* 10/19/16
 BY DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN
 ARCHITECTS
 ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS *W. J. Jorgensen* 10/28/16
 BY DATE

COOL AIR MECHANICAL
 CONTRACTOR
 1544 134th Avenue NE, Ham Lake, MN 55304
 ADDRESS *[Signature]* 10/13/16
 BY DATE

BURNSVILLE-EAGAN-SAVAGE-PUBLIC SCHOOLS
 OWNER
 200 W. Burnsville Pkwy, Burnsville, MN 55337
 ADDRESS
 BY DATE



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INSTRUCTION SHEET

FOR AIA DOCUMENT G701/CMA, CHANGE ORDER
CONSTRUCTION MANAGER-ADVISER EDITION

A. GENERAL INFORMATION

1. Purpose

This document is intended for use in implementing changes in the Work agreed to by the Owner, Construction Manager, Architect and Contractor. Execution of a completed G701/CMA form indicates agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time. In contrast, AIA Document G714/CMA, Construction Change Directive, Construction Manager-Adviser Edition, should be used in situations where, for whatever reason, the Owner and Contractor have not reached agreement upon the proposed changes in Contract Sum or Contract Time, and where changes in the Work need to be implemented expeditiously in order to avoid a delay in the Project.

2. Related Documents

This document was prepared for use under the terms of AIA Document A201/CMA, General Conditions of the Contract for Construction, Construction Manager-Adviser Edition.

3. Use of Current Documents

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B. COMPLETING THE G701/CMA FORM

1. Description of Change in the Contract

Insert a detailed description of the change to be made in the Contract by this Change Order, including any Drawings, Specifications, documents or other supporting data to clarify the scope of the change.

2. Determination of Costs

Insert the following information in the blanks provided, and strike out the terms in parentheses that do not apply:

- the original Contract Sum or Guaranteed Maximum Price;
- the net change by previously authorized Change Order (note that this does not include changes authorized by Construction Change Directive unless such a change was subsequently agreed to by the Contractor and recorded as a Change Order);
- the Contract Sum or Guaranteed Maximum Price prior to this Change Order;
- the amount of increase or decrease, if any, in the Contract Sum or Guaranteed Maximum Price; and
- the new Contract Sum or Guaranteed Maximum Price as adjusted by this Change Order.

3. Change in Contract Time

Insert the following information in the blanks provided, and strike out the terms in parentheses that do not apply:

- in number of days, the increase or decrease, if any, in the Contract Time; and
- the date of Substantial Completion, including any adjustment effected by this Change Order.

C. EXECUTION OF THE DOCUMENT

When the Owner, Construction Manager, Architect and Contractor have reached agreement on the change to be made in the Contract, including any adjustments in the Contract Sum (or Guaranteed Maximum Price) and Contract Time, the G701/CMA document should be executed in quadruplicate by the two parties, the Construction Manager and Architect, each of whom retains an original.



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Subcontract Change Order

Detailed, Grouped by Each Number

Neill/Sky Oaks/Nicollet/Bishop

Project # 30150403

Tel: Fax:

Date: 10/5/2016

To Subcontractor/Vendor:

Cool Air Mechanical
1544 134th Avenue NE
Ham Lake, MN 55304

Architect's Project No:

Contract Date:

Contract Number: 2300

Change Order Number: 005

The Contract is hereby revised by the following items:

Approved Changes

PCO	Item #	Description	Amount
COR#030	001	CA - Nicollet - Provide trap wraps at science ADA sinks per building official	1,765
COR#037	001	CA - Nicollet - Provide floor scanning where multiple cuts are being made to avoid damaging existing conduit	498
COR#038	001	CA Nicollet - Rerouting of sanitary piping per RFI#113 response	1,842

The original Contract Value was.....	490,500
Sum of changes by prior Subcontract Change Orders.....	20,998
The Contract Value prior to this Subcontract Change Order was.....	511,498
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	4,105
The new Contract Value including this Subcontract Change Order will be.....	515,603
The Contract duration will be changed by.....	40 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	7.7. 10/13/16

CONTRACTOR _____

Address _____

BY _____

SIGNATURE _____

DATE _____

Cool Air Mechanical

SUBCONTRACTOR/VENDOR

1544 134th Avenue NE

Ham Lake, MN 55304

Address _____

BY MARK MANGSKAU

SIGNATURE [Signature]

DATE 10/13/16

lm

Nicollet/Sky Oaks/Edward Neill/Harriet Bishop 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 Nic, SO, EN, HB								
Contract #0610 General Construction	CM Construction Company, Inc.	\$1,410,080.00	\$1,675,000.00	\$14,441.00	0.86%	6	\$1,689,441.00	94.21%
Contract #2600 Electrical/Communication/Security/Sound	CM Construction Company, Inc.	\$467,015.00	\$466,750.00	\$32,634.00	6.99%	7	\$499,384.00	93.50%
Contract #2300 Mechanical	Cool Air Mechanical	\$432,700.00	\$490,500.00	\$25,103.00	5.12%	5	\$515,603.00	90.19%
Contract #0980 Nicollet Science Casework	Haldeman-Homme Inc.	\$413,528.00	\$284,005.00	\$20,771.00	7.31%	3	\$304,776.00	94.21%
		<u>\$2,723,323.00</u>	<u>\$2,916,255.00</u>	<u>\$92,949.00</u>			<u>\$3,009,204.00</u>	
	Grand Totals	<u>\$2,723,323.00</u>	<u>\$2,916,255.00</u>	<u>\$92,949.00</u>	3.19%		<u>\$3,009,204.00</u>	
							<u>\$3,180,695.00</u>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING

\$3,180,695.00



**Agenda II.B.7.
November 17, 2016**

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

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

Date: November 17, 2016

Re: Change Orders #207, #217 and #220 for the 2015 Additions and Alterations to Burnsville High School

RECOMMENDATION: That the Board of Education approve change orders #207, #217 and #220 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 #207 for contract #2200 (El-Jay Plumbing & Heating, Inc.) is in the amount of \$11,396.00. Items in this change order include back charges for work done by other contractors, over time in the pool locker rooms to meet scheduled deadlines, replacement of worn out toilet flush valves in the pool locker rooms that were not on the design plans and the repair of a leak discovered in the tunnel area while working in the tunnels are the reasons for the increased costs to this contract.

Change order #217 for contract #0420 (Crosstown Masonry Inc.) is in the amount of \$3,167.00. Items on this change order include brick patching backed charged to Wells Concrete and coordination between bid packages and code requirements.

Change order #220 for contract #0750 (Palmer West Construction Company Inc.) is a reduction in the amount of (\$18,832.00). Items on this change order include the deletion of screens at the new cooling tower location, the installation of a 3 inch stack for an over flow drain being backed charged to El Jay plumbing and to modify would blocking at an entrance on the West addition.



To date total change orders in amount of \$1,983,553.00 to the 45 original contract amounts of \$37,734,946.00 brings the total contracts with change orders to \$39,718,499.00. This represents change orders of 5.26% 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 **OCT 28 2016**

NOV 10 2016

(Instructions on reverse side)

OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PCO # 207
NOV 17 2016
 OPERATIONS
 ISD 191

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) EL-JAY PLUMBING & HEATING, INC.
 520 APOLLO AVENUE NE
 ST. CLOUD, MINNESOTA 56304

CHANGE ORDER NO.: 2200.008
 INITIATION DATE: 09/26/16
 PROJECT NOS.: 301504.01
 CONTRACT FOR: Contract #2200
 Plumbing & Heating
 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

NOV - 3 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	\$	3,269,000.00
Net change by previously authorized Change Orders	\$	102,085.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	3,371,085.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	11,396.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ...	\$	3,382,481.00
The Contract Time will be (increased) (decreased) (unchanged) by	zero	(-0-) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

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

WENCK CONSTRUCTION INC.

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

ADDRESS *[Signature]*
BY *[Signature]* DATE 10/31/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH.

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

ADDRESS *[Signature]*
BY *[Signature]* DATE 11/8/16

EL-JAY PLUMBING & HEATING, INC.

CONTRACTOR
520 Apollo Avenue NE, St. Cloud, MN 56304

ADDRESS *[Signature]*
BY *[Signature]* DATE 10/20/16

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

OWNER
100 River Ridge Court, Burnsville, MN 55337

ADDRESS
BY
DATE



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Change Order

Burnsville High School

Project # 30150401

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

Date: 9/26/2016

Contractor:

El-Jay Plumbing & Heating, Inc.
520 Apollo Avenue
St. Cloud, MN 56304

Architect's Project No:

Contract Date:

Contract Number: 2200

Change Order Number: 008

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-176	010	Repair damaged duct insulation due to El Jay's glycol leak. Back charge to El Jay.	-315
RCO-180	002	Palmer West installed two 3" stacks. Back charge to El Jay	-449
RCO-181	001	Overtime in locker rooms.	8,096
RCO-181	002	Repaired leak in existing water line.	4,116
RCO-181	003	Add flush valves in locker room per RFI 555	911
RCO-184	002	Install 3" stack for over flow drain. Back charge to El Jay.	-963

The original Contract (s) Value was.....	3,269,000
Sum of changes by prior Change Orders.....	102,085
The Contract Value prior to this Change Order was.....	3,371,085
The Contract Value will be changed by this Change Order in the amount of.....	11,396
The new Contract Value including this Change Order will be.....	3,382,481
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

OCT 27 2016

NOV 10 2016

(Instructions on reverse side)

OWNER PCO # 217
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

NOV 17 2016
 OPERATIONS
 ISD 191

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

TO CONTRACTOR:
 (Name and address) CROSTOWN MASONRY, INC.
 1322 159TH AVENUE NE
 HAM LAKE, MINNESOTA 55304

CHANGE ORDER NO.: 0420.008
 INITIATION DATE: 10/13/16
 PROJECT NOS.: 301504.01
 CONTRACT FOR: Contract #0420
 Masonry
 CONTRACT DATE: 8/13/2015

The Contract is changed as follows:

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

RECEIVED

NOV - 3 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (XXXXXXXXXXXXXXXXXXXX) was	\$	1,240,000.00
Net change by previously authorized Change Orders	\$	86,060.00
The (Contract Sum) (XXXXXXXXXXXXXXXXXXXX) prior to this Change Order was	\$	1,326,060.00
The (Contract Sum) (XXXXXXXXXXXXXXXXXXXX) will be (increased) (decreased) (unchanged) by this Change Order	\$	3,167.00
The new (Contract Sum) (XXXXXXXXXXXXXXXXXXXX) (price) including this Change Order will be ...	\$	1,329,227.00
The Contract Time will be (XXXXXXXXXXXXXXXXXXXX) (unchanged) by	zero	(-0-) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

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

WENCK CONSTRUCTION INC.
 CONSTRUCTION MANAGER
 7500 Olson Memorial Hwy, Golden Valley, MN 55427
 ADDRESS
 BY *[Signature]* 10/28/16
 DATE
 CROSTOWN MASONRY, INC.
 1322 159th Avenue NE, Ham Lake, MN 55304
 ADDRESS
 BY *[Signature]* 10/24/16
 DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT
 ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS
 BY *[Signature]* 11/8/16
 DATE
 BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS
 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: 10/13/2016

Contractor:

Crosstown Masonry, Inc.
1322 159th Avenue NE
Ham Lake, MN 55304

Architect's Project No:

Contract Date:

Contract Number: 0420

Change Order Number: 008

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-173	002	Brick patching at south wall of Area 11. Done by Crosstown for Wells. Back charge to Wells.	1,450
RCO-178	001	Masonry work done due to BP3 and BP4 coordination and code requirements.	1,717

The original Contract (s) Value was.....	1,240,000 ✓
Sum of changes by prior Change Orders.....	86,060
The Contract Value prior to this Change Order was.....	1,326,060
The Contract Value will be changed by this Change Order in the amount of.....	3,167 ✓
The new Contract Value including this Change Order will be.....	1,329,227 ✓
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

Ju

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

NOV 04 2016

NOV 11 2016

OWNER	<input checked="" type="checkbox"/>	PCO #	220
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		
ARCHITECT	<input checked="" type="checkbox"/>		
CONTRACTOR	<input checked="" type="checkbox"/>		
FIELD	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>		

(Instructions on reverse side)

PROJECT: <i>(Name and address)</i>	2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #4 600 EAST HIGHWAY 13 BURNSVILLE, MINNESOTA 55337	CHANGE ORDER NO.:	0750.006
TO CONTRACTOR: <i>(Name and address)</i>	PALMER WEST CONSTRUCTION COMPANY, INC. 14595 JAMES ROAD ROGERS, MINNESOTA 55374	INITIATION DATE:	10/17/16
		PROJECT NOS.:	301504.01
		CONTRACT FOR:	<u>Contract #0750</u> Roofing & Metal Panels
		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

NOV - 9 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)	\$	1,603,200.00
Net change by previously authorized Change Orders	\$	49,825.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	1,653,025.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	(18,832.00)
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	1,634,193.00
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 *Bob Stender* 11/7/16 DATE

PALMER WEST CONSTRUCTION COMPANY, INC.

CONTRACTOR
14595 James Road, Rogers, MN 55374

ADDRESS

BY *Bob Stender* 11-1-16 DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

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

ADDRESS

BY *W J Ferguson* 11/9/16 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: 10/17/2016

Contractor:

Palmer West Construction Co, Inc.
14595 James Road
Rogers, MN 55374

Architect's Project No:

Contract Date:
Contract Number: 0750
Change Order Number: 006

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-152	003	Delete screens per PR 152.	-20,125
RCO-184	001	Install 3" stack for over flow drain. Back charge to El Jay.	963
RCO-184	003	Modify wood blocking at Area 10 west entrance.	330

The original Contract (s) Value was.....	1,603,200
Sum of changes by prior Change Orders.....	49,825
The Contract Value prior to this Change Order was.....	1,653,025
The Contract Value will be changed by this Change Order in the amount of.....	-18,832 ✓
The new Contract Value including this Change Order will be.....	1,634,193 ✓
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	\$95,682.00	14.24%	18	\$767,582.00	100.00%
Contract #2300 Mechanical	Klamm Mechanical	\$647,800.00	\$900,000.00	\$47,621.00	5.29%	9	\$947,621.00	95.00%
Contract #2600 Electrical	Peoples Electric	\$293,600.00	\$566,500.00	\$90,391.00	15.96%	16	\$656,891.00	100.00%
Contract #3110 Site Demolition and Improvements	Max Steining Inc.	\$775,285.10	\$530,000.00	\$339,467.00	64.05%	8	\$869,467.00	95.00%
Contract #3300 Site Utility Relocation	Veit & Co.	\$243,170.00	\$410,000.00	\$114,909.00	28.03%	6	\$524,909.00	100.00%
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>\$718,566.00</u>			<u>\$3,868,005.00</u>	
Bid Pack #2								
Contract #0345 Precast Concrete Wall Panels	Wells Concrete	\$2,403,594.00	\$2,615,000.00	(\$102,886.00)	-3.93%	4	\$2,512,114.00	94.38%
		<u>\$2,403,594.00</u>	<u>\$2,615,000.00</u>	<u>(\$102,886.00)</u>			<u>\$2,512,114.00</u>	
Bid Pack #3								
Contract #0420 Masonry	Crosstown Masonry Incorporated	\$1,305,616.00	\$1,240,000.00	\$89,227.00	7.20%	8	\$1,329,227.00	94.77%
Contract #3301 Site Utilities	Metro Utilities, Inc.	\$181,880.00	\$288,750.00	\$17,358.00	6.01%	5	\$306,108.00	95.00%
Contract #3290 Landscaping/Irrigation Systems	Urban Companies, LLC	\$305,275.00	\$240,069.00	\$15,447.00	6.43%	5	\$255,516.00	91.28%
Contract #3210 Asphalt Paving/Curbs	Midwest Asphalt Corporation	\$1,244,655.00	\$921,900.00	(\$548.00)	-0.06%	4	\$921,352.00	95.00%
Contract #3100 Earthwork/Site Demolition	Max Steining Inc.	\$1,179,458.00	\$1,071,000.00	\$106,092.00	9.91%	8	\$1,177,092.00	94.03%
Contract #2202 Mechanical	Klamm Mechanical	\$551,250.00	\$872,000.00	\$45,857.00	5.26%	8	\$917,857.00	95.00%
Contract #0510 Structural Steel Erection	Red Cedar Steel Erectors, Inc.	\$599,057.00	\$582,300.00	\$14,680.00	2.52%	5	\$596,980.00	95.12%
Contract #0340 Structural Precast Concrete	Wells Concrete	\$1,013,719.00	\$933,340.00	(\$6,457.00)	-0.69%	2	\$926,883.00	95.66%
Contract #0330 Cast-In-Place Concrete	Northland Concrete & Masonry, LLC	\$2,739,043.00	\$2,617,189.00	\$268,485.00	10.26%	14	\$2,885,674.00	94.94%
Contract #0241 Building Demolition	Lloyd's Construction Services Inc.	\$146,221.00	\$285,155.00	\$108,649.00	38.10%	4	\$393,804.00	95.00%
Contract #0512 Structural Steel Supply	American Structural Metals, Inc.	\$788,856.00	\$898,900.00	(\$21,272.00)	-2.37%	5	\$877,628.00	95.08%

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>\$637,518.00</u>			<u>\$10,588,121.00</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	95.00%
Contract #0335 Polished Concrete Floors	Questmark Flooring	\$33,633.60	\$15,969.00	\$0.00	0.00%	0	\$15,969.00	95.00%
Contract #0511 Miscellaneous Metals - Erection	Red Cedar Steel Erectors, Inc.	\$58,387.35	\$126,500.00	\$0.00	0.00%	0	\$126,500.00	87.87%
Contract #0550 Miscellaneous Metals Fabrication- Supply	American Structural Metals, Inc.	\$411,285.00	\$802,450.00	\$3,725.00	0.46%	1	\$806,175.00	93.68%
Contract #0990 Painting	Fransen Decorating, Inc.	\$401,378.25	\$230,305.00	(\$10,657.00)	-4.63%	2	\$219,648.00	94.64%
Owner Direct - Architectural Purchase	Haldeman-Homme Inc.	\$1,636,582.50	\$1,084,781.00	(\$15,152.00)	-1.40%	11	\$1,069,629.00	94.26%
Contract #2601 Electrical/Communications/Security/Paging	Peoples Electric	\$3,736,950.00	\$3,558,650.00	\$259,576.00	7.29%	11	\$3,818,226.00	87.73%
Contract #2305 Testing and Balancing	Marcus Global, Inc.	\$71,299.20	\$67,800.00	\$0.00	0.00%	0	\$67,800.00	9.53%
Contract #2302 HVAC/Temperature Controls	Thelen Heating & Roofing, Inc.	\$3,479,700.00	\$2,751,800.00	\$78,733.00	2.86%	7	\$2,830,533.00	94.82%
Contract #2200 Plumbing and Heating	El-Jay Plumbing & Heating, Inc.	\$3,709,440.00	\$3,269,000.00	\$113,481.00	3.47%	8	\$3,382,481.00	92.95%
Contract #2100 Fire Protection	Total Fire Protection, Inc.	\$427,798.35	\$418,890.00	\$0.00	0.00%	0	\$418,890.00	95.00%
Contract #1440 Wheelchair Lift	DRN Enterprises, d.b.a Arrow Lift	\$15,750.00	\$26,989.00	\$1,384.00	5.13%	1	\$28,373.00	90.37%
Contract #1420 Elevators	ThyssenKrupp Elevator Americas	\$189,000.00	\$200,047.00	\$0.00	0.00%	0	\$200,047.00	95.00%
Contract #1140 Food Service Equipment	Advanced Contract Equipment and Design	\$15,750.00	\$18,381.00	\$7,966.00	43.34%	1	\$26,347.00	95.00%
Contract #0610 Selective Demolition/Carpentry	George F. Cook Construction Co.	\$1,521,190.65	\$1,443,000.00	\$75,568.00	5.24%	6	\$1,518,568.00	89.18%
Contract #1022 Folding Panel Partitions	W.L. Hall Company	\$61,425.00	\$52,904.00	\$0.00	0.00%	0	\$52,904.00	95.00%
Contract #0750 Roofing and Metal Panels	Palmer West Construction Company, Inc.	\$2,206,743.00	\$1,603,200.00	\$30,993.00	1.93%	6	\$1,634,193.00	94.48%
Contract #0966 Epoxy Terrazzo Flooring	Advance Terrazzo Flooring	\$612,417.75	\$508,000.00	\$25,096.00	4.94%	3	\$533,096.00	95.00%
Contract #0965 Resilient Flooring/Carpet	Floors by Becker, Inc.	\$368,131.05	\$431,132.00	\$27,885.00	6.47%	2	\$459,017.00	95.00%
Contract #0950 Acoustical Ceilings	Kirk Acoustics	\$383,939.85	\$300,280.00	\$3,406.00	1.13%	1	\$303,686.00	85.50%
Contract #0930 Tile	Multiple Concepts Interiors, Inc.	\$886,415.25	\$1,324,000.00	\$11,001.00	0.83%	5	\$1,335,001.00	91.18%

Information	Company	Wenck Estimates	Awarded Bid	Change Orders To Date	Percent of Change	Numer of Change Orders	Contract Amount With Change Orders	Percent of Completion
Contract #0920 Drywall/Cold Formed Metal Framing/DEF	Commercial Drywall, Inc.	\$1,222,033.05	\$609,850.00	\$68,907.00	11.30%	6	\$678,757.00	95.00%
Contract #0840 Aluminum Entrances I Storefronts I Curta	Envision Glass, Inc.	\$1,668,936.15	\$1,276,534.00	\$15,202.00	1.19%	2	\$1,291,736.00	90.90%
Contract #0833 Coiling/Overhead Doors	Overhead Door of the Northland	\$76,125.00	\$73,689.00	\$0.00	0.00%	0	\$73,689.00	85.09%
Contract #0810 Doors/Frames/Hardware - Supply	Kendell Doors & Hardware, Inc.	\$445,068.75	\$409,848.00	\$33,241.00	8.11%	4	\$443,089.00	88.54%
Owner Direct - Chiller Plant Purchase	Train Co.	\$1,470,000.00	\$1,296,580.00	\$0.00	0.00%	0	\$1,296,580.00	90.84%
Contract #1044 Signage	(Lawrence) Walker Sign Holdings, Inc.	\$47,250.00	\$32,425.00	\$0.00	0.00%	0	\$32,425.00	95.00%
		<u>\$25,253,124.75</u>	<u>\$22,019,904.00</u>	<u>\$730,355.00</u>			<u>\$22,750,259.00</u>	
	Grand Totals	<u>\$40,957,250.99</u>	<u>\$37,734,946.00</u>	<u>\$1,983,553.00</u>	5.26%		<u>\$39,718,499.00</u>	
							<u>\$41,716,739.00</u>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING

\$41,716,739.00



**Agenda III.A.
December 1, 2016**

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

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

Date: November 23, 2016

Re: Adopt the Resolution Authorizing Issuance of Certificates of Election

RECOMMENDATION: that the Board of Education adopts the resolution authorizing issuance of Certificates of Election and directing the school district clerk to perform other election related duties.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 191
(BURNSVILLE-EAGAN-SAVAGE)
DAKOTA AND SCOTT COUNTIES, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 191 (Burnsville-Eagan-Savage), Dakota and Scott Counties, Minnesota, was held in said school district on the 1 day of December, 2016, at 6:30 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING THE SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES**

WHEREAS, the board has canvassed the general election for school board members held on November 8, 2016.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 191, Dakota and Scott Counties, Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 191 to the following candidates:

- a. Eric Miller
- b. Darcy Schatz
- c. DeeDee Currier

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver a certificate to each person entitled thereto personally or be certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon the following voted in

favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTIES OF DAKOTA) SS
AND SCOTT)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 191 (Burnsville-Eagan-Savage), Dakota and Scott Counties, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to authorizing the issuance of certificates of election, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 1 day of December 2016.

School District Clerk
Independent School District No. 191
(Burnsville-Eagan-Savage)
Dakota and Scott Counties, Minnesota

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 191 on November 17, 2016, canvassed the general election of school board members held on November 8, 2016.
2. Eric Miller received the largest number of votes cast for the office of school board member of Independent School District No. 191 for a full four (4) year term.
3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Eric Miller is elected to the office of school board member of Independent School District No. 191 for a full four (4) year term beginning on the first Monday in January, 2017 and expiring on the first Monday in January, 2021.

By authority of the School Board of Independent School District No. 191, pursuant to resolution dated December 1, 2016.

Dated: December 1, 2016

Chair

Dated: December 1, 2016

Clerk

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 191 on November 17, 2016, canvassed the general election of school board members held on November 8, 2016.

2. Darcy Schatz received the second largest number of votes cast for the office of school board member of Independent School District No. 191 for a full four (4) year term.

3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore Darcy Schatz is elected to the office of school board member of Independent School District No. 191 for a full four (4) year term beginning on the first Monday in January, 2017 and expiring on the first Monday in January, 2021.

By authority of the School Board of Independent School District No. 191, pursuant to resolution dated December 1, 2016.

Dated: December 1, 2016

Chair

Dated: December 1, 2016

Clerk

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 191 on November 17, 2016, canvassed the general election of school board members held on November 8, 2016.
2. DeeDee Currier received the third largest number of votes cast for the office of school board member of Independent School District No. 191 for a full four (4) year term.
3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore DeeDee Currier is elected to the office of school board member of Independent School District No. 191 for a full four (4) year term beginning on the first Monday in January, 2017 and expiring on the first Monday in January, 2021.

By authority of the School Board of Independent School District No. 191, pursuant to resolution dated December 1, 2016.

Dated: December 1, 2016

Chair

Dated: December 1, 2016

Clerk

**ACCEPTANCE OF OFFICE
AND OATH OF OFFICE**

To: [-The recipient of the Certificate of Election-]

The following acceptance and oath of office must be filed with the school district clerk within thirty (30) days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 191 for a term beginning on the first Monday in January, 2017 and expiring on the first Monday in January, 2021.

Date:

Signature

STATE OF MINNESOTA)
COUNTIES OF DAKOTA)
AND SCOTT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2016 by _____
Name of Candidate

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 191 to the best of my judgment and ability.

Date:

Signature

STATE OF MINNESOTA)
COUNTIES OF DAKOTA)
AND SCOTT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2016 by _____.
Name of Candidate

Notary Public



Future Ready. Community Strong.

**Agenda III.B.
December 1, 2016**

To: Board of Education
Dr. Joe Gothard, Superintendent

From: Lisa Rider, Executive Director of Business Services

Date: November 23, 2016

Re: Report on Enrollment Projection Data

Receive a report on Enrollment Projection Data from Lisa Rider, Executive Director of Business Services.

Each Student Real-World Ready!



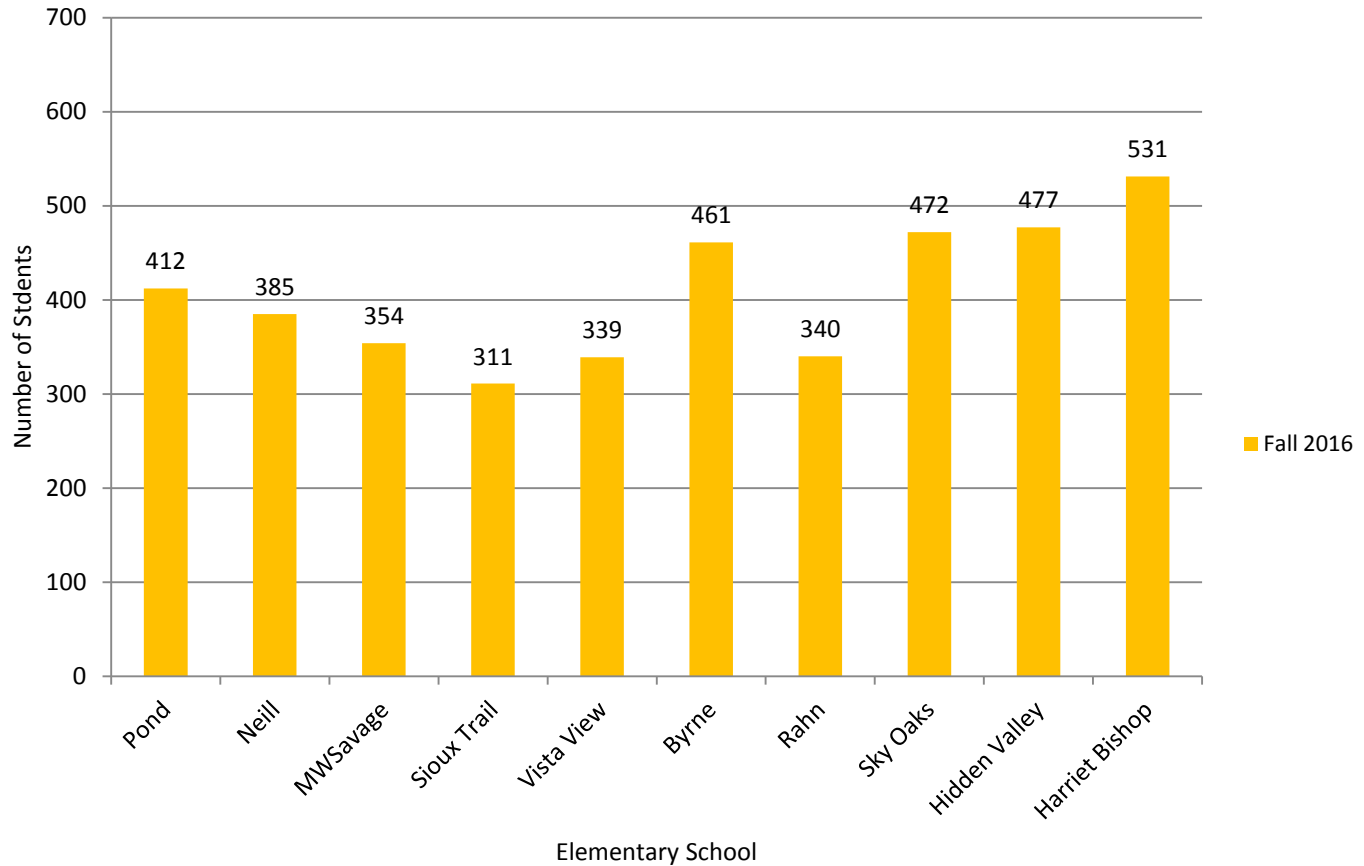
ISD 191 2016-2017 Enrollment & Enrollment Projection

Future Ready. Community Strong.

Elementary- October 1, 2016 Seat Count 4,082

Grades K-5

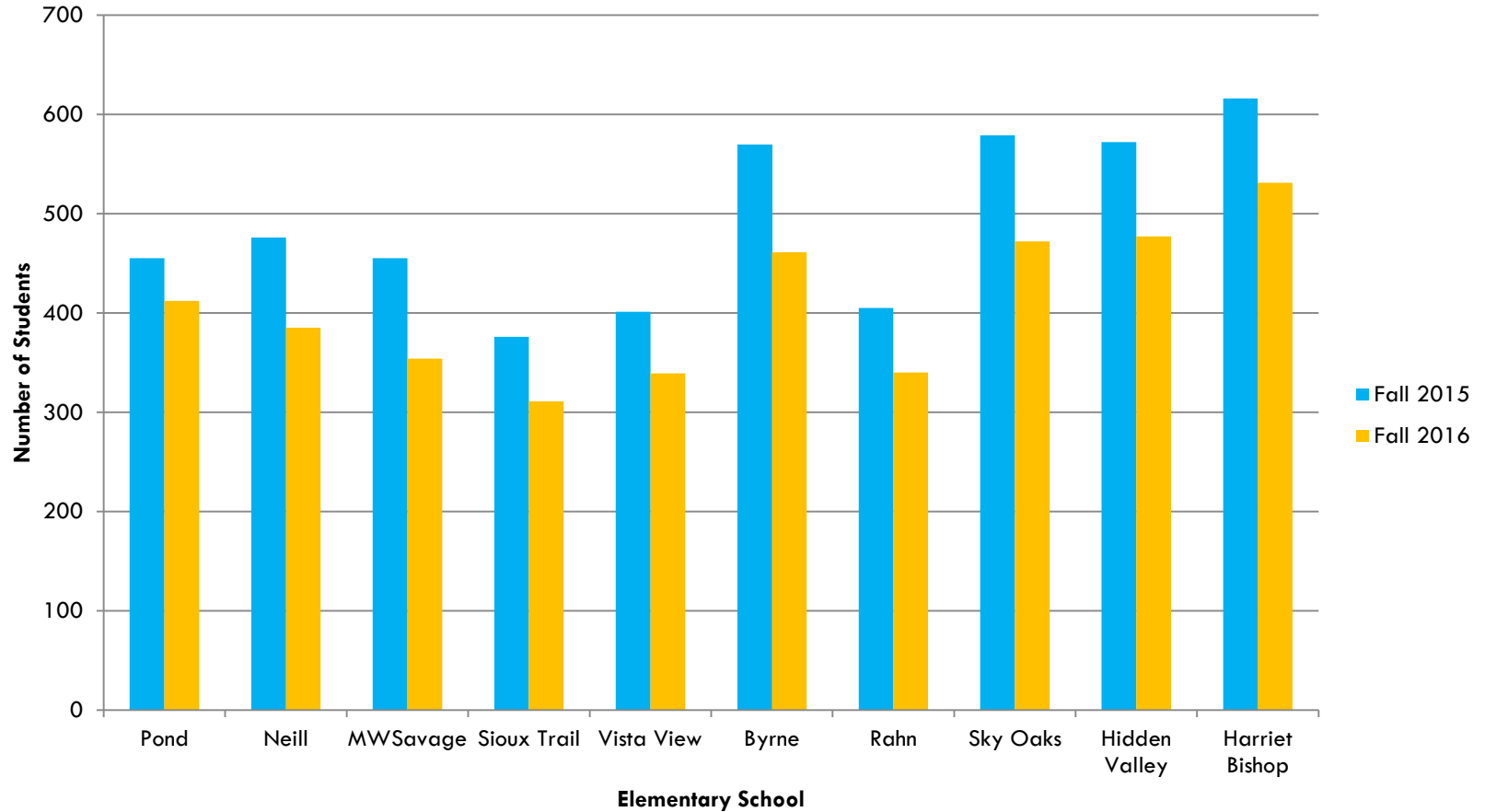
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69

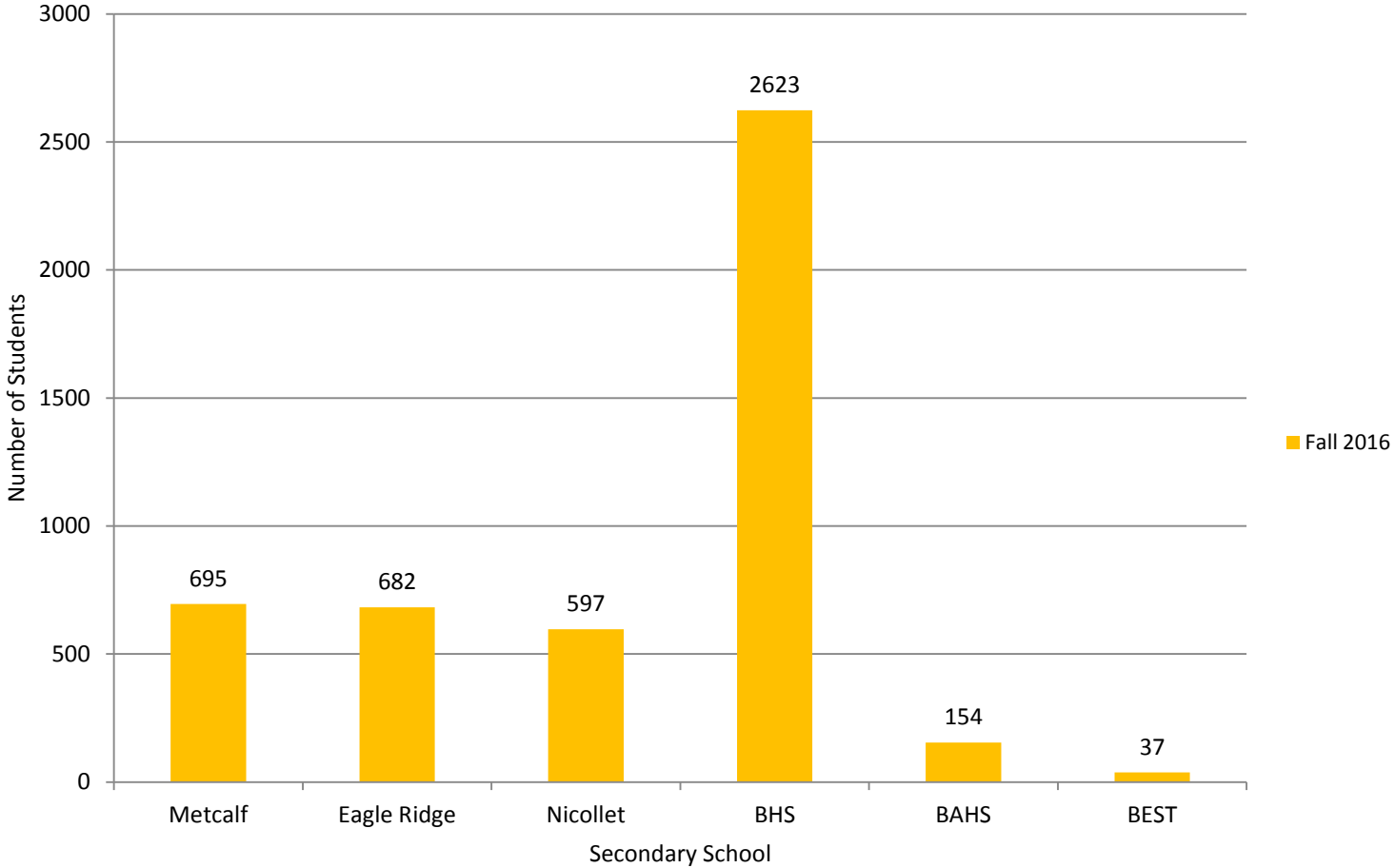
Elementary- 2-Yr Comparison October 1 Seat Count

Fall 2015 Grades K-6 Fall 2016 Grades K-5

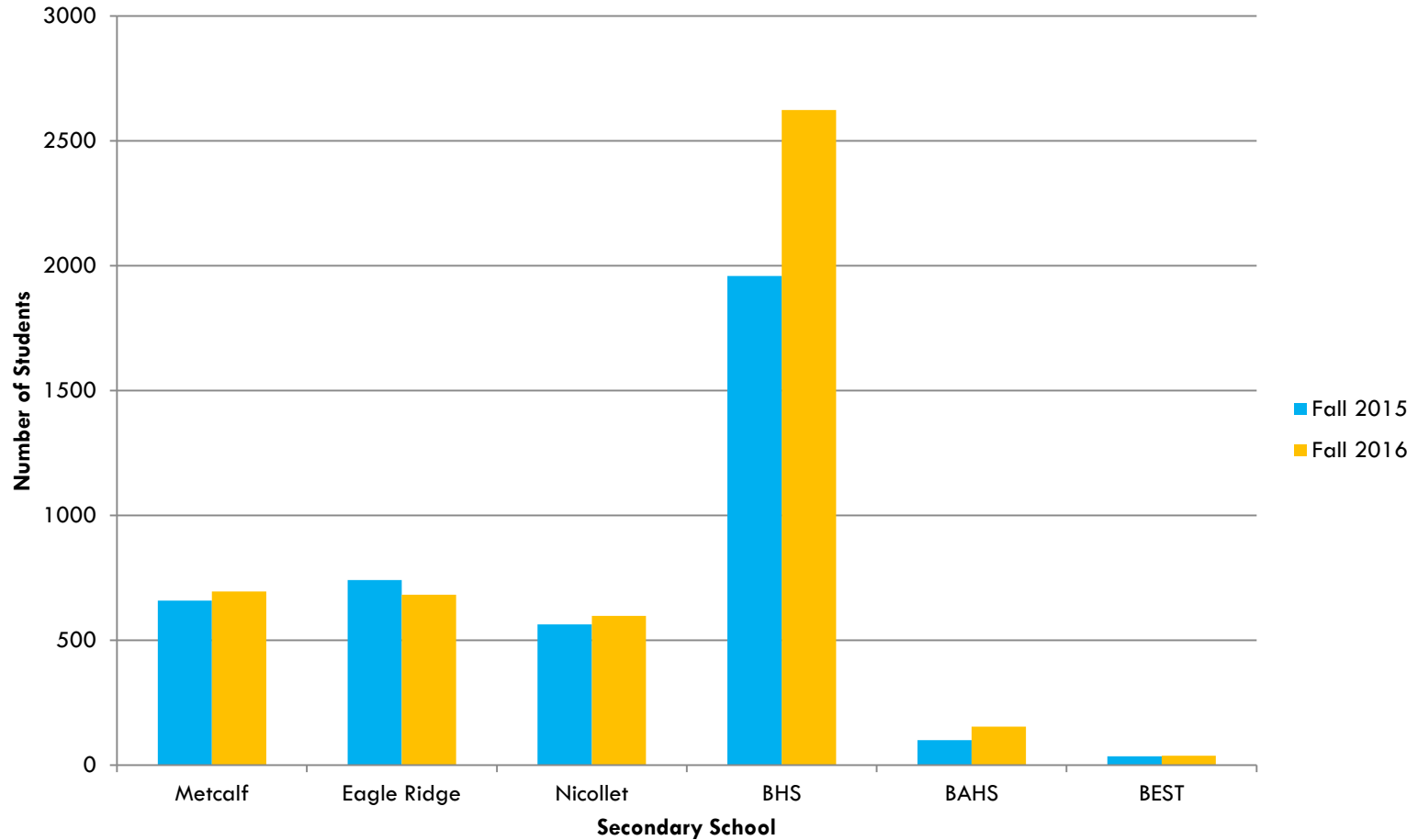


Secondary- October 1, 2016 Seat Count 4,788

Grades 6-12



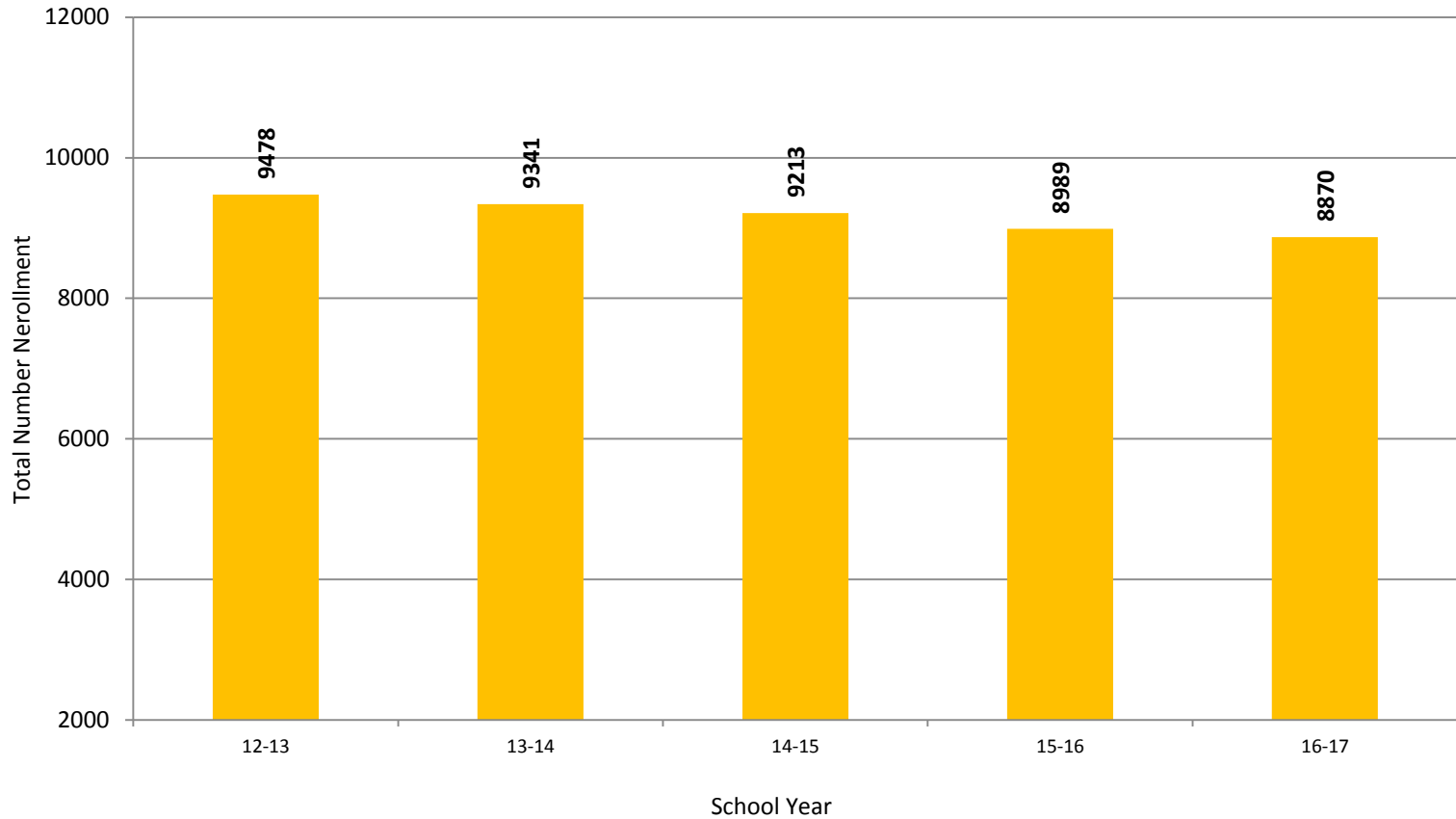
Secondary- 2-Yr Comparison October 1 Seat Count Fall 2015 Grades 7-12 Fall 2016 Grades 6-12



Historical Enrollment Data- Oct 1

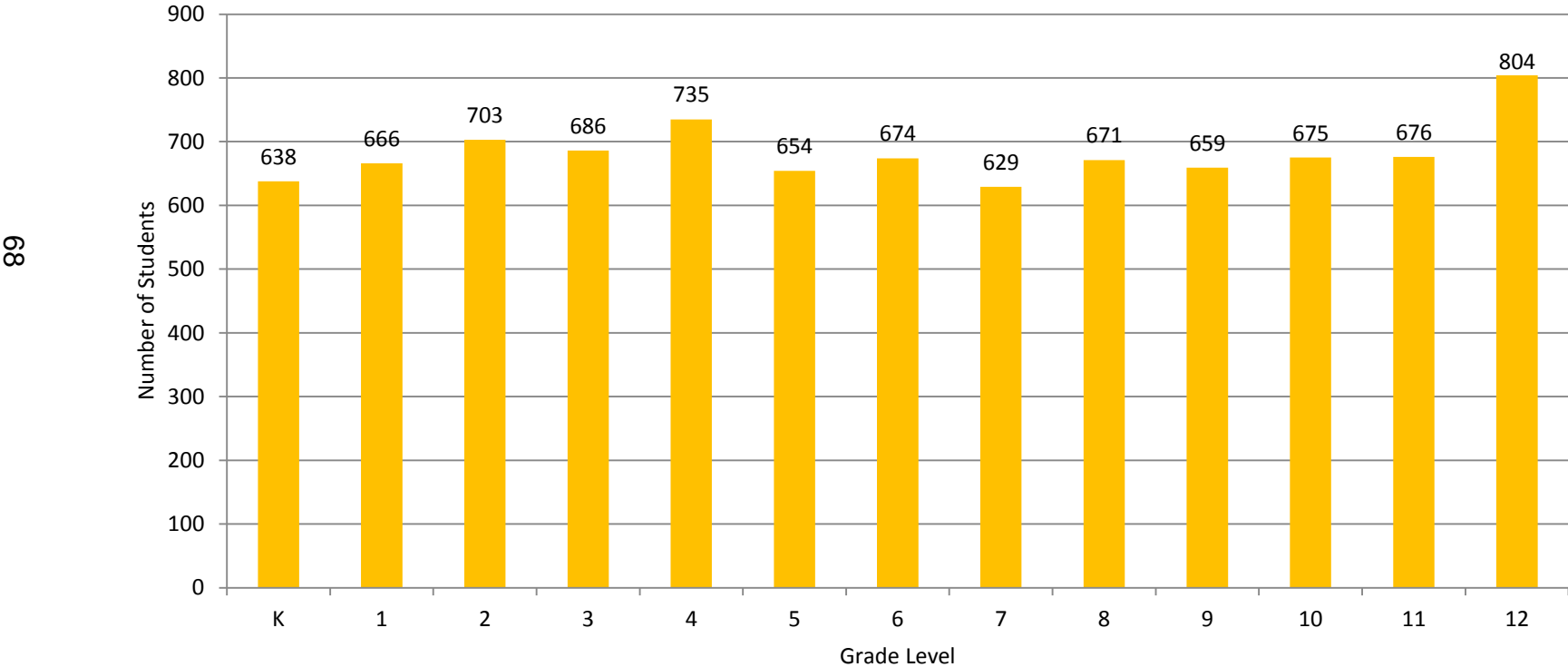
Grades K-12

5- Year Trend: Fall K-12 Enrollment



* 2013-16 Finalized MDE Fall Counts
**2016-17 Preliminary MDE Fall Counts

Oct 1st Seat Count by Grade Level



District Seat Count as of 10/1/2016

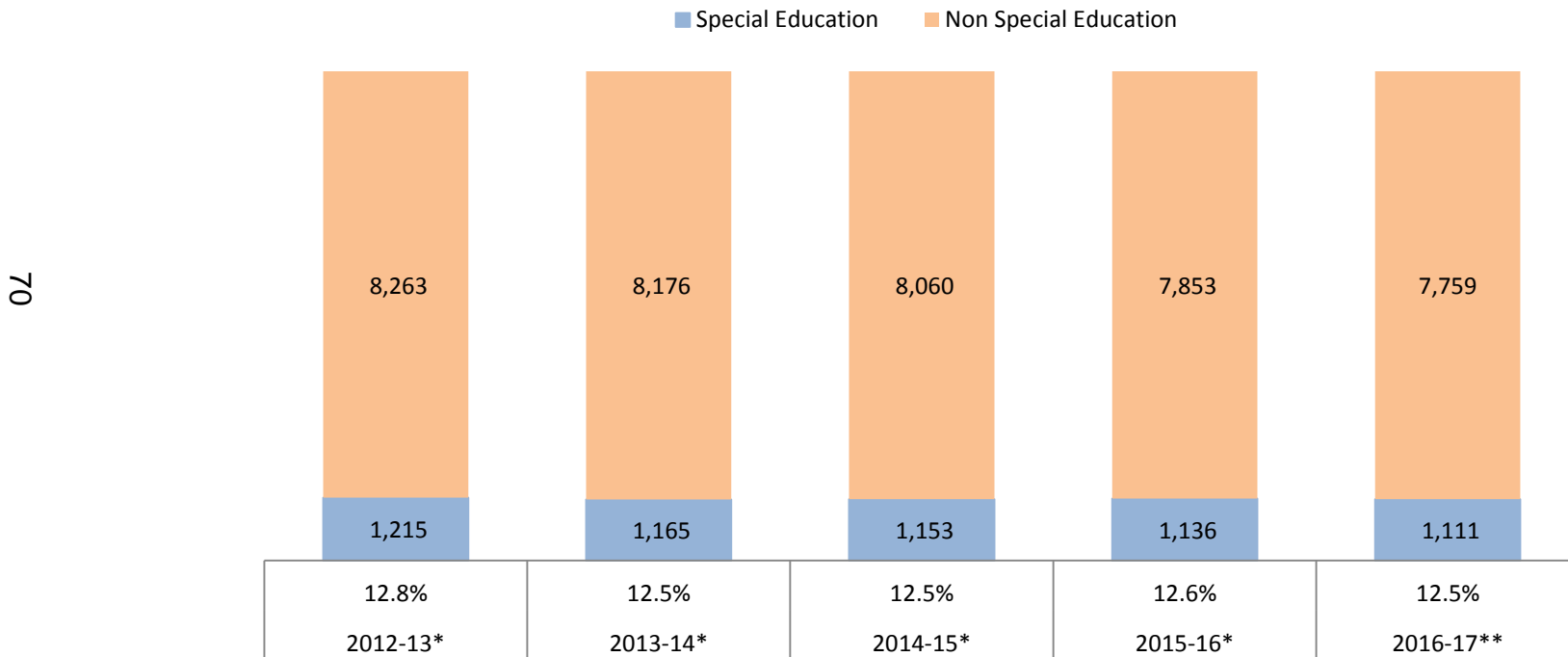
Composition of the Fall October 1, 2016 Population

District Composition

% Special Education Enrollment

9

Special Education Enrollment Trend



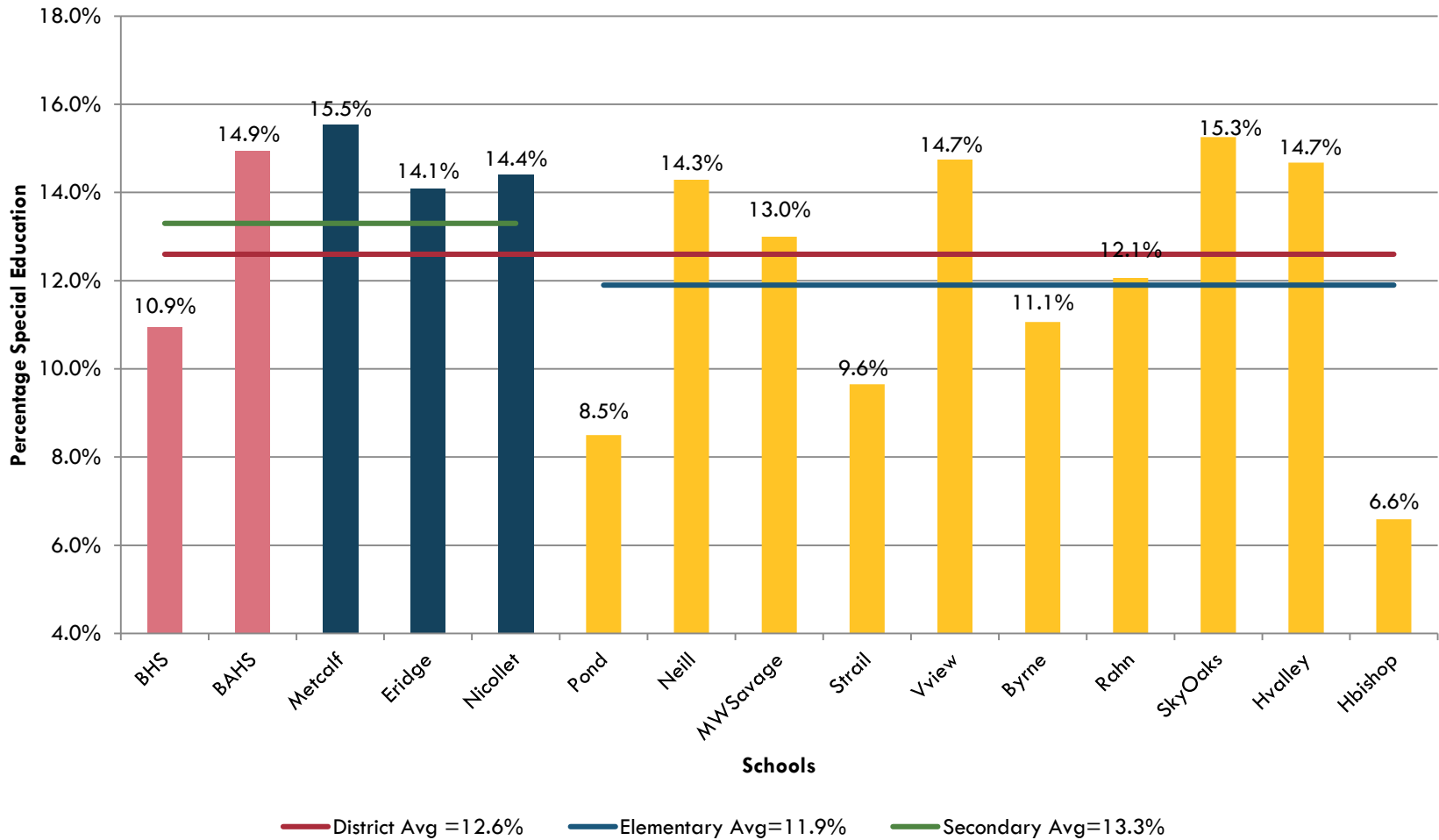
* 2013-16 Finalized MDE Fall Counts

**2016-17 Preliminary MDE Fall Counts

% Students Served Special Education by Building

including District, Elementary, and Secondary Average

10

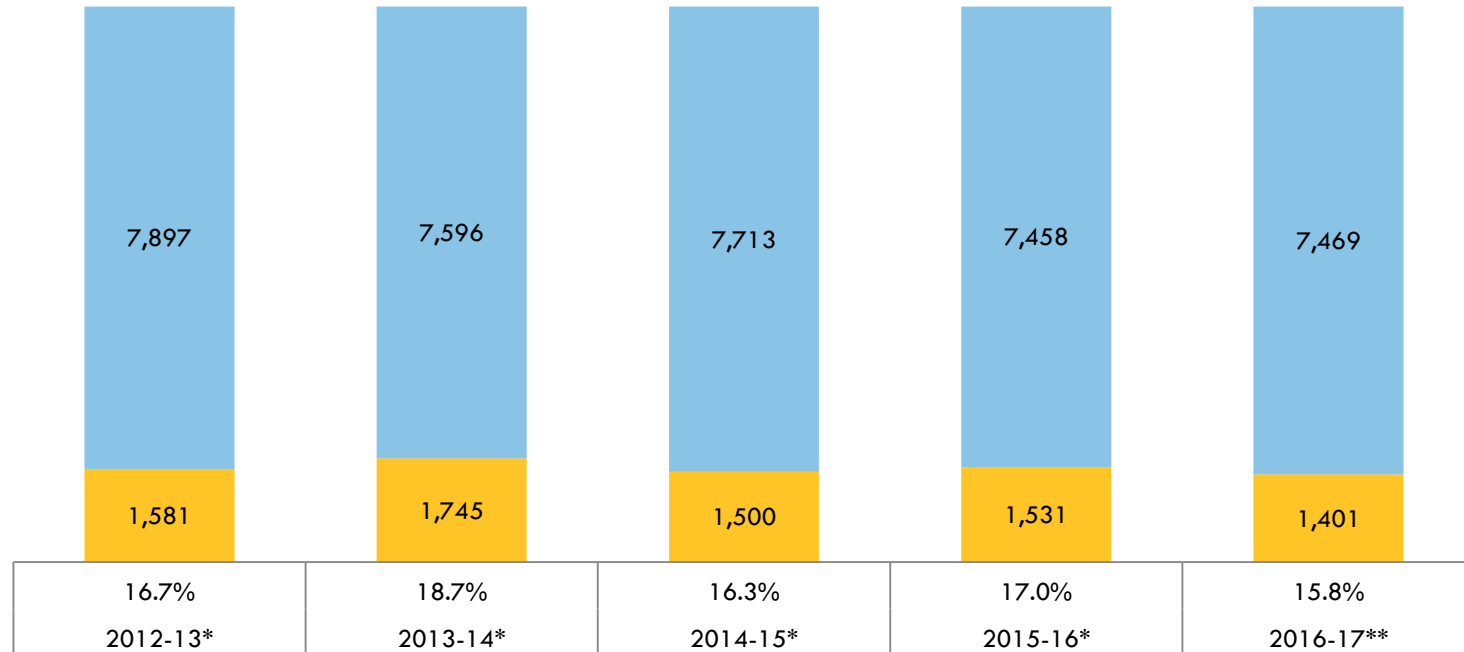


District Composition

LEP Enrollment Trend

English Language Learners (EL) 5 year Comparison

■ EL Yes ■ EL No



* 2013-16 Finalized MDE Fall Counts

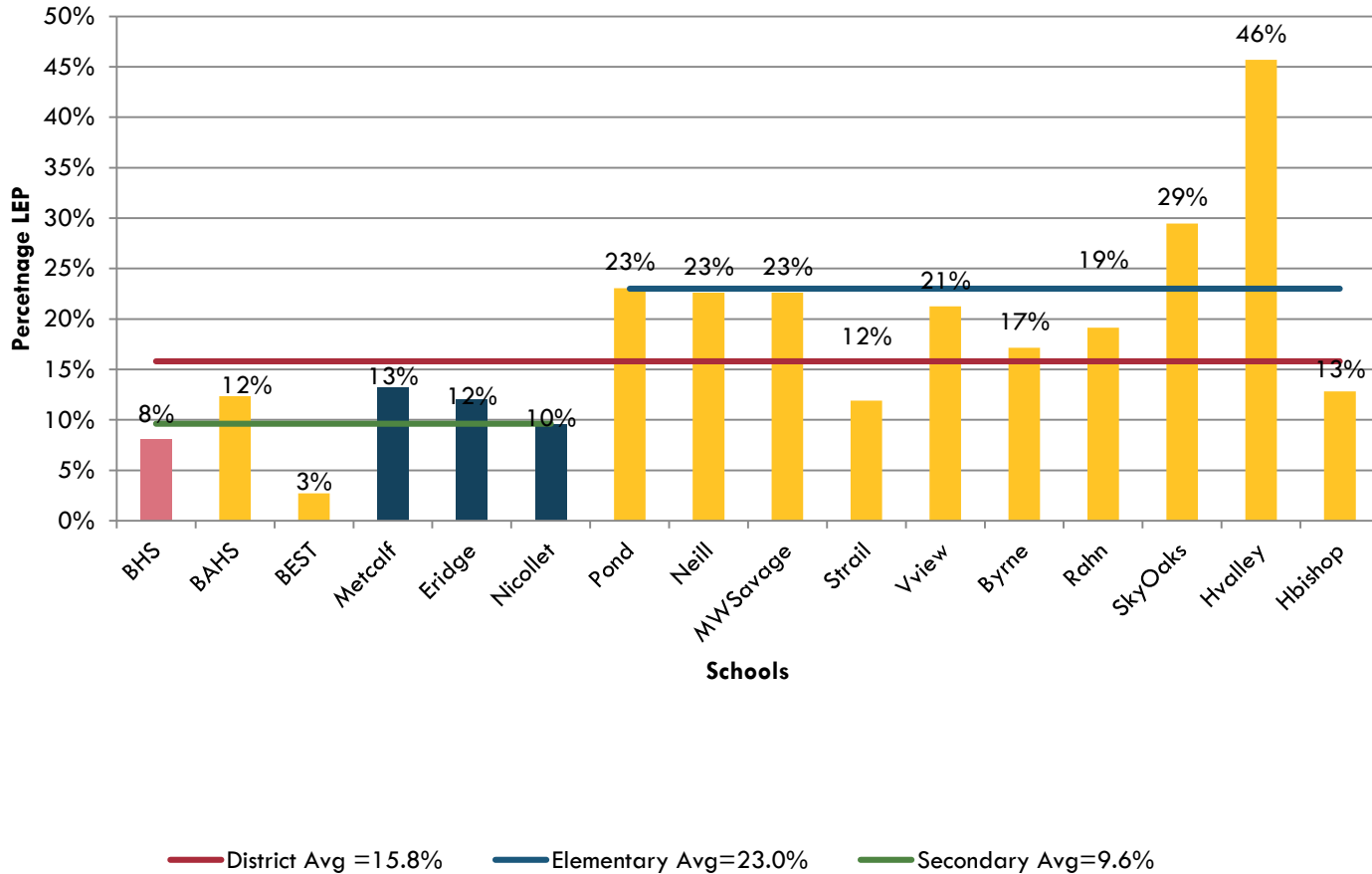
**2016-17 Preliminary MDE Fall Counts

% Students Served LEP by Building

2016-17

including District, Elementary, and Secondary Average

12

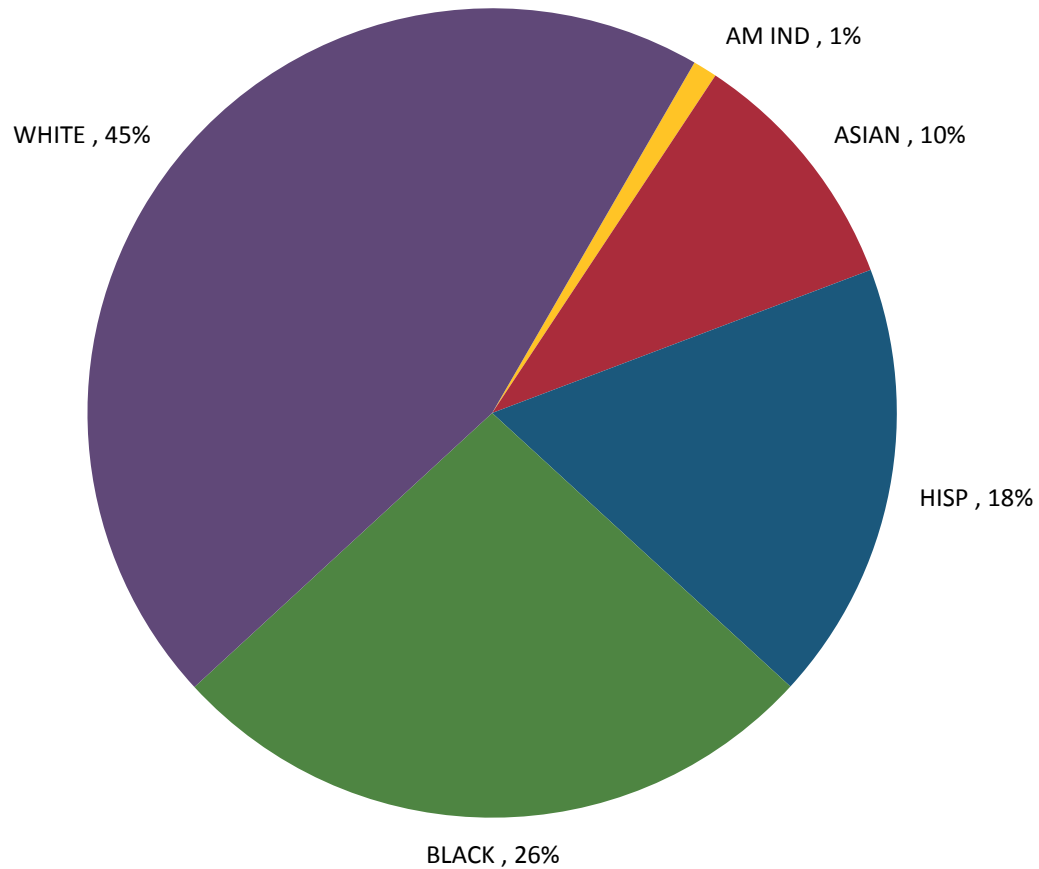


73

District Composition - Enrollment by Ethnicity

13

2016-2017 % Ethnicity Enrollment



74

District Composition

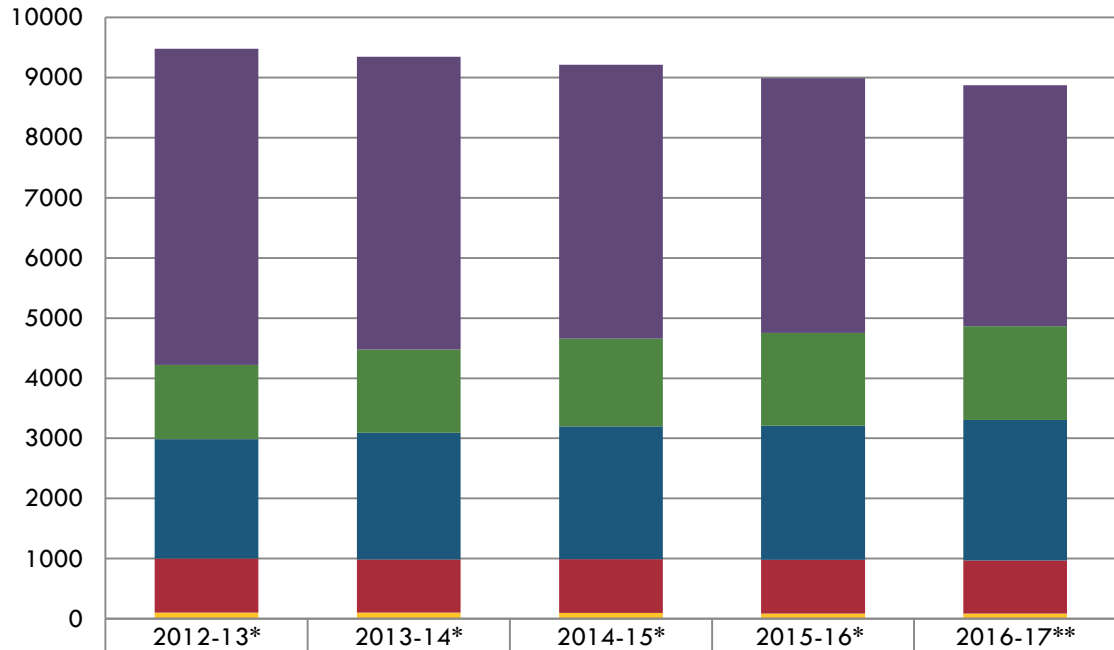
Enrollment by Ethnicity Five Year Trend

* 2013-16 Finalized MDE Fall Counts
 **2016-17 Preliminary MDE Fall Counts

K-12 Enrollment

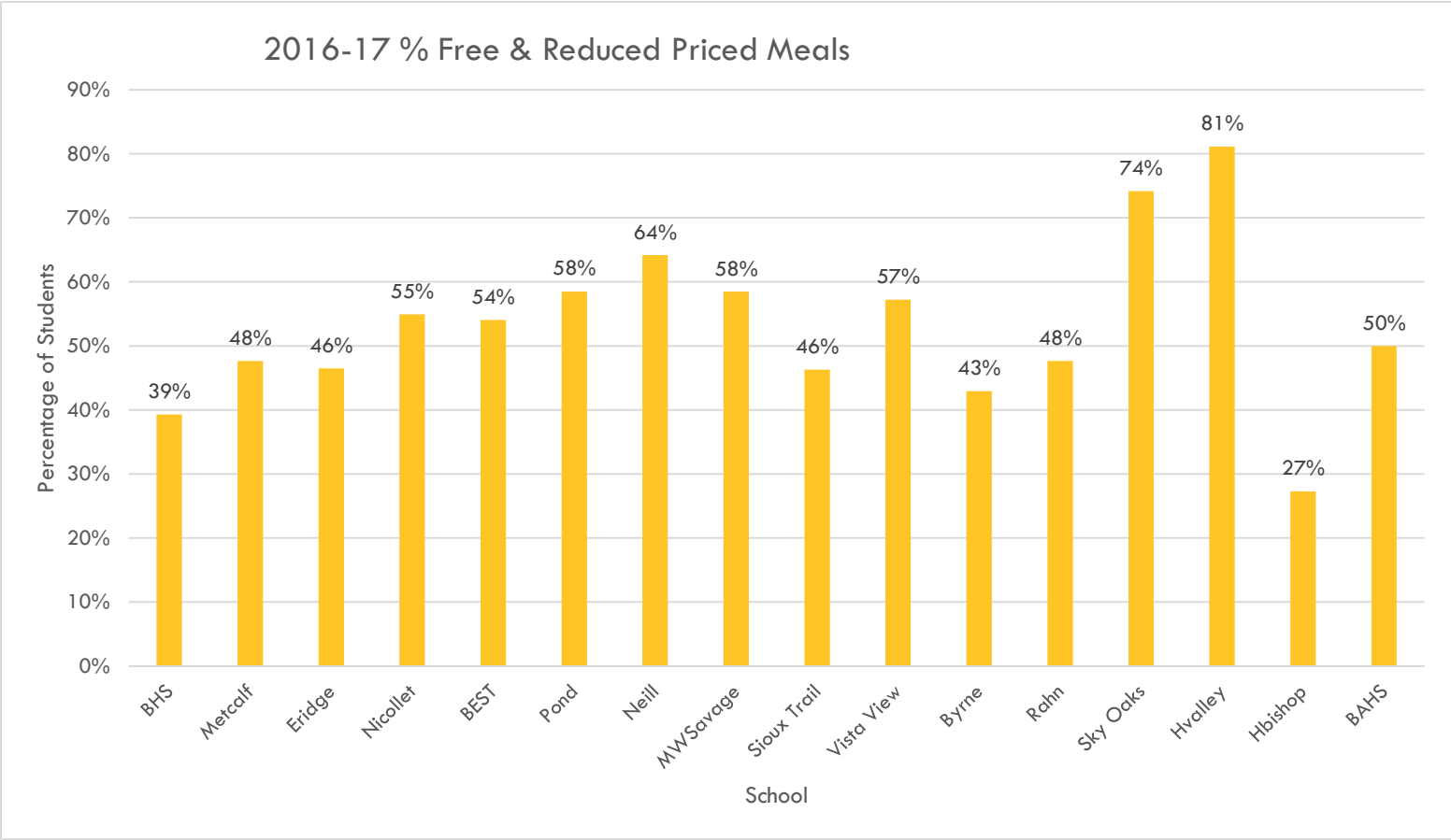
2012-13 total = 9,478
 2013-14 total = 9,341
 2014-15 total = 9,213
 2015-16 total = 8,989
 2016-17 total = 8,870

Enrollment by Ethnicity Five Year Trend K-12



White	5258	4865	4554	4235	4007
Hispanic	1234	1382	1461	1545	1558
Black	1985	2107	2204	2229	2337
Asian/Pacific Islander	900	885	897	890	882
American Indian	101	102	97	90	86

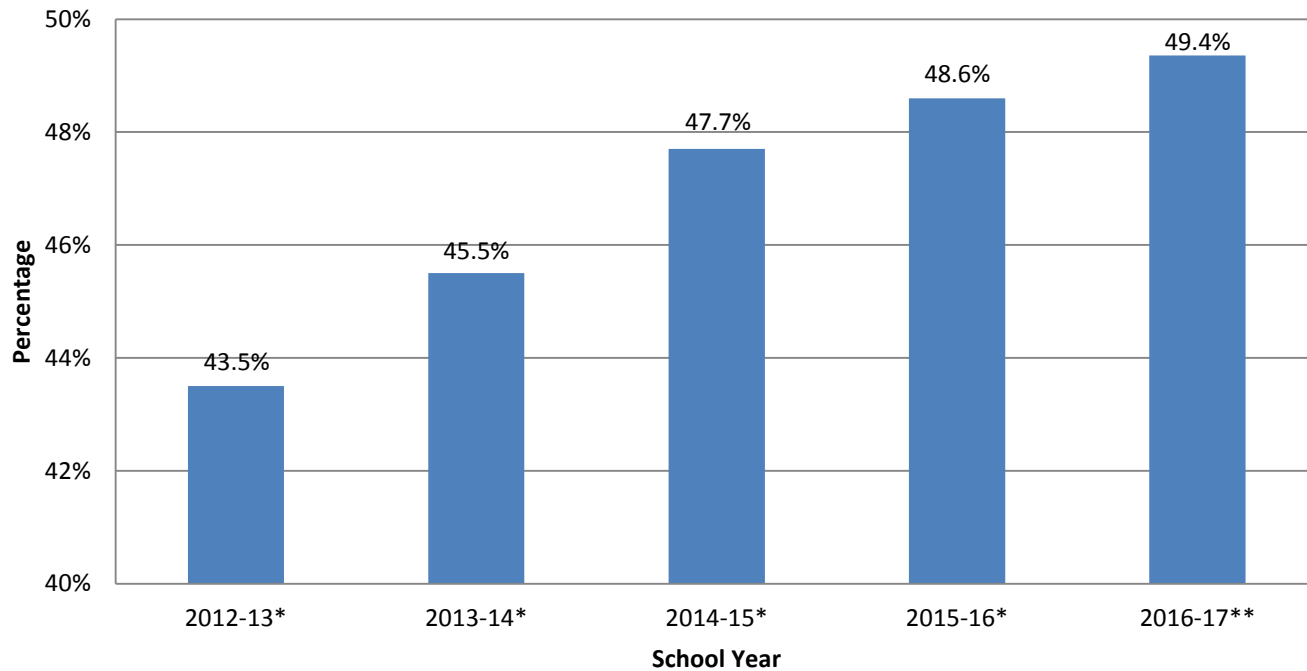
District Composition Free and Reduced Enrollment by School



District Composition

% Free and Reduced Enrollment Trend

Free and Reduced Priced Meals District 5 Year Trend

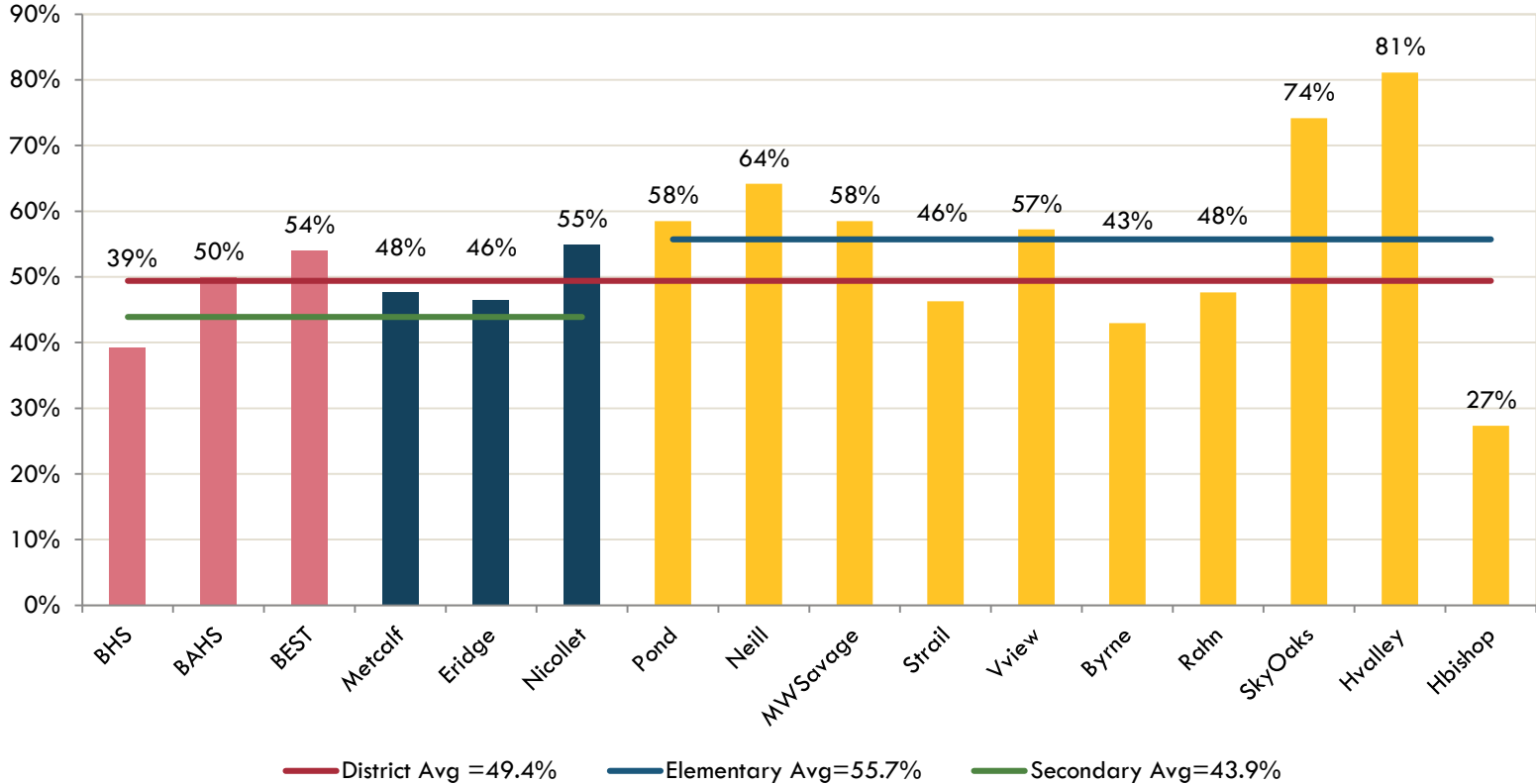


* 2013-2016 Finalized MDE Fall Counts

**2016-2017 Preliminary MDE Fall Counts: Numbers as of 10/26/2016

% Students Served Free & Reduced by Building

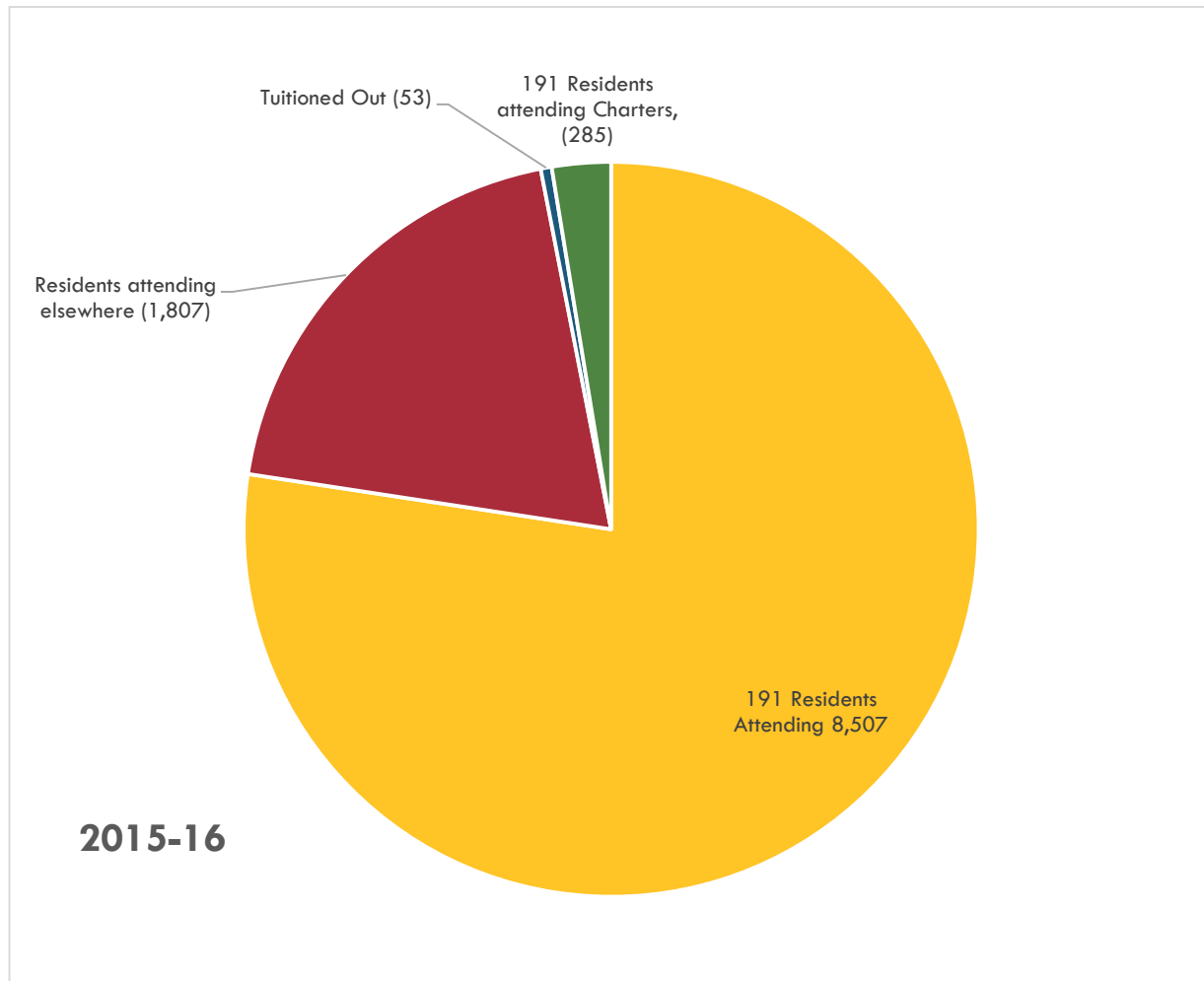
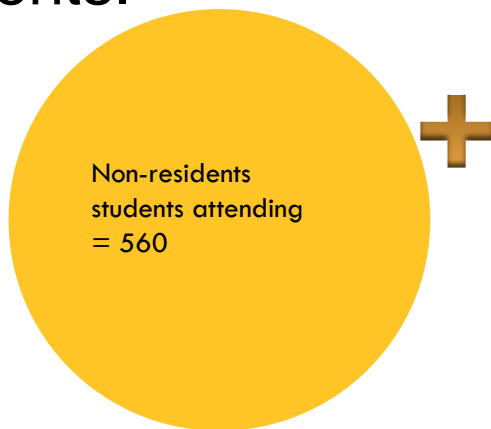
with District, Elementary, and Secondary Average



School Choice 2015-2016 PK-12

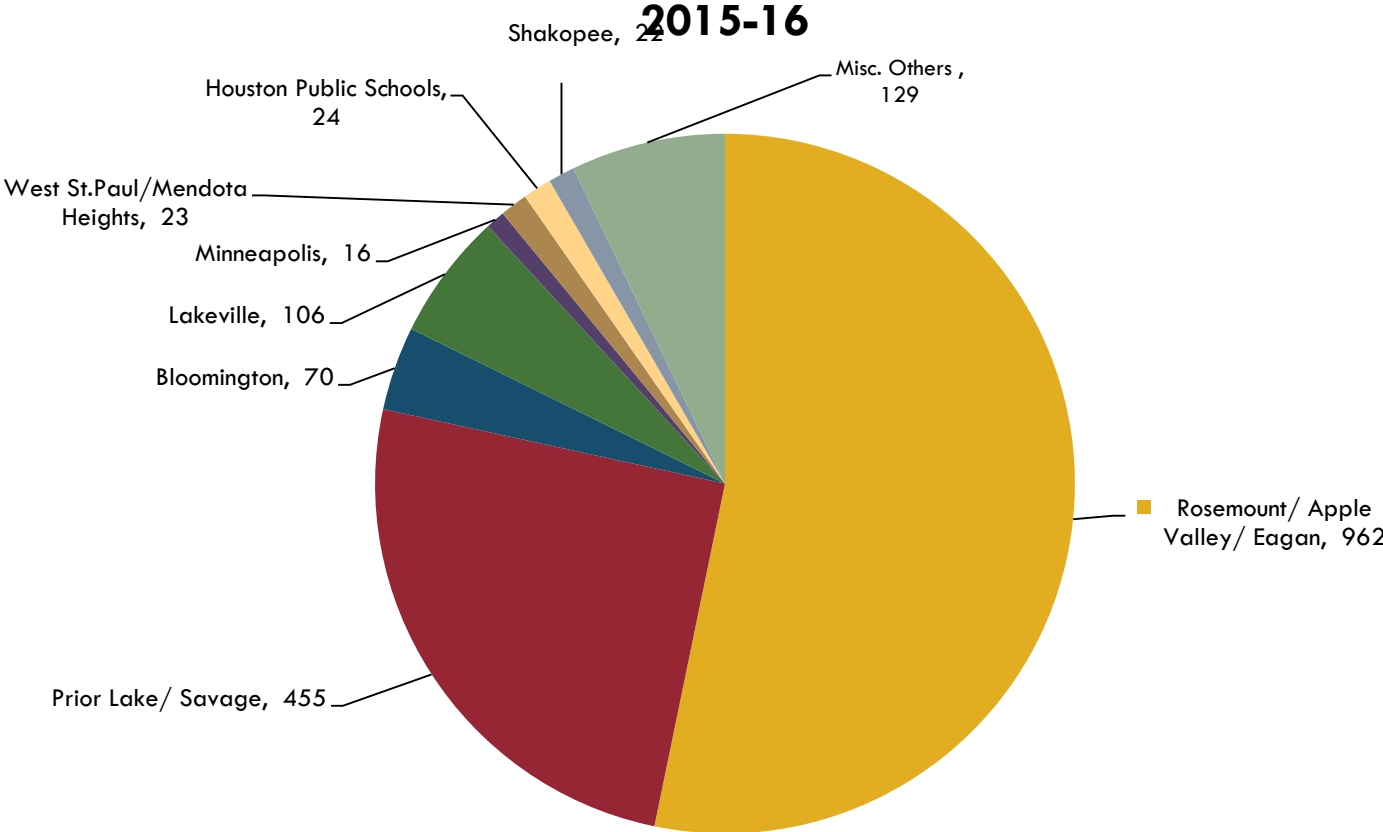
Total Students Served of 9,067 includes 8,507 of residents and 560 of Non-residents.

6/79

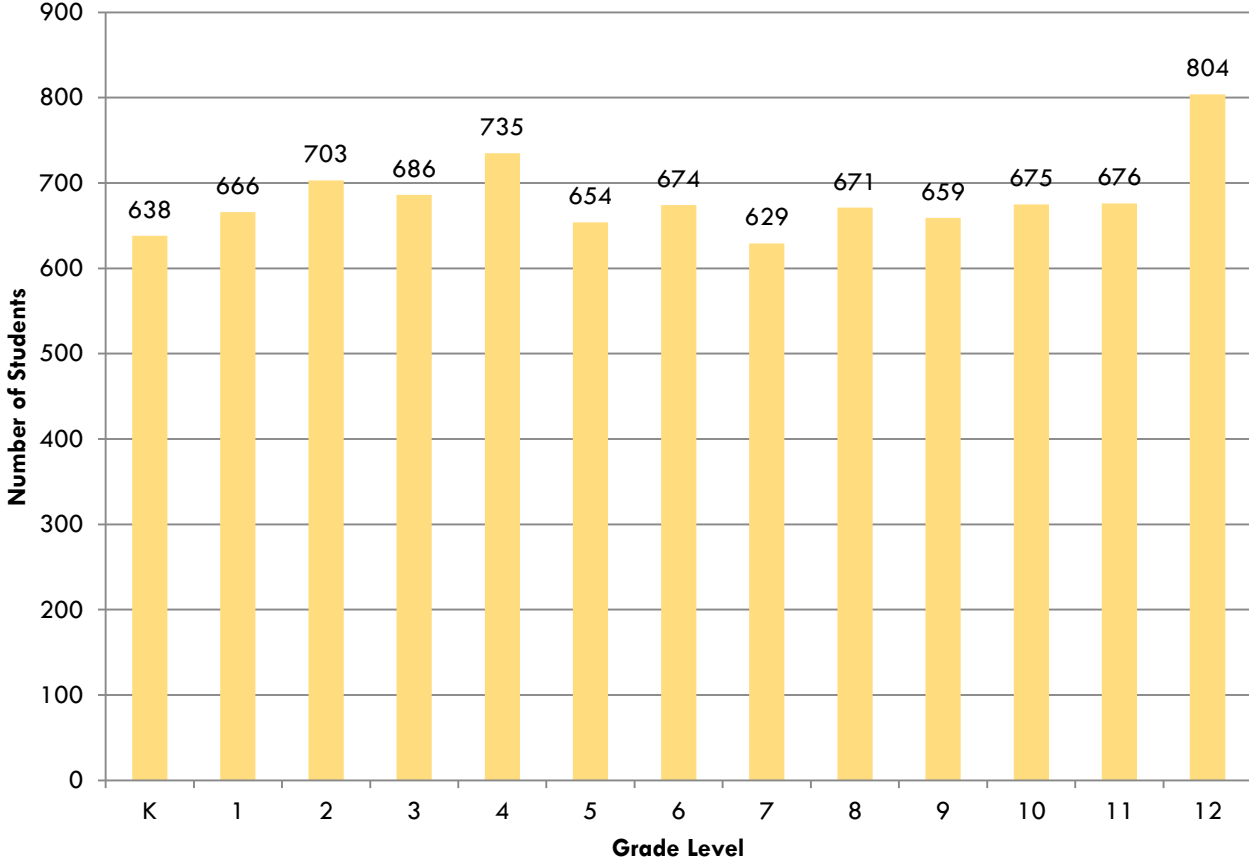


School Choice 2015-2016 PK-12

Resident students served at other public schools



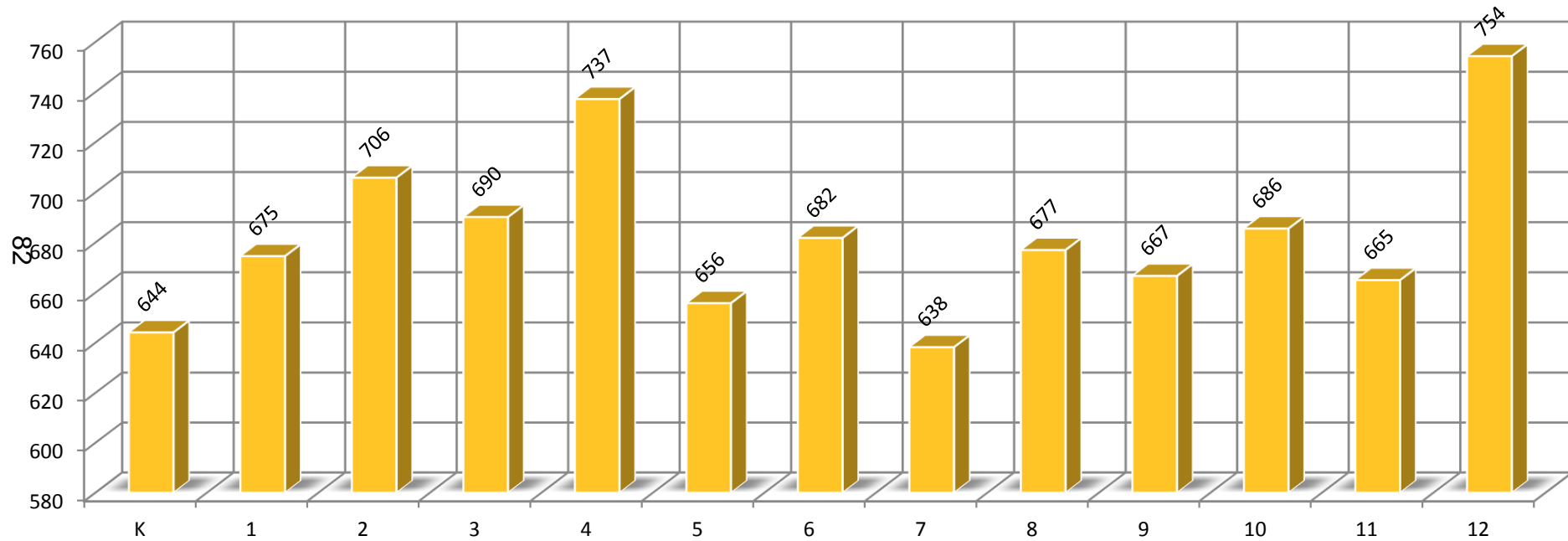
2016 -17 Grade Level Enrollment – Update Oct 1st



8,870 Total 2016-17 Fall Enrollment K-12

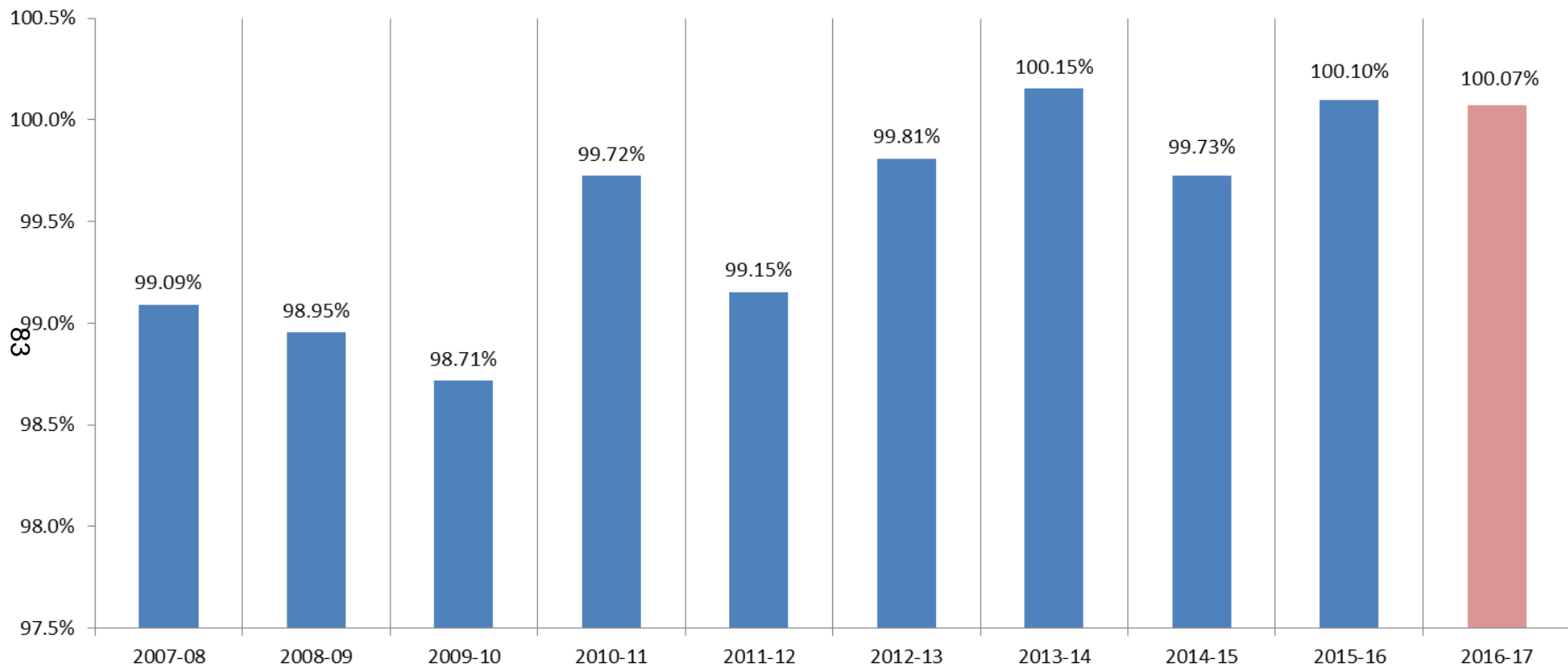
2016 -17 Grade Level Enrollment Projection— End Of Year

21

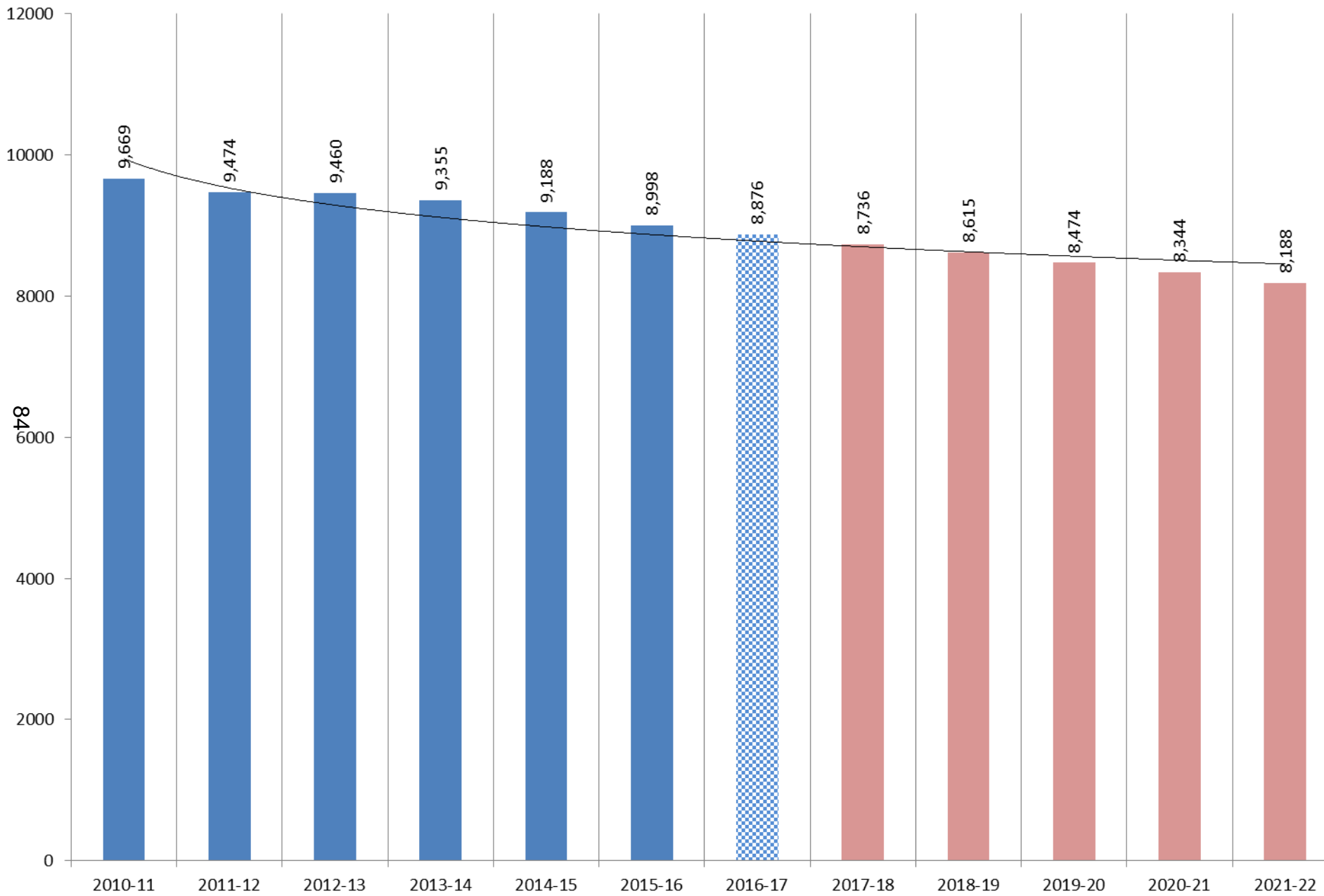


8,876 Total Projected End of Year Enrollment

Percent of End-of-Year Adjusted ADM to Fall Enrollment



K-12 ENROLLMENT HISTORY & PROJECTED TOTAL ENROLLMENT



Creating a Destination District

24

First & Most Important Goal:

- Provide the best possible education with meaningful, relevant experiences that support all students in being college and career ready.
- With Vision One91 we have redesigned our school district to meet the needs of today's learners and ensure they're future ready.
- Expanded academic programming, increased technology and renovated facilities.

85



Creating a Destination District

25

Telling our story:

- Giving families a new look through DiscoverBHS, Pathways Information Night, direct contact for info & tours.
- Building community knowledge & support through partnership events - Partnerships, Pathways & Pipeline series.
- Showcase opportunities like #ExploreEDU



District **ONE91**

Future Ready. Community Strong.

Historical, Current & Future Enrollment Elementary K-5

Burnsville-Eagan-Savage #191

2016-2017 ENROLLMENT PROJECTION EOY ADM

GRADE	HISTORICAL					*	CURRENT	*	FUTURE ENROLLMENT PROJECTIONS						
	11/12	12/13	13/14	14/15	15/16		16/17		17/18	18/19	19/20	20/21	21/22	22/23	
KDG	699.05	862.07	806.41	743.88	685.52	*	644.10	*	644.10	644.10	644.10	644.10	644.10	644.10	644.10
GRADE 1	740.02	736.05	818.41	746.27	734.28	*	674.50	*	633.80	633.80	633.80	633.80	633.80	633.80	633.80
GRADE 2	777.48	729.85	714.99	790.56	716.89	*	705.80	*	648.40	609.30	609.30	609.30	609.30	609.30	609.30
GRADE 3	<u>735.33</u>	<u>731.43</u>	<u>711.23</u>	<u>706.69</u>	<u>762.56</u>	*	<u>690.10</u>	*	<u>679.50</u>	<u>624.20</u>	<u>586.50</u>	<u>586.50</u>	<u>586.50</u>	<u>586.50</u>	<u>586.50</u>
KDG-GRADE 3	2951.88	3059.40	3051.04	2987.40	2899.25	*	2714.50	*	2605.80	2511.40	2473.70	2473.70	2473.70	2473.70	2473.70
GRADE 4	704.90	716.43	705.96	702.28	677.04	*	737.20	*	667.20	656.90	603.50	567.00	567.00	567.00	567.00
GRADE 5	<u>708.52</u>	<u>680.79</u>	<u>708.63</u>	<u>673.54</u>	<u>698.91</u>	*	<u>655.80</u>	*	<u>714.10</u>	<u>646.30</u>	<u>636.30</u>	<u>584.50</u>	<u>549.20</u>	<u>549.20</u>	<u>549.20</u>
GRADES 4-5	1413.42	1397.22	1414.59	1414.59	1375.95	*	1393.00	*	1381.30	1303.20	1239.80	1151.50	1116.20	1116.20	1116.20
TOTAL K-5	4472.82	4448.26	4401.99	4313.84	4275.20	*	4107.50	*	3987.10	3814.60	3713.50	3625.20	3589.90	3589.90	3589.90
KDG-GRADE 12	9474.02	9459.78	9355.22	9187.90	8997.67		8876.20		8736.00	8993.82	8982.09	8969.46	8975.44	8065.60	
HISTORY=2012-2016 History taken from the Gender-Ethnicity by Grade by District File of the MDE (GEGD) including Extended Day/Year Students															
CURRENT=2016-2017 END of Year ADM Projected including Extended Day/Year Students															
FUTURE PROJECTIONS= based on weighted ratio prio year															

Historical, Current & Future Enrollment Secondary 6-12

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Burnsville-Eagan-Savage #191

2016-2017 ENROLLMENT PROJECTION EOY ADM

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	HISTORICAL						CURRENT	FUTURE ENROLLMENT PROJECTIONS						
GRADE	11/12	12/13	13/14	14/15	15/16	*	16/17	*	17/18	18/19	19/20	20/21	21/22	22/23
GRADE 6	698.22	701.11	663.86	702.37	663.61	*	681.80	*	639.80	696.60	630.50	620.70	570.20	535.80
GRADE 7	709.81	687.27	672.70	651.42	661.57	*	638.20	*	655.70	615.30	670.00	606.30	597.00	548.40
GRADE 8	<u>700.85</u>	<u>712.63</u>	<u>690.25</u>	<u>681.31</u>	<u>656.80</u>	*	<u>677.00</u>	*	<u>653.10</u>	<u>671.00</u>	<u>629.60</u>	<u>685.60</u>	<u>620.50</u>	<u>610.90</u>
GRADES 6-8	2108.88	2101.01	2026.81	2035.10	1981.98	*	1997.00	*	1948.60	1982.90	1930.10	1912.60	1787.70	1695.10
GRADE 9	712.43	700.18	702.51	668.58	667.66	*	666.60	*	687.10	662.90	681.14	639.10	695.90	629.80
GRADE 10	747.32	722.12	688.23	687.95	666.26	*	685.60	*	684.50	705.50	680.70	699.30	656.20	714.50
GRADE 11	684.30	733.40	689.31	658.27	673.83	*	665.00	*	684.20	683.20	704.20	679.30	698.00	654.90
GRADE 12	<u>855.79</u>	<u>746.45</u>	<u>782.73</u>	<u>774.78</u>	<u>732.74</u>	*	<u>754.30</u>	*	<u>744.40</u>	<u>766.00</u>	<u>764.80</u>	<u>788.30</u>	<u>760.50</u>	<u>781.40</u>
GRADES 9-12	2999.84	2902.15	2862.78	2789.58	2740.49	*	2771.50	*	2800.20	2817.60	2830.84	2806.00	2810.60	2780.60
GRADES 6-12	5108.72	5003.16	4889.59	4824.68	4722.47	*	4768.5	*	4748.80	4800.50	4760.94	4718.60	4598.30	4475.70
KDG-GRADE 12	9474.02	9459.78	9355.22	9187.90	8997.67		8876.20		8736.00	8615.10	8474.20	8343.90	8188.20	8065.60
HISTORY= 2012-2016 History taken from the Gender-Ethnicity by Grade by District File of the MDE (GEGD) including Extended Day/Year Students														
CURRENT= 2016-2017 END of Year ADM Projected including Extended Day/Year Students														
FUTURE PROJECTIONS= based on weighted ratio prior year														

Summary of Residents/Non-Residents

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SUMMARY OF RESIDENTS/NON-RESIDENTS									
			2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
191 Residents Total			10,476	10,504	10,404	10,453	10,491	10,645	10,652
191 Residents Attending			9,274	9,189	8,968	8,901	8,782	8,692	8,507
191 Residents Attending Elsewhere			1,202	1,314	1,436	1,552	1,709	1,953	2,145
Open Enrolled Out									
Residents attending elsewhere			(894)	(992)	(1,136)	(1,252)	(1,405)	(1,632)	(1,807)
Open enrolled In									
Non-Residents attending 191			503	538	564	622	638	558	560
Difference			(391)	(454)	(572)	(630)	(767)	(1,074)	(1,247)
Tuitioned Out			(62)	(59)	(53)	(56)	(54)	(59)	(53)
191 Residents attending Charters			(247)	(264)	(247)	(244)	(250)	(262)	(285)

Residents Attending Other Districts (Open Enrollment-Out) Students Attending									
District			Students						
			2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Rosemount/ Apple Valley/ Eagan			439	497	586	641	721	855	962
Prior Lake/ Savage			208	230	266	296	354	408	455
Bloomington			53	51	55	51	60	70	70
Lakeville			37	51	51	71	94	95	106
Minneapolis			32	37	20	15	15	12	16
West St.Paul/Mendota Heights			20	19	17	23	29	25	23
Houston Public Schools			19	21	28	33	25	24	24
Shakopee			26	20	21	25	18	22	22
Misc. Others			28	66	92	97	56	88	129
				992	1136	1252	1372	1,632	1,807
Residents Attending Charter Schools- Over 15 Students Attending									
District			Students						
			2009-10	2010-11	2011-12	2012-13	2013-2014	2014-15	2015-16
Paideia			57.44	53.54	47.56	43.20	43.52	42.49	33.81
Seven Hills Classical Academy			38.00	30.00	29.67	28.40	31.17	47.45	55.47
Minnesota Transitions Charter School			29.19	42.04	36.62	36.23	41.00	36.01	40.95
Aspen Academy			18.62	25.68	32.49	44.60	52.00	49.17	40.93
Higher Ground					23.27	18.13	43.95	13.71	20.16
Eagle Ridge Academy								15.00	11.14
Tuitioned Out				59	53	56	54	59.00	53.00
Tuitioned In				27	0	3	1	1.00	1.00