



**Future Ready. Community Strong.**

## **Regular Meeting Agenda**

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN, 55337  
May 25, 2017  
6:30 PM

6:00 PM Superintendent Listening Session with Dr. Joe Gothard, Superintendent and Dr. Stacie Stanley, Director of Curriculum, Instruction and Student Services

### I. Call to Order

A. Welcome Public

B. Pledge of Allegiance

C. Future Ready. Community Strong.

1. Burnsville High School and Metcalf Middle School Quiz Bowl Teams

2. Foundation 191 Grant Recipients 2017-18

3

3. President's Volunteer Service Award Recipients

4. Board of Education Student Representative

### II. Business Meeting

A. Approval of Agenda

B. Consent Agenda

Although Board action is required, it is generally unnecessary to hold discussion on these items. In the event a Board member wishes to discuss an item, that item will be moved for separate consideration.

1. Approve Meeting Minutes

12

2. Approve Personnel Recommendation

14

3. Adopt a Resolution to Accept Donations

15

4. Approve Payroll, Expenditures, Receipts and Investments

18

5. Accept Budget Analysis

60

6. Approve the Review of Board Policies 505: *Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees*; 410: *Family and Medical Leave Policy*; 413: *Harassment and Violence*; and 415: *Mandated Reporting of Maltreatment of Vulnerable Adults*

67

7. Approve Change Orders #259, #260, #261 and #262 for the 2015 Additions and Alterations to Burnsville High School

97

### III. New Business

A. Receive a Report on the Middle School Chromebook Rollout Plan

110

Presenter: Doug Johnson, Director of Technology and Rachel Gorton, Instructional Technology Coordinator	
B. Approve the Employment Contract for Interim Superintendent of Schools Presenter: Abigail Alt, Chairperson	121
C. Approve ProPay Memorandum of Understanding Presenter: Stacey Sovine, Executive Director of Human Resources	131
D. Approve, on a First Reading Basis, Changes to Policy 514: <i>Bullying Prohibition Policy</i> and Policy 526: <i>Hazing Prohibition Policy</i> Presenter: Dr. Joe Gothard, Superintendent	145
IV. Committee Reports	162
V. Report on May 11, 2017 Listening Session Presenter: Director VandenBoom and Director Miller	163
VI. Adjourn to a Board Workshop on Fund 26 and FY18 Budget Followed by a Closed Session, as Permitted by Minnesota Statute §13D.03, to Discuss Negotiation Strategies	



1. Eagle Ridge Service Club – Engage students with school and community –  
Eagle Ridge Middle School  
Amount awarded: \$150.00

2. Harriet Bishop Service – Focus on service day and Ronald McDonald House project  
Harriet Bishop Elementary School  
Amount awarded: \$150.00

3. Classcraft – “Gamifying the Classroom” – Online role playing game utilizing  
Chromebooks  
Eagle Ridge Middle School  
Amount awarded: \$100.00



4. Coding/Programming Unplugged Activities - fundamentals of computer programming – Sioux Trail Elementary School  
Amount awarded: \$204.89
5. Special Needs Poly Hockey – Poly hockey program equipment – Special Needs Classes & Community Ed  
Amount awarded: \$500.00
6. Engineering Awesomeness Events – host three student engineering events to get kids excited about STEM and robotics - Burnsville High School  
Robotics  
Amount awarded: \$750.00



7. First Graders Today, Leaders Tomorrow – Students track world events –  
Sioux Trail Elementary School  
Amount awarded: \$340.00

8. Math Mites Fourth Grade Competition – All 10 elementary schools compete –  
Sioux Trail Elementary School  
Amount awarded: \$940.00

9. Billy Band Love to Read Books Packs – To motivate reluctant and emerging second graders –  
Hidden Valley Elementary School  
Amount awarded: \$239.98



10. Sky Fliers – Promote student leadership for facilitating activities –  
Sky Oaks Elementary School  
Amount awarded: \$1,013.20

11. Lights, Camera, Action – To produce a Nicollet M.S. newscast – camera equipment –  
Nicollet Middle School  
Amount awarded: \$375.00

12. Buddy Bench – No one gets left behind and promote inclusion at recess –  
Sioux Trail Elementary School  
Amount awarded: \$1,250.00



13. Giving Garden Shed – Concrete base for equipment storage shed –  
Burnsville High School  
Amount awarded: \$500.00 (partial)

14. Bowls for Brainpower – Sponsor brainpower in a back pack and ceramic bowls for food sent home in back packs –  
Burnsville High School  
Amount awarded: \$850.00 (partial)

15. 191 Discover Swim – Swimming lessons for students with greatest need following American Red Cross standards –  
Hidden Valley at Eagle Ridge - Community Ed  
Amount awarded: \$500.00 (partial)



16. Puppet Pals – Early childhood education learning with help of classroom puppet –  
ECFE, Tiny Tots, Ready to Grow & Learn  
Amount awarded: \$500.00 (partial)
- ∞ 17. Math Games for Fun Home Learning – Games for kindergartners and families to  
enhance learning at school and at home –  
William Byrne Elementary School  
Amount awarded: \$250.00(partial)
18. Latino Parent and Student Engagement – Enrich opportunities and events for Latino students  
and families  
BHS, Nicollet, Metcalf and Eagle Ridge Middle Schools  
Amount awarded: \$400.00 (partial)



19. Whaletale Publishing Center – Students in K-5 write and publish books –  
Marion W. Savage Elementary School  
Amount awarded: \$500.00

20. School Garden & Landscaping – Students update and maintain garden  
and landscaping at school and grow vegetables–  
Metcalf Middle School  
Amount awarded: \$250.00 (partial)

**TOTAL AWARDED: \$9,803.05**

# *Coming Events*

*Foundation 191 Golf Tournament – September 15, 2017*  
*Crystal Lake Golf Club – Best Ball*

*Grapes & Grains for Grants – February 1, 2018*  
*Ames Center*

*Visit our website: [Foundation191.org](http://Foundation191.org)*

*Follow us on Facebook*



School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 May 11, 2017

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

Call to Order

Members present: Directors Schmid, Currier, Luth, Schatz, and Chair Alt. Green was absent. Others in attendance were Superintendent Gothard, administrators, staff, and members of the public.

Attendance

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

Pledge of Allegiance

Directors Miller and VandenBoom arrived at 6:31 p.m.

Public recognition was given to John Coskran Award recipients and the Kevin & Greta Warren No Doors Closed Scholar Awards recipients.

Public Recognition

Moved by Miller, seconded by VandenBoom, to approve the agenda. Moved by Luth, seconded by Currier, to amend the agenda by removing the closed session. Amended motion carried unanimously (7, 0). Main motion carried unanimously (7, 0).

Agenda

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

Consent Agenda

-Approve minutes of the April 27, 2017 regular board meeting; April 27, 2017 closed session; May 3, 2017 special meeting; and May 4, 2017 closed session.

Minutes

-Approve personnel recommendations for A. Condon, K. LeMire, B. Anderson, D. Weinberg, M. Limberg, M. Springer, K. Beerling, M. Ali, T. Bernard, C. Shallenberg, C. Short, and M. Hodges.

Personnel Recommendations

-Adopt a resolution to approve and accept donations as presented.

Donations

-Approve, on a second reading basis, Board Policy 546: *Early Admission to Kindergarten*.

Policies

-Rescind Policies JC & JC-R: *Student Attendance Areas*; JEC: *Admission Procedures*; and KMA *Relations with Parent Organizations*.

-Approve scheduling a regular Board meeting on Thursday, July 13 at 6:30 p.m. at the Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN.

Motion carried unanimously (7, 0).

Receive a report on Burnsville Seniors and Facilities from Michele Starkey and Tom Umhoefer

Report on Burnsville Seniors and Facilities Interim Sup't

Moved by Schmid, seconded by VandenBoom, to authorize the Board

Chair to enter into contract negotiations with Cindy Amoroso as a potential Interim Superintendent. Motion carried unanimously (7, 0).

Verbal reports were given by Gothard, Currier, and Luth.

Reports

Moved by Luth, seconded by Currier, to adjourn at 8:09 p.m. Motion carried unanimously (7, 0).

Adjourn

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Jim Schmid, clerk

May 25, 2017  
Date Approved

DRAFT

May 25, 2017

**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: May 25, 2017 FINAL

RE: Recommended Personnel Changes

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CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	FTE	EFFECTIVE DATE
Certified	Appointment	Replacement	Dana Cloutier		ECSE Center	Teacher	.50 FTE	8/28/2017
Certified	Appointment	Replacement	Dana Cloutier		ECSE Center	Teacher - Long Term Substitute	.50 FTE	8/28/2017
Certified	Appointment	Replacement	Debra Brandon		Hidden Valley Elementary	Teacher	.50 FTE	8/28/2017
Certified	Appointment	Replacement	Katherine Nelson	*	ECSE Center	Teacher - ECSE	1.0 FTE	8/28/2017
Certified	Resignation		Kerry Stone		Eagle Ridge Middle School	Teacher	1.0 FTE	6/9/2017
Certified	Resignation		Jennifer Bauer	*	Sky Oaks Elementary School	Teacher	1.0 FTE	6/9/2017
Certified	Resignation		Bridget Mason	*	WM. Byrne Elementary School	Teacher	.50 FTE	5/19/2017
Certified	Resignation		Anna Abbe	*	Metcalf Middle School	Teacher	1.0 FTE	6/9/2017
Certified	Leave of Absence		Kristen Lorincz		WM. Byrne Elementary School	Teacher	1.0 FTE	5/12/17 - 6/9/2017
Certified	Recall		Krista Kramer	*	District-wide	Teacher	1.0 FTE	5/24/2017
Classified	Appointment	Replacement	Shari Christian	*	Burnsville High School	Food Servcie Associate	3.75 hrs/day	8/22/2017
Classified	Change of Assignment	Replacement	Deborah Larson	*	Vista View Elementary School	Clerical Level IV	8 hrs/day	8/1/2017
Classified	Resignation		Tara Packer		WM. Byrne Elementary School	EA Level IV	7.25 hrs/day	6/8/2017
Classified	Resignation		Megan Gruenke	*	Metcalf Middle School	EA Level IV	7 hrs/day	6/8/2017
Classified	Resignation		Megan Helberg	*	Metcalf Middle School	EA Level IV	7 hrs/day	6/8/2017
Classified	Resignation		Maryan Ugas	*	Hidden Valley Elementary	Cultural Liaison	6.4 hrs/day	6/8/2017



**Agenda II.B.3.  
May 25, 2017**

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

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

**Date:** May 19, 2017

**Re:** Donations

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

**RESOLUTION TO ACCEPT DONATIONS**

**WHEREAS,**

1. School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and
2. Minnesota Statute 123B.02, Subd. 6 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 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 May 25, 2017.

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Jim Schmid  
Clerk – Board of Education

<b>Date</b>	<b>Donor</b>	<b>Recipient</b>	<b>Terms</b>	<b>Donation</b>
5/7/2017	William Byrne PTO	William Byrne Elementary	PTO donation to the school	\$4,920.11
5/8/2017	John & Tammy Gardner	Edward Neill Elementary	Supplies for entire school	\$1,000.00
10/1/2016	Adriana Belec	Harriet Bishop Elementary	Students	3/4 Violin 4/4 Violin
10/1/2016	Amber Hiel	Harriet Bishop Elementary	Student	Armstrong Flute, Cecilio Violin
10/1/2016	Ann Rude	Harriet Bishop Elementary	Student	Artley Flute
10/25/2016	Anonymous	District 191	Student	Vito Clarinet
11/4/2016	Anonymous	Edward Neill Elementary	Student	French Horn
9/27/2016	Becca Buck	M.W. Savage Elementary	Student	Buescher Cornet
9/27/2016	Becca Buck	Joseph Nicollet Middle School	Student	Getzen Trumpet
9/30/2016	Beth Kopp	Harriet Bishop Elementary	Student	Gemeinhardt Flute
9/26/2016	Christina Hara	District 191	Student	LeBlanc Vito Clarinet
10/3/2016	Debbie King	M.W. Savage Elementary	Student	Conn Trombone & Holton Trumpet
10/1/2016	Dee Thomas	District 191	Student	Bach Trombone
11/9/2016	Diane Radtke	District 191	Student	Gemeinhardt Flute
9/2/2016	Don Leake	Eagle Ridge Middle School	Student	Selmer Clarinet & Getzen Trombone
9/2/2016	Gina O'Reilly	Eagle Ridge Middle School	Student	Trumpet
10/1/2016	Jacob Anderson	Harriet Bishop Elementary	Student	Bells
10/1/2016	Jacqueline Fischbach	District 191	Student	Yamaha Trombone
9/26/2016	Jonathan Antus	Harriet Bishop Elementary	Student	Yamaha Trumpet
10/13/2016	Karen Kyrola	Vista View Elementary	Student	Cannonball Alto Saxophone
10/13/2016	Karen Kyrola	Edward Neill Elementary	Student	Getzen Trombone
9/26/2016	Kasey Meyer	Harriet Bishop Elementary	Student	Scheri & Roth Viola 15"
10/1/2016	Kris & Julie Coffman	Eagle Ridge Middle School	Student	Ludwig Percussion Kit
10/1/2016	Laura Aenerud	Harriet Bishop Elementary	Student	Artley Flute
10/10/2016	Mark & Carla Olson	District 191	Student	LeBlanc Fito Clarinet
10/16/2016	Mark Bonewell	Edward Neill Elementary	Student	Vito Clarinet
10/16/2016	Mark Bonewell	Vista View Elementary	Student	Yamaha Trombone

10/11/2016	Nina Wortman	District 191	Student	Yamaha Clarinet
9/20/2016	Sarah Becker	Hidden Valley Elementary	Student	Clarinet
11/9/2016	Unknown	Edward Neill Elementary	Student	Roth Trombone
11/9/2016	Unknown	Edward Neill Elementary	Student	Trombone
9/22/2016	Will Nordmark	Hidden Valley Elementary	Student	Artley Flute
10/1/2016	Unknown	Vista View Elementary	Student	Percussion Kit
5/10/2017	Cargill, Inc	M.W. Savage Elementary	For DLS	Cargill STEM Grant/Donation
5/2/2017	Kathryn Kroblauch	BrainPower in a BackPack	Cash Donation	\$100.00
5/10/2017	Wendy Larsen Family	Burnsville High School	Community donation for use in the BHS Giving Garden	\$500.00
5/10/2017	Burnsville Lion's Club	Health Services	To purchase (3) SPOT vision screeners and (1) OAE hearing screener	\$26,000 (checks donated for intent to purchase equipment)

Total monetary contributions to accept: **\$32,520.11**



**Future Ready. Community Strong.**

**Agenda II.B.4  
May 16, 2017**

**TO: Dr. Joe Gothard, Superintendent and Board of Education**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: May 25, 2017**  
**RE: April Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves Apr payroll checks numbered 718741-718756 and Direct Deposit notices numbered 642019-645036 in the net amount of \$3,890,329.02. Apr & May claims to date represented by checks numbered 452332-452887, 1017772-1017951, and 101943-101982 and wire transfers and adjustments totaling \$8,951,207.62. Also, that the Board accepts Apr receipts of \$13,104,206.77 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$47,621,526.35 as of April 30, 2017.

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

LKR/mw

**INDEPENDENT SCHOOL DISTRICT 191  
FINANCIAL REPORT  
April 2017**

**Cash Receipts**

Receipts		\$13,104,206.77
Miscellaneous Adjustments		

**TOTAL APRIL CASH RECEIVED** 13,104,206.77

**CASH DISBURSEMENTS**

April

Regular Payroll Checks	718741-718756	\$3,890,329.02
Direct Deposit Notices	642019-645036	

Mar payables previously approved:		\$367,375.17
Apr Claims previously approved:		\$1,785,966.76

April Claims:	452332-452476	\$1,858,260.03
	452557-452605	
	1017772-1017866	
	101943-101962	

April Wire Transfers		\$5,218,791.07
Miscellaneous Adjustments		\$6,316.07

**TOTAL APRIL CASH DISBURSED** 13,127,038.12

**TOTAL EXPENSES TO BE APPROVED**

March Cash Disbursed		\$13,127,038.12
Less: Items Previously Approved		-\$2,153,341.93

Plus: Apr Payables	452476-452556	\$581,373.02
Checks	452793-452869	

May Claims:	452606-452792	\$1,286,467.43
Checks	452870-452887	
	1017867-1017951	
	101963-101982	

**TOTAL TO BE APPROVED** 12,841,536.64

	(Original Cost)		<u>Total 4/30/2017</u>
	<u>Money Market</u>	<u>Investments</u>	
GENERAL FUND	\$143,798.98	\$25,477,432.80	\$25,621,231.78
OPEB	\$157,340.31	\$9,535,862.00	\$9,693,202.31
OPEB EQUITY INV THROUGH APRIL 30, 2017	\$19,146.11	\$4,452,766.54	\$4,471,912.65
2015A SCHOOL BUILDING BONDS	\$527,275.76	\$6,500,000.00	\$7,027,275.76
2012A ALT FACILITIES	\$0.06	\$807,903.79	\$807,903.85
	\$847,561.22	\$46,773,965.13	\$47,621,526.35

Note: The attached investment reports are provided by our investment advisor, PMA Financial Network, Inc. These reports include our investment and money market balances.



# Total Portfolio Report CAR

As of: 04/30/17

PMA Financial Network, Inc.

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

## BURNSVILLE ISD 191 / GENERAL FUND

2960

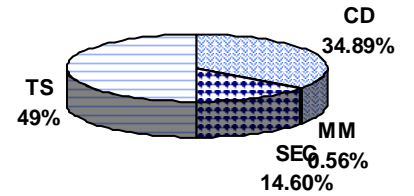
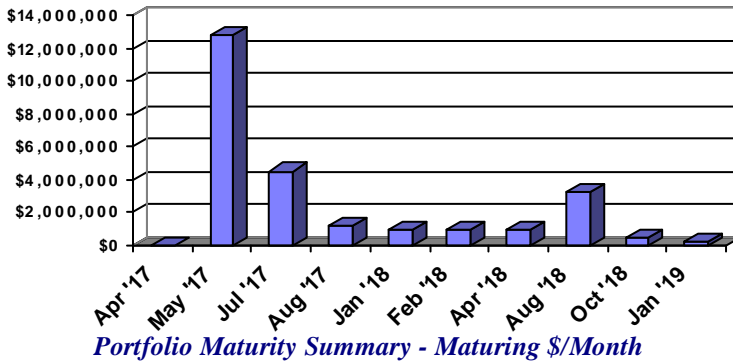
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$143,798.98	\$143,798.98	
TS	237779	1	04/03/17	05/01/17	MN TRUST TERM SERIES	\$12,808,640.88	\$12,800,000.00	0.880
SEC	36587	1	11/24/15	07/14/17	Federal Home Loan Mortgage Corporation Note	\$1,500,000.00	\$1,499,932.80	0.753
CD	223056	1	04/07/16	07/26/17	PENTAGON FEDERAL CREDIT UNION (183 day and out)	\$3,023,435.80	\$3,000,000.00	0.600
CD	230002	1	08/17/16	08/17/17	STATE BANK OF INDIA (NY)	\$249,921.25	\$248,400.00	0.612
CD	230003	1	08/17/16	08/17/17	HIGH PLAINS BANK	\$248,586.03	\$247,100.00	0.601
CD	230004	1	08/17/16	08/17/17	GRANITE COMMUNITY BANK / FIRST NB OF COLD SPRING	\$249,964.92	\$248,400.00	0.630
CD	230005	1	08/17/16	08/17/17	BANK OF SPRINGFIELD	\$248,812.53	\$247,300.00	0.612
SEC	38091	1	09/01/16	08/31/17	Safra National Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.600
CD	223724	1	05/02/16	01/26/18	PREMIER BANK	\$249,908.02	\$246,900.00	0.701
CD	223725	1	05/02/16	01/26/18	REPUBLIC BANK OF CHICAGO	\$249,902.04	\$246,900.00	0.700
CD	230000	1	08/17/16	01/26/18	CFG COMMUNITY BANK	\$249,974.65	\$247,500.00	0.693
CD	230001	1	08/17/16	01/26/18	BANK OF THE OZARKS	\$249,895.85	\$247,600.00	0.649
CD	229998	1	08/17/16	02/09/18	EAST BOSTON SAVINGS BANK	\$249,945.22	\$247,200.00	0.749
CD	229999	1	08/17/16	02/09/18	CAPITAL BANK NA	\$249,966.87	\$247,400.00	0.700
CD	229997	1	08/17/16	02/20/18	TBK BANK, SSB / THE NATIONAL BANK	\$247,169.61	\$244,400.00	0.749
SEC	38090	1	08/31/16	02/28/18	Independence Bank Of Kentucky Certificate of Deposit	\$249,000.00	\$249,000.00	0.701
CD	232867	1	10/18/16	04/18/18	US METRO BANK	\$249,977.02	\$247,200.00	0.750
CD	232868	1	10/18/16	04/18/18	EAGLEBANK / VIRGINIA HERITAGE BANK	\$249,977.43	\$247,200.00	0.750
SEC	38699	1	10/26/16	04/26/18	Capital One, National Association Certificate of Deposit	\$248,000.00	\$248,000.00	0.985
SEC	38701	1	10/28/16	04/27/18	Synovus Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.818
CD	229994	1	08/17/16	08/17/18	PACIFIC WESTERN BANK	\$249,849.36	\$244,900.00	1.011
CD	229995	1	08/17/16	08/17/18	FARMERS & MERCHANTS UNION BANK	\$249,879.07	\$245,500.00	0.892
CD	229996	1	08/17/16	08/17/18	INDEPENDENCE BANK- MT	\$249,957.57	\$246,300.00	0.743
CD	230012	1	08/18/16	08/21/18	SOLARITY CREDIT UNION	\$1,521,540.91	\$1,500,000.00	0.720
SEC	38088	1	08/24/16	08/24/18	Yadkin Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.738
SEC	38086	1	08/25/16	08/27/18	Bankunited, NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.851
SEC	38087	1	08/31/16	08/31/18	Wells Fargo Bank, NA - Sd Certificate of Deposit	\$249,000.00	\$249,000.00	0.951
SEC	38089	1	08/31/16	08/31/18	Guaranty Bank And Trust Company Certificate of Deposit	\$249,000.00	\$249,000.00	0.751
CD	232865	1	10/18/16	10/25/18	ACB BANK	\$249,961.39	\$245,500.00	0.900
CD	232866	1	10/18/16	10/25/18	FREEPORT STATE BANK	\$249,979.96	\$245,800.00	0.842
SEC	39192	1	01/31/17	01/31/19	BMW Bank Of North America Certificate of Deposit	\$248,000.00	\$248,000.00	1.417

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$25,727,045.36</b>	<b>\$25,621,231.78</b>

**Time and Dollar Weighted Portfolio Yield: 0.792 %**

**Weighted Average Portfolio Maturity: 133.11 Days**

**MM: 0.56%**  
**CD's: 34.90%**  
**CP: 0.00%**  
**SEC: 14.58%**



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 04/30/17

PMA Financial Network, Inc.

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

## BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

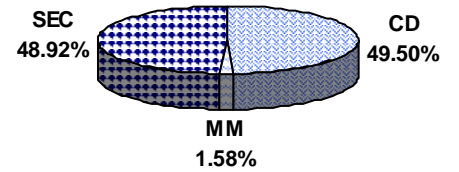
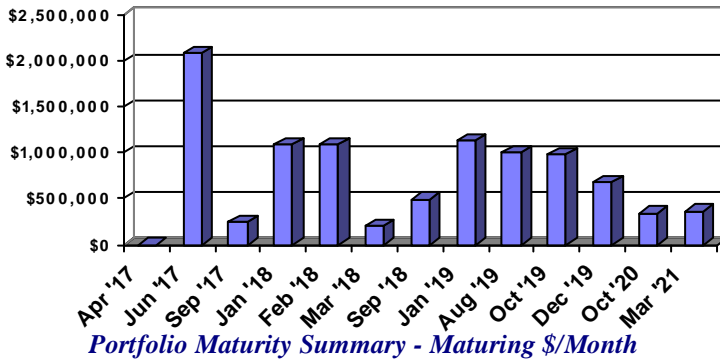
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$157,340.31	\$157,340.31	
CD	230007	1	08/18/16	06/30/17	ALLIANT CREDIT UNION	\$248,797.62	\$247,600.00	0.559
CD	230008	1	08/18/16	06/30/17	LANDMARK COMMUNITY BANK	\$248,882.70	\$247,700.00	0.552
CD	230009	1	08/18/16	06/30/17	BOFI FEDERAL BANK	\$249,984.92	\$248,800.00	0.550
CD	230010	1	08/18/16	06/30/17	USAMERIBANK	\$248,881.85	\$247,700.00	0.551
CD	230011	1	08/18/16	06/30/17	ENERBANK USA	\$248,881.96	\$247,700.00	0.551
CD	233847	1	12/02/16	06/30/17	PRUDENTIAL SAVINGS BANK	\$249,246.30	\$248,400.00	0.592
CD	233848	1	12/02/16	06/30/17	FINANCIAL FEDERAL BANK	\$249,988.57	\$249,200.00	0.550
CD	235539	1	02/02/17	06/30/17	BANK OF EAST ASIA	\$85,919.27	\$85,700.00	0.631
CD	235540	1	02/02/17	06/30/17	BREMER BANK, NA	\$249,957.06	\$249,300.00	0.650
SEC	30736	1	09/25/13	09/25/17	Cit Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.508
CD	205079	1	01/08/15	01/08/18	FIRST FREEDOM BANK	\$164,252.21	\$159,400.00	1.012
CD	205080	1	01/08/15	01/08/18	TRUSTONE FINANCIAL FEDERAL CREDIT UNION	\$249,684.73	\$241,600.00	1.111
CD	205081	1	01/08/15	01/08/18	HIBERNIA BANK	\$207,054.62	\$201,000.00	1.003
CD	192888	1	01/13/14	01/16/18	INDUSTRIAL & COMMERCIAL BANK OF CHINA	\$210,686.40	\$200,000.00	1.332
SEC	33742	1	01/14/15	01/16/18	Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,000.00	1.404
CD	205817	1	02/03/15	02/05/18	ADIRONDACK BANK	\$240,475.35	\$234,000.00	0.921
CD	205818	1	02/03/15	02/05/18	FIRST NB OF MCGREGOR	\$102,681.43	\$100,000.00	0.891
CD	205819	1	02/03/15	02/05/18	FIRST NATIONAL BANK	\$249,815.96	\$243,000.00	0.932
SEC	33857	1	02/05/15	02/05/18	Ally Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.154
CD	182782	1	02/15/13	02/15/18	PLAINS COMMERCE BANK	\$249,902.70	\$236,400.00	1.142
CD	208034	1	03/24/15	03/26/18	PEAPACK-GLADSTONE BANK	\$208,860.51	\$203,000.00	0.960
SEC	30731	1	09/25/13	09/25/18	Discover Bank Certificate of Deposit	\$247,000.00	\$247,000.00	2.013
SEC	30738	1	09/25/13	09/25/18	Compass Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.962
CD	192886	1	01/13/14	01/14/19	M.Y. SAFRA BANK	\$248,142.42	\$228,500.00	1.717
CD	192887	1	01/13/14	01/14/19	STEARNS BANK NA (N)	\$248,500.88	\$230,700.00	1.542
SEC	28287	1	10/09/12	01/15/19	Lakewood Township NJ Ref	\$630,000.00	\$630,000.00	1.580
SEC	28397	1	11/15/12	08/15/19	DENTON TX INDEP SCH DIST TXBL -REF - SER C	\$1,000,000.00	\$1,000,000.00	1.520
CD	232809	1	10/14/16	10/15/19	GBC INTERNATIONAL BANK	\$249,730.21	\$241,800.00	1.092
CD	232810	1	10/14/16	10/15/19	LUANA SAVINGS BANK	\$237,251.62	\$230,000.00	1.050
CD	232811	1	10/14/16	10/15/19	CITIZENS STATE BANK OF LA CROSSE	\$106,113.69	\$103,200.00	0.940
SEC	28316	1	10/15/12	10/15/19	ABERDEEN TWP NJ REF	\$390,000.00	\$390,000.00	1.570
SEC	28317	1	10/16/12	12/01/19	FAIRFIELD & UNION OH LOCAL SCH DIST	\$330,000.00	\$294,162.00	1.620
SEC	28355	1	10/19/12	12/01/19	COOK CNTY IL HIGH SCH DIST #205 THORNTON TWP	\$350,000.00	\$350,000.00	1.939
SEC	38171	1	09/02/16	10/01/20	City of New York NY	\$345,000.00	\$345,000.00	1.300
SEC	38170	1	09/02/16	03/01/21	City of Rochester NH	\$365,000.00	\$365,000.00	1.340

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$9,858,033.29</b>	<b>\$9,693,202.31</b>

**Time and Dollar Weighted Portfolio Yield:** 1.426 %

**Weighted Average Portfolio Maturity:** 514.63 Days

**MM:** 1.62%  
**CD's:** 50.81%  
**CP:** 0.00%  
**SEC:** 47.57%



*Portfolio Allocation by Transaction Type*



# Total Portfolio Report CAR

As of: 04/30/17

PMA Financial Network, Inc.

2135 CityGate Lane

7th Floor

Naperville, Illinois 60563

Telephone . 630-657-6400

Facsimile . 630-718-8701

## BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$527,275.76	\$527,275.76	
TS	237780	1	04/03/17	05/01/17	MN TRUST TERM SERIES	\$5,503,712.88	\$5,500,000.00	0.880
TS	238165	1	04/13/17	05/12/17	MN TRUST TERM SERIES	\$1,000,730.97	\$1,000,000.00	0.920
<b>Total Amount --&gt;</b>						<b>\$7,031,719.61</b>	<b>\$7,027,275.76</b>	

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

Time and Dollar Weighted Portfolio Yield: 0.907 %

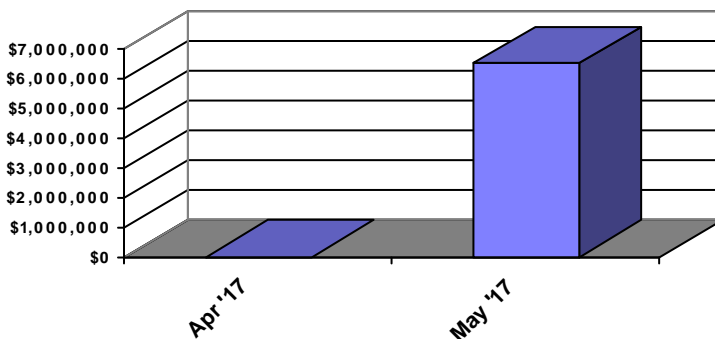
Weighted Average Portfolio Maturity: 2.49 Days

MM: 7.50%

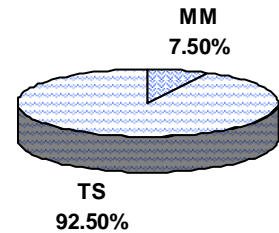
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 04/30/17

PMA Financial Network, Inc.

2135 CityGate Lane

7th Floor

Naperville, Illinois 60563

Telephone . 630-657-6400

Facsimile . 630-718-8701

**BURNSVILLE ISD 191 / 2012A ALT FACILITY**

**5070**

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$0.06	\$0.06	
SDA					Savings Deposit Account - ASSOCIATED BANK, NA	\$807,903.79	\$807,903.79	
<b>Total Amount --&gt;</b>						<b>\$807,903.85</b>	<b>\$807,903.85</b>	

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

Time and Dollar Weighted Portfolio Yield: **0.720 %**

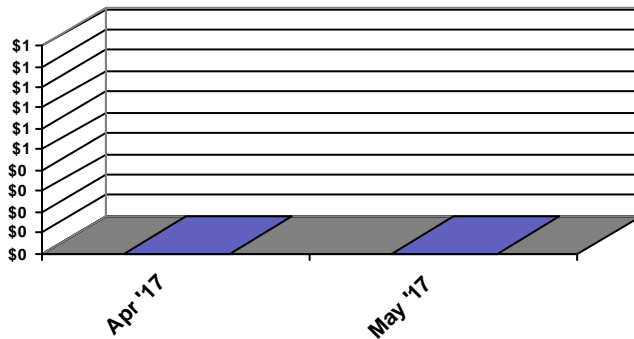
Weighted Average Portfolio Maturity: **1.00 Days**

**MM: 100.00%**

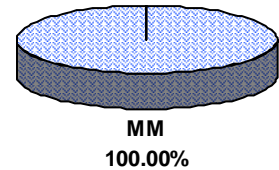
**CD's: 0.00%**

**CP: 0.00%**

**SEC: 0.00%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

## April 2017

### Wire Transfers

Date	From	To	Amount	For
040317	MSDLAF	Internal Revenue Service	797,670.03	3/31/17 Payroll - Federal Taxes
040317	MSDLAF	State of Minnesota	130,453.24	3/31/17 Payroll - State Taxes
040317	MSDLAF	State of Minnesota	2,151.10	3/31/17 Payroll - Child Support
040317	MSDLAF	Preferred One	414,935.55	Health Insurance
040517	MSDLAF	Delta Dental	21,026.42	Dental Insurance
040617	MSDLAF	US Bank	225,000.00	US Bank P-Card prefunding wire
040717	MSDLAF	Corporate Health	4,857.23	Medical Claims
040717	MSDLAF	Corporate Health	3,006.09	Flex Claims
041017	MSDLAF	Corporate Health	10,275.39	Flex Claims
041017	MSDLAF	Preferred One	371,386.90	Health Insurance
041017	MSDLAF	PERA	115,504.24	3/31/17 Payroll - PERA
041017	MSDLAF	TRA	188.12	3/31/17 Payroll - TRA
041017	MSDLAF	TRA	351,357.96	3/31/17 Payroll - TRA
041217	MSDLAF	Delta Dental	11,313.48	Dental Insurance
041317	State of Minnesota	MSDLAF	50,218.52	MN State - MMB
041717	MSDLAF	People's Bank	185,065.53	4/15/17 Payroll - TSA Wire
041717	MSDLAF	Teacher's Federal Credit Union	39,342.17	4/15/17 Payroll - Teacher's Dues
041717	MSDLAF	Internal Revenue Service	757,376.72	4/15/17 Payroll - Federal Taxes
041717	MSDLAF	State of Minnesota	124,892.31	4/15/17 Payroll - State Taxes
041717	MSDLAF	State of Minnesota	2,151.10	4/15/17 Payroll - Child Support
041717	State of Minnesota	MSDLAF	4,281,920.33	MN State - MMB
041717	MSDLAF	Corporate Health	11,901.23	Medical Claims
041717	MSDLAF	Corporate Health	3,988.18	Flex Claims
041717	MSDLAF	Preferred One	287,691.89	Health Insurance
041917	State of Minnesota	MSDLAF	21,806.87	MN State - MMB
041917	MSDLAF	Healthy Savings	2,874.12	Healthy Savings Program
041917	MSDLAF	Delta Dental	13,148.52	Dental Insurance
042017	State of Minnesota	MSDLAF	459,481.97	MN State - MMB
042117	MSDLAF	Corporate Health	9,351.37	Medical Claims
042117	MSDLAF	Corporate Health	17,516.12	Flex Claims
042417	MSDLAF	Preferred One	494,986.60	Health Insurance
042517	MSDLAF	PERA	115,485.17	4/15/17 Payroll - PERA
042517	MSDLAF	TRA	145.59	4/15/17 Payroll - TRA
042517	MSDLAF	TRA	352,229.86	4/15/17 Payroll - TRA

## April 2017

### Wire Transfers

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>For</u>
042617	MSDLAF	Delta Dental	10,337.80	Dental Insurance
042717	State of Minnesota	MSDLAF	16,075.40	MN State - MMB
042817	MSDLAF	People's Bank	186,275.53	4/28/17 Payroll - TSA Wire
042817	MSDLAF	Teacher's Federal Credit Union	39,353.01	4/28/17 Payroll - Teacher's Dues
042817	State of Minnesota	MSDLAF	7,449,812.27	MN State - MMB
042817	MSDLAF	Corporate Health	3,495.46	Medical Claims
042817	MSDLAF	Corporate Health	9,091.25	Flex Claims

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1017772		\$23.43	Apr 19, 2017	88888	6326	NEPSUND, CYNTHIA J
1	1017773		\$33.46	Apr 19, 2017	88888	6655	SHOGREN, CATHERINE J
1	1017774		\$61.30	Apr 19, 2017	88888	6968	SODERHOLM, WM ERIC
1	1017775		\$780.16	Apr 19, 2017	88888	8627	ORTH, STEVEN D. R.
1	1017776		\$157.43	Apr 19, 2017	88888	8937	SAMPERS, CYNTHIA
1	1017777		\$19.63	Apr 19, 2017	88888	9277	ZEIGLER, SARAH
1	1017778		\$202.80	Apr 19, 2017	88888	10819	MAIDMENT, LORI
1	1017779		\$56.18	Apr 19, 2017	88888	13692	NIEMIEC, ALICIA
1	1017780		\$14.02	Apr 19, 2017	88888	16669	PETTINELLI, STEPHEN M
1	1017781		\$9.98	Apr 19, 2017	88888	18259	NICHOLSON, KARISSA L
1	1017782		\$24.77	Apr 19, 2017	88888	18536	SPAULDING, SHEILA J
1	1017783		\$9.00	Apr 19, 2017	88888	18634	SEAMEN, MICHELLE A
1	1017784		\$18.78	Apr 19, 2017	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1017785		\$89.99	Apr 19, 2017	88888	18847	MELQUIST, MICHELLE
1	1017786		\$2,351.00	Apr 19, 2017	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1017787		\$190.37	Apr 19, 2017	88888	3833	LAMB, CYNTHIA L
1	1017788		\$5.56	Apr 19, 2017	88888	6956	ASHLEY, MARY K
1	1017789		\$105.72	Apr 19, 2017	88888	7269	BARTH, TAMI RAE
1	1017790		\$47.36	Apr 19, 2017	88888	7805	CHEREP, NANCY M
1	1017791		\$7.22	Apr 19, 2017	88888	8189	BRAUN, JEAN C
1	1017792		\$35.76	Apr 19, 2017	88888	8284	JEFFERS, LUCRETIA
1	1017793		\$17.95	Apr 19, 2017	88888	8284	JEFFERS, LUCRETIA
1	1017794		\$5.24	Apr 19, 2017	88888	9302	BOHR, JENNIFER L
1	1017795		\$18.24	Apr 19, 2017	88888	11322	FARRELL, TRACY E
1	1017796		\$18.03	Apr 19, 2017	88888	11817	ALVEY, HEATHER
1	1017797		\$19.98	Apr 19,	88888	11821	BLANDIN, MELISSA

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
1	1017798		\$20.81	Apr 19, 2017	88888	11966	HANSON, LISA
1	1017799		\$23.27	Apr 19, 2017	88888	12319	CIN, STEPHANIE P
1	1017800		\$15.35	Apr 19, 2017	88888	13288	LUTZ, AMANDA J
1	1017801		\$34.32	Apr 19, 2017	88888	13372	HAYDEN, SUZANNE
1	1017802		\$14.47	Apr 19, 2017	88888	13396	HUTCHINSON, JENNIFER L
1	1017803		\$50.29	Apr 19, 2017	88888	14479	KIBLER, JEANNE
1	1017804		\$39.99	Apr 19, 2017	88888	15982	ANDERSON, BJORN RS
1	1017805		\$49.56	Apr 19, 2017	88888	16244	GILBERTSON, SHERRY A
1	1017806		\$19.00	Apr 19, 2017	88888	17333	JONES, GARY A
1	1017807		\$294.10	Apr 19, 2017	88888	17521	KREBS, TYLER JON
1	1017808		\$17.12	Apr 19, 2017	88888	17786	LARSON, KATIE
1	1017809		\$89.98	Apr 19, 2017	88888	17819	ABRAHAMSON, JONATHAN
1	1017810		\$100.00	Apr 19, 2017	88888	17983	ANDREWS, JEFFREY G
1	1017811		\$12.04	Apr 19, 2017	88888	18002	GOLDSMITH, EMILY R
1	1017812		\$144.78	Apr 19, 2017	88888	18633	BERCHILD, MEGAN A
1	1017813		\$6.31	Apr 19, 2017	88888	18646	ALBERSHEIM-CARTER, MARCINA
1	1017814		\$110.00	Apr 19, 2017	88888	18842	JACOBS, MICHELLE
1	1017815		\$39.26	Apr 19, 2017	88888	18882	AMMERMAN, ELISABETH A
1	1017816		\$50.45	Apr 19, 2017	88888	18919	ARMSTRONG, NICHOLAS G
1	1017817		\$143.55	Apr 26, 2017	88888	6452	BERG, JANET
1	1017818		\$40.41	Apr 26, 2017	88888	7572	KAISER, TANYA J
1	1017819		\$82.55	Apr 26, 2017	88888	9267	HOLDEN, MATTHEW J
1	1017820		\$68.47	Apr 26, 2017	88888	9764	HILL, GARY S
1	1017821		\$15.00	Apr 26, 2017	88888	11279	BRANDNER, RENEE
1	1017822		\$13.51	Apr 26, 2017	88888	11818	HAMMER, JEFFREY

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1017823		\$78.04	Apr 26, 2017	88888	11821	BLANDIN, MELISSA
1	1017824		\$19.91	Apr 26, 2017	88888	12336	LOGAN, KARI M
1	1017825		\$291.25	Apr 26, 2017	88888	12806	CORBAY, STEPHANIE A
1	1017826		\$32.80	Apr 26, 2017	88888	13406	ALLEN, SUSAN M
1	1017827		\$106.26	Apr 26, 2017	88888	14147	KLINNERT, ELIZABETH
1	1017828		\$78.96	Apr 26, 2017	88888	14594	HEWETT, THOMAS
1	1017829		\$29.59	Apr 26, 2017	88888	15381	KRAL, MELISSA M
1	1017830		\$31.99	Apr 26, 2017	88888	16001	FRITZ, KIMBERLY A
1	1017831		\$1,795.45	Apr 26, 2017	88888	16319	CONNELL, PAUL J
1	1017832		\$114.94	Apr 26, 2017	88888	16617	HANSEN, MARIE C
1	1017833		\$19.05	Apr 26, 2017	88888	16823	BUNKERS, KATHLEEN K
1	1017834		\$19.00	Apr 26, 2017	88888	16890	KREPS, RODNEY V
1	1017835		\$42.00	Apr 26, 2017	88888	17142	GRAY, KAREN M
1	1017836		\$5.00	Apr 26, 2017	88888	17175	FUNSTON, KATHY L
1	1017837		\$30.93	Apr 26, 2017	88888	17216	CHOUANARD, MARY E
1	1017838		\$35.05	Apr 26, 2017	88888	17524	HOLMQUIST, MICHAEL W
1	1017839		\$39.94	Apr 26, 2017	88888	17731	KIBLER, CHRISTIAN D
1	1017840		\$179.96	Apr 26, 2017	88888	17904	ERICKSON, SHELLY L
1	1017841		\$400.00	Apr 26, 2017	88888	17994	GOTHARD, JOSEPH M
1	1017842		\$200.00	Apr 26, 2017	88888	18043	AMOROSO, CYNTHIA
1	1017843		\$53.82	Apr 26, 2017	88888	18140	KAABIYE, AXMAD
1	1017844		\$200.00	Apr 26, 2017	88888	18391	JOHNSON, DOUGLAS A
1	1017845		\$19.10	Apr 26, 2017	88888	18630	ANDERSON, JANELLE D
1	1017846		\$131.02	Apr 26, 2017	88888	18950	CHRISTENSEN, KELSEY A
1	1017847		\$5.00	Apr 26, 2017	88888	19003	JONES, RACHEL C
1	1017848		\$743.57	Apr 26,	88888	19106	HADDORFF, RYAN

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
1	1017849		\$39.94	Apr 26, 2017	88888	7841	VAN DER WOUDE, MARK B
1	1017850		\$239.96	Apr 26, 2017	88888	9771	PLUCINAK, JODY L
1	1017851		\$14.28	Apr 26, 2017	88888	10287	TANBERG, TERESA L
1	1017852		\$20.00	Apr 26, 2017	88888	11614	NEEDHAM, TIMOTHY
1	1017853		\$13.91	Apr 26, 2017	88888	11825	SIEBER, ANDREA
1	1017854		\$680.33	Apr 26, 2017	88888	12338	WELLS, DIRK
1	1017855		\$18.19	Apr 26, 2017	88888	13441	TESMER, RUSSELL
1	1017856		\$80.40	Apr 26, 2017	88888	14619	SLATTERY, CARA
1	1017857		\$20.60	Apr 26, 2017	88888	15133	MOBERG, CARLENE
1	1017858		\$200.00	Apr 26, 2017	88888	16166	RIDER, LISA K
1	1017859		\$350.00	Apr 26, 2017	88888	16497	SCHERRER, HUEL C
1	1017860		\$61.04	Apr 26, 2017	88888	17176	POLLITT, LINDSEY M
1	1017861		\$200.00	Apr 26, 2017	88888	17487	SOVINE, STACEY
1	1017862		\$13.38	Apr 26, 2017	88888	17719	NIERENGARTEN, BRIANNA L
1	1017863		\$64.84	Apr 26, 2017	88888	18310	THOMPSON, DAVID P
1	1017864		\$200.00	Apr 26, 2017	88888	18405	WINTERLIN, GORDON D
1	1017865		\$34.40	Apr 26, 2017	88888	18846	OTTO, CARON
1	1017866		\$28.98	Apr 26, 2017	88888	18945	SCHMID, NATHAN J
1	1017867		\$50.83	May 3, 2017	88888	11968	HENDRICKSON, LISA
1	1017868		\$98.02	May 3, 2017	88888	14969	DEMPSEY, JODI JEAN
1	1017869		\$112.78	May 3, 2017	88888	15982	ANDERSON, BJORN RS
1	1017870		\$255.00	May 3, 2017	88888	15983	BAGGOT, LYNN
1	1017871		\$719.95	May 3, 2017	88888	16375	KUHLMAN, SUSAN M
1	1017872		\$7.07	May 3, 2017	88888	16377	ALEXON, BETH J
1	1017873		\$56.18	May 3, 2017	88888	16448	HENRICH, SARAH L

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1017874		\$100.69	May 3, 2017	88888	16451	LOPEZ, MARIA T
1	1017875		\$130.28	May 3, 2017	88888	16789	KRONABETTER, JULIE R
1	1017876		\$126.98	May 3, 2017	88888	17677	GLAS, JOHN M
1	1017877		\$10.54	May 3, 2017	88888	18381	DEROUIN, JILL
1	1017878		\$202.88	May 3, 2017	88888	18623	DESHAW, JENNIFER R
1	1017879		\$84.58	May 3, 2017	88888	18952	CSELOVSZKI, CASSANDRA K
1	1017880		\$19.98	May 3, 2017	88888	6090	RITCHIE, JACKI RAE
1	1017881		\$652.79	May 3, 2017	88888	6874	STEAD, AMY JO
1	1017882		\$41.18	May 3, 2017	88888	7858	WARMKA, CHERI R
1	1017883		\$74.14	May 3, 2017	88888	9216	MEYER, NANCY L
1	1017884		\$96.71	May 3, 2017	88888	9295	WAGNER-SMITH, SHERRY
1	1017885		\$5.00	May 3, 2017	88888	10313	OLSON, AMY
1	1017886		\$83.57	May 3, 2017	88888	10543	WURDEMAN, SCOTT
1	1017887		\$118.72	May 3, 2017	88888	11462	VAURIO, SONYA
1	1017888		\$71.90	May 3, 2017	88888	12023	MCCARTHY, BRIGID M
1	1017889		\$29.48	May 3, 2017	88888	13437	SULLIVAN, JODI L
1	1017890		\$8.56	May 3, 2017	88888	13898	TORGERSEN, SHERRY LYNN
1	1017891		\$27.82	May 3, 2017	88888	16501	NESS, KAREN M
1	1017892		\$40.23	May 3, 2017	88888	18334	SHANLEY, SARAH J
1	1017893		\$31.92	May 3, 2017	88888	18959	SKAHEN, LORI L
1	1017894		\$6.42	May 10, 2017	88888	7847	KOLSTAD, MICHELE M
1	1017895		\$94.82	May 10, 2017	88888	8274	HOLT, CLAYTON B
1	1017896		\$76.03	May 10, 2017	88888	8557	HANSMANN, PATRICIA I
1	1017897		\$204.00	May 10, 2017	88888	8784	CARROLL, MICHELE
1	1017898		\$45.37	May 10, 2017	88888	9552	DORIGAN-SLETTE, CYNTHIA M
1	1017899		\$17.99	May 10,	88888	11833	DOUGLAS, LORI

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
1	1017900		\$90.00	May 10, 2017	88888	13364	CHRISTIAN, DAVID
1	1017901		\$42.35	May 10, 2017	88888	13378	HAPPE, NICOLE
1	1017902		\$19.21	May 10, 2017	88888	14479	KIBLER, JEANNE
1	1017903		\$3,246.00	May 10, 2017	88888	14596	JENSEN, JENNIFER
1	1017904		\$23.06	May 10, 2017	88888	14624	JORDAN, JOANNA
1	1017905		\$31.00	May 10, 2017	88888	14652	HERKENHOFF, PATRICIA ANN
1	1017906		\$57.78	May 10, 2017	88888	15074	CHAMERLIK, KAREN
1	1017907		\$16.05	May 10, 2017	88888	15516	FRANK, SHARON M
1	1017908		\$37.34	May 10, 2017	88888	15982	ANDERSON, BJORN RS
1	1017909		\$48.10	May 10, 2017	88888	16451	LOPEZ, MARIA T
1	1017910		\$180.81	May 10, 2017	88888	16617	HANSEN, MARIE C
1	1017911		\$80.79	May 10, 2017	88888	16633	CLOUTIER, DANA M
1	1017912		\$76.61	May 10, 2017	88888	17076	AHO, ELLA N
1	1017913		\$86.14	May 10, 2017	88888	17283	ERBES, SARAH L
1	1017914		\$70.09	May 10, 2017	88888	17322	CZAPAR, KELLY N
1	1017915		\$45.74	May 10, 2017	88888	17435	LUND, ELLIOTT J
1	1017916		\$31.19	May 10, 2017	88888	17764	COZAD, PATRICIA M
1	1017917		\$21.40	May 10, 2017	88888	17786	LARSON, KATIE
1	1017918		\$458.41	May 10, 2017	88888	18320	CHESLA, PATRICK J
1	1017919		\$21.35	May 10, 2017	88888	18630	ANDERSON, JANELLE D
1	1017920		\$29.16	May 10, 2017	88888	18842	JACOBS, MICHELLE
1	1017921		\$40.00	May 10, 2017	88888	18919	ARMSTRONG, NICHOLAS G
1	1017922		\$32.91	May 10, 2017	88888	18919	ARMSTRONG, NICHOLAS G
1	1017923		\$69.63	May 10, 2017	88888	18950	CHRISTENSEN, KELSEY A
1	1017924		\$47.62	May 10, 2017	88888	18955	BAUMBAUER, SARA L

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1017925		\$66.45	May 10, 2017	88888	4356	SIMON, GLENN D.
1	1017926		\$77.40	May 10, 2017	88888	6874	STEAD, AMY JO
1	1017927		\$228.15	May 10, 2017	88888	6874	STEAD, AMY JO
1	1017928		\$28.98	May 10, 2017	88888	6968	SODERHOLM, WM ERIC
1	1017929		\$412.36	May 10, 2017	88888	8627	ORTH, STEVEN D. R.
1	1017930		\$47.51	May 10, 2017	88888	9239	OPATZ, LARRY
1	1017931		\$128.93	May 10, 2017	88888	9670	ROBOLE, VICKI M
1	1017932		\$309.23	May 10, 2017	88888	12579	STARKEY, MICHELE M
1	1017933		\$24.76	May 10, 2017	88888	13470	SMALLEY, AMY C
1	1017934		\$84.64	May 10, 2017	88888	14127	ZONDAG, KIMBERLY
1	1017935		\$4.28	May 10, 2017	88888	15010	NELSON, KATIE L
1	1017936		\$161.20	May 10, 2017	88888	16009	MARKHAM, ANGELA L
1	1017937		\$105.93	May 10, 2017	88888	16213	STAHLY, JANICE
1	1017938		\$212.60	May 10, 2017	88888	16280	MAXWELL, SUSAN M
1	1017939		\$89.45	May 10, 2017	88888	16345	WALCZAK, CHERYL M
1	1017940		\$103.97	May 10, 2017	88888	16616	TAPPER, COURTNEY AH
1	1017941		\$68.05	May 10, 2017	88888	16669	PETTINELLI, STEPHEN M
1	1017942		\$24.02	May 10, 2017	88888	17183	VOIGT, PAMELA M
1	1017943		\$739.64	May 10, 2017	88888	17542	SMITH, JACQUELINE J
1	1017944		\$23.54	May 10, 2017	88888	17557	WALKER, RYAN M
1	1017945		\$653.80	May 10, 2017	88888	17593	VANDENBOOM, ROBERT J
1	1017946		\$150.00	May 10, 2017	88888	17745	THEIS, NICOLE I
1	1017947		\$341.98	May 10, 2017	88888	18071	MCPARLAND, SHANNON
1	1017948		\$32.96	May 10, 2017	88888	18536	SPAULDING, SHEILA J
1	1017949		\$98.49	May 10, 2017	88888	18635	MCDOWELL, MORGAN
1	1017950		\$159.90	May 10,	88888	18861	SCHNEIDER, KRISTIN L

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
1	1017951		\$66.34	May 10, 2017	88888	18945	SCHMID, NATHAN J
<b>Check Count</b>	<b>180</b>	<b>Grand Total</b>	<b>\$25,850.54</b>				

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452332	Clear	\$250.00	Apr 18, 2017	00111	1	ACT, INC
4	452333	Clear	\$646.05	Apr 18, 2017	08048	1	AMERICAN HEART ASSOCIATION
4	452334	Clear	\$15,000.00	Apr 18, 2017	00673	0	BURNSVILLE, CITY OF
4	452335	Clear	\$3,682.02	Apr 18, 2017	06231	0	CONSOLIDATED COMMUNICATIONS
4	452336	Clear	\$405.00	Apr 18, 2017	25919	0	CORDOVA, LETICIA
4	452337	Clear	\$99.02	Apr 18, 2017	09272	2	ECM PUBLISHERS, INC.
4	452338		\$147.00	Apr 18, 2017	28531	0	EDUCATION MINNESOTA
4	452339	Clear	\$5,666.67	Apr 18, 2017	04416	0	FAIRVIEW
4	452340		\$145.83	Apr 18, 2017	28202	0	FOUNDATION 191
4	452341	Clear	\$122.00	Apr 18, 2017	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	452342		\$120.00	Apr 18, 2017	05432	0	ISTE
4	452343	Clear	\$40.15	Apr 18, 2017	06157	0	JONES SCHOOL SUPPLY COMPANY, INC.
4	452344	Clear	\$55,620.58	Apr 18, 2017	27633	0	KELLY SERVICES, INC.
4	452345	Clear	\$40.00	Apr 18, 2017	02540	0	MN SCHOOL BOARDS ASSOCIATION (MSBA)
4	452346	Clear	\$16.50	Apr 18, 2017	25372	4	NCS PEARSON INC
4	452347		\$240.00	Apr 18, 2017	24879	0	PEREZ, MELISSA M.
4	452348	Clear	\$343.00	Apr 18, 2017	28277	0	ROBERT J. BRUNO, LTD
4	452349	Clear	\$149.76	Apr 18, 2017	03196	6	SCHOLASTIC INC.
4	452350	Clear	\$67.87	Apr 18, 2017	00000	4180	SCHUTTS, KIM
4	452351		\$40.00	Apr 18, 2017	26921	0	SOUTH SUBURBAN CONFERENCE
4	452352	Clear	\$1,595.00	Apr 18, 2017	22453	0	SOUTHERN PLAINS ED. COOP.
4	452353	Clear	\$11,004.65	Apr 18, 2017	04045	1	TRANE U.S. INC.
4	452354	Clear	\$31.68	Apr 18, 2017	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	452355	Clear	\$112.00	Apr 18, 2017	02813	7	US DEPARTMENT OF EDUCATION
4	452356	Clear	\$90.00	Apr 18, 2017	23463	18	US DEPT OF TREASURY
4	452357	Clear	\$44,012.54	Apr 18,	04417	1	US FOODS INC

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452358	Unissued	\$0.00	Apr 18, 2017	04417	1	US FOODS INC
4	452359	Unissued	\$0.00	Apr 18, 2017	04417	1	US FOODS INC
4	452360	Unissued	\$0.00	Apr 18, 2017	04417	1	US FOODS INC
4	452361		\$60.00	Apr 18, 2017	25560	0	WARSAME, KADRA
4	452362		\$660.00	Apr 21, 2017	26089	0	ADAGIO DJAY ENTERTAINMENT
4	452363	Clear	\$80.00	Apr 21, 2017	00017	0	AIM ELECTRONICS, INC.
4	452364		\$53.00	Apr 21, 2017	23367	0	BARTCZAK, ANDREW
4	452365	Clear	\$375.00	Apr 21, 2017	28758	0	BEHAVE YOUR BEST LLC
4	452366	Clear	\$202.50	Apr 21, 2017	28160	0	BERGE, ERIC
4	452367		\$131.00	Apr 21, 2017	25320	0	BORCHERS, WILLIAM S
4	452368	Clear	\$450.00	Apr 21, 2017	00673	0	BURNSVILLE, CITY OF
4	452369		\$50.00	Apr 21, 2017	29343	0	CARSON, WENDY
4	452370		\$11,116.94	Apr 21, 2017	02519	0	CENTERPOINT ENERGY
4	452371	Clear	\$2,390.22	Apr 21, 2017	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	452372	Clear	\$982.50	Apr 21, 2017	25919	0	CORDOVA, LETICIA
4	452373		\$2,089.72	Apr 21, 2017	00502	0	CORNERSTONE COPY CENTER
4	452374		\$277.00	Apr 21, 2017	09654	0	COSTUME RENTALS
4	452375	Clear	\$820.00	Apr 21, 2017	26097	0	DAD'S BELGIAN WAFFLES
4	452376	Clear	\$63,424.83	Apr 21, 2017	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	452377	Clear	\$100.00	Apr 21, 2017	20715	0	GAGSTETTER, MARK
4	452378	Clear	\$53.00	Apr 21, 2017	29452	0	GELMO, IBSAA
4	452379		\$69.00	Apr 21, 2017	28064	0	GERTEN, BRAD
4	452380		\$237.50	Apr 21, 2017	29031	0	GOSWAMI, ALPA
4	452381	Clear	\$539.94	Apr 21, 2017	00575	0	GROTH MUSIC COMPANY
4	452382		\$69.00	Apr 21, 2017	09827	0	HAMMER, EDWIN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452383	Clear	\$2,973.77	Apr 21, 2017	07139	0	HASTINGS BUS COMPANY
4	452384		\$180.00	Apr 21, 2017	29182	0	HUTSAL, OLEKSANDRA
4	452385	Clear	\$210.00	Apr 21, 2017	20540	0	INTELLIGERE, INC
4	452386		\$78.00	Apr 21, 2017	29451	0	JOHNSON, DANIEL
4	452387		\$154.00	Apr 21, 2017	20523	0	JONES, SCOTT
4	452388		\$30.00	Apr 21, 2017	00016	3139	JUAREZ, DIEGO
4	452389		\$69.00	Apr 21, 2017	26694	0	KAHLER, MIKE
4	452390		\$78.00	Apr 21, 2017	26596	0	KNOLL, MICHAEL
4	452391		\$131.00	Apr 21, 2017	07851	0	KUDEBEH, STEVE
4	452392	Clear	\$266.12	Apr 21, 2017	00016	3113	LINK, TIM
4	452393		\$173.00	Apr 21, 2017	09951	0	MATH MASTERS OF MN
4	452394	Clear	\$384.00	Apr 21, 2017	25512	0	MAYER ARTS, INC.
4	452395	Clear	\$69.00	Apr 21, 2017	29455	0	MCGIVERN, SEAMUS
4	452396	Clear	\$154.00	Apr 21, 2017	29218	0	MEACHAM, NICHOLAS
4	452397	Clear	\$4,547.13	Apr 21, 2017	03029	1	MINNESOTA ENERGY RESOURCES
4	452398		\$180.00	Apr 21, 2017	08014	0	MN ASSOC OF SECRETARIES TO THE PRINCIPA(MASP)
4	452399	Clear	\$65.00	Apr 21, 2017	29402	0	MOHAMED, ZAHRA
4	452400	Clear	\$131.00	Apr 21, 2017	26105	0	MORRIS, KEVIN
4	452401		\$3,115.00	Apr 21, 2017	22324	0	MULTILINGUAL WORD, INC.
4	452402		\$60.00	Apr 21, 2017	24243	0	MUNOZ, MARIBEL
4	452403		\$120.00	Apr 21, 2017	08609	0	NORTHFIELD HIGH SCHOOL
4	452404	Clear	\$77.00	Apr 21, 2017	25027	0	PATE, MARVIN
4	452405	Clear	\$885.00	Apr 21, 2017	29333	0	PEDIATECH NURSING, LLC
4	452406		\$1,155.00	Apr 21, 2017	24879	0	PEREZ, MELISSA M.
4	452407		\$69.00	Apr 21, 2017	28795	0	PERKINSON, PATRICK
4	452408	Clear	\$154.00	Apr 21,	28451	0	PIGEON, THOMAS

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452409	Clear	\$754.80	Apr 21, 2017	29413	0	QIVITALITY, LLC
4	452410		\$60.00	Apr 21, 2017	21343	0	RAMACHER, THUY
4	452411	Clear	\$2,313.00	Apr 21, 2017	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	452412	Clear	\$2,942.20	Apr 21, 2017	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	452413		\$131.00	Apr 21, 2017	26138	0	SCHELLING, TODD
4	452414	Clear	\$5.56	Apr 21, 2017	03532	2	SCHMITT MUSIC
4	452415	Clear	\$26.00	Apr 21, 2017	26552	3	SCHOOL NUTRITION ASSOCIATION
4	452416	Clear	\$768.00	Apr 21, 2017	03587	1	SIMPLEX GRINNELL
4	452417	Clear	\$69.00	Apr 21, 2017	24449	0	SORENSEN, MARTHA
4	452418		\$158.95	Apr 21, 2017	27808	0	SOUTHPORT CLEANERS
4	452419		\$175.00	Apr 21, 2017	03458	2	ST. OLAF COLLEGE CROSS COUNTRY
4	452420	Clear	\$6,123.75	Apr 21, 2017	24346	0	STRATEGIC BEHAVIORAL SOLUTIONS
4	452421	Clear	\$137.25	Apr 21, 2017	28502	0	THE MCDOWELL AGENCY, INC.
4	452422	Clear	\$544.00	Apr 21, 2017	00826	1	TIERNEY BROTHERS, INC.
4	452423	Clear	\$32.48	Apr 21, 2017	08203	1	TIES
4	452424	Clear	\$78.49	Apr 21, 2017	21190	0	TROUSIL, WANDA
4	452425	Clear	\$120.00	Apr 21, 2017	25958	0	UGAS, ABDISAMAD
4	452426	Clear	\$273.99	Apr 21, 2017	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	452427		\$185.00	Apr 21, 2017	25695	1	UW COLLEGE BOWL GROUP
4	452428		\$77.00	Apr 21, 2017	26134	0	VAN GUILDER, BRUCE
4	452429	Clear	\$69.00	Apr 21, 2017	29454	0	WALERIUS, MARTIN
4	452430		\$69.00	Apr 21, 2017	24431	0	WALTERS, JOHN
4	452431	Clear	\$69.00	Apr 21, 2017	29453	0	WROGE, FRED JR.
4	452432		\$585.63	Apr 25, 2017	00428	0	ARAMARK
4	452433	Clear	\$100.00	Apr 25, 2017	03719	0	BURNSVILLE GIRLS BASKETBALL BOOSTERS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452434		\$8,227.00	Apr 25, 2017	28061	0	CHERRY FUNDRAISING SERVICE
4	452435		\$287.44	Apr 25, 2017	28540	0	CORE BEVERAGE
4	452436	Clear	\$168.00	Apr 25, 2017	22013	0	CUSTOM WATER WORKS
4	452437		\$539,434.61	Apr 25, 2017	28300	1	DURHAM SCHOOL SERVICES
4	452438		\$592.72	Apr 25, 2017	07092	0	EAGAN SHIRT WERKS
4	452439		\$220.00	Apr 25, 2017	06734	4	EASTVIEW HIGH SCHOOL GIRLS GOLF BOOSTERS
4	452440		\$69.00	Apr 25, 2017	25961	0	EDWARDS, WILSON
4	452441		\$77.00	Apr 25, 2017	26158	0	FOX, JON
4	452442		\$77.00	Apr 25, 2017	28438	0	GARZA, WILLIE
4	452443		\$131.00	Apr 25, 2017	29196	0	HOLLAND, TIM
4	452444		\$76,078.53	Apr 25, 2017	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	452445		\$299.00	Apr 25, 2017	29424	1	K12 MANAGEMENT
4	452446		\$96.00	Apr 25, 2017	21553	3	LIFETIME FITNESS
4	452447		\$2,047.12	Apr 25, 2017	03029	1	MINNESOTA ENERGY RESOURCES
4	452448		\$558.00	Apr 25, 2017	00624	0	MN HISTORICAL SOCIETY
4	452449		\$150.00	Apr 25, 2017	26124	1	MN TEACHERS OF TRANSPORTATION&INDUSTRIAL AREAS
4	452450		\$20.00	Apr 25, 2017	24409	0	MOLINA, ELISE
4	452451		\$41.50	Apr 25, 2017	28234	0	MOORE, LYNN
4	452452		\$332.50	Apr 25, 2017	22324	0	MULTILINGUAL WORD, INC.
4	452453		\$1,350.00	Apr 25, 2017	26335	0	NATIONAL ACADEMIC QUIZ TOURNAMENTS, LLC
4	452454		\$299.00	Apr 25, 2017	25372	4	NCS PEARSON INC
4	452455		\$193.98	Apr 25, 2017	09589	2	NEOPOST USA INC
4	452456		\$200.00	Apr 25, 2017	03268	0	PACER CENTER, INC.
4	452457		\$77.00	Apr 25, 2017	28451	0	PIGEON, THOMAS
4	452458	Clear	\$77.00	Apr 25, 2017	28478	0	POESCHEL, RONALD E
4	452459		\$27.56	Apr 25,	24694	0	PREFERRED LEGAL SERVICES, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452460		\$131.00	Apr 25, 2017	27140	0	PRICE, TIM
4	452461		\$77.00	Apr 25, 2017	24300	0	PRIESTER, JOHN
4	452462		\$175.00	Apr 25, 2017	21458	0	PRIOR LAKE HIGH SCHOOL
4	452463		\$478.47	Apr 25, 2017	27940	0	RED'S SAVOY PIZZA
4	452464		\$292.62	Apr 25, 2017	00016	3262	REINDERS, DANNY
4	452465		\$37,836.00	Apr 25, 2017	09588	4	SAVAGE, CITY OF
4	452466	Clear	\$755.97	Apr 25, 2017	03532	2	SCHMITT MUSIC
4	452467		\$150.89	Apr 25, 2017	28281	1	SECURITAS SECURITY SERVICES USA, INC
4	452468		\$77.00	Apr 25, 2017	29204	0	SINK, ROBERT
4	452469		\$77.00	Apr 25, 2017	29049	0	SOUERS, RANDY
4	452470		\$38,262.17	Apr 25, 2017	24486	0	THE HARTFORD
4	452471	Clear	\$49,182.54	Apr 25, 2017	04417	1	US FOODS INC
4	452472	Unissued	\$0.00	Apr 25, 2017	04417	1	US FOODS INC
4	452473	Unissued	\$0.00	Apr 25, 2017	04417	1	US FOODS INC
4	452474		\$26.25	Apr 25, 2017	27215	0	UTECHT, GREG
4	452475		\$100.00	Apr 25, 2017	27214	0	UTECHT, THERESA
4	452476		\$11,390.83	May 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452477	Unissued	\$0.00	May 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452478	Unissued	\$0.00	May 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452479	Unissued	\$0.00	May 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452480	Unissued	\$0.00	May 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452481	Unissued	\$0.00	May 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452482	Unissued	\$0.00	May 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452483	Unissued	\$0.00	May 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452484		\$330.60	May 1, 2017	29445	0	ALLEGRA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452485		\$610.18	May 1, 2017	03503	0	AMERICAN TIME & SIGNAL
4	452486		\$351.75	May 1, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	452487	Unissued	\$0.00	May 1, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	452488		\$20.75	May 1, 2017	00428	0	ARAMARK
4	452489		\$497.94	May 1, 2017	26468	0	ARROW LIFT
4	452490		\$42,235.99	May 1, 2017	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	452491		\$12,421.43	May 1, 2017	00477	0	BIX PRODUCE COMPANY
4	452492	Unissued	\$0.00	May 1, 2017	00477	0	BIX PRODUCE COMPANY
4	452493	Unissued	\$0.00	May 1, 2017	00477	0	BIX PRODUCE COMPANY
4	452494	Unissued	\$0.00	May 1, 2017	00477	0	BIX PRODUCE COMPANY
4	452495	Unissued	\$0.00	May 1, 2017	00477	0	BIX PRODUCE COMPANY
4	452496		\$170.81	May 1, 2017	04122	0	CALCULATORS, INC.
4	452497		\$57,697.96	May 1, 2017	20289	1	CDW GOVERNMENT, INC.
4	452498		\$242,850.00	May 1, 2017	24466	1	CENTER FOR THE COLLABORATIVE CLASSROOM
4	452499		\$106.90	May 1, 2017	00647	0	CROWN RENTAL, INC.
4	452500		\$15.17	May 1, 2017	00645	2	CUB FOODS
4	452501		\$1,502.74	May 1, 2017	27092	0	CUSTOM EDUCATION SOLUTIONS
4	452502		\$1,738.90	May 1, 2017	04186	1	DALCO
4	452503		\$1,267.63	May 1, 2017	00837	1	DEMCO, INC.
4	452504		\$4,251.68	May 1, 2017	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	452505	Unissued	\$0.00	May 1, 2017	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	452506		\$9,805.00	May 1, 2017	27010	1	DUDE SOLUTIONS
4	452507		\$124.50	May 1, 2017	01064	2	EARL F. ANDERSEN
4	452508		\$6,235.32	May 1, 2017	01078	0	ELECTRO WATCHMAN, INC.
4	452509	Unissued	\$0.00	May 1, 2017	01078	0	ELECTRO WATCHMAN, INC.
4	452510		\$14.00	May 1,	06038	0	ELLISON EDUCATIONAL EQUIPMENT, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452511		\$649.00	May 1, 2017	26949	0	FAIRFIELD GLASS & WINDOW, INC.
4	452512		\$99.78	May 1, 2017	23054	1	FASTENAL
4	452513		\$682.00	May 1, 2017	01235	1	FLAGHOUSE INC.
4	452514		\$169.18	May 1, 2017	24391	1	FUN EXPRESS, LLC
4	452515		\$1,337.05	May 1, 2017	01541	1	GENERAL PARTS, LLC
4	452516		\$252.42	May 1, 2017	01458	1	GOPHER
4	452517		\$923.08	May 1, 2017	04387	1	GRAINGER
4	452518		\$100.00	May 1, 2017	24154	0	HEALTH COUNSELING SERVICES
4	452519		\$853.75	May 1, 2017	09318	1	HILLYARD INC - MINNEAPOLIS
4	452520		\$1,024.70	May 1, 2017	01784	2	HIRSHFIELD'S PAINT MANUFACTURING
4	452521		\$2,093.33	May 1, 2017	05816	0	JOHN A. DAL SIN & SON, INC.
4	452522		\$334.27	May 1, 2017	02203	0	LAKESHORE LEARNING MATERIALS
4	452523		\$258.50	May 1, 2017	05077	0	LOCKSAFE INC.
4	452524		\$2,169.60	May 1, 2017	24496	0	MARKET DISTRIBUTION, INC.
4	452525		\$3,375.00	May 1, 2017	06559	0	MATRIX COMMUNICATIONS, INC.
4	452526		\$97.00	May 1, 2017	20044	0	MIDWEST AUDIO VISUAL, INC.
4	452527		\$295.22	May 1, 2017	23914	0	MIDWEST VENDING
4	452528		\$89.18	May 1, 2017	08999	1	MINNESOTA ELEVATOR INC
4	452529		\$25.00	May 1, 2017	03770	3	MINNESOTA POLLUTION CONTROL AGENCY - MPCA
4	452530		\$288.00	May 1, 2017	28041	0	MIXMI BRANDS INC.
4	452531		\$282.86	May 1, 2017	02544	1	MTI DISTRIBUTING CO.
4	452532		\$72.75	May 1, 2017	03519	0	NAPA AUTO PARTS
4	452533		\$2,101.68	May 1, 2017	02489	1	OFFICE DEPOT COMPANY
4	452534	Unissued	\$0.00	May 1, 2017	02489	1	OFFICE DEPOT COMPANY
4	452535		\$113.84	May 1, 2017	26765	1	ORTRONICS INC

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452536		\$66.00	May 1, 2017	03695	0	OVERHEAD DOOR COMPANY OF THE NORTHLAND
4	452537		\$150.44	May 1, 2017	20591	0	PAINTERS GEAR, INC.
4	452538		\$325.86	May 1, 2017	23138	0	POPP BINDING AND LAMINATING
4	452539		\$76.39	May 1, 2017	01709	1	PPG ARCHITECTURAL FINISHES
4	452540		\$600.00	May 1, 2017	28453	1	RIVERLAND COMMUNITY COLLEGE
4	452541		\$220.00	May 1, 2017	28528	0	ROCK HARD LANDSCAPE SUPPLY
4	452542		\$240.30	May 1, 2017	07745	1	SAFETY-KLEEN
4	452543		\$97.94	May 1, 2017	25097	1	SCHOOL SPECIALTY INC
4	452544		\$22.70	May 1, 2017	03745	2	SHERWIN-WILLIAMS
4	452545		\$1,179.00	May 1, 2017	02217	1	SIEMENS INDUSTRY, INC.
4	452546		\$370.53	May 1, 2017	28241	0	SOCIAL THINKING PUBLISHING
4	452547		\$450.87	May 1, 2017	03553	0	SOUTHPAW ENTERPRISES, INC.
4	452548		\$57.03	May 1, 2017	03640	1	STAPLES ADVANTAGE
4	452549		\$5,890.64	May 1, 2017	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	452550		\$245.25	May 1, 2017	02899	0	TESSMAN COMPANY
4	452551		\$6,995.84	May 1, 2017	03802	0	TRIO SUPPLY
4	452552	Unissued	\$0.00	May 1, 2017	03802	0	TRIO SUPPLY
4	452553		\$255.10	May 1, 2017	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	452554		\$68.63	May 1, 2017	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	452555		\$1,100.00	May 1, 2017	04306	0	W.E. NEAL SLATE CO.
4	452556		\$64.00	May 1, 2017	24368	0	WILSON, NATHAN
4	452557		\$54.50	Apr 28, 2017	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	452558		\$385.00	Apr 28, 2017	29459	0	BHS CHESS BOOSTERS
4	452559		\$1,908.50	Apr 28, 2017	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	452560		\$894.00	Apr 28, 2017	29243	0	CARLSON, GERRI
4	452561		\$431.23	Apr 28,	20289	1	CDW GOVERNMENT, INC.

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452562		\$26,697.84	Apr 28, 2017	02519	0	CENTERPOINT ENERGY
4	452563		\$589.28	Apr 28, 2017	02781	5	CENTURYLINK
4	452564		\$97.50	Apr 28, 2017	28401	0	CHOY, KEREN
4	452565		\$105.00	Apr 28, 2017	28260	0	CHOY, SERGIO R.
4	452566		\$270.00	Apr 28, 2017	27274	0	COMPUTER EXPLORERS
4	452567		\$1,065.00	Apr 28, 2017	25919	0	CORDOVA, LETICIA
4	452568		\$850.00	Apr 28, 2017	29180	0	DANGER BOAT PRODUCTIONS, LLC
4	452569		\$2,522.50	Apr 28, 2017	27732	0	DIALOG ONE LLC
4	452570		\$200.00	Apr 28, 2017	27895	0	EBELING, LINDA
4	452571		\$147.00	Apr 28, 2017	28531	0	EDUCATION MINNESOTA
4	452572		\$280.06	Apr 28, 2017	24275	0	FAGERNESS, JOYCE
4	452573		\$2,088.30	Apr 28, 2017	28651	0	FOOD GROUP
4	452574		\$122.00	Apr 28, 2017	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	452575		\$150.00	Apr 28, 2017	29458	0	GRIER, ROBERT
4	452576		\$1,073.34	Apr 28, 2017	02483	0	INTEGRA TELECOM
4	452577		\$23,220.11	Apr 28, 2017	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	452578		\$78.00	Apr 28, 2017	29457	0	IVERSON, ADAM
4	452579		\$120.00	Apr 28, 2017	24542	0	JAMA, SAFIYO
4	452580		\$5,067.76	Apr 28, 2017	27633	0	KELLY SERVICES, INC.
4	452581		\$234.00	Apr 28, 2017	27590	0	MCBRIDE, DEBORA
4	452582		\$60.00	Apr 28, 2017	21985	0	MN BAND DIRECTORS ASSOCIATION
4	452583		\$1,083.00	Apr 28, 2017	28979	0	MOHAMED, KASSIM S.
4	452584		\$38.00	Apr 28, 2017	28234	0	MOORE, LYNN
4	452585		\$411.25	Apr 28, 2017	22324	0	MULTILINGUAL WORD, INC.
4	452586		\$112.00	Apr 28, 2017	08769	0	NCPERS MINNESOTA

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452587		\$915.00	Apr 28, 2017	29333	0	PEDIATECH NURSING, LLC
4	452588		\$180.00	Apr 28, 2017	24879	0	PEREZ, MELISSA M.
4	452589		\$82.00	Apr 28, 2017	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	452590		\$302.40	Apr 28, 2017	28168	0	ROARK, RICHARD JEFFREY
4	452591		\$1,280.00	Apr 28, 2017	26642	0	ROASTED PEAR
4	452592		\$291.00	Apr 28, 2017	28277	0	ROBERT J. BRUNO, LTD
4	452593		\$232.00	Apr 28, 2017	25562	0	SACHS, ALICE
4	452594		\$6,510.00	Apr 28, 2017	26796	0	SAFEWAY DRIVING SCHOOL
4	452595		\$1,436.91	Apr 28, 2017	03532	2	SCHMITT MUSIC
4	452596		\$7,330.82	Apr 28, 2017	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	452597		\$1,210.00	Apr 28, 2017	22453	0	SOUTHERN PLAINS ED. COOP.
4	452598		\$2,031.78	Apr 28, 2017	29345	1	T-MOBILE
4	452599		\$450.00	Apr 28, 2017	25079	0	THE BIG EPIC SHOW
4	452600		\$1,176.00	Apr 28, 2017	26627	0	THE PLAYS THE THING PRODUCTIONS
4	452601		\$137.50	Apr 28, 2017	28197	0	TWO RIGHT FEET
4	452602		\$112.00	Apr 28, 2017	02813	7	US DEPARTMENT OF EDUCATION
4	452603		\$90.00	Apr 28, 2017	23463	18	US DEPT OF TREASURY
4	452604		\$60.00	Apr 28, 2017	25560	0	WARSAME, KADRA
4	452605		\$200.00	Apr 29, 2017	26642	0	ROASTED PEAR
4	452606		\$1,250.00	May 2, 2017	00216	2	ALPHA VIDEO & AUDIO, INC.
4	452607		\$50,929.57	May 2, 2017	27633	0	KELLY SERVICES, INC.
4	452608		\$2,500.00	May 2, 2017	24378	0	KEVIN M. HARRINGTON Ph.D.
4	452609		\$140.00	May 2, 2017	22324	0	MULTILINGUAL WORD, INC.
4	452610		\$775.00	May 2, 2017	25406	0	NORTH HIGH SCHOOL
4	452611		\$80.68	May 2, 2017	02489	1	OFFICE DEPOT COMPANY
4	452612		\$20.00	May 2,	09588	4	SAVAGE, CITY OF

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452613		\$70.00	May 2, 2017	26552	3	SCHOOL NUTRITION ASSOCIATION
4	452614		\$4,650.00	May 2, 2017	27742	0	STRATEGIC SOURCE INC
4	452615		\$210.00	May 2, 2017	03664	0	TWINS BALLPARK LLC
4	452616		\$33,809.70	May 2, 2017	04417	1	US FOODS INC
4	452617	Unissued	\$0.00	May 2, 2017	04417	1	US FOODS INC
4	452618	Unissued	\$0.00	May 2, 2017	04417	1	US FOODS INC
4	452619		\$12,804.80	May 5, 2017	28551	0	ADVANCED IMAGING SOLUTIONS
4	452620		\$10,064.85	May 5, 2017	28551	1	ADVANCED IMAGING SOLUTIONS
4	452621		\$2,968.70	May 5, 2017	27223	1	AVID CENTER
4	452622		\$3,357.48	May 5, 2017	24972	0	BIBLIOTHECA, LLC
4	452623		\$77.00	May 5, 2017	28801	0	BJERKE, JEFF
4	452624		\$4,002.98	May 5, 2017	02422	5	BURNSVILLE YMCA
4	452625		\$9,460.03	May 5, 2017	04226	0	BURNSVILLE, CITY OF
4	452626	Unissued	\$0.00	May 5, 2017	04226	0	BURNSVILLE, CITY OF
4	452627		\$283.50	May 5, 2017	28973	0	CASPERSON, JULIE
4	452628		\$495.00	May 5, 2017	29466	0	PRENTKE ROMICH COMPANY
4	452629		\$700.01	May 5, 2017	29462	1	CONQUER EDEN PRAIRIE
4	452630		\$958.32	May 5, 2017	01049	1	EAGAN, CITY OF
4	452631		\$113.86	May 5, 2017	09272	2	ECM PUBLISHERS, INC.
4	452632		\$1,634.62	May 5, 2017	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	452633		\$2,200.00	May 5, 2017	26710	1	FESTIVAL SOUND & LIGHTING
4	452634		\$145.83	May 5, 2017	28202	0	FOUNDATION 191
4	452635		\$425.00	May 5, 2017	29465	0	FROST III, ROBERT
4	452636		\$50.00	May 5, 2017	03622	2	GALE/CENGAGE LEARNING
4	452637		\$131.00	May 5, 2017	01450	0	GOTHMANN, TOM

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452638		\$100.00	May 5, 2017	01657	1	GTS EDUCATIONAL EVENTS
4	452639		\$131.00	May 5, 2017	24423	0	KING, BRYAN
4	452640		\$4,505.00	May 5, 2017	28098	0	KIRB APPAREL LLC
4	452641		\$131.00	May 5, 2017	07851	0	KUDEBEH, STEVE
4	452642		\$44.52	May 5, 2017	28748	0	LAMPRECHT, JOHN
4	452643		\$77.00	May 5, 2017	26610	0	MEACHAM, JOHN
4	452644		\$5,028.35	May 5, 2017	03029	1	MINNESOTA ENERGY RESOURCES
4	452645		\$13,233.42	May 5, 2017	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	452646		\$684.00	May 5, 2017	28830	0	MINNESOTA WATER LLC
4	452647		\$400.00	May 5, 2017	26062	0	MUEHLBAUER, THOMAS
4	452648		\$32.69	May 5, 2017	03519	0	NAPA AUTO PARTS
4	452649		\$555.00	May 5, 2017	26335	0	NATIONAL ACADEMIC QUIZ TOURNAMENTS, LLC
4	452650		\$77.00	May 5, 2017	25027	0	PATE, MARVIN
4	452651		\$77.00	May 5, 2017	28451	0	PIGEON, THOMAS
4	452652		\$131.00	May 5, 2017	28886	0	POLACEK, DOUGLAS
4	452653		\$77.00	May 5, 2017	27758	0	RADMACHER, JON
4	452654		\$495.00	May 5, 2017	26662	1	RAPTOR TECHNOLOGIES
4	452655		\$69.00	May 5, 2017	27733	0	RICHARDSON, EUGENE
4	452656		\$4,355.00	May 5, 2017	29464	0	SCENIC SIGN CORP.
4	452657		\$52,320.00	May 5, 2017	09331	0	SCHMITTY & SONS SCHOOL BUSES, INC.
4	452658		\$78.00	May 5, 2017	29463	0	SHERMAN, CHRISTOPHER L
4	452659		\$657.80	May 5, 2017	20185	0	SHIRTY SOMETHING
4	452660		\$206.95	May 5, 2017	28502	0	THE MCDOWELL AGENCY, INC.
4	452661		\$120,339.30	May 5, 2017	08203	1	TIES
4	452662		\$10.10	May 5, 2017	00000	3341	TYLER, JULIE
4	452663		\$156.00	May 5,	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452664		\$527.90	May 5, 2017	29461	0	VOLZ, MICHAEL
4	452665		\$77.00	May 5, 2017	24340	0	WATSON, ROY STEVEN
4	452666		\$77.00	May 5, 2017	05416	0	WILTJER, BRENDEN
4	452667		\$844.56	May 5, 2017	28252	0	WOODWARD YOUTH CORPORATION
4	452668		\$69.00	May 5, 2017	28074	0	WRIGHT, HARVEY L
4	452669		\$16.33	May 5, 2017	02776	0	XCEL ENERGY
4	452670		\$533.36	May 9, 2017	04226	0	BURNSVILLE, CITY OF
4	452671		\$180.00	May 9, 2017	28260	0	CHOY, SERGIO R.
4	452672		\$300.00	May 9, 2017	25919	0	CORDOVA, LETICIA
4	452673		\$10.75	May 9, 2017	00645	0	CUB FOODS
4	452674		\$180.00	May 9, 2017	20524	0	DEWALD, RINA C.
4	452675		\$9,843.40	May 9, 2017	29385	0	DIGITAL INSURANCE, INC.
4	452676		\$2,821.97	May 9, 2017	02333	1	EARTHGRAINS BAKING CO. INC.
4	452677		\$15.32	May 9, 2017	01463	0	FEDEX
4	452678		\$900.00	May 9, 2017	22490	0	HENRY, GINA
4	452679		\$23.25	May 9, 2017	00862	3	HERFF JONES, INC.
4	452680		\$233.00	May 9, 2017	28876	0	IMAGINE DESIGN & CREATIVE CONSULTING, INC
4	452681		\$447.50	May 9, 2017	20540	0	INTELLIGERE, INC
4	452682		\$237.50	May 9, 2017	25195	0	IPROMOTEU, INC.
4	452683		\$60.00	May 9, 2017	24542	0	JAMA, SAFIYO
4	452684		\$51,766.79	May 9, 2017	27633	0	KELLY SERVICES, INC.
4	452685		\$750.00	May 9, 2017	21993	0	KEOUGH, SHANNON
4	452686		\$7,000.00	May 9, 2017	28953	0	LINDSEY, DELORES
4	452687		\$280.00	May 9, 2017	22948	0	METRO DINING CLUB
4	452688		\$45.00	May 9, 2017	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452689		\$88.00	May 9, 2017	28234	0	MOORE, LYNN
4	452690		\$586.13	May 9, 2017	05320	10	MRPA/MASS
4	452691		\$51.76	May 9, 2017	03519	0	NAPA AUTO PARTS
4	452692		\$234.55	May 9, 2017	04476	0	NATIONAL TREASURE KUNG FU INC
4	452693		\$118.50	May 9, 2017	25372	4	NCS PEARSON INC
4	452694		\$216.00	May 9, 2017	02467	0	NOVAK, JANICE S.
4	452695		\$135.00	May 9, 2017	03508	4	PARK NICOLLET HEALTH SERVICES
4	452696		\$885.00	May 9, 2017	29333	0	PEDIATECH NURSING, LLC
4	452697		\$1,320.00	May 9, 2017	24879	0	PEREZ, MELISSA M.
4	452698	Unissued	\$0.00	May 9, 2017	24879	0	PEREZ, MELISSA M.
4	452699		\$163.75	May 9, 2017	00000	7152	PETRICH, BRIAN OR RUTH
4	452700		\$250.00	May 9, 2017	27356	0	PFEFFERLE KANE LLP
4	452701		\$1,741.10	May 9, 2017	28434	0	RUPP, ANDERSON, SQUIRES & WALDSPURGER, P.A.
4	452702		\$4,717.42	May 9, 2017	09588	0	SAVAGE, CITY OF
4	452703		\$13.66	May 9, 2017	03532	2	SCHMITT MUSIC
4	452704		\$21,505.66	May 9, 2017	23848	0	SFM
4	452705		\$128.52	May 9, 2017	24465	2	SHRED-IT USA
4	452706		\$2,000.00	May 9, 2017	22408	1	SKATETIME SCHOOL PROGRAMS
4	452707		\$80.50	May 9, 2017	03986	0	THE TROPHY HOUSE, INC.
4	452708		\$41,050.49	May 9, 2017	04417	1	US FOODS INC
4	452709	Unissued	\$0.00	May 9, 2017	04417	1	US FOODS INC
4	452710	Unissued	\$0.00	May 9, 2017	04417	1	US FOODS INC
4	452711	Unissued	\$0.00	May 9, 2017	04417	1	US FOODS INC
4	452712	Unissued	\$0.00	May 9, 2017	04417	1	US FOODS INC
4	452713	Unissued	\$0.00	May 9, 2017	04417	1	US FOODS INC
4	452714		\$3,929.64	May 9,	20019	0	VERNON COMPANY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452715		\$63.80	May 9, 2017	00001	1730	WALCZAK, DANIELLE
4	452716		\$60.00	May 9, 2017	25560	0	WARSAME, KADRA
4	452717		\$120.00	May 9, 2017	25837	0	WILLIAMS, REBECCA
4	452718		\$33,915.50	May 12, 2017	05296	0	360 COMMUNITIES
4	452719		\$1,200.00	May 12, 2017	05296	5	360 COMMUNITIES
4	452720		\$105.00	May 12, 2017	29435	0	ALI, HUDA
4	452721		\$755.07	May 12, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	452722		\$131.00	May 12, 2017	25930	0	ANDERSON, MATTHEW
4	452723		\$3,350.84	May 12, 2017	26245	1	AUDIO LOGIC SYSTEMS
4	452724		\$551.88	May 12, 2017	01253	1	BATTERIES PLUS
4	452725		\$1,800.00	May 12, 2017	09039	0	BHS SWIM BOOSTER CLUB
4	452726		\$45.00	May 12, 2017	00000	9119	BOOM, GINNY
4	452727		\$78.00	May 12, 2017	29468	0	BORJI, AMIN
4	452728		\$78.00	May 12, 2017	29469	0	BOUMAN, JEFFREY
4	452729		\$2,550.00	May 12, 2017	02422	5	BURNSVILLE YMCA
4	452730		\$131.00	May 12, 2017	26588	0	BUSBY, TREVOR
4	452731		\$77.00	May 12, 2017	29470	0	CHARLESWORTH-SEILER, EMMA
4	452732		\$240.00	May 12, 2017	07014	0	CHASKA HIGH SCHOOL
4	452733		\$345.00	May 12, 2017	00774	0	CONTINENTAL MATHEMATICS LEAGUE, INC.
4	452734		\$120.00	May 12, 2017	25919	0	CORDOVA, LETICIA
4	452735		\$19.28	May 12, 2017	00645	0	CUB FOODS
4	452736		\$32.85	May 12, 2017	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	452737		\$69.00	May 12, 2017	08601	0	DANIELS JR, RUDY
4	452738		\$100.00	May 12, 2017	20524	0	DEWALD, RINA C.
4	452739		\$1,562.50	May 12, 2017	27732	0	DIALOG ONE LLC

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452740		\$1,443.31	May 12, 2017	09272	2	ECM PUBLISHERS, INC.
4	452741		\$77.00	May 12, 2017	29471	0	ELYEA-WHEELER, KURT
4	452742		\$446.25	May 12, 2017	26735	0	EMBROIDERY CENTRAL, INC.
4	452743		\$77.00	May 12, 2017	23018	0	FAISON, JOHN
4	452744		\$2,227.33	May 12, 2017	28651	0	FOOD GROUP
4	452745		\$77.00	May 12, 2017	08910	0	GALLAGHER, LARRY
4	452746		\$77.00	May 12, 2017	29206	0	HACKBARTH, KENT
4	452747		\$131.00	May 12, 2017	29472	0	HAMANN, WILLIAM
4	452748		\$110.00	May 12, 2017	02281	1	HASTINGS HIGH SCHOOL
4	452749		\$77.00	May 12, 2017	23804	0	HENTGES, HENRY
4	452750		\$69.00	May 12, 2017	24344	0	HOWARD, DOMINIC
4	452751		\$78.00	May 12, 2017	28458	0	HUNT, RUSS
4	452752		\$100.00	May 12, 2017	01880	2	IND. SCHOOL DIST. 194
4	452753		\$400.00	May 12, 2017	01880	4	IND. SCHOOL DIST. 194
4	452754		\$110.00	May 12, 2017	01880	3	IND. SCHOOL DIST. 194 - LAKEVILLE SOUTH
4	452755		\$315.00	May 12, 2017	20540	0	INTELLIGERE, INC
4	452756		\$526.50	May 12, 2017	04113	0	J&D TROPHY
4	452757		\$69.00	May 12, 2017	26694	0	KAHLER, MIKE
4	452758		\$131.00	May 12, 2017	28526	0	KAHMEYER, TROY
4	452759		\$77.00	May 12, 2017	29325	0	KOLNIK, JOHN
4	452760		\$24.00	May 12, 2017	00001	1731	LALONDE, KELLY
4	452761		\$131.00	May 12, 2017	27153	0	LARSON, CHRIS
4	452762		\$77.00	May 12, 2017	27681	0	LEE, TERRY
4	452763		\$131.00	May 12, 2017	26131	0	LINDELL, JOSH
4	452764		\$154.00	May 12, 2017	28857	0	LITFIN, NICHOLAS
4	452765		\$77.00	May 12,	04099	0	MALLEY, DAVE

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452766		\$2,515.31	May 12, 2017	03029	1	MINNESOTA ENERGY RESOURCES
4	452767		\$3,039.96	May 12, 2017	03029	0	MINNESOTA ENERGY RESOURCES CORPORATION
4	452768		\$500.00	May 12, 2017	02613	0	MN ZOO
4	452769		\$69.00	May 12, 2017	25926	0	MONSSEN, LEE
4	452770		\$211.50	May 12, 2017	25372	4	NCS PEARSON INC
4	452771		\$77.00	May 12, 2017	25059	0	OLSON, THOR
4	452772		\$5,000.00	May 12, 2017	24373	0	PAST ATHLETES CONCERNED ABOUT EDUCATION
4	452773		\$60.00	May 12, 2017	24879	0	PEREZ, MELISSA M.
4	452774		\$77.00	May 12, 2017	28451	0	PIGEON, THOMAS
4	452775		\$131.00	May 12, 2017	27140	0	PRICE, TIM
4	452776		\$131.00	May 12, 2017	03451	0	RIES, ROBERT A
4	452777		\$60.00	May 12, 2017	01567	4	ROCHESTER CENTURY HIGH SCHOOL
4	452778		\$77.00	May 12, 2017	27415	0	SCHUMER, PAT
4	452779		\$78.00	May 12, 2017	27348	0	SEGLEM, SCOTT
4	452780		\$78.00	May 12, 2017	29463	0	SHERMAN, CHRISTOPHER L
4	452781		\$15.60	May 12, 2017	27563	0	SHRED RIGHT
4	452782		\$77.00	May 12, 2017	21548	0	SMITH, MICHAEL W
4	452783		\$264.00	May 12, 2017	02039	0	THE WORKS
4	452784		\$911.00	May 12, 2017	04153	1	U.S. POSTMASTER
4	452785		\$75.00	May 12, 2017	25958	0	UGAS, ABDISAMAD
4	452786		\$1,373.63	May 12, 2017	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	452787		\$25.00	May 12, 2017	08798	15	UNIVERSITY OF MINNESOTA-CEED
4	452788		\$77.00	May 12, 2017	28076	0	VAIL, JAMES
4	452789		\$105.00	May 12, 2017	25560	0	WARSAME, KADRA
4	452790		\$69.00	May 12, 2017	29453	0	WROGE, FRED JR.

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452791		\$15,696.33	May 12, 2017	02776	0	XCEL ENERGY
4	452792		\$77.00	May 12, 2017	28304	0	ZIMMERMAN, FRANK
4	452793		\$1,694.00	May 16, 2017	28491	0	A.J. MOORE ELECTRIC, INC.
4	452794		\$9,985.26	May 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452795	Unissued	\$0.00	May 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452796	Unissued	\$0.00	May 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452797	Unissued	\$0.00	May 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452798	Unissued	\$0.00	May 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452799	Unissued	\$0.00	May 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452800	Unissued	\$0.00	May 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	452801		\$296.36	May 16, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	452802	Unissued	\$0.00	May 16, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	452803		\$444.26	May 16, 2017	00386	1	BARNES & NOBLE, INC.
4	452804		\$279.60	May 16, 2017	24371	0	BAYFIELD FRUIT CO. LLC
4	452805		\$8,966.29	May 16, 2017	00477	0	BIX PRODUCE COMPANY
4	452806	Unissued	\$0.00	May 16, 2017	00477	0	BIX PRODUCE COMPANY
4	452807	Unissued	\$0.00	May 16, 2017	00477	0	BIX PRODUCE COMPANY
4	452808		\$3,562.47	May 16, 2017	26720	0	BLUE BELL ENTERPRISES, INC.
4	452809		\$9,875.00	May 16, 2017	24466	1	CENTER FOR THE COLLABORATIVE CLASSROOM
4	452810		\$631.50	May 16, 2017	23509	0	COOL AIR MECHANICAL, INC.
4	452811		\$138.86	May 16, 2017	00645	0	CUB FOODS
4	452812		\$7.76	May 16, 2017	00645	2	CUB FOODS
4	452813		\$1,980.24	May 16, 2017	29228	1	CUMMINS NPOWER LLC
4	452814		\$15,022.43	May 16, 2017	04186	1	DALCO
4	452815	Unissued	\$0.00	May 16, 2017	04186	1	DALCO
4	452816	Unissued	\$0.00	May 16, 2017	04186	1	DALCO

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452817		\$110.50	May 16, 2017	00837	1	DEMCO, INC.
4	452818		\$5,281.04	May 16, 2017	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	452819	Unissued	\$0.00	May 16, 2017	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	452820		\$106.95	May 16, 2017	01064	2	EARL F. ANDERSEN
4	452821		\$87.71	May 16, 2017	23054	1	FASTENAL
4	452822		\$16.22	May 16, 2017	08698	1	FERGUSON ENTERPRISES # 1657
4	452823		\$210.00	May 16, 2017	01541	1	GENERAL PARTS, LLC
4	452824		\$1,014.39	May 16, 2017	01458	1	GOPHER
4	452825		\$996.27	May 16, 2017	04387	1	GRAINGER
4	452826	Unissued	\$0.00	May 16, 2017	04387	1	GRAINGER
4	452827		\$285.72	May 16, 2017	01478	1	GRAYBAR ELECTRIC COMPANY, INC.
4	452828		\$1,344.30	May 16, 2017	09046	0	HI TECH REFRIGERATION, INC
4	452829		\$1,244.21	May 16, 2017	09318	1	HILLYARD INC - MINNEAPOLIS
4	452830		\$1,603.99	May 16, 2017	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	452831		\$945.00	May 16, 2017	05432	0	ISTE
4	452832		\$31.05	May 16, 2017	01884	0	J.J. KELLER AND ASSOCIATES, INC.
4	452833		\$240.00	May 16, 2017	28929	0	JOHN'S SEWER AND DRAIN CLEANING, INC.
4	452834		\$532.50	May 16, 2017	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	452835		\$985.00	May 16, 2017	29371	0	KENDELL DOORS & HARDWARE, INC.
4	452836		\$340.27	May 16, 2017	02203	0	LAKESHORE LEARNING MATERIALS
4	452837		\$438.00	May 16, 2017	05077	0	LOCKSAFE INC.
4	452838		\$10,463.26	May 16, 2017	02196	0	MACKIN EDUCATIONAL RESOURCES
4	452839		\$1,470.50	May 16, 2017	24496	0	MARKET DISTRIBUTION, INC.
4	452840		\$623.00	May 16, 2017	05756	0	MASTER ELECTRIC CO., INC.
4	452841		\$432.00	May 16, 2017	28041	0	MIXMI BRANDS INC.

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452842		\$350.87	May 16, 2017	00453	0	MULCAHY COMPANY, INC.
4	452843		\$13.02	May 16, 2017	03519	0	NAPA AUTO PARTS
4	452844		\$733.85	May 16, 2017	02704	0	NASCO
4	452845		\$584.38	May 16, 2017	02489	1	OFFICE DEPOT COMPANY
4	452846		\$1,301.00	May 16, 2017	26086	0	ORKIN COMMERCIAL SERVICES
4	452847		\$21,000.00	May 16, 2017	28833	0	PANTHEON SYSTEMS, INC
4	452848		\$481.69	May 16, 2017	03073	1	PRO-ED
4	452849		\$5,572.00	May 16, 2017	28785	1	PRODOCON, INC
4	452850		\$10,170.00	May 16, 2017	27969	0	READY FOR KINDERGARTEN
4	452851		\$107.99	May 16, 2017	05511	0	RED WING SHOE STORE
4	452852		\$340.00	May 16, 2017	28528	0	ROCK HARD LANDSCAPE SUPPLY
4	452853		\$4,050.00	May 16, 2017	23241	0	RYAN MECHANICAL, INC.
4	452854		\$2,371.48	May 16, 2017	07745	1	SAFETY-KLEEN
4	452855		\$90.22	May 16, 2017	03472	2	SHIFFLER EQUIPMENT SALES INC
4	452856		\$116.56	May 16, 2017	28241	0	SOCIAL THINKING PUBLISHING
4	452857		\$2,052.84	May 16, 2017	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	452858		\$70.70	May 16, 2017	01377	0	THERAPY SHOPPE
4	452859		\$840.00	May 16, 2017	08203	1	TIES
4	452860		\$1,490.07	May 16, 2017	22123	1	TOTAL FILTRATION SERVICES, INC.
4	452861		\$15,393.15	May 16, 2017	03802	0	TRIO SUPPLY
4	452862	Unissued	\$0.00	May 16, 2017	03802	0	TRIO SUPPLY
4	452863	Unissued	\$0.00	May 16, 2017	03802	0	TRIO SUPPLY
4	452864	Unissued	\$0.00	May 16, 2017	03802	0	TRIO SUPPLY
4	452865		\$1,368.36	May 16, 2017	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	452866		\$37.85	May 16, 2017	04417	1	US FOODS INC
4	452867		\$211.56	May 16,	04243	1	VIKING ELECTRIC SUPPLY, INC.

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452868		\$562.21	May 16, 2017	04419	0	WESTERN PSYCHOLOGICAL SERVICES
4	452869		\$573.52	May 16, 2017	22874	1	WESTERN STATES ENVELOPE & LABEL
4	452870		\$7,071.46	May 17, 2017	06392	0	COMPAS, INC.
4	452871		\$3,819.33	May 17, 2017	06231	0	CONSOLIDATED COMMUNICATIONS
4	452872		\$123.03	May 17, 2017	22970	0	DELEGARD TOOL COMPANY
4	452873		\$147.00	May 17, 2017	28531	0	EDUCATION MINNESOTA
4	452874		\$145.83	May 17, 2017	28202	0	FOUNDATION 191
4	452875		\$50.00	May 17, 2017	03622	2	GALE/CENGAGE LEARNING
4	452876		\$122.00	May 17, 2017	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	452877		\$116.20	May 17, 2017	02483	0	INTEGRA TELECOM
4	452878		\$62,557.68	May 17, 2017	27633	0	KELLY SERVICES, INC.
4	452879		\$108.00	May 17, 2017	02522	0	MINNEAPOLIS INSTITUTE OF ARTS
4	452880		\$530.00	May 17, 2017	02613	0	MN ZOO
4	452881		\$737.50	May 17, 2017	22324	0	MULTILINGUAL WORD, INC.
4	452882		\$675.00	May 17, 2017	29333	0	PEDIATECH NURSING, LLC
4	452883		\$120.00	May 17, 2017	24879	0	PEREZ, MELISSA M.
4	452884		\$292.25	May 17, 2017	20185	0	SHIRTY SOMETHING
4	452885		\$216.00	May 17, 2017	03413	0	SOUTH METRO SPORTS
4	452886		\$112.00	May 17, 2017	02813	7	US DEPARTMENT OF EDUCATION
4	452887		\$90.00	May 17, 2017	23463	18	US DEPT OF TREASURY
<b>Check Count</b>	<b>556</b>	<b>Grand Total</b>	<b>\$2,357,154.15</b>				

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101943		\$66,706.65	Apr 21, 2017	29317	0	CROSTOWN MASONRY, INC.
3	101944		\$26,364.40	Apr 21, 2017	29381	0	FRANSEN DECORATING, INC.
3	101945	Clear	\$1,718.57	Apr 21, 2017	27750	0	GRAPHIC SPECIALTIES, INC.
3	101946	Clear	\$48,539.00	Apr 21, 2017	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101947	Clear	\$15,883.91	Apr 21, 2017	29296	0	INTEREUM, INC.
3	101948		\$37,228.60	Apr 21, 2017	29005	0	KIRK ACOUSTICS, INC.
3	101949	Clear	\$25,980.00	Apr 21, 2017	20320	0	NORTHERN AIR CORPORATION (NAC)
3	101950		\$10,989.00	Apr 21, 2017	03695	0	OVERHEAD DOOR COMPANY OF THE NORTHLAND
3	101951		\$81,709.65	Apr 21, 2017	03757	0	PALMER WEST CONSTRUCTION COMPANY, INC.
3	101952		\$11,363.90	Apr 21, 2017	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	101953	Clear	\$14,874.15	Apr 21, 2017	02217	1	SIEMENS INDUSTRY, INC.
3	101954		\$12,677.75	Apr 21, 2017	28078	0	SMB OF MINNESOTA
3	101955		\$141,681.60	Apr 21, 2017	29363	0	THELEN HEATING & ROOFING INC.
3	101956	Clear	\$14,502.35	Apr 21, 2017	29373	0	THYSSENKRUPP ELEVATOR CORPORATION
3	101957		\$2,645.20	Apr 21, 2017	29359	0	W.L. HALL CO.
3	101958		\$166,054.77	Apr 28, 2017	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101959		\$24,969.20	Apr 28, 2017	22015	0	CM CONSTRUCTION COMPANY, INC.
3	101960		\$312.96	Apr 28, 2017	29296	0	INTEREUM, INC.
3	101961		\$21,870.00	Apr 28, 2017	27700	0	OLYMPIC COMMUNICATIONS INC.
3	101962		\$10,957.50	Apr 28, 2017	27677	0	THE RETROFIT COMPANIES, INC.
3	101963		\$32,264.00	May 5, 2017	28491	0	A.J. MOORE ELECTRIC, INC.
3	101964		\$21,273.40	May 5, 2017	29445	0	ALLEGRA
3	101965		\$41,248.95	May 5, 2017	29367	0	AMERICAN STRUCTURAL METALS, INC.
3	101966		\$39,866.45	May 5, 2017	29367	0	AMERICAN STRUCTURAL METALS, INC.
3	101967		\$798.45	May 5, 2017	24524	0	CENTIMARK CORPORATION
3	101968		\$4,773.07	May 5,	26565	2	COMCAST

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
3	101969		\$4,812.70	May 5, 2017	29362	0	COMMERCIAL DRYWALL, INC.
3	101970		\$7,897.35	May 5, 2017	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101971		\$15,625.25	May 5, 2017	29005	0	KIRK ACOUSTICS, INC.
3	101972		\$45,892.85	May 5, 2017	03078	0	KLAMM MECHANICAL CONTRACTORS, INC.
3	101973		\$95,383.60	May 5, 2017	27702	0	MORCON CONSTRUCTION INC.
3	101974		\$67,288.15	May 5, 2017	26094	0	MULTIPLE CONCEPTS INTERIORS, INC.
3	101975		\$111,659.62	May 5, 2017	04045	0	TRANE U.S. INC.
3	101976		\$4,408.99	May 12, 2017	28491	0	A.J. MOORE ELECTRIC, INC.
3	101977		\$68,750.00	May 12, 2017	00216	2	ALPHA VIDEO & AUDIO, INC.
3	101978		\$7,121.30	May 12, 2017	01078	0	ELECTRO WATCHMAN, INC.
3	101979		\$3,545.00	May 12, 2017	24349	1	FINISHING TOUCH PLUS
3	101980		\$15,505.50	May 12, 2017	22567	1	MITYLITE INC.
3	101981		\$5,900.00	May 12, 2017	23241	0	RYAN MECHANICAL, INC.
3	101982		\$12,052.00	May 12, 2017	27677	0	THE RETROFIT COMPANIES, INC.
<b>Check Count</b>	<b>40</b>	<b>Grand Total</b>	<b>\$1,343,095.79</b>				

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**Agenda II.B.5  
May 25, 2017**

**TO: Dr. Joe Gothard, Superintendent and Board of Education**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: May 18, 2017**  
**RE: Budget Analysis for the Month Ending April 30, 2017**

**RECOMMENDATION:** That the Board accepts the Budget Analysis for the month ending April 30, 2017

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

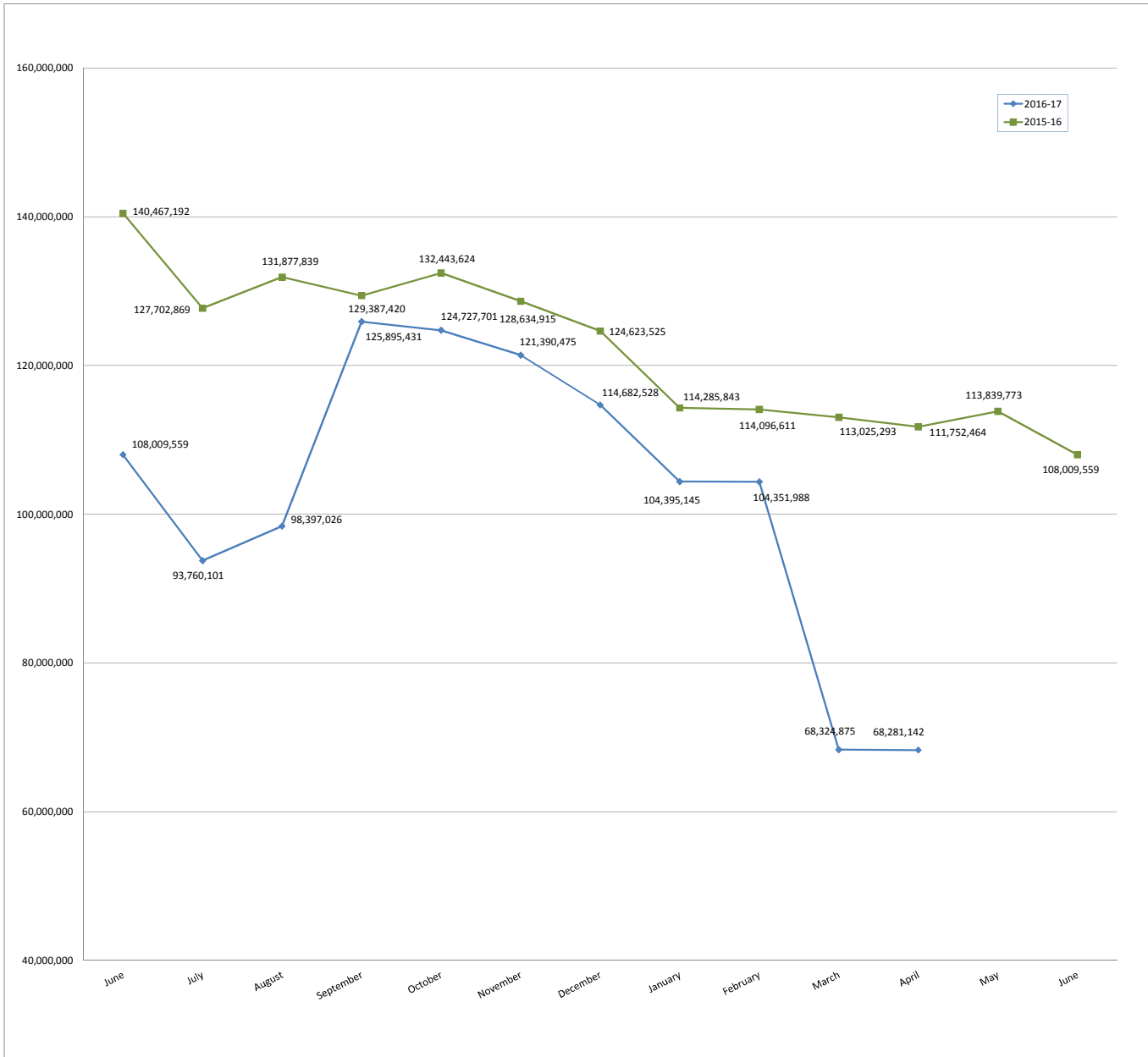
	<u>Year-to-Date Revenue</u>	<u>% of Adopted Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Adopted Budget</u>
All Funds	\$ 135,537,967	72.91%	\$ 164,279,619	78.32%
General Fund	\$ 94,081,747	75.21%	\$ 92,821,959	73.28%

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

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

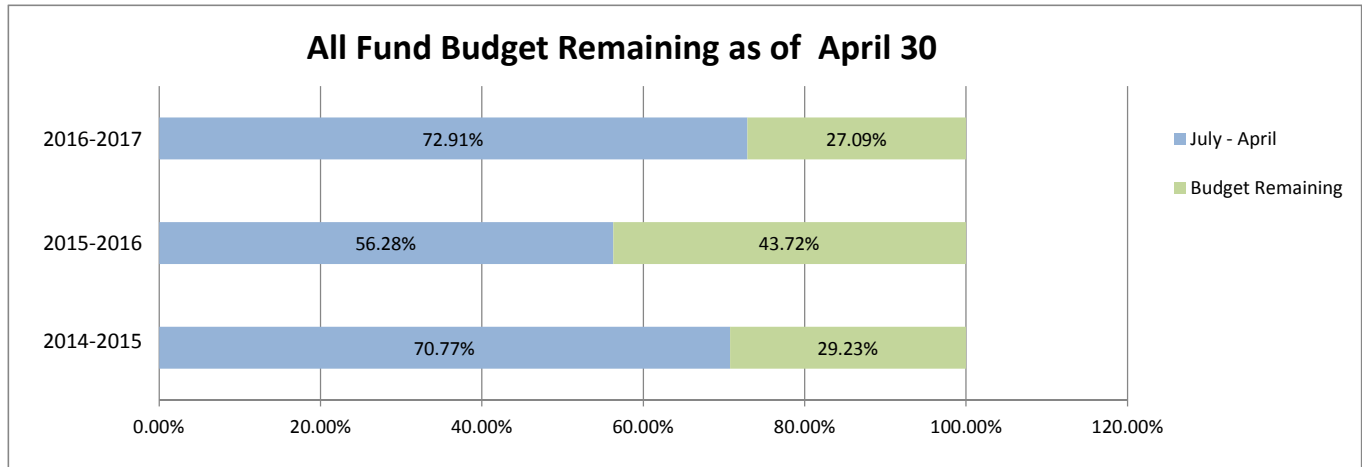
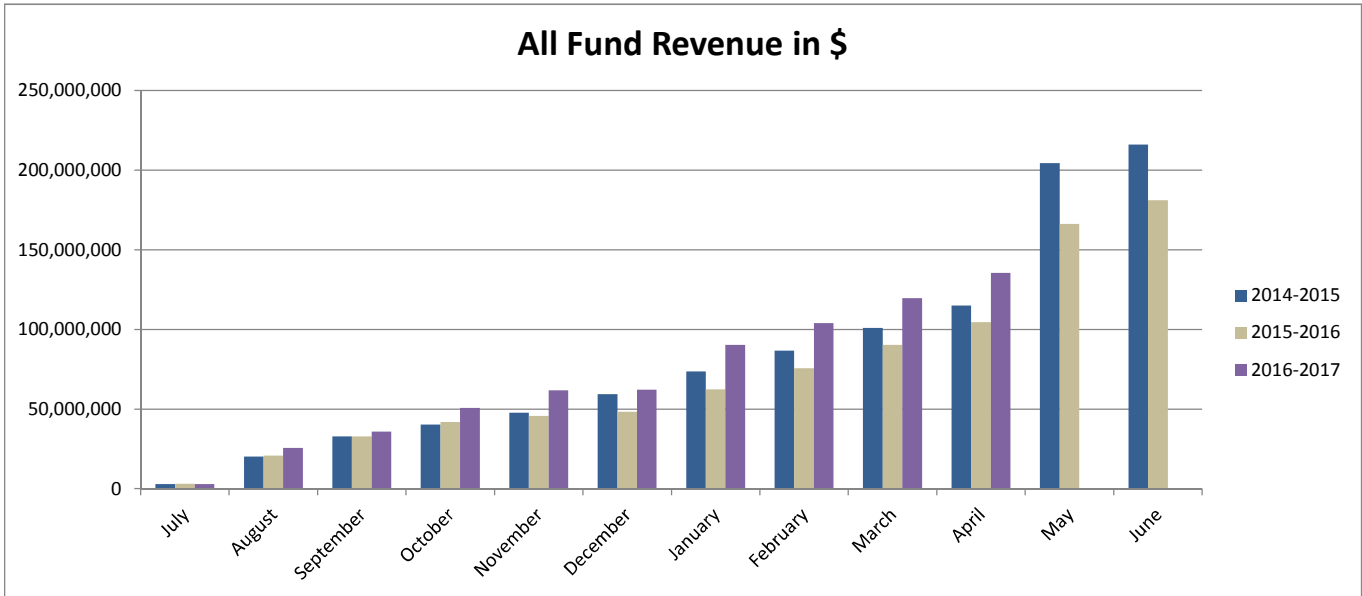
All of the reports and graphs show last year's actual figures, this year's budget and this year's activity to day. Additional detail is available upon request. I would be glad to answer any questions regarding these reports.

ALL FUNDS CASH AND INVESTMENTS  
2015-16 AND 2016-17



**REVENUE COMPARISON  
ALL FUNDS**

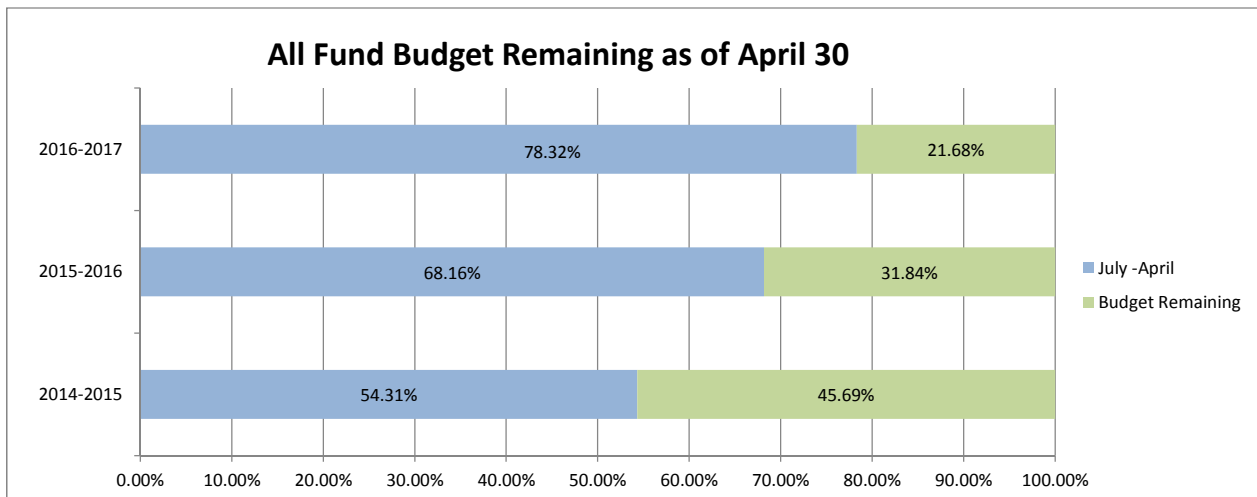
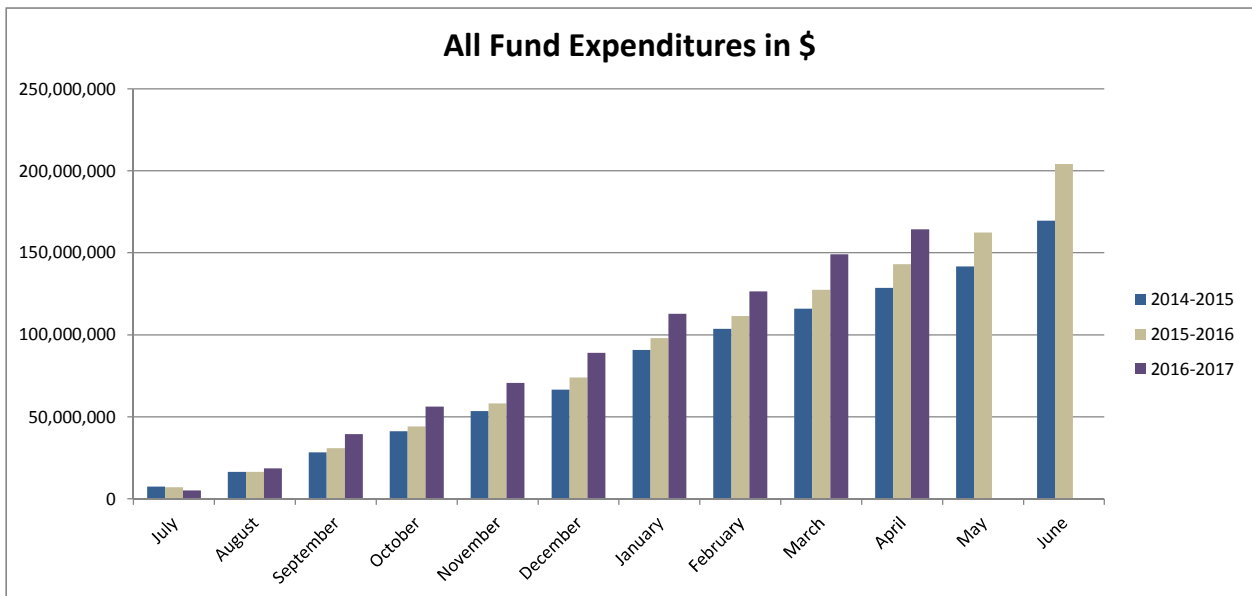
	2014-2015		2015-2016		2016-2017	
	\$	%	\$	%	\$	%
July	2,850,387	1.75%	3,044,376	1.64%	2,809,302	1.51%
August	20,097,761	12.36%	20,776,436	11.18%	25,542,740	13.74%
September	32,867,875	20.22%	32,729,505	17.61%	35,814,597	19.27%
October	40,162,882	24.70%	41,826,417	22.50%	50,756,340	27.30%
November	47,710,427 **	29.35%	45,631,362 **	24.55%	61,773,537 **	33.23%
December	59,268,168	36.46%	48,389,298	26.03%	62,140,926	33.43%
January	73,682,714	45.32%	62,310,017	33.52%	90,177,955	48.51%
February	86,673,781	53.31%	75,637,174	40.69%	103,945,953	55.92%
March	100,985,658	62.12%	90,285,615	48.57%	119,608,094	64.34%
April	115,060,703	70.77%	104,623,897	56.28%	135,537,967	72.91%
May	204,278,857	125.65%	166,252,241	89.43%		0.00%
June	215,999,627	132.86%	181,117,868	97.43%		0.00%
<b>BUDGET</b>	<b>162,289,404</b>	<b>100.00%</b>	<b>162,577,015</b>	<b>100.00%</b>	<b>185,899,440</b>	<b>100.00%</b>



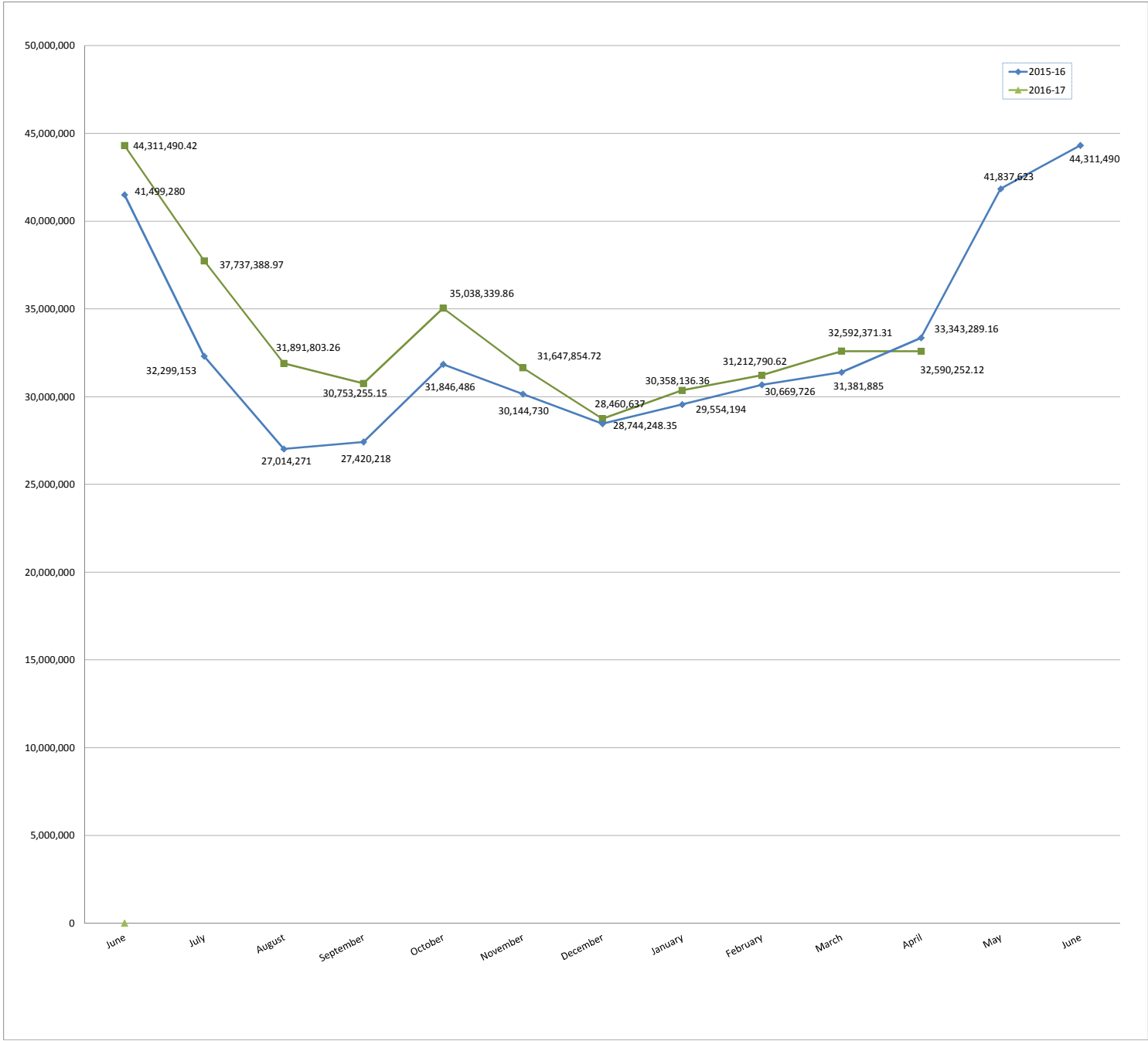
\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals.

**EXPENDITURE COMPARISON  
ALL FUNDS**

	2014-2015		2015-2016		2016-2017	
	\$	%	\$	%	\$	%
July	7,547,048	3.19%	7,049,033	3.36%	5,196,342	2.48%
August	16,483,027	6.96%	16,404,117	7.82%	18,514,790	8.83%
September	28,293,796	11.95%	30,882,275	14.72%	39,525,196	18.84%
October	41,129,759	17.37%	44,144,329	21.05%	56,289,453	26.84%
November	53,531,556	22.61%	58,247,227	27.77%	70,699,295	33.71%
December	66,513,786	28.09%	73,968,194	35.26%	88,941,755	42.40%
January	90,772,024	38.34%	97,976,121	46.71%	112,826,815	53.79%
February	103,617,253	43.77%	111,499,625	53.16%	126,370,492	60.25%
March	115,995,927	48.99%	127,360,079	60.72%	149,154,290	71.11%
April	128,584,685	54.31%	142,980,681	68.16%	164,279,619	78.32%
May	141,606,925	59.81%	162,380,604	77.41%		0.00%
June	169,539,828	71.61%	204,018,788	97.26%		0.00%
<b>BUDGET</b>	<b>169,749,976</b>	<b>100.00%</b>	<b>236,752,755</b>	<b>100.00%</b>	<b>209,757,533</b>	<b>100.00%</b>

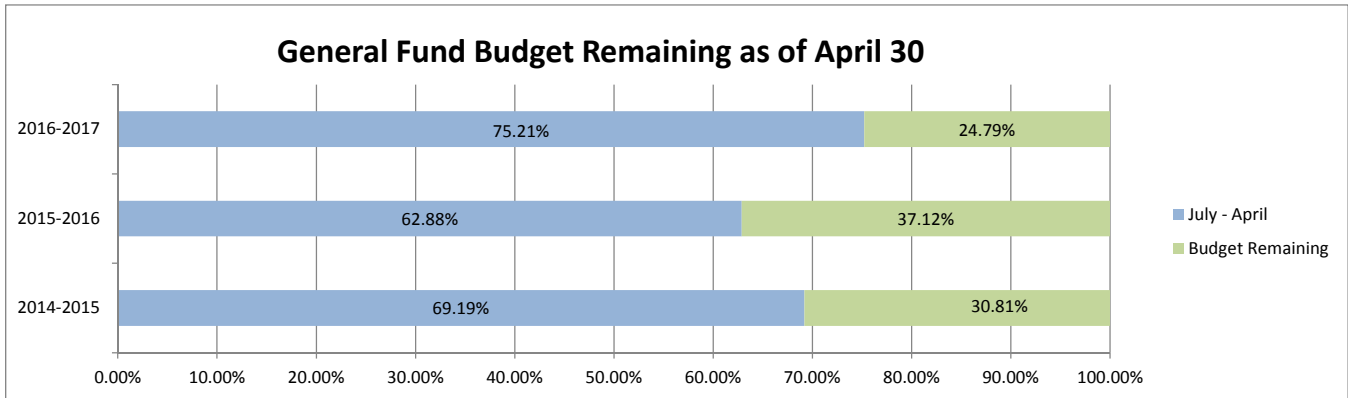
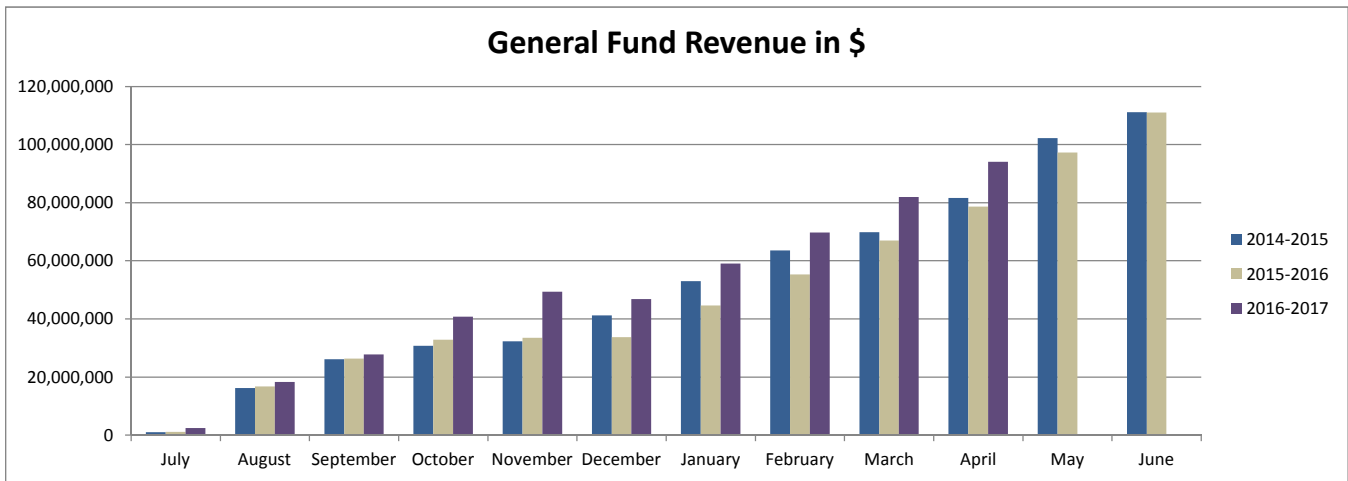


GENERAL FUND CASH AND INVESTMENTS  
2015-16 AND 2016-17



**REVENUE COMPARISON  
GENERAL FUND**

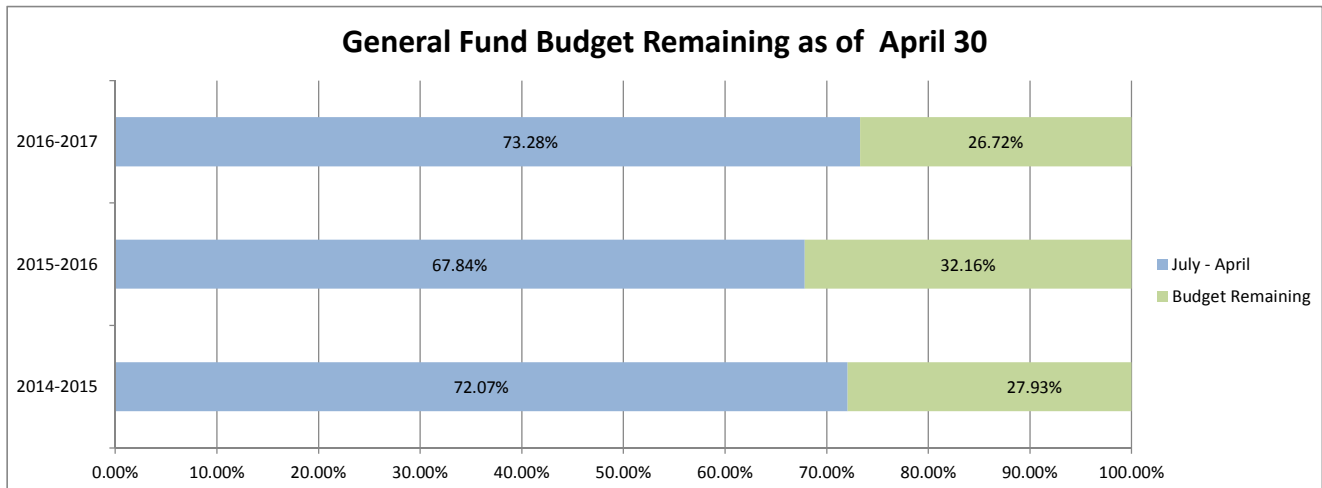
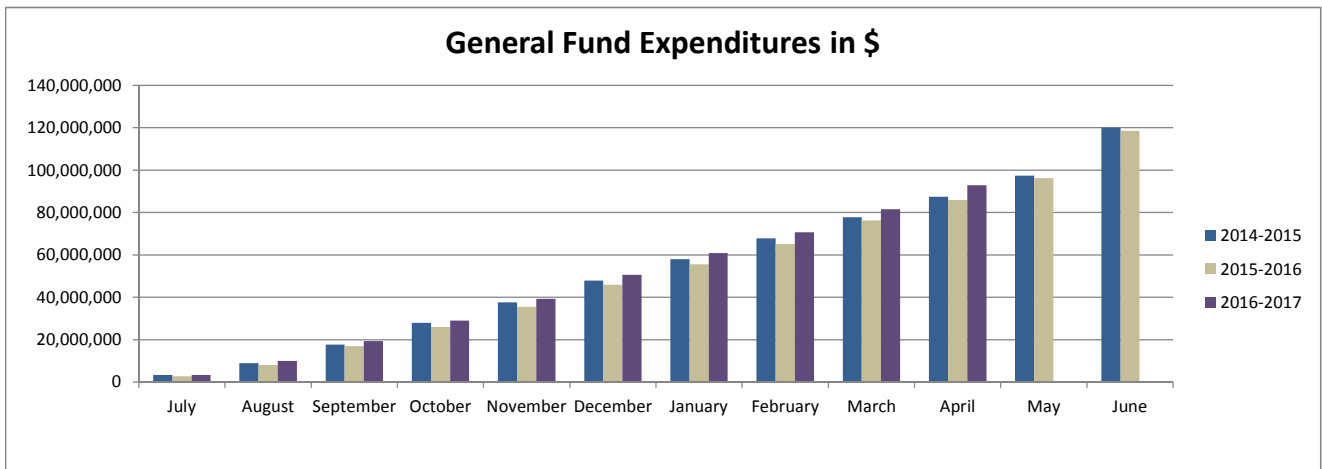
	2014-2015		2015-2016		2016-2017	
	\$	%	\$	%	\$	%
July	998,299	0.85%	1,172,002	0.94%	2,428,394	1.94%
August	16,255,179	13.77%	16,819,666	13.45%	18,330,814	14.65%
September	26,150,902	22.15%	26,303,462	21.03%	27,731,893	22.17%
October	30,774,320	26.07%	32,868,210	26.28%	40,727,980	32.56%
November	32,344,957 **	27.40%	33,523,977 **	26.80%	49,365,639 **	39.47%
December	41,271,780	34.96%	33,750,953	26.98%	46,887,839	37.48%
January	53,037,217	44.93%	44,669,701	35.71%	59,026,452	47.19%
February	63,519,175	53.81%	55,293,029	44.20%	69,731,505	55.75%
March	69,865,296	59.18%	67,001,225	53.56%	81,909,480	65.48%
April	81,679,509	69.19%	78,653,851	62.88%	94,081,747	75.21%
May	102,274,231	86.64%	97,297,732	77.79%		0.00%
June	111,161,850	94.17%	111,032,879	88.77%		0.00%
<b>BUDGET</b>	<b>116,289,398</b>	<b>100.00%</b>	<b>118,046,063</b>	<b>100.00%</b>	<b>125,084,975</b>	<b>100.00%</b>



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

**EXPENDITURE COMPARISON  
GENERAL FUND**

	2014-2015		2015-2016		2016-2017	
	\$	%	\$	%	\$	%
July	3,337,696	2.75%	2,684,247	2.12%	3,281,485	2.59%
August	8,947,182	7.38%	7,972,377	6.29%	9,904,860	7.82%
September	17,645,205	14.56%	16,911,827	13.35%	19,362,893	15.29%
October	27,881,276	23.00%	25,943,715	20.48%	28,951,109	22.86%
November	37,625,436	31.04%	35,429,463	27.97%	39,179,314	30.93%
December	47,847,779	39.47%	45,930,671	36.26%	50,514,628	39.88%
January	57,981,560	47.83%	55,592,345	43.89%	60,876,065	48.06%
February	67,797,669	55.93%	65,071,177	51.37%	70,609,184	55.74%
March	77,794,585	64.17%	76,193,365	60.15%	81,513,622	64.35%
April	87,372,670	72.07%	85,924,006	67.84%	92,821,959	73.28%
May	97,383,134	80.33%	96,128,215	75.89%		0.00%
June	120,005,229	98.99%	118,503,256	93.56%		0.00%
<b>BUDGET</b>	<b>120,691,888</b>	<b>100.00%</b>	<b>121,227,919</b>	<b>100.00%</b>	<b>126,665,266</b>	<b>100.00%</b>





**Agenda II.B.6.  
May 25, 2017**

**To:** Board of Education  
**From:** Dr. Joe Gothard, Superintendent  
**Date:** May 19, 2017  
**Re:** Review Board Policies 505, 410, 413 and 415

**Recommendation:** Approve the review of Board Policies 505: *Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees*; 410: *Family and Medical Leave Policy*; 413: *Harassment and Violence*; and 415: *Mandated Reporting of Maltreatment of Vulnerable Adults*.

The Policy Review Committee met on May 16 and reviewed the policies mentioned above. Policies 410, 413 and 415 must be reviewed annually. The committee does not recommend any changes to the policies at this time.

Adopted: 12/3/2015  
Reviewed: [11/19/2015/25/2017](#)  
Revised:  
Rescinds:

## **505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

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

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

### **III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by electronic means and/or means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of

minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. “Minor” means any person under the age of eighteen (18).

E. “Material and substantial disruption” of a normal school activity means:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
  2. is libelous or slanderous;
  3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  4. advertises or promotes any product or service not permitted to minors by law;
  5. advocates violence or other illegal conduct;
  6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
  7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
  2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
  3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  4. the quantity or size of materials to be distributed;
  5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

#### **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

#### **VI. PROCEDURES FOR APPEAL PROCESS**

- A. Administration will establish guidelines and procedures for distribution of materials.
- B. If the person is dissatisfied with the decision of the administrator, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

#### **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken,

in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)  
*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied \_\_\_U.S. \_\_\_, 132 S.Ct. 592 (2011)

**Cross References:** Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
Burnsville-Eagan-Savage School District Policy 512 (School-Sponsored Student Publications)  
Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: 4/2001

Burnsville-Eagan-Savage School District Policy 410

Reviewed: ~~1/11, 4/28/2016~~ 5/25/2017

Revised: 6/2014, 5/12/2016

Rescinds: GBEAC

## **410 FAMILY AND MEDICAL LEAVE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to Independent School District 191 employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under Minnesota law.

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

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

### **III. DEFINITIONS**

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
  2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
  2. to attend military events and related activities of a covered military member;
  3. to address issues related to childcare and school activities of a covered military member's child;
  4. to address financial and legal arrangements for a covered military member;
  5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
  6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
  7. to attend post-deployment activities related to a covered military member;
  8. to address parental care needs; and
  9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
  2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

#### **IV. LEAVE ENTITLEMENT**

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee's child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
  - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

- b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
  - (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
  - (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
  - (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
- 6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
- 7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis,

based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely

contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case

where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

**V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  - 1. take leave for the entire period or periods of the planned medical treatment; or
  - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
  - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

## **VI. OTHER**

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable

regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

***Legal References:*** Minn. Stat. §§ 181.940-181.944 (Parenting Leave)  
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)  
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)  
29 C.F.R. Part 825 (Family and Medical Leave Act)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

Adopted: 03/94  
Reviewed: [5/26/2016](#)[5/25/2017](#)  
Revised: 8/11/2016  
Rescinds: JBA-ACA, ACA & ACA-R

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed,

religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

### III. DEFINITIONS

- A. “Assault” is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
  2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
  3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  2. “Familial status” means the condition of one or more minors being

domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
  5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
  7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of students(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices,

consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the executive director of human resources as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to

protect the target or victim, the complainant, students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulation.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists,

or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

#### **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

#### **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

#### **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** Burnsville-Eagan-Savage Policy 102 (Equal Educational Opportunity)  
Burnsville-Eagan-Savage Policy 401 (Equal Employment Opportunity)  
Burnsville-Eagan-Savage Policy 402 (Disability Nondiscrimination Policy)  
Burnsville-Eagan-Savage Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Burnsville-Eagan-Savage Policy 406 (Public and Private Personnel Data)  
Burnsville-Eagan-Savage Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Burnsville-Eagan-Savage Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
Burnsville-Eagan-Savage Policy 506 (Student Discipline)  
Burnsville-Eagan-Savage Policy 514 (Bullying Prohibition Policy)  
Burnsville-Eagan-Savage Policy 515 (Protection and Privacy of Pupil Records)  
Burnsville-Eagan-Savage Policy 521 (Student Disability Nondiscrimination)  
Burnsville-Eagan-Savage Policy 522 (Student Sex Nondiscrimination)  
Burnsville-Eagan-Savage Policy 524 (Internet Acceptable Use and Safety Policy)  
Burnsville-Eagan-Savage Policy 525 (Violence Prevention)  
Burnsville-Eagan-Savage Policy 526 (Hazing Prohibition)  
Burnsville-Eagan-Savage Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: 7/2001 *Burnsville-Eagan-Savage School District Policy 415*  
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Rescinds: GBHAB

## **415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS**

### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

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

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

### **III. DEFINITIONS**

- A. “Mandated Reporters” means any school personnel who have reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of,

an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.

- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to

protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive

damages set by the court or jury. The intentional making of a false report may result in discipline.

## V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

## VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)  
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
Minn. Stat. §§ 609.221-609.224 (Assault)  
Minn. Stat. § 609.234 (Crimes Against the Person)  
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)  
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Stat. § 626.5572 (Definitions)  
*In re Kleven*, 736 N.W.2d 707 (Minn. App. 2007)

**Cross References:** Burnsville-Eagan-Savage School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
Burnsville-Eagan-Savage School District Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)  
Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)



**Agenda II.B.7.  
May 25, 2017**

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

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

**Date: May 25, 2017**

**Re: Change Orders #259, #260, #261 and #262 for the 2015 Additions and Alterations to Burnsville High School**

RECOMMENDATION: That the Board of Education approve change Orders #259, #260, #261 and #262 for the 2015 Additions and Alterations to Burnsville High School.

On May 28<sup>th</sup>, 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 #259 for contract #2100 (Total Fire Protection, Inc.) is in the amount of \$2,896.00. Items on this change order include additional costs due to modifications to fire sprinkler risers made in the field as directed by ATS&R in order for the sprinkler system to function properly and a charge to Total Fire Production Inc. for damaging casework that needed to be replaced in one of the science labs.

Change order #260 for contract #0810 (Kendell Doors & Hardware, Inc.) is in the amount of \$4,704.00. Items on this change order include reversing the swing of an existing storage room door to meet code, replacing doors and a frame due to new height in the room and adding a lock set on the elevator equipment room.

Change order #261 for contract #2601 (Peoples Electric Co., Inc.) is in the amount of \$27,311.00. Items on this change order include a change in the type of electrical heaters and breakers that were installed in the stadium restrooms, replacement of circuit breakers and three light poles and fixtures between the stadium and the school, changes in the field directed by ATS&R, WENCK and Paul Heimke's and a credit for unused allowances that were in the contract.



Change order #262 for contract #3301 (Metro Utilities, Inc.) is in the amount of \$28,207.00. Items on this change order include relocating a fire hydrant that was not in the plans, the addition of a manhole for access to the sanitary sewer, raising utilities due to grade changes directed by the city inspector and adjustments to manholes to match revised grades.

To date total change orders in amount of \$2,452,079.00 to the 45 original contract amounts of \$37,734,946.00 brings the total contracts with change orders to \$40,187,025.00. This represents change orders of 6.50% of original bid amounts.

The four change orders on this recommendation letter are the final change orders for the Burnsville High School project.

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

OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

APR 18 2017  
 APR 21 2017  
 PCO # 259

(Instructions on reverse side)

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

TO CONTRACTOR:  
 (Name and address) TOTAL FIRE PROTECTION, INC.  
 1004 7TH AVENUE NORTH  
 BRANDON, SOUTH DAKOTA 57005

CHANGE ORDER NO.: 2100.003  
 INITIATION DATE: 03/24/17  
 PROJECT NOS.: 301504.01  
 CONTRACT FOR: Contract #2100  
 Fire Protection  
 CONTRACT DATE: 12/17/2015

The Contract is changed as follows:

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

RECEIVED

APR 19 2017

RECEIVED  
 APR 03 2017  
 BY TFP

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

ARMSTRONG, TORSETH, SKOLD & RYDEEN, INC.

The original (Contract Sum) <del>(Contract Maximum Price)</del> was .....	\$	418,890.00
Net change by previously authorized Change Orders .....	\$	26,777.00
The (Contract Sum) <del>(Contract Maximum Price)</del> prior to this Change Order was .....	\$	445,667.00
The (Contract Sum) <del>(Contract Maximum Price)</del> will be (increased) (decreased) (unchanged) by this Change Order .....	\$	2,896.00
The new (Contract Sum) <del>(Contract Maximum Price)</del> including this Change Order will be ....	\$	448,563.00
The Contract Time will be <del>(increased) (decreased)</del> (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

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

WENCK CONSTRUCTION INC.

CONSTRUCTION MANAGER  
 7500 Olson Memorial Hwy, Golden Valley, MN 55427  
 ADDRESS  
 BY *Todd Sheer* DATE 4/18/17

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 4/19/17  
 BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

TOTAL FIRE PROTECTION, INC.

CONTRACTOR  
 1004 7th Avenue N., Brandon SD 57005  
 ADDRESS  
 BY *Richard Bed* DATE 4-13-17

OWNER  
 100 River Ridge Court, Burnsville, MN 55337  
 ADDRESS  
 BY \_\_\_\_\_ DATE \_\_\_\_\_



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# Subcontract Change Order

Detailed, Grouped by Each Number

Burnsville High School

Project # 30150401

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

Date: 3/24/2017  
 To Subcontractor/Vendor:  
 Total Fire Protection, Inc.  
 1004 7th Ave. N.  
 P.O. Box 680  
 Brandon, SD 57005

Architect's Project No:  
 Contract Date:  
 Contract Number: 2100  
 Change Order Number: 003

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-110	001	Cost to add a riser and delete piping per PR 110.	852
RCO-214	001	Additional piping from Zone 7 to Zone 10 due to lack of pressure with original design.	3,308
RCO-214	002	Connect to existing 3" main in Zone 7 in lieu of zone 13 per MR72 drawing.	1,637
RCO-214	003	Invoice from the Owner to replace damaged casework.	-2,901

The original Contract Value was.....	418,890
Sum of changes by prior Subcontract Change Orders.....	26,777
The Contract Value prior to this Subcontract Change Order was.....	445,667
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	2,896
The new Contract Value including this Subcontract Change Order will be.....	448,563
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	

\_\_\_\_\_  
 CONTRACTOR

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 BY

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

Total Fire Protection, Inc.  
 \_\_\_\_\_  
 SUBCONTRACTOR/VENDOR  
 1004 7th Ave. N.  
 P.O. Box 680  
 Brandon, SD 57005

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 BY *Richard Brant*

\_\_\_\_\_  
 SIGNATURE *R. Brant*

\_\_\_\_\_  
 DATE *4-13-17*



# CHANGE ORDER

## CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

MAY - 8 2017  
 MAY 15 2017  
 PCO # 260

(Instructions on reverse side)

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

TO CONTRACTOR:  
 (Name and address) KENDELL DOORS & HARDWARE, INC.  
 2425 ENTERPRISE DRIVE, SUITE 100  
 MENDOTA HEIGHTS, MINNESOTA 55120

CHANGE ORDER NO.: 0810.006  
 INITIATION DATE: 04/20/17  
 PROJECT NOS.: 301504.01  
 CONTRACT FOR: Contract #0810  
 Doors/Frames/  
 Hardware - Supply  
 CONTRACT DATE: 10/22/2015

The Contract is changed as follows:

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

# RECEIVED

MAY 11 2017

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) <del>(xxxxxx)</del> was .....	\$	409,848.00 ✓
Net change by previously authorized Change Orders .....	\$	37,843.00
The (Contract Sum) <del>(xxxxxx)</del> prior to this Change Order was .....	\$	447,691.00
The (Contract Sum) <del>(xxxxxx)</del> will be (increased) (decreased) (unchanged) by this Change Order .....	\$	4,704.00
The new (Contract Sum) <del>(xxxxxx)</del> (Guaranteed Maximum Price) including this Change Order will be ...	\$	452,395.00
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]* 5/8/17  
 BY DATE  
 KENDELL DOORS & HARDWARE, INC.

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS *[Signature]* 5/12/17  
 BY DATE  
 BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

CONTRACTOR  
 2425 Enterprise Drive, Sute 100, Mendota Heights, MN  
 ADDRESS *[Signature]* 5/3/17  
 BY DATE

OWNER  
 101 100 River Ridge Court, Burnsville, MN 55337  
 ADDRESS  
 BY DATE



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# Subcontract Change Order

Detailed, Grouped by Each Number

**Burnsville High School**

**Project # 30150401**

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

**Date: 4/20/2017**

**To Subcontractor/Vendor:**  
 Kendell Doors and Hardware, Inc.  
 2425 Enterprirse Drive, Suite 100  
 Mendota Heights, MN 55120

**Architect's Project No:**  
**Contract Date:**  
**Contract Number: 0810**  
**Change Order Number: 006**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-217	001	Reverse Storage Room Door 8-007 swing.	1,215
RCO-217	002	Replace doors & frame @ 4-219 due to new height.	3,180
RCO-217	003	Add Elevator Equipment Room door lockset.	309

The original Contract Value was.....	409,848
Sum of changes by prior Subcontract Change Orders.....	37,843
The Contract Value prior to this Subcontract Change Order was.....	447,691
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	4,704
The new Contract Value including this Subcontract Change Order will be.....	452,395
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	

\_\_\_\_\_  
 CONTRACTOR

\_\_\_\_\_  
 Address

BY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Kendell Doors and Hardware, Inc.  
 \_\_\_\_\_  
 SUBCONTRACTOR/VENDOR  
 2425 Enterprirse Drive, Suite 100  
 Mendota Heights, MN 55120  
 \_\_\_\_\_  
 Address

BY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

APR 26 2017

OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

RCO # 261  
MAY - 3 2017

(Instructions on reverse side)

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

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

CHANGE ORDER NO.: 2601.014  
 INITIATION DATE: 04/20/17  
 PROJECT NOS.: 301504.01  
 CONTRACT FOR: Contract #2601  
 Electrical/Communication  
 Security/Paging  
 CONTRACT DATE: 10/22/2015

The Contract is changed as follows:

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

# RECEIVED

MAY - 1 2017

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	3,558,650.00
Net change by previously authorized Change Orders .....	\$	271,538.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	3,830,188.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) (decreased) (unchanged) by this Change Order .....	\$	27,311.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ....	\$	3,857,499.00
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 *Lodd Owen* DATE 4/26/17

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH.  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS  
 BY *J. Hugo* DATE 5/2/17

PEOPLES ELECTRIC CO., INC.  
 CONTRACTOR  
 277 East Fillmore Avenue, St. Paul, MN 55107  
 ADDRESS  
 BY *Paul Gray* DATE 4/24/17

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



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# Subcontract Change Order

Detailed, Grouped by Each Number

Burnsville High School

Project # 30150401

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

Date: 4/20/2017

To Subcontractor/Vendor:  
Peoples Electric Company, Inc.  
277 East Fillmore Avenue  
St. Paul, MN 55107

Architect's Project No:  
Contract Date:  
Contract Number: 2601  
Change Order Number: 014

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-168	001	Provide heaters and change circuit breakers for said heaters per RFI 536	2,992
RCO-218	001	Provide electrical for Heaters in Stadium Toilets.	2,758
RCO-218	002	Replace breaker in MDS-W that feeds H11-A.	4,503
RCO-218	003	Replace (3) Light Poles between the School and the Stadium.	25,406
RCO-218	004	Field Work Orders per Ron Even <i>WENCK</i>	17,246
RCO-218	005	Relocate Smoke Detector per Paul Heimke.	691
RCO-218	006	Credit for unused Allowances.	-26,696
RCO-218	007	Parking Lot breaker revisions.	411

The original Contract Value was.....	3,558,650
Sum of changes by prior Subcontract Change Orders.....	271,538
The Contract Value prior to this Subcontract Change Order was.....	3,830,188
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	27,311
The new Contract Value including this Subcontract Change Order will be.....	3,857,499
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
Address

BY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Peoples Electric Company, Inc.  
\_\_\_\_\_  
SUBCONTRACTOR/VENDOR

277 East Fillmore Avenue  
St. Paul, MN 55107  
\_\_\_\_\_  
Address

BY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

MAY 11 2017

MAY 15 2017

PCO # 262

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"/>

(Instructions on reverse side)

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) METRO UTILITIES, INC.  
 9656 161ST AVENUE NW  
 ELK RIVER, MINNESOTA, 55330

CHANGE ORDER NO.: 3301.007

INITIATION DATE: 05/03/17

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #3301  
 Site Utilities

CONTRACT DATE: 08/13/15

The Contract is changed as follows:

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

# RECEIVED

MAY 11 2017

ARMSTRONG, TORSETH

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

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was	\$	288,750.00
Net change by previously authorized Change Orders	\$	23,674.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was	\$	312,424.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) (decreased) (unchanged) by this Change Order	\$	28,207.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be	\$	340,631.00
The Contract Time will be (increased) (decreased) (unchanged) by	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

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

WENCK CONSTRUCTION INC.  
 CONSTRUCTION MANAGER  
 7500 Olson Memorial Hwy, Golden Valley, MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 5/11/17

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 5/12/17

METRO UTILITIES, INC.  
 CONTRACTOR  
 9656 161st Avenue NW, Elk River, MN 55330  
 ADDRESS  
 BY *[Signature]* DATE 5-5-17

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



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# Subcontract Change Order

Detailed, Grouped by Each Number

**Burnsville High School**

**Project # 30150401**

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

**Date: 5/3/2017**

**To Subcontractor/Vendor:**

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

**Architect's Project No:**

**Contract Date:**

**Contract Number: 3301**

**Change Order Number: 007**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-192	001	Missed fire hydrant relocation in PR #19.	9,688
RCO-192	002	Add manhole between CB22 and CBMH26.	3,651
RCO-192	003	Raise utility structures due to grade changes and add clean outs as directed by the City Inspector.	10,159
RCO-192	004	Adjust manholes in West lot to match revised grades.	2,844
RCO-192	005	Adjust manholes, hydrant, and switch out existing casting.	1,865

The original Contract Value was.....	288,750
Sum of changes by prior Subcontract Change Orders.....	23,674
The Contract Value prior to this Subcontract Change Order was.....	312,424
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	28,207
The new Contract Value including this Subcontract Change Order will be.....	340,631
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
Address

BY \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Metro Utilities, Inc.  
\_\_\_\_\_  
SUBCONTRACTOR/VENDOR

9656 161st Avenue NW  
Elk River, MN 55330  
\_\_\_\_\_  
Address

BY Ryan VanHarden

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE 5-5-17

# 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 paid to Date
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	\$347,577.00	65.58%	9	\$877,577.00	94.12%
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>\$726,676.00</u>			<u>\$3,876,115.00</u>	
Bid Pack #2								
Contract #0345 Precast Concrete Wall Panels	Wells Concrete	\$2,403,594.00	\$2,615,000.00	(\$104,208.00)	-3.99%	5	\$2,510,792.00	94.43%
		<u>\$2,403,594.00</u>	<u>\$2,615,000.00</u>	<u>(\$104,208.00)</u>			<u>\$2,510,792.00</u>	
Bid Pack #3								
Contract #0420 Masonry	Crosstown Masonry Incorporated	\$1,305,616.00	\$1,240,000.00	\$94,132.00	7.59%	9	\$1,334,132.00	100.00%
Contract #3301 Site Utilities	Metro Utilities, Inc.	\$181,880.00	\$288,750.00	\$51,881.00	17.97%	7	\$340,631.00	87.13%
Contract #3290 Landscaping/Irrigation Systems	Urban Companies, LLC	\$305,275.00	\$240,069.00	\$51,972.00	21.65%	8	\$292,041.00	95.00%
Contract #3210 Asphalt Paving/Curbs	Midwest Asphalt Corporation	\$1,244,655.00	\$921,900.00	\$40,275.00	4.37%	6	\$962,175.00	90.97%
Contract #3100 Earthwork/Site Demolition	Max Steining Inc.	\$1,179,458.00	\$1,071,000.00	\$122,691.00	11.46%	10	\$1,193,691.00	92.72%
Contract #2202 Mechanical	Klamm Mechanical	\$551,250.00	\$872,000.00	\$45,857.00	5.26%	8	\$917,857.00	100.00%
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	100.00%
Contract #0340 Structural Precast Concrete	Wells Concrete	\$1,013,719.00	\$933,340.00	(\$9,510.00)	-1.02%	3	\$923,830.00	95.98%
Contract #0330 Cast-In-Place Concrete	Northland Concrete & Masonry, LLC	\$2,739,043.00	\$2,617,189.00	\$293,885.00	11.23%	15	\$2,911,074.00	95.00%
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	(\$23,172.00)	-2.58%	6	\$875,728.00	100.00%

Information	Company	Wenck Estimates	Awarded Bid	Change Orders To Date	Percent of Change	Numer of Change Orders	Contract Amount With Change Orders	Percent of paid to Date
		<u>\$10,055,030.00</u>	<u>\$9,950,603.00</u>	<u>\$791,340.00</u>			<u>\$10,741,943.00</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	100.00%
Contract #0511 Miscellaneous Metals - Erection	Red Cedar Steel Erectors, Inc.	\$58,387.35	\$126,500.00	(\$1,489.00)	-1.18%	1	\$125,011.00	95.00%
Contract #0550 Miscellaneous Metals Fabrication- Supply	American Structural Metals, Inc.	\$411,285.00	\$802,450.00	(\$5,121.00)	-0.64%	3	\$797,329.00	100.00%
Contract #0990 Painting	Fransen Decorating, Inc.	\$401,378.25	\$230,305.00	\$16,252.00	7.06%	4	\$246,557.00	95.00%
Owner Direct - Architectural Purchase	Haldeman-Homme Inc.	\$1,636,582.50	\$1,084,781.00	(\$12,148.00)	-1.12%	13	\$1,072,633.00	94.85%
Contract #2601 Electrical/Communications/Security/Paging	Peoples Electric	\$3,736,950.00	\$3,558,650.00	\$298,849.00	8.40%	14	\$3,857,499.00	94.18%
Contract #2305 Testing and Balancing	Marcus Global, Inc.	\$71,299.20	\$67,800.00	\$0.00	0.00%	0	\$67,800.00	95.00%
Contract #2302 HVAC/Temperature Controls	Thelen Heating & Roofing, Inc.	\$3,479,700.00	\$2,751,800.00	\$81,832.00	2.97%	9	\$2,833,632.00	100.00%
Contract #2200 Plumbing and Heating	El-Jay Plumbing & Heating, Inc.	\$3,709,440.00	\$3,269,000.00	\$163,090.00	4.99%	11	\$3,432,090.00	92.16%
Contract #2100 Fire Protection	Total Fire Protection, Inc.	\$427,798.35	\$418,890.00	\$29,673.00	7.08%	3	\$448,563.00	94.39%
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	\$4,500.00	2.25%	1	\$204,547.00	100.00%
Contract #1140 Food Service Equipment	Advanced Contract Equipment and Design	\$15,750.00	\$18,381.00	\$7,216.00	39.26%	3	\$25,597.00	97.78%
Contract #0610 Selective Demolition/Carpentry	George F. Cook Construction Co.	\$1,521,190.65	\$1,443,000.00	\$96,799.00	6.71%	8	\$1,539,799.00	92.29%
Contract #1022 Folding Panel Partitions	W.L. Hall Company	\$61,425.00	\$52,904.00	\$0.00	0.00%	0	\$52,904.00	100.00%
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	100.00%
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	\$12,225.00	4.07%	2	\$312,505.00	100.00%
Contract #0930 Tile	Multiple Concepts Interiors, Inc.	\$886,415.25	\$1,324,000.00	\$21,763.00	1.64%	6	\$1,345,763.00	100.00%

Information	Company	Wenck Estimates	Awarded Bid	Change Orders To Date	Percent of Change	Numer of Change Orders	Contract Amount With Change Orders	Percent of paid to Date
Contract #0920 Drywall/Cold Formed Metal Framing/DEF	Commercial Drywall, Inc.	\$1,222,033.05	\$609,850.00	\$93,870.00	15.39%	8	\$703,720.00	95.00%
Contract #0840 Aluminum Entrances I Storefronts I Curta	Envision Glass, Inc.	\$1,668,936.15	\$1,276,534.00	\$19,337.00	1.51%	4	\$1,295,871.00	94.41%
Contract #0833 Coiling/Overhead Doors	Overhead Door of the Northland	\$76,125.00	\$73,689.00	\$0.00	0.00%	0	\$73,689.00	100.00%
Contract #0810 Doors/Frames/Hardware - Supply	Kendell Doors & Hardware, Inc.	\$445,068.75	\$409,848.00	\$42,547.00	10.38%	6	\$452,395.00	93.05%
Owner Direct - Chiller Plant Purchase	Trane Co.	\$1,470,000.00	\$1,296,580.00	\$83,718.00	6.46%	5	\$1,380,298.00	95.00%
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>\$1,038,271.00</u>			<u>\$23,058,175.00</u>	
	Grand Totals	<b><u>\$40,957,250.99</u></b>	<b><u>\$37,734,946.00</u></b>	<b><u>\$2,452,079.00</u></b>	<b>6.50%</b>		<b><u>\$40,187,025.00</u></b>	
							<b><u>\$41,716,739.00</u></b>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING

**\$41,716,739.00**



**Agenda III.A.  
May 25, 2017**

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

**From:** Doug Johnson, Director of Technology and Rachel Gorton, Instructional Technology Coordinator

**Date:** May 19, 2017

**Re:** Receive a Report on the Middle School Chromebook Rollout Plan

Receive a report on the Middle School Chromebook Rollout Plan from Doug Johnson, Director of Technology and Rachel Gorton, Instructional Technology Coordinator.



**ONE91**  
Burnsville · Eagan · Savage



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# Future Ready

## Middle School 1:1 Update

May 26, 2017

***Future Ready. Community Strong.***



*“Utilize technology for instruction to provide rigorous, personalized learning, and maximize operational systems.”*

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**one91** District 191 Strategic Roadmap 2015-2020

**OUR MISSION** Our schools will Empower Learning, Energize Achievement, Embrace Community  
***Each Student Real-World Ready***

<b>CORE VALUES</b>	<b>Expectations:</b>	I will set a high bar for myself and others in learning, behavior, commitment to do one's best and service to others and community.	<b>VISION 2020</b>	ISD 191 will become the leading and preferred source of learning and education for its students and adult learners because we: <ul style="list-style-type: none"> <li>Utilize technology for instruction to provide rigorous, personalized learning, and maximize operational systems.</li> <li>Serve the unique needs of our students, families and communities first and foremost.</li> <li>Provide relevant and engaging student learning and enrichment leading to college and career readiness for all.</li> <li>Develop innovative, attractive and aligned academic programs, support services and opportunities.</li> <li>Invest and engage in real partnership across those with differing interests, talents, assets and opportunities aligned with District mission and core values.</li> <li>Energize and leverage our community diversity in all forms as unique and valued assets for developing true real-world ready learners and citizens.</li> <li>Attract, value, retain and develop the very best employees in education and operations to serve our students and families.</li> </ul>
	<b>Respect:</b>	I will honor the uniqueness of myself and others		
	<b>Integrity:</b>	I will do the right thing, even when no one is looking		
	<b>Partnership:</b>	I will engage in relationships and action which empowers learning for ALL		
<b>STRATEGIC DIRECTIONS</b>		<ul style="list-style-type: none"> <li>Close gaps and raise achievement for all students</li> <li>Create a culturally proficient school system</li> <li>Maximize resources for optimal student learning</li> <li>Increase the capacity for partnership with community</li> </ul>		

**Future Ready. Community Strong.**



## 3 Year Technology Plan 2015-2018 Mission:

- Ensure equitable digital access for all students
- Create individualized learning experiences
- Leverage technology for engaged learning
- Graduate students who are information and technologically literate
- Use technology to efficiently manage district operations and provide data for effective decision-making
- Promote home-school communication to establish powerful partnerships



# 191 Culturally Proficient Technology Practices

	Unhealthy Practices			Healthy Practices		
114 <b>Essential Elements</b>	<b>Cultural Destructiveness</b>	<b>Cultural Incapacity</b>	<b>Cultural Blindness</b>	<b>Cultural Pre-Competence</b>	<b>Cultural Competence</b>	<b>Cultural Proficiency</b>

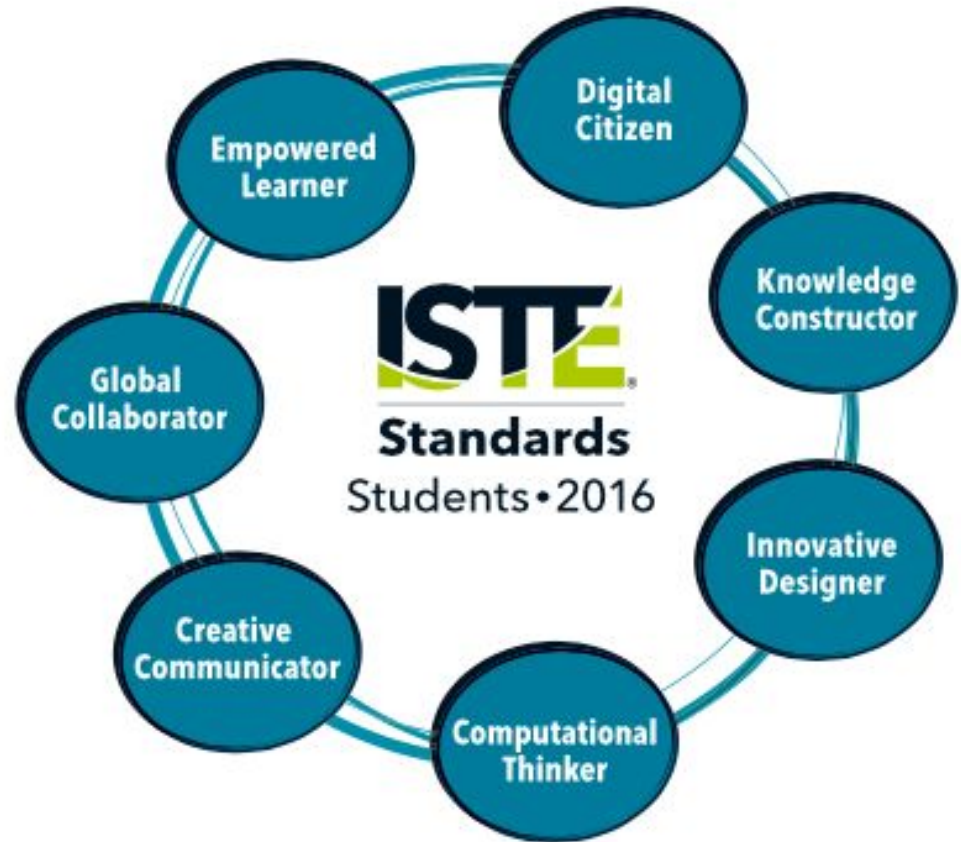
## Valuing Diversity

Comments and attitude that certain technology is negative, distracting, and has no place in learning.	Limits use of digital content and tools by students for their learning	Educators don't see the value of digital tools that students use daily and therefore minimize their benefit.	Understanding that lack of technology knowledge and skills limits student experiences	Allows a variety of tools and digital content to be used by student	Engage and values student voice and perspective in how technology benefits their learning	
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“The ISTE Standards for Students are designed to empower student voice and ensure that learning is a student-driven process of exploration, creativity and discovery”

[www.iste.org](http://www.iste.org)





# Student Handout

- August 22, 23, 24
- Students in BHS IT Explorations class
- Middle School students





# Parent Preparation

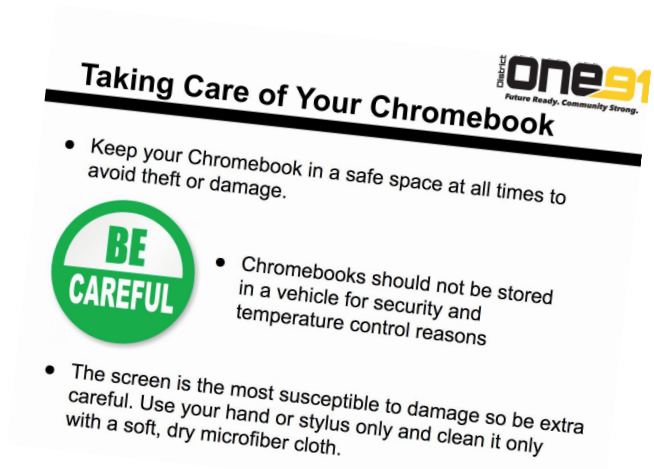
- Communications Department: website, newsletters, social media
- Information sessions at orientations
- Connections with Cultural Liaisons
- Community Education Parent Sessions during 2017-2018



# Student Preparation

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- Orientation
- Week 1
- Ongoing throughout the year
  - Tied to PBIS

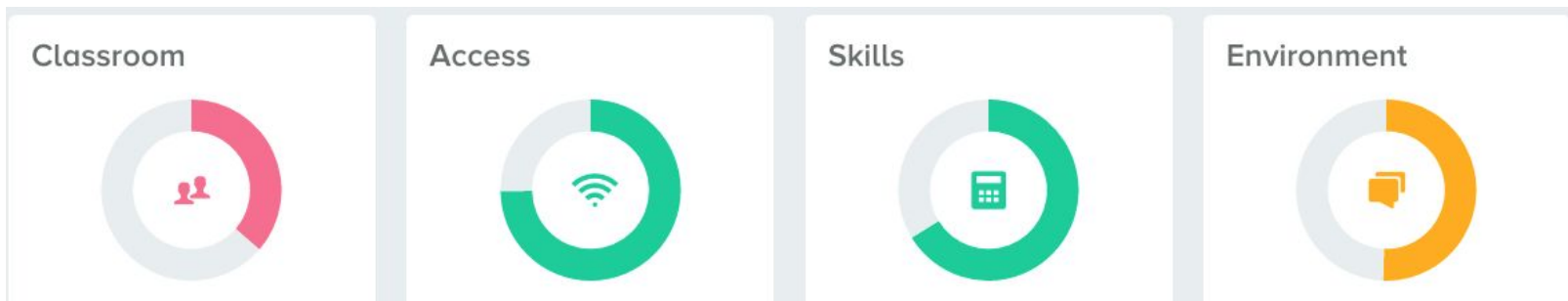




# Monitoring & Evaluation

- Clarity Technology Survey
- Usage data from resources
- Schoology evaluations
- Class visits and observational data

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**ONE91**  
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***Future Ready. Community Strong.***



**Agenda III.B.  
May 25, 2017**

**To:** Board of Education, Members

**From:** Abigail Alt, Chair

**Date:** May 24, 2017

**Re:** Approve the Employment Contract for Interim Superintendent of Schools

**Recommendation:** that the Board of Education approves the Contract for Interim Superintendent of Schools.

## EMPLOYMENT CONTRACT FOR INTERIM SUPERINTENDENT OF SCHOOLS

Pursuant to Minnesota Statutes section 123B.143 (2015), the School Board of Independent School District No. 191, Burnsville-Eagan-Savage (“District” or “School Board”) enters into this employment contract (“Contract”) with Cindy Amoroso (“Interim Superintendent”). In consideration of the mutual promises contained in this Contract and other valuable consideration, the sufficiency of which is acknowledged, the District and the Interim Superintendent agree as follows:

### ARTICLE I DURATION AND TERMINATION

**Section 1: Duration.** This Contract is for a term of two (2) years beginning on July 1, 2017, and ending on June 30, 2019. This Contract will remain in full force and effect, unless it is modified by mutual written consent of the School Board and the Interim Superintendent, or unless the Board discharges the Interim Superintendent in accordance with this Contract.

**Section 2: Expiration.** This Contract will automatically expire on June 30, 2019. When this Contract expires, neither party will have any further claim against the other, and the District’s employment of the Interim Superintendent will automatically end, unless the District and the Interim Superintendent enter into a subsequent employment contract for the Contract year July 1, 2019 through June 30, 2020. The School Board shall notify the Interim Superintendent whether it desires to enter into a subsequent employment contract no later than December 1, 2018, and the parties may thereafter negotiate the terms of a possible subsequent contract. Any subsequent contract will take effect upon expiration of the existing Contract and is contingent upon the Interim Superintendent’s successful completion of her existing employment contract. The Interim Superintendent shall notify the School Board no later than December 1, 2018 if she does not desire to enter into a subsequent contract. In the event the parties do not enter into a subsequent contract, the Interim Superintendent shall have a right to return to an Assistant Superintendent position. The salary and benefits for such position shall be determined by the School District, subject to negotiation by the parties. The Interim Superintendent’s right to return to an Assistant Superintendent position shall not apply if her employment is terminated pursuant to Section 4 of this Contract.

**Section 3: Evaluation.** The School Board may periodically evaluate the Interim Superintendent during the term of this Contract, as it sees fit.

**Section 4: Termination During the Term.** During the term of this Contract, the District may immediately discharge the Interim Superintendent and thereby terminate this Contract based on any of the grounds stated in Minnesota Statutes section 122A.40, subdivisions 9 or 13. If the School Board votes to discharge the Interim Superintendent from employment during the term of this Contract, the Board must give the Interim Superintendent written notice of the grounds for discharge. The Interim Superintendent is entitled to a hearing before an arbitrator to challenge whether the asserted grounds for discharge exist. To exercise this right, the Interim Superintendent or her representative must mail or hand-deliver a written request for arbitration to the School Board Chair within ten (10) calendar days after receiving written notice of the grounds for discharge. If the Interim Superintendent makes a timely request for a hearing, the parties may attempt to

mutually agree on an arbitrator. If the parties cannot mutually agree on an arbitrator within five calendar days, the District will petition the Minnesota Bureau of Mediation Services (“BMS”) for a list of five arbitrators. Within ten (10) calendar days after receiving the list, the parties (or their representatives) must select an arbitrator from the list by using an alternating striking process. The arbitrator must conduct a hearing and issue a written decision within sixty calendar days after being selected by the parties, unless the parties agree to extend the timeline. The arbitrator’s decision will be final and binding upon the parties, subject to judicial review of arbitration decisions as provided by law. If the Interim Superintendent (or her representative) fails to mail or hand-deliver a written request for arbitration to the School Board Chair within ten calendar days, the Interim Superintendent will be deemed to have acquiesced to the discharge, and the Interim Superintendent will have no further right to challenge the discharge or to bring a claim against the District.

**Section 5: Mutual Consent.** This Contract may be terminated at any time by the mutual consent of the School Board and the Interim Superintendent.

**Section 6: Limited Application of Section 122A.40.** Except as explicitly stated in this Contract, the provisions of Minnesota Statutes section 122A.40 do not apply to the District’s employment of the Interim Superintendent or to this Contract. The Interim Superintendent does not have any continuing contract rights under Minnesota Statutes section 122A.40. By operation of law, Minnesota Statutes section 122A.40, subdivisions 3 and 19 apply to the Interim Superintendent’s employment with the District.

## **ARTICLE II RESPONSIBILITIES**

**Section 1: Licensure.** Throughout the term of this Contract, the Interim Superintendent must hold a valid and appropriate license to work as an Interim Superintendent in the State of Minnesota. The Interim Superintendent must provide a copy of her Superintendent’s license to the District’s Executive Director of Human Resources before July 1 of each Contract year.

**Section 2: Compliance with Laws and Policies.** The Interim Superintendent must comply with all applicable federal and state laws. The Interim Superintendent must comply with all rules, regulations, and policies of the School Board and the State of Minnesota, including those rules, regulations, and policies that currently exist and any that are established or amended during the term of this Contract.

**Section 3: Assigned Duties.** The Interim Superintendent must faithfully perform all services that the School Board prescribes or assigns to the Interim Superintendent, regardless of whether those services are specifically described in this Contract or in a general job description. At any time during the term of this Contract, the School Board may place the Interim Superintendent on paid administrative leave or may assign the Interim Superintendent to perform other legal duties not traditionally associated with the position of a school Superintendent. Regular and prompt attendance is an essential function of the Interim Superintendent’s job.

**Section 4: Basic Duties.** The Interim Superintendent will have charge of the administration of the schools under the direction of the School Board. Toward that end, the Interim Superintendent will perform the following functions: serve as the chief executive officer of the School District;

direct and assign teachers and other District employees under the Interim Superintendent's supervision; organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, but subject to the approval of the School Board; select all personnel subject to the approval of the School Board; recommend policies, regulations, rules and procedures that are necessary for the District; visit and supervise the schools in the District; report and make recommendations about the condition of the schools in the District when advisable or at the Board's request; to the extent required by law, annually evaluate each school principal assigned responsibility for supervising a school building in the District; superintend school grading practices and examinations for promotions; make reports that are required by the Commissioner of the Minnesota Department of Education; and perform all duties incident to the office of the Interim Superintendent. The Interim Superintendent will serve as an ex-officio member of the School Board and all School Board committees, and will provide administrative recommendations on each item of business considered by each of these groups.

### **ARTICLE III COMPENSATION**

**Section 1: Basic Salary.** The District will pay the Interim Superintendent a gross annual salary of \$179,000 for the 2017-2018 Contract year (July 1 – June 30), and \$184,000 for the 2018-2019 Contract year. The District will pay the Interim Superintendent her gross annual salary in equal installments, less applicable withholdings and deductions, based on the District's regular payroll schedule.

**Section 2: TSA Matching Payments.** The Interim Superintendent may make an irrevocable election to have a portion of the salary identified in Section 1 above placed in a tax sheltered annuity ("TSA") of her choice through payroll deduction. To the extent permitted by law, the District will match the Interim Superintendent's contributions to a qualifying TSA on a dollar-for-dollar basis, up to a maximum of Five Thousand Dollars (\$5,000.00) in each year of this Contract. Once the District has made a matching contribution to the TSA, the matching payment will become the property of the Interim Superintendent. However, if this Contract is terminated for any reason during its term, the District shall cease matching contributions effective the last day of the Interim Superintendent's employment.

**Section 3: Responsibility for TSA Compliance.** The Interim Superintendent and the annuity companies involved are solely responsible for ensuring that the TSA complies with Section 403(b) of the Internal Revenue Code, as amended, and Minnesota law. The Interim Superintendent hereby waives any right that she might otherwise have to bring a claim against the District for any issue related to whether the TSA complies with Section 403(b) of the Internal Revenue Code, as amended, and Minnesota law. The Interim Superintendent also waives any right that she might otherwise have to demand direct payment to her of the amount that she identifies for contribution to the TSA. The District's only obligation under Article III, Sections 2 and 3, is to make the specified contributions to the TSA.

**Section 4: Automobile Allowance.** The School Board recognizes that the Interim Superintendent must regularly use her personal vehicle to travel for District business. Accordingly, pursuant to

Minnesota Statutes section 471.665, subdivision 3, the District will pay the Interim Superintendent a monthly automobile allowance in the amount of four hundred dollars and zero cents (\$400.00), less any applicable withholdings and deductions.

#### **ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE**

**Section 1: Basic Work Year.** The position of Interim Superintendent has exempt status under the Fair Labor Standards Act. The Interim Superintendent's duty year will be twelve months in length and will correspond to each year (July 1 to June 30) covered by this Contract. The Interim Superintendent must work full-time on at least two hundred sixty-one (261) duty days, less vacation, paid holidays, and sick leave used during each duty year. The two hundred sixty-one duty days include those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Interim Superintendent must be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

**Section 2: Vacation.** The Interim Superintendent shall be credited with thirty-three (33) days of paid vacation on July 1 of each Contract year. The Board encourages the Interim Superintendent to use her paid vacation leave. The Interim Superintendent must obtain prior approval from the School Board Chair before taking more than ten (10) consecutive days of paid vacation, unless the vacation days are being utilized during a leave taken pursuant to the Family Medical Leave Act. If the Interim Superintendent has accrued, unused vacation leave on June 30 of a Contract year, the School District shall contribute an amount not to exceed the equivalent of five (5) days of vacation leave to the Interim Superintendent's 403(b) account. The amount of the contribution shall be calculated based on the Interim Superintendent's daily rate of pay on June 30 of the Contract year. All other accrued, unused vacation leave shall be forfeited on June 30 of each Contract year.

**Section 3: Payment of Vacation Leave Upon Expiration of Employment Contract.** If the School Board does not enter into a subsequent Contract with the Interim Superintendent and the Interim Superintendent is no longer employed by the School District in any position, the School District shall pay the Interim Superintendent at her daily rate of pay, as determined by a divisor of 261 days, for each day of vacation that the Interim Superintendent has accrued but has not used as of June 30, 2019. Alternatively, the School Board may require the Interim Superintendent to use her days of accrued but unused vacation during the last three months of this Contract. If, at the expiration of this Contract, the parties have not entered into a subsequent contract and the Interim Superintendent continues employment in an Assistant Superintendent position, any amount of accrued, unused vacation as of June 30, 2019 shall be credited to the Assistant Superintendent's vacation account. If this Contract is terminated during its term, the Interim Superintendent will not be compensated for any accrued and unused days of vacation.

**Section 4: Paid Holidays.** The Interim Superintendent will be entitled to ten (10) paid holidays each Contract year. Unless otherwise designated by the School Board, the paid holidays will be:

Independence Day	Day before Christmas
Labor Day	Christmas Day
Thanksgiving Day	New Year's Day
Day after Thanksgiving	Memorial Day
Two floating holidays	

**Section 5: Accrual of Sick Leave.** On July 1, 2017, the Interim Superintendent will be credited with twelve (12) days of sick leave. Also, on July 1, 2017, eight (8) days of sick leave the Interim Superintendent accrued in her Assistant Superintendent position shall be credited to her and available in the Interim Superintendent position. The Interim Superintendent may use sick leave for any illness, injury, or health condition that prevents her from performing her job duties.

The Interim Superintendent may use sick leave for any reason that is explicitly permitted by law or by another provision of this Contract. Upon ending her employment with the School District for any reason or upon return to an Assistant Superintendent position, the Interim Superintendent is not entitled to payment for or transfer of any unused days of sick leave.

**Section 6: Definition of Immediate Family.** For purposes of this Contract, the term “immediate family” means the spouse, child, parent, grandparent, grandchild, sibling, parent-in-law, daughter-in-law and son-in-law.

**Section 7: Family Illness.** The Interim Superintendent may use her accrued sick leave for the care of relatives pursuant to Minn. Stat. §181.9413; however, she will not be required to deduct up to three (3) days of paid sick leave for the care of the Interim Superintendent’s immediate family, as defined in Section 6, who has an illness or injury that requires attention from a medical provider. Upon ending her employment with the District for any reason, the Interim Superintendent is not entitled to payment for any unused days of family illness leave.

**Section 8: Bereavement Leave.** The Interim Superintendent will be granted up to three (3) days of bereavement leave, without loss of pay, for each death in the Interim Superintendent’s immediate family. Days utilized for bereavement leave will not be deducted from the Interim Superintendent’s accumulated sick leave. Upon ending her employment with the District for any reason, the Interim Superintendent is not entitled to payment for any unused days of bereavement leave.

**Section 9: Workers’ Compensation Differential.** In accordance with Minnesota Statutes Chapter 176, if the Interim Superintendent is injured while performing duties for the District and qualifies for workers’ compensation benefits, she may draw from her accumulated sick leave in order to make up the difference between her regular salary and the workers’ compensation insurance payments she receives. The Interim Superintendent’s accumulated sick leave will be reduced in proportion to the amount of compensation paid pursuant to this Section. This Section of the Contract will immediately cease to apply if the Interim Superintendent exhausts her accumulated sick leave.

## **ARTICLE V INSURANCE**

**Section 1: Health and Hospitalization.** The District will select and offer one or more group health and hospitalization insurance plans to the Interim Superintendent. This paragraph will not apply unless the Interim Superintendent qualifies for and enrolls in a group health and hospitalization plan that is offered by the District. If the Interim Superintendent elects single coverage, the District will pay the full amount of the monthly premium. If the Interim Superintendent elects dependent or family coverage, the District will contribute the same amount toward the monthly premium for group health and hospitalization insurance that it contributes for the District's Tier I executive director(s) under the General Terms and Conditions of Employment for Unaffiliated Supervisory Employees. To the extent that the cost of the monthly premium exceeds the amount of the District's contribution, the Interim Superintendent must pay the remaining cost through payroll deduction.

**Section 2: Dental.** The District will select and offer one or more dental plans. This paragraph will not apply unless the Interim Superintendent qualifies for and enrolls in a dental plan that is offered by the District. If the Interim Superintendent elects single coverage, the District will pay the full amount of the monthly premium for dental insurance. If the Interim Superintendent elects dependent or family coverage the District will contribute the same amount toward the monthly premium for dental insurance that it contributes for directors under the Director's Terms and Conditions of Employment. To the extent that the cost of the monthly premium exceeds the amount of the District's contribution, the Interim Superintendent must pay the remaining cost through payroll deduction.

**Section 3: Life Insurance.** The District will select and offer a group term life insurance policy with a maximum death benefit of \$500,000. This paragraph will not apply unless the Interim Superintendent qualifies for and enrolls in the plan that is offered by the District. During the term of this Agreement, the District will pay the full amount of the monthly premium for the policy offered by the District. The life insurance policy will be payable to the Interim Superintendent's named beneficiary.

**Section 4: Long Term Disability Insurance.** The District will pay the full amount of the monthly premium for a long-term disability ("LTD") insurance plan selected by the District for the Interim Superintendent.

**Section 5: Claims Against the District.** The District is not promising or guaranteeing that any particular claim will be paid or covered by insurance. The District's only obligation is to select an insurance plan and make the premium contributions that are described in this Contract. The eligibility and coverage of the Interim Superintendent and any dependents will be governed entirely by the terms of the applicable insurance policy. No claim may be made against the District as a result of denial of insurance benefits by an insurer if the District has selected the policies and paid the premiums described in this Article. Subject to any applicable requirements of federal or state law, the District's obligation to make any contribution toward the cost of the premium for any and all types of insurance described in this Contract will cease immediately upon termination

or expiration of this Contract or in the event that the Interim Superintendent's employment ends for any reason.

## **ARTICLE VI PROFESSIONAL GROWTH AND REIMBURSEMENT**

**Section 1: Professional Growth Conferences and Meetings.** The School Board recognizes the importance of having the Interim Superintendent attend and participate in conferences and meetings for professional growth. Accordingly, the Interim Superintendent is encouraged and expected to attend appropriate professional meetings at the local, state, and national level. The District will pay, or reimburse the Interim Superintendent for, all valid, reasonable, and necessary expenses associated with the Interim Superintendent's travel to and attendance at such conferences and meetings whenever her attendance is required or permitted by the School Board. The Interim Superintendent is required to attend the annual American Association of School Administrators conference. The Interim Superintendent must periodically report to the School Board about the meetings and conferences she has attended. To receive reimbursement for expenses, the Interim Superintendent must file itemized expense statements in compliance with School Board policy and law. Notwithstanding any other provision in this Contract, the Board in its sole discretion may limit the number and type of conferences and conventions the Interim Superintendent may attend. Such a limit will not take effect until notice of the limit is provided to the Interim Superintendent.

**Section 2: Dues.** The District will pay the professional dues to the American Association of School Administrators, Minnesota Association of School Administrators, and another organization of the Interim Superintendent's choice. In addition, the District will pay the dues for the Interim Superintendent to be a member of civic organizations and service organizations that are mutually agreed upon by the Interim Superintendent and the District.

**Section 3: Business Expenses.** The District will reimburse the Interim Superintendent for reasonable and necessary expenses that she incurs in the course of conducting District business. To obtain reimbursement, the Interim Superintendent must file itemized expense statements in compliance with School Board policy and law. The School Board retains the ultimate discretion to approve or deny an expense. The Interim Superintendent is encouraged to seek approval for significant expenses in advance of incurring the expense. Because the Interim Superintendent is receiving an automobile allowance, the Interim Superintendent may not claim reimbursement for miles driven in her personal vehicle. Notwithstanding any other provision in this Contract, the Board in its sole discretion may further define the number and type of expenses for which the Interim Superintendent may claim reimbursement.

## **ARTICLE VII MISCELLANEOUS**

**Section 1: Outside Activities.** Although the Interim Superintendent must devote full time and due diligence to the affairs and the activities of the District, she may also serve as a consultant to other Districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Interim Superintendent's ability to perform the duties of the Interim Superintendent. However, the

Interim Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board Chair.

**Section 2: Indemnification and Provision of Counsel.** In the event that an action is brought or a claim is made against the Interim Superintendent arising out of or in connection with her employment and she is acting within the scope of employment or official duties, the District will defend and indemnify the Interim Superintendent to the full extent required by law. Indemnification, as provided in this Section, will not apply in the case of malfeasance in office or willful or wanton neglect of duty. In addition, the District's obligation to defend and indemnify the Interim Superintendent is subject to the limitations stated in Minnesota Statutes Chapter 466 and the case law interpreting that statute.

**Section 3: Jury Duty.** If the Interim Superintendent serves on jury duty during the term of this Contract, she will receive full pay from the District, without deduction from accumulated vacation or sick leave, provided that she submits to the District any compensation she received from being called to sit as a juror.

**Section 4: Mandatory Disclosure.** Before entering into this Contract, the Interim Superintendent must disclose, in writing, the existence and terms of any buyout agreement, including amounts and the purpose for the payments, relating to her contract with another school board. For purposes of this Contract, a "buyout agreement" is any agreement under which the Interim Superintendent was employed as a Superintendent; left before the term of the contract was over; and received a sum of money, something else of value, or the right to something of value for some purpose other than performing the services of a Superintendent. The failure to make such a disclosure will render this Contract void as a matter of law.

**Section 5: Severability.** If a court of law determines that any provision of this Contract is invalid or unenforceable by operation of law, the remainder of the Contract will remain in full force and effect.

**Section 6: Entire Agreement.** This Contract constitutes the entire agreement between the parties relating to the District's employment of the Interim Superintendent. Neither party has relied upon any statements or promises that are not set forth in this document. This Contract supersedes any and all prior agreements between the parties and any inconsistent provisions in any employee handbook or District policy. The Interim Superintendent understands and agrees that any handbooks, manuals, or policies adopted by the District do not create an express or implied contract between the District and the Interim Superintendent. No waiver or modification of any provision of this Contract will be valid unless it is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have voluntarily entered into this Contract on the dates shown by their signatures. This Contract will not become effective unless and until it is approved by the District's School Board and signed by both parties.

**Cindy Amoroso**

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Interim Superintendent

**Independent School District No. 191,  
Burnsville-Eagan-Savage**

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
School Board Chair

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
School Board Clerk

**BURNSVILLE EAGAN SAVAGE**  
**Independent School District 191**  
**Human Resources**

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AGENDA ITEM: III. C.

To: Members of the Board of Education  
Superintendent Joseph Gothard

From: Stacey Sovine  
Executive Director of Human Resources

Date: May 25, 2017

RE: **Proposed ratification of the Q-Comp / Pro-pay Memorandum of Understanding with the Burnsville Education Association.**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2017 – 2018 PRO-PAY MEMORANDUM OF UNDERSTANDING WITH THE BURNSVILLE EDUCATION ASSOCIATION.**

# **Burnsville – Eagan – Savage**

## **Teacher Professional Pay System**

*Memorandum of Understanding  
Between the Burnsville Education Association  
and the  
School Board of Independent School District #191*

July 1, ~~2016~~ 2017 - June 30, ~~2017~~ 2018

**BURNSVILLE – EAGAN – SAVAGE  
TEACHER PROFESSIONAL PAY SYSTEM**

This Agreement is entered into pursuant to Minn. Stat. § 122A.414 and the Public Employment Labor Relations Act (PELRA) of 1971, as amended, Minn. Stat. § 179A.01, et seq., by and between Independent School District No. 191, Burnsville – Eagan – Savage (herein after “District”) as the public employer under the PELRA and the Burnsville Education Association (herein after “BEA”) as the exclusive representative of teachers employed by the District under the PELRA, for the purpose of fully implementing the Burnsville – Eagan – Savage Teacher Professional Pay System (known hereafter as Pro-Pay). The terms of this Agreement are as follows:

**AUTHORITY**

**Laws:** This Agreement has been negotiated pursuant to and in compliance with the provisions of Minn. Stat. §§ 122A.414, 122A.4144 and 179A.01 et seq. The statutory authority specifically includes an exception to the PELRA in the form of an optional right to re-open negotiations regarding only the Professional Pay System.

**BACKGROUND AND LEGAL REQUIREMENTS**

**1. Effect:** This Agreement supersedes and replaces any salary or other provision of the PELRA Master Agreement that may currently be in effect between the District and the BEA that is inconsistent with any provision of this Agreement, subject to the contingencies specified in this Article.

**2. Contingency:** Effect of Contingencies: In the event that any contingency specified in this Section is not met, then this Agreement will have no force or effect and the terms and conditions of employment of the teachers employed by the District will be governed by the PELRA Master Agreement then in effect. Provided, however, that either party may re-open negotiations for the ~~PRO – PAY~~ ProPay agreement as permitted under law in an effort to cure any cause that has nullified this Agreement.

- a. MDE Approval: This Agreement is contingent upon the legal requirements both of timely and of continuing approval by the Minnesota Department of Education for the 2015-2016 school year and thereafter.
- b. Ratification: This Agreement is contingent upon its ratification by the bargaining unit represented by the BEA and by the School Board of the District.
- c. Continuing Revenue: This Agreement is contingent upon the initial and continuing receipt of revenue based upon at least two hundred and sixty dollars (\$260.00) per pupil as specified in M.S. 122A.415, Subd.1 (2005). In the event additional revenue is allocated by the legislature, ISD #191 and the BEA agree to reopen the MOU to negotiate allocation of the revenue only.

**Notice of Amendments:** The District and BEA agree to discuss issues related to ~~PRO – PAY~~ ProPay during negotiations. In the event the District and BEA amend this Agreement, the Minnesota Department of Education must be apprised of the amendment(s). In the event that the MDE asserts

that any amendment is illegal and that revenue for the **PRO—PAY ProPay** will be suspended, withheld, terminated or otherwise reduced, then this Agreement may be terminated effective with the date of the MDE's decisions regarding changes in revenue by either party giving written notice to the other party at its official business address.

**Implementation Review:** Five administrators and five BEA appointed committee members will schedule monthly meetings to review and resolve any issues related to implementation.

**Budget Review:** **PRO—PAY ProPay** is funded by categorical revenue. The BEA President and District Superintendent or his/her designee will periodically meet and review the budget. At least one such review shall occur prior to the adoption of the budget for the upcoming year. The review shall include a review of end-of-year expenditures; staff coded to the account and any carryover monies.

**Annual Review:** The **Pro-Pay ProPay** Committee will meet annually to review and evaluate the effectiveness of the plan with respect to:

- Teacher Satisfaction
- Impact on student achievement
- Impact on school culture

The results will be used to modify the plan, consistent with the Notice of Amendment section above.

## **TEACHER PROFESSIONAL PAY SYSTEM**

### **Section 1. Schedules:**

- Subd. 1. The Professional Pay System Schedule is attached and incorporated by reference effective for fiscal year ~~July 1, 2016 to June 30, 2017~~ **July 1, 2017 to June 30, 2018** as Appendix A. ABE and ECFE teachers shall follow the Professional Pay System Schedule Appendix B.
- Subd. 2. Any teacher hired after the inception of the professional pay plan will be placed on the matrix as provided in Article V of the Master Agreement.
- Subd. 3. Any change in location of a teacher on the **PRO—PAY ProPay** matrix for subsequent fiscal years will be determined in accordance with the provisions of this Agreement. Any dispute regarding location on the **PRO—PAY ProPay** matrix will be resolved through the grievance provision of the Master Agreement.

### **Section 2. Probationary Teachers:**

- a. Each probationary teacher who has all or part of a three-year probationary period of employment under the law must complete all of the applicable performance appraisal requirements and engage in the Collaborative Teams, except as noted in Section 9, Subd 4 and Subd 5, in accordance with the District's standards in order to earn a performance increment for the subsequent year.
- b. Probationary Status: The District retains its managerial authority under the PELRA to evaluate and decide on the renewal or non-renewal of probationary teachers as provided by § M.S. 122A.40.

### **Section 3. Non-probationary Teachers:**

- a. Notice of Assignment: Each teacher’s contract will specify the teacher’s career and level placement as well as compensation information.
- b. Contingencies: In the event of the occurrence of a contingency that voids this Agreement, salary under the **PRO—PAY ProPay** will not be a part of any teacher’s rights under the Continuing Contract statute. Salary rights will be determined pursuant to Article V of the Master Agreement.
- c. Standards: Attainment of performance increments will be in accordance with the standards of the **PRO—PAY ProPay**.

**Section 4. Calendar:**

Subd. 1. **Development of District and School-Wide Goals:**

- a. On an annual basis, the District will set district improvement goals. The goals will be based on an analysis of student data and will align with the strategic plan and MDE requirements.
- b. On an annual basis, Building Leadership Teams (BLT) will set school-wide improvement goals within their School Improvement Plan (SIP). The goals will be based on an analysis of student data and will align with the strategic plan and district goals.

Subd. 2. **Teacher Responsibilities Summary:**

- a. Building Goal: Implement strategies that support a building goal focused on student achievement and aligned with core instruction.
- b. Collaborative Team Goal: Engage in the development and implementation of a collaborative team goal that addresses one of your school improvement goals.
- c. Personalized Professional Learning Plan: Develop and implement a professional learning plan that is personalized, aligned with your school improvement goals and building PD plan, and aligned with the teaching license renewal expectations.
- d. Observations and Coaching: Demonstrate your professional practice through 3 formative observations and coaching sessions conducted by 2 different observers (Continuous Improvement Coach and another trained observer).
- e. The goal setting and observation templates, rubrics, and examples explain what teachers must do to be successful in the **PRO—PAY ProPay** system.
- f. Licensed staff will move vertically on the salary schedule and earn the performance pay incentive if the majority of their ratings are in proficient or exemplary categories by the end of the year when all three observations are compiled.

Subd. 3. **Timelines:**

- a. Building Goal (\$300)
  - i. Deadlines
    - 1. Building Leadership Teams will submit building goal by October 1.
    - 2. Sites will document their progress throughout the year.
    - 3. Sites will share their emerging results **at District Leadership Team meetings during the year with district leadership and BLT.**
  - ii. Completion and Processing
    - 4. Evidence of completion and final progress monitoring will be processed in the fall when all data are available.
    - 5. Payments shall occur by the last pay date in October of the following school year.

- b. Collaborative Team Goal (\$300)
  - i. Deadlines
    1. Collaborative teams will develop their team’s goal once the School Improvement Plan’s (or SIP’s) student achievement goals have been identified.
    2. Collaborative teams will document their progress throughout the year and will share/report their progress with the building leadership team.
    3. Collaborative teams will share their emerging results during collaborative team time during the year.
  - ii. Completion & Processing
    1. Evidence of completion should be submitted by May 15.
    2. Because some Collaborative Teams may choose to use standardized tests, payout will be processed in the fall when all data are available.
    3. Teachers may revise their Collaborative Team Goals and resubmit them up until October 31st or within 6 calendar weeks of date of hire, whichever is later.
    4. Payments shall occur by the last pay date in October of the following school year.
- c. Professional Learning Plan (\$300)
  - i. Deadlines
    1. Teachers will identify and develop their professional learning plan by October 15.
    2. Teachers will engage in PD aligned with their building PD and/or participate in other PD opportunities to support their area or interest.
    3. Teachers will document their progress in preparation for their observations.
    4. Teachers will document their learning in a reflective summary after their observations are completed.
  - ii. Completion & Processing
    1. Evidence of completion and the final reflective narrative will be shared with your Continuous Improvement Coach by May 15.
    2. Payments shall occur by July 15.
- d. Coaching and Observations (\$900)
  - i. Deadlines
    1. The first observation should be completed before winter break.
    2. The second observation should be completed before February 15.
    3. The third observation should be completed by May 1.
    4. A minimum of three weeks must occur between consecutive observations.
  - ii. Completion & Processing
    1. Teachers schedule their pre- and post-observation conferences with their Continuous Improvement Coach and other trained observer.
    2. Teachers complete their pre-observation reflection two days before their scheduled observation.
    3. The pre-observation includes a progress update connected to their professional learning plan in preparation for their observations.
    4. Post-observation reflections need to be completed within five days following each observation.
    5. Payments shall occur by July 15.

- Subd. 4. **Coaching and Observations:**
- a. The district evaluation system maintains the core structure of having principals / administrators evaluate non-tenured staff 3 times each year along with 1/3 of the tenured teachers.
  - b. Licensed staff will participate in three coaching observations based on their professional learning plan and connected to Danielson’s Frameworks.
  - c. Continuous Improvement Coaches will conduct two formative observations **with tenured staff.**
  - d. The third formative observation **for tenured staff** will be conducted **from by** another trained observer, of the employee's choice **when he/she is in the formative/ProPay cycle.**
  - e. The Professional Learning Plan will be integral to the Pre- and Post- Observation discussions.

**Section 5 Performance Incentive Pay Dispute Resolution:**

- Subd. 1. **Limitations:**
- a. Scope: The dispute resolution mechanism of this Agreement extends only to disputes regarding a teacher’s compliance with the standards of the **PRO—PAY ProPay.** Teachers retain all rights to dispute resolution as per the Master Agreement regarding all other provisions of the contract aside from those relating to **PRO—PAY ProPay.**
  - b. Exclusive Remedy: The dispute resolution mechanism of this Agreement is the exclusive remedy for resolving disputes regarding a teacher’s compliance with the standards of **PRO—PAY ProPay.**
- Subd 2. **Teachers who have a scoring dispute:**
- a. If a teacher is not satisfied with an observation by a trained observer, the instructor needs to schedule a meeting with his/her observer to appeal the observation. If the teacher and observer do not reach a satisfactory outcome, which may include another observation, the teacher may schedule an additional observation with a different trained observer by contacting the **Director of Instruction Superintendent’s designee.**
  - b. If the outcome of the additional observation is not satisfactory to the teacher, the instructor may meet with the **Director of Instruction Superintendent’s designee** to request an additional appeal. If the **Director of Instruction Superintendent’s designee** determines an additional observation is warranted, he or she will conduct the observation for the teacher. The **Director of Instruction Superintendent’s designee** will consult with the BEA president before making a final decision. The **PRO—PAY ProPay** committee will be updated annually on the number of disputes that occurred in the plan year.

**Section 6: Career Ladder Descriptions:** Career Ladders are career opportunities for teachers and other licensed professionals that broaden their influence on the teaching profession. Career ladder teacher performance will be reviewed on an annual basis. Teachers who are at the Emerging Professional Level in their careers are eligible to apply for Continuous Improvement Coach positions, with preference given to those who have at least 6 years of teaching experience including 2 or more in ISD191. Career Ladders present teachers with many opportunities for leadership. It is the intent of the District and BEA to encourage as many different qualified teachers as possible to assume

leadership positions. Career Ladder positions in ISD #191 include the following:

Continuous Improvement Coaches (CIC) (\$3,400 stipend for full assignment, pro-rated for periods of unpaid leave). 7 TOSAs funded through ~~Pro-Pay~~ ProPay plus 3 TOSA's funded through other district funds, will work with teachers to create Collaborative Team (CT) student achievement goals that align to the School Improvement Plans and assist in helping them write individual Personalized Professional Learning Plans (PLP). The role of the Continuous Improvement Coach is to help each teacher reach his/her goals through conducting observations, and providing feedback. Continuous Improvement Coaches will be decision makers regarding ~~PRO-PAY~~ ProPay performance pay tied to each teacher's Professional Growth Plan. The Continuous Improvement Coaches responsibilities will include serving on the BLT of the assigned building(s).

Employees seeking career ladder promotions will be able to complete an application for available Continuous Improvement Coach positions. A selection team consisting of 3 teachers appointed by the BEA and 3 administrators / principals will review, identify and approve a pool of qualified employees for the career promotions based on agreed upon criteria and qualifications. If the selection team decides there are not enough qualified applicants for promotion, they may either extend the application deadline, recruit other employees or post for external candidates.

Continuous Improvement Coaches may return to their previous position after 2 years, if available. The request to return must be submitted by February 1<sup>st</sup>. If the previous assignment is not available, the teacher shall return to the previous department at the building from which the teacher transferred.

It is the expectation that teachers would return to teaching, either full- or part-time after serving as a Continuous Improvement Coach for a 3-5 year period of time. After completing three or more years in the position, Continuous Improvement Coaches continue to have the right to return to teaching. The District will place the returning teacher in a position for which he or she is appropriately licensed.

Continuous Improvement Coaches will work a 184 day schedule that meets the training and evaluation needs of the position.

Building Leadership Team (BLT) (\$1500 stipend, pro-rated for periods of unpaid leave) members (a proportionate and representative team of teachers & staff in each building – teachers receive a stipend from Pro-Pay) are responsible for writing, implementing, and evaluating the School Improvement Plans and the School Professional Development Plans aligned to the District Strategic Goals and the District 5 Year PD Plan. Each BLT member will facilitate the work of collaborative teams (CT). The BLT will approve the Collaborative Teams achievement goals to ensure alignment to the School Improvement Plan (which includes the ~~Pro-Pay~~ ProPay building goals) and will address questions/issues regarding goal attainment. 87 BLT members will be paid through ~~Pro-Pay~~ ProPay according to the following allocation. Additional BLT members will be paid through building professional development funds.

Elementary	4 per site	Best	2
Middle School	6 per site	ECFE/ABE	4
BHS	10	ECSE	4
BAHS	4	SPED Clusters	5

The BLT ratio for probationary/tenured teachers:

<u>Max # of Probationary Teachers</u>	<u>Total teachers on BLTs</u>
1	1-7
2	8-12
3	13-17
4	18+

**Section 7: Substitute Teacher Availability:** Comprehensive implementation of **PRO—PAY ProPay** requires that teachers occasionally leave their classrooms. Teachers will be given opportunity for Pre- and Post observation time. If needed the district will hire substitutes to provide coverage.

**Section 8: Professional Pay Plan Schedule:**

- a. The Pro-Pay System Schedules are attached and incorporated by reference as described in Section 1, subd 1. effective for fiscal year **July 1, 2015—June 30, 2016—July 1, 2017- June 30, 2018.**
- b. Any change in location of a teacher on the **PRO—PAY ProPay** matrix for subsequent fiscal years will be determined in accordance with the provisions of this Agreement. Any dispute regarding initial placement on the **PRO—PAY ProPay** matrix will be resolved through the grievance provision of the Master Agreement.

**Section 9: Special Circumstances:**

- Subd. 1. **Teachers with documented performance concerns:** Teachers with documented performance concerns will be provided with more direction in the area of goal-setting. Teachers will set goals that are linked to the areas(s) of needed improvement with input from the building principal. In addition, the teacher will be observed at least three times in a given year. One of the observations must be conducted by the principal. The teacher will have the option of involving the Continuous Improvement Coaches in the improvement process if he or she chooses.
- Subd. 2. **Teachers on a formal improvement plan:** Teachers who do not meet expectations and have been formally notified of substandard performance as per provisions in the collective bargaining agreement and are at risk of not earning a performance increment, will not participate in **PRO—PAY ProPay.** The teacher, teacher’s principal and the Executive Director of Human Resources will meet as a team to determine the best way to provide assistance to the teacher.
- Subd. 3. **Performance Increment Pay Dispute Resolution:**
  - a. Teachers who demonstrate substandard performance such that they are at risk of not earning a performance increment must be notified prior to January 1st.
  - b. Prior to March 1 of that year, the teacher must have the opportunity to have consulted and worked with immediate supervisors in raising the level of job performance, consistent with ARTICLE V, Section 8, Subdivision 3 of the Master Agreement. Additional assistance is available as per Section 9. subd. 1. of this Memorandum of Understanding.
  - c. The exclusive dispute resolution process is the grievance procedure described in

ARTICLE XV of the Master Agreement.

Subd. 4. **Partial Year Teachers:**

a. **Teachers on Leave**

- i. A teacher who returns from an extended leave will fully participate in Pro-Pay if his/her number of work days is greater than or equal to 120.
- ii. These teachers shall be eligible for 100% of the Professional Learning Plans amount, Collaborative Team, and Building Goal. The teacher is eligible for performance incentive pay based upon the number of completed observations as identified within the observation schedule defined in Section 4, Subd. 3. d.
- iii. A teacher who takes a partial year leave during the school year will participate to the extent that the required elements are completed.
- iv. The PLP should be written within 30 work days of returning, if it was not written before commencing a leave.
- v. The teacher will be eligible for PLP, CT, and Building Goal incentive pay if his/her number of work days is greater than or equal to 120.
- vi. Incentive pay based on observations will be pro-rated to the number of completed observations as identified within the observation schedule defined in Section 4, Subd. 3.

b. **Long Term subs**

- i. Long Term Subs are not eligible for ProPay unless the assignment is greater than or equal to 120 days. No other Long Term Subs will participate in ~~PRO-PAY~~ ProPay.
- ii. These teachers shall be eligible for 100% of the Professional Learning Plans amount, Collaborative Team, and Building Goal. The teacher is eligible for performance incentive pay based upon the number of completed observations as identified within the observation schedule defined in Section 4, Subd. 3. d.
- iii. The PLP shall be written within 30 days of start of employment.

c. **Newly hired teachers**

- i. Teachers hired into a new position, or as a replacement teacher, for an assignment that is greater than or equal to 120 days shall be eligible for 100% of the Professional Learning Plans amount, Collaborative Team, and Building Goal amounts. The teacher is eligible for performance incentive pay based upon the number of completed observations as identified within the observation schedule defined in Section 4, Subd. 3. d.
- ii. The PLP shall be written within 30 days of start of employment.
- iii. No teacher hired after the first student contact day of Semester 2 will be eligible to participate in Pro-Pay incentives.

Subd 5. **Part-time and Hourly Paid Teachers:** Teachers who are on less than 0.4 FTE contracts, or less than 588 hours annually, will not be required to participate in ~~PRO-PAY~~ ProPay. If participating in ~~PRO-PAY~~ ProPay, they will not receive hourly compensation for attendance at ~~PRO-PAY~~ ProPay required Collaborative Team meetings. Pre- and Post-Observation meetings will be scheduled within their compensated time. If a teacher qualified under this section chooses not to participate in ~~PRO-PAY~~ ProPay, then (s)he will be compensated for any required attendance at Collaborative Team meetings or other Professional Development that occurs outside of

their scheduled work time, at the hourly rates established in Appendix C-4 of the Master Agreement.

**Section 10: Professional Pay:** All individuals who are represented by the BEA except as defined in previous sections are eligible to earn two types of pay as defined below. The performance incentive pay for teachers represented in the Master Agreement is covered under Teacher Professional Pay System Section. 4.

Subd 1. **Performance Incentive Pay and Increment Advancement Process:**

- a. \$300 for meeting the school student achievement goal;
- b. \$300 for meeting the Collaborative Team student achievement goal;
- c. \$300 for the Personalized Professional Learning Plan (PLP);
- d. \$900 for demonstrating evidence of professional learning through participation in the observations and the collaborative coaching.
- e. Licensed staff will move vertically on the salary schedule and earn the performance pay incentive if the majority of their ratings are proficient by the end of the year (see Section9, Subd. 2).

**Section 11: Performance I Levels:**

As an educational institution, ISD #191 recognizes the value of enhanced content knowledge and the attainment of advanced pedagogical skills. Levels specify educational levels. Each level represents the attainment of additional, relevant post-graduate coursework.

- a. Level I = BA or BS degree
- b. Level II = BA + 20 quarter credits
- c. Level III = BA + 40 quarter credits
- d. Level IV = BA + 60 quarter credits OR Master's degree

Teachers cannot progress beyond Level IV until he/she attains a Master's degree.

- e. Level V = MA + 20 quarter credits
- f. Level VI = MA + 40 quarter credits
- g. Level VII = MA + 60 quarter credits OR Educational Specialist OR PhD

**APPENDIX A**  
**Salary Schedule for 2016-2017**  
**Salary Schedule for 2017-2018\***

	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII
<b>Probationary 1</b>	\$38,260	\$39,850	\$41,240	\$43,230	\$45,220	\$47,090	\$49,420
<b>Probationary 2</b>	\$38,280	\$39,880	\$41,270	\$43,260	\$45,270	\$47,120	\$49,450
<b>Probationary 3</b>	\$38,320	\$39,910	\$41,300	\$43,300	\$45,300	\$47,170	\$49,480
<b>Emerging Professional 1</b>	\$39,050	\$40,410	\$42,200	\$45,540	\$49,060	\$49,860	\$52,310
<b>Emerging Professional 2</b>	\$40,020	\$41,730	\$43,690	\$47,230	\$51,330	\$52,290	\$54,560
<b>Emerging Professional 3</b>	\$42,410	\$44,150	\$46,300	\$49,920	\$52,340	\$54,800	\$57,690
<b>Professional 1</b>	\$46,000	\$46,130	\$48,060	\$51,960	\$54,400	\$56,620	\$59,950
<b>Professional 2</b>	\$46,000	\$49,800	\$50,280	\$54,240	\$56,450	\$59,330	\$62,240
<b>Professional 3</b>	\$46,000	\$49,800	\$54,790	\$56,900	\$59,770	\$62,890	\$66,000
<b>Master Professional 1</b>	\$46,000	\$49,800	\$54,790	\$60,190	\$63,080	\$66,180	\$69,510
<b>Master Professional 2</b>	\$46,000	\$49,800	\$54,790	\$64,420	\$67,650	\$70,910	\$74,570
<b>Master Professional 3</b>	\$46,000	\$49,800	\$54,790	\$69,970	\$73,320	\$76,850	\$80,580
<b>Career Professional A</b>	\$48,540	\$53,230	\$58,750	\$73,870	\$77,700	\$81,720	\$86,510
<b>Career Professional B</b>	\$52,200	\$56,310	\$62,480	\$77,010	\$81,320	\$85,870	\$92,080

**Appendix B (ABE-ECFE)**  
**Salary Schedule for 2016-2017**  
**Salary Schedule for 2017-2018\***

	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII
<b>Probationary 1</b>	\$26.06	\$26.85	\$27.61	\$28.41	\$28.99	\$29.57	\$30.16
<b>Emerging Professional 1</b>	\$26.85	\$27.61	\$28.41	\$29.18	\$29.77	\$30.38	\$30.98
<b>Professional 1</b>	\$27.61	\$28.41	\$29.18	\$29.97	\$30.57	\$31.19	\$31.81
<b>Professional 2</b>	\$28.41	\$29.18	\$29.97	\$30.76	\$31.40	\$32.00	\$32.64
<b>Master Professional 1</b>	\$29.18	\$29.97	\$30.76	\$31.55	\$32.17	\$32.82	\$33.47
<b>Career Professional A</b>	\$31.14	\$31.95	\$32.76	\$33.56	\$34.23	\$34.91	\$35.62

**\*Actual amounts will align with settlement of 2017-2019 Master Agreement Schedules**

**DESCRIPTION OF PERFORMANCE INCREMENT PERFORMANCE TARGETS:**

**Probationary Teachers** are beginning to translate their content knowledge into plans for instruction. During the probationary years teachers are acquiring the materials and developing effective learning activities. Probationary teachers are exploring methods of effective classroom management and physical room arrangement to enhance learning. They are beginning to acquire confidence in their ability to establish rapport with students. They are exploring and comparing strategies for dealing with problem behaviors. They recognize the importance of clear directions and asking a variety of questions but are developing their skills in this area. Probationary teachers work hard to establish grading and record-keeping methods that comport with district requirements.

**Emerging Professionals** are gaining skills in the areas of planning, instruction and classroom management. They have established routines for organizational tasks and classroom management that are more automatic and support instruction. They are able to devote more time to instruction and providing effective feedback to students.

**Professional Teachers** demonstrate deep content and curricular knowledge. They demonstrate the ability to develop learning activities that both engage students and teach the desired content. They have a deep understanding of the scope and sequence of the curriculum. Classrooms run smoothly and professional responsibilities are understood and carried out.

**Master Professionals** understand the needs of individual students in each class and design instruction to meet those needs. Learning objectives are clearly articulated and instruction directly targets those objectives. Student learning is assessed and the results analyzed to determine reteaching needs. Teachers utilize strategies to engage students in deep level discussion and answer higher level questions. The Master Professional contributes to the school by sharing expertise on district-wide and school-wide committees. The teacher shows professionalism in all assigned duties; whether presenting to peers, facilitating site-council, or performing hall duty.

**Memorandum of Understanding**

**Burnsville Education Association  
and the  
School Board of Independent School District #191**

Signature of Chairperson Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of BEA President: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of BEA Chief Negotiator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director of Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_



**Future Ready. Community Strong.**

**Agenda III.D.  
May 25, 2017**

**To:** Board of Education

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

**Date:** May 19, 2017

**Re:** Approve, on a first reading basis, changes to 514: *Bullying Prohibition Policy* and 526: *Hazing Prohibition Policy*

**Recommendation:** Approve on a first reading basis, changes to 514: *Bullying Prohibition Policy* and 526: *Hazing Prohibition Policy*.

The Policy Review Committee met on May 16, 2017 and reviewed the policies mentioned above. These policies are required to be reviewed annually. Most changes to the policies were recommended by MSBA and other changes were made to bring clarity to the policy.

Adopted: 03/06

Burnsville-Eagan-Savage School District Policy 514

Reviewed: ~~10/11, 4/28/2016~~ 5/25/2017

Revised: 11/11, 6/14, 5/12/2016

Rescinds: ACD-JBD, JBD-ACD

## 514 BULLYING PROHIBITION POLICY

### I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying ~~between students~~, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying of students and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior involving students.

### II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual ~~student~~ or a group, ~~of a~~ students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students individuals who directly engage in an act of bullying, but also to students those who, by their indirect behavior, condone or support ~~another student's~~ act of bullying. This policy also applies to any one student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying of a student.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying [of a student](#) shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who [commit](#), permit, condone, or tolerate bullying [of a student](#) or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying [of a student](#) reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct, aimed at a student, that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student person engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school

bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any ~~person~~ student who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other

prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## V. SCHOOL DISTRICT ACTION

- A. Within three working days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action.

Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy.

The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

~~To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.~~

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § Ch. 124E (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** Burnsville-Eagan-Savage Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Burnsville-Eagan-Savage Policy 413 (Harassment and Violence)  
Burnsville-Eagan-Savage Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Burnsville-Eagan-Savage Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
Burnsville-Eagan-Savage Policy 423 (Employee-Student Relationships)

Burnsville-Eagan-Savage Policy 501 (School Weapons Policy)  
Burnsville-Eagan-Savage Policy 506 (Student Discipline)  
Burnsville-Eagan-Savage Policy 507 (Corporal Punishment)  
Burnsville-Eagan-Savage Policy 515 (Protection and Privacy of Pupil  
Records)  
Burnsville-Eagan-Savage Policy 521 (Student Disability

Nondiscrimination)

Burnsville-Eagan-Savage Policy 522 (Student Sex Nondiscrimination)  
Burnsville-Eagan-Savage Policy 524 (Internet Acceptable Use and Safety  
Policy)  
Burnsville-Eagan-Savage Policy 525 (Violence Prevention)  
Burnsville-Eagan-Savage Policy 526 (Hazing Prohibition)  
Burnsville-Eagan-Savage Policy 529 (Staff Notification of Violent  
Behavior by Students)  
Burnsville-Eagan-Savage Policy 709 (Student Transportation Safety

Policy)

Burnsville-Eagan-Savage Policy 711 (Video Recording on School Buses)  
Burnsville-Eagan-Savage Policy 712 (Video Surveillance Other Than on  
Buses)

Adopted: 2/08  
Reviewed: [02/15/25/2017](#)  
Revised: 11/18/10, 2/15 [\(MSBA 2014\)](#)  
Rescinds: JFCF

## 526 HAZING PROHIBITION

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who commit, permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

GD. This policy applies to behavior-hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation, and during and after school hours.

HE. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

IF. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any

other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

EFB. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office report in writing, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. ~~Teachers, administrators, volunteers, contractors, and other employees of the school district~~ A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, ~~observes,~~ or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, ~~or~~ work assignments or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## V. SCHOOL DISTRICT ACTION

- A. ~~Upon~~ Within three (3) working days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~ their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the

requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable; school district policies, and regulations.

ED. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and who are targets or victims of hazing, and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident, of the remedial action taken, to the extent permitted by law, ~~based on a confirmed report.~~

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, ~~or against any person who provides information about hazing,~~ who testifies, assists, or participates in an investigation of alleged hazing, or ~~against any person~~ who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

## **VII. DISSEMINATION OF POLICY**

A. ~~This~~ A summary of this policy shall appear in each school's student handbook, and this policy shall appear, ~~and~~ on the Independent School District 191 policy webpage.

B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § ~~121A.0695-121A.031~~ (School Student Bullying Policy Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of

[Students and Parents Under the Safe and Supportive Minnesota Schools Act\)](#)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)  
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition Policy)  
Burnsville-Eagan-Savage School District Policy 525 (Violence Prevention [Applicable to Students and Staff])



**Agenda IV.  
May 25, 2017**

**To:** Board of Education, Members  
**From:** Abigail Alt, Chair  
**Date:** May 19, 2017  
**Re:** Committee Reports

The following committees may provide updates to the School Board:

Technology Committee – Bob VandenBoom, Committee Chair  
Policy Review Committee – Jim Schmid, Committee Chair  
Student Performance and Achievement – DeeDee Currier, Committee Chair  
Negotiating Committee- Dan Luth, Committee Chair  
Intermediate School District 917, Dee Currier, Board Representative

Other Board Assignments:

- MSBA
- AMSD
- Foundation 191
- Minnesota State High School League
- BHS Hall of Fame
- Burnsville Chamber of Commerce
- Savage Chamber of Commerce
- Dakota Chamber of Commerce
- Scott County SCALE
- U of M CIS
- TIES



**Agenda V.  
May 25, 2017**

**To:** Board of Education, Members  
**From:** Abigail Alt, Chair  
**Date:** May 19, 2017  
**Re:** Board Listening Session

Directors Bob VandenBoom and Eric Miller will provide a summary of the May 11 Board Listening Session.