



**Future Ready. Community Strong.**

## **Regular Meeting Agenda**

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN, 55337

June 8, 2017

6:30 PM

6:00 PM Board Listening Session with Directors Jim Schmid and Bob VandenBoom

### I. Call to Order

A. Welcome Public

B. Pledge of Allegiance

C. Public Recognition

1. Metcalf Middle School Quiz Bowl

2. Burnsville High School Robotics

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### 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

15

3. Adopt a Resolution to Accept Donations

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4. Fiscal Year Designations, Appointments and Memberships

18

a) Appointment of Auditor

b) Appointment of Agent of Record-Property Liability Insurance

c) Appointment of Agent of Record-Employee Benefits

d) Appointment of Agent of Record-Workers' Compensation

e) Membership in Minnesota School Boards Association

f) Membership in Minnesota State High School League

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g) Membership in Association of Metropolitan School Districts

5. Designation of Identified Official with Authority for Minnesota Department of Education (MDE) Secure Website Access

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6. Approve, on a Second Reading Basis, Changes to 514: *Bullying Prohibition Policy* and 526: *Hazing Prohibition Policy*

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7. Approve. on a First Reading Basis, Non-substantive Changes to Policy 423: <i>Employee Student Relationships</i>	40
8. Approve the Final Request for an Extended Field Trip for Burnsville High School Students to Travel to England	44
9. Approve Scheduling a Board Retreat on Wednesday, June 14, 2017	56
III. New Business	
A. Receive a Report on a Library Partnership with Dakota and Scott Counties Presenter: Doug Johnson, Director of Technology, Jennifer Reichert Simpson, Deputy Director of the Dakota County Library, and Katie Salmela, District Library Media Coordinator	57
B. Receive a Report on Q Comp (ProPay) Presenter: Dave Watkins, Director of Secondary Programing, and Sarah Zeigler, Continuous Improvement Coach & Q Comp Coordinator	69
C. Approve 2018-19 and 2019-20 School Calendars Presenter: Cindy Amoroso, Assistant Superintendent	119
D. Award the Bid for the Burnsville High School Annex Building Automotive Spray Booth Presenter: Lisa Rider, Executive Director of Business Services	135
E. Approve Adjusted 2016-17 Revised General Fund Budget Presenter: Lisa Rider, Executive Director of Business Services	138
F. Receive a Report on FY18 Adopted Budget Proposed Presenter: Lisa Rider, Executive Director of Business Services	139
G. Approve Contract with Normandale Community College for Post-Secondary Enrollment Options (PSEO) Services for 2017-2020 School Years Presenter: Lisa Rider, Executive Director of Business Services	250
IV. Reports	
A. Superintendent	
1. Report on May 25, 2017 Listening Session	257
B. Board Members	
V. Adjourn to Board Workshop Regarding Solar Energy Opportunities and Student Handbooks	
A. Solar Energy Opportunities Presenter: Lisa Rider, Executive Director of Business Services	258
B. Student Handbooks Presenter: Cindy Amoroso, Assistant Superintendent	363

# Blaze Robotics

2017

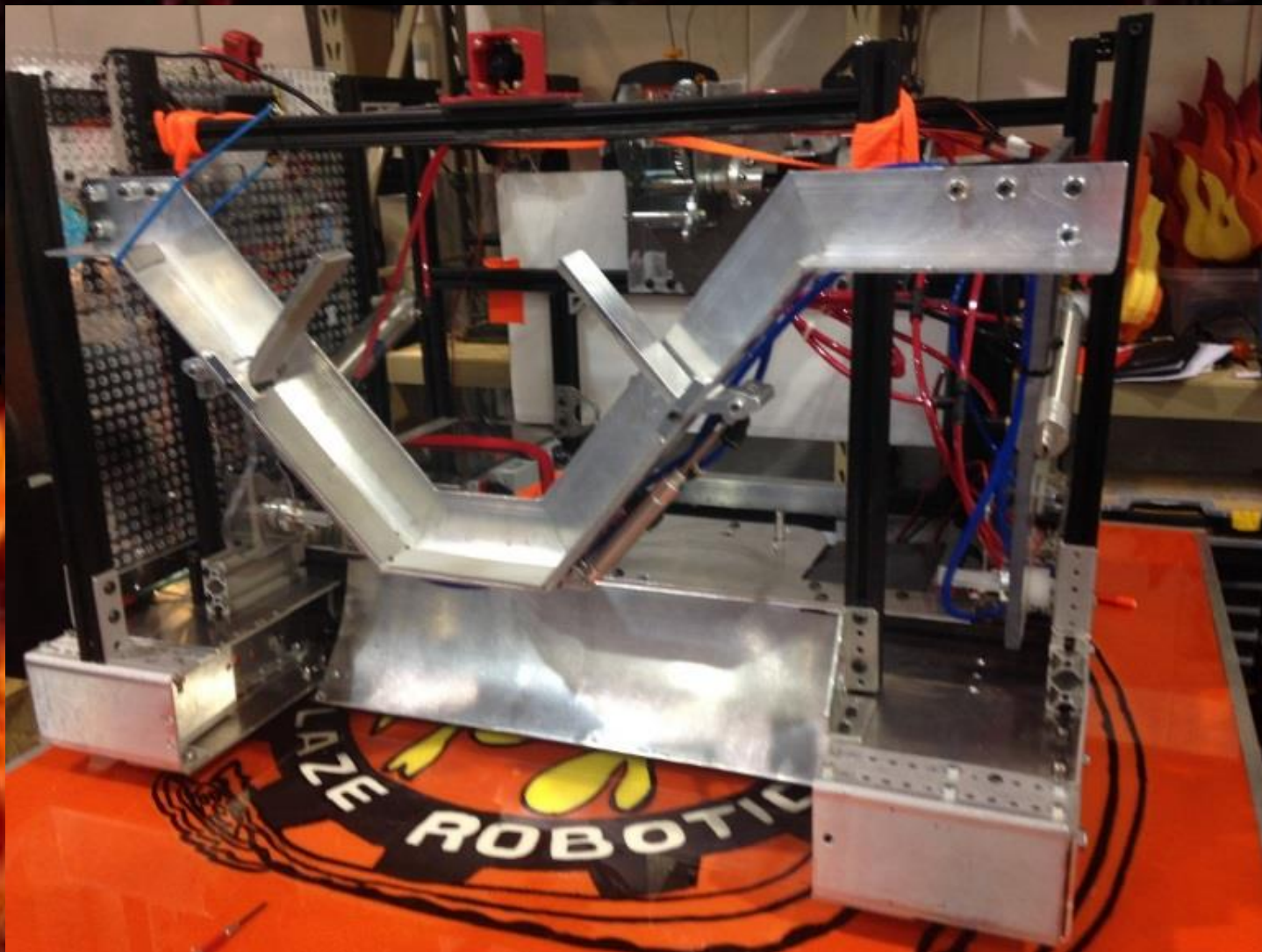




# FIRST STEAMWORKS

THE GAME THAT TEACHES US IT'S OK  
TO SPILL FUEL IN OUR ENVIRONMENT  
FOR COMPETITIVE ADVANTAGE

# Vulcan



# Highlights

- 12 team members
- Central Illinois Regional (Peoria, Illinois)
  - 4<sup>th</sup> Seed after Qualification Rounds
  - Creativity Award
- 10,000 Lake Regional (U of MN)
  - 8<sup>th</sup> Seed after Qualifications
  - Industrial Design Award
- First ever State Tournament!
  - Ranked 14<sup>th</sup> in the state



# Creativity Award Sponsored by Xerox

Celebrates creativity in design,  
use of component, or strategy  
of play.



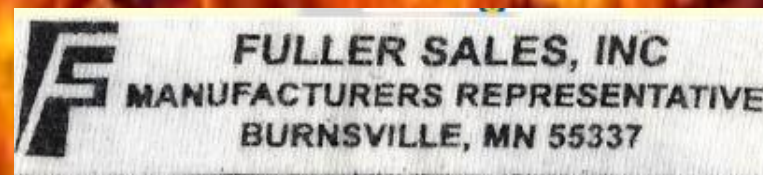
10,000 Lakes Regional


The background of the slide is a close-up, high-contrast image of flames. The fire is bright orange and yellow, with dark, almost black, shadows between the tongues of fire, creating a textured, dynamic appearance. The flames are concentrated on the right side and bottom, with some reaching towards the top left.

# Industrial Design Award Sponsored by General Motors

Celebrates form and function in  
an efficiently designed machine  
that effectively addresses the  
game challenge.

**Thank you**  
**to the sponsors and supporters of the**  
**Robotics Program.**  
**We couldn't do it without you!**





**Thank you and we  
can't wait for the  
2017-2018 season!**

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 May 25, 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 Currier to lead the Pledge of Allegiance.

Pledge of Allegiance

Public recognition was given to Burnsville High School and Metcalf Middle School Quiz Bowl Teams, Foundation 191 Grant Recipients 2017-18 President Volunteer Service Award Recipients, and 2017-18 Board of Education Student Representative.

Public Recognition

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

Agenda

Moved by Schatz, seconded by Currier, to approve the consent agenda with the removal of II.B.7:

Consent Agenda

- Approve minutes of the May 11, 2017 regular board meeting.
- Approve personnel recommendations for D. Cloutier, D. Brandon, K. Nelson, K. Stone, J. Bauer, B. Mason, A. Abbe, K. Lorincz, K. Kramer, S. Christian, D. Larson, T. Packer, M. Gruenke, M. Helberg, and M. Ugas.
- Adopt a resolution to approve and accept donations as presented.
- Approve April payroll checks numbered 718741-718756 and direct deposit notices numbered 642019-645036 in the net amount of \$3,890,329.02. April & 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. Accept April 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.
- Accept the Budget Analysis for the month ending April 30, 2017.
- 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*. Motion carried unanimously (7, 0).

Minutes  
 Personnel  
 Recommendations

Donations  
 Checks, Deposits,  
 Receipts and  
 Investments

Budget Analysis  
 Policies

Moved by Schmid, seconded by VandenBoom, to approve Change Orders #259, #260, #261 and #262 for the 2015 Additions and Alterations to

Change Orders

Burnsville High School. Motion carried unanimously after discussion (7, 0).

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

Report on Burnsville Seniors and Facilities

Moved by Luth, seconded by Currier, to approve the Employment Contract for Interim Superintendent of Schools Cindy Amoroso. Motion carried unanimously (7, 0).

Interim Sup't

Moved by Currier, seconded by Schatz, to approve the proposed revisions and re-adopt the unchanged language in the 2017-2018 ProPay Memorandum of Understand with the Burnsville Education Association. Motion carried after discussion (6, 1 with Schmid, Currier, Schatz, Luth, and Miller voting in favor and VandenBoom voting against).

ProPay

Moved by VandenBoom, seconded by Schatz, to approve on a first reading basis, changes to 514: *Bullying Prohibition Policy* and 526: *Hazing Prohibition Policy*. Motion carried unanimously after discussion (7, 0).

Policy

Verbal reports were given by Luth on behalf of the Negotiating Committee; VandenBoom on behalf of the Technology Committee; Schmid on behalf of the Policy Review Committee; Currier on behalf of the Student Performance and Achievement Committee; and Currier gave a report on ISD 917 and AMSD.

Reports

Received a report on the listening session on May 11, 2017 from VandenBoom.

Moved by Schmid, seconded by Currier, to adjourn at 8:04 p.m. to a board workshop. Motion carried unanimously (7, 0).

Adjourn

The workshop began at 8:14 p.m. and adjourned at 9:03 p.m. The purpose of the workshop is Fund 26 and FY18 Budget followed by a closed session.

Workshop

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Jim Schmid, clerk

June 8, 2017  
Date Approved

Closed Session Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
May 25, 2017

The Board meeting was called to order by Chair Alt at 9:10 p.m. at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN.

Call to Order

Members present: Directors Luth, Schmid, Currier, Schatz, Miller, VandenBoom and Chair Alt.

Attendance

Others in Attendance: J. Gothard, superintendent; L. Rider, executive director of business services; S. Sovine, executive director of human resources; C. Amoroso, assistant superintendent; J. Kenney, executive assistant.

The meeting closed, as permitted by Minnesota Statutes 13D.03, to discuss ISD 191's labor negotiation strategies with the Burnsville Education Association.

Purpose

The meeting adjourned at 9:33 p.m.

Adjourn

June 8, 2017

Jim Schmid, clerk

Date Approved

June 8, 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: June 8, 2017 FINAL

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	FTE	EFFECTIVE DATE
Administrative	Change of Assignment	Replacement	David Watkins		Diamondhead Education Center	Interim Assistant Superintendent	1.0 FTE	7/1/2017
Certified	Appointment	Replacement	Amy Piotrowski		District-wide	SPED Supervisor	1.0 FTE	7/1/2017
Co-Curricular/Coach	Appointment	Replacement	Alfred Jaryan		Burnsville High School	Assistant Boys Basketball Coach	1.0 FTE	Winter Season 2018



**Agenda II.B.3.  
June 8, 2017**

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

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

**Date:** June 2 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 June 8, 2017.

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Jim Schmid  
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
5/15/2017	Greater Twin Cities United Way	District 191	To support the development and enhancement of middle school makerspaces, leading to interest and enrollment in STEM courses at Burnsville High School.	\$6,000.00
5/23/2017	Burnsville Rotary Foundation	BrainPower in a BackPack	Cash Donation	\$5,000.00
5/25/2017	H-Vee	Harriet Bishop Elementary	Donation for Service Day	\$150.00
6/1/2017	Kimberly O'Connor	District 191	BCBC Match	\$6.00

Total monetary contributions to accept: **\$11,156.00**



Agenda II.B.4.a-g  
June 8, 2017

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

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

**DATE: June 1, 2017**

**RE: Annual Fiscal Year Authorizations**

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

**a. Appointment of Auditor**

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

**RECOMMENDATION:** That the firm of Clifton Larson Allen be contracted to perform the 2016-17 financial audit. Field work and final reporting will occur during the fall/winter of 2017-18 school year.

**b. Appointment of Agent of Record – Property & Liability**

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

**RECOMMENDATION:** That the school board approve the property, casualty, liability agent of record agreement with the Kraus-Anderson Insurance Agency for the 2017-18 fiscal year.

**c. Appointment of Agent of Record – Employee Benefits**

This agreement recognizes OneDigital as agent for our dental, medical, LTD and life insurance.

**RECOMMENDATION:** That the school board appoint OneDigital as agent of record for group medical, life, long term disability and dental insurance for the 2017-18 fiscal year.

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

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

**RECOMMENDATION:** That the school board approve the workers' compensation agent of record agreement with Anderson Insurance & Investment Agency, Inc., for the 2017-18 fiscal year.

**e. Membership in Minnesota School Boards Association**

Annotation: Membership in the Minnesota School Boards Association is beneficial to the efficient operation of the school district. A 2/3 majority vote is required. The annual membership cost is \$14,090 which includes the Policy Services renewal fee of \$675.

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

**f. Membership in Minnesota State High School League**

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

**RECOMMENDATION:** That the school board approves a Resolution for Membership in the Minnesota State High School League for the 2017-2018 school year.

**g. Membership in the Association of Metropolitan School Districts**

Annotation: The Association of Metropolitan School Districts serves as a research organization and advocate for the district's interest in legislation. We believe that continued membership is most important. The annual cost of membership for 2017-18 is \$11,337.00.

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

**2017-2018 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

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

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

Burnsville High School  
Burnsville Alternative High School

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

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): \_\_\_\_\_

OR:

- Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

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

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

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

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

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

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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

School Superintendent's Phone: 952-707-2005 School Superintendent's Email: \_\_\_\_\_

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2017  
Retain one copy for the school files.**

(over)

**2017-2018 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

The following is taken from the MSHSL Constitution:

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

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

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

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

**208.02 Designated Activity Representatives**

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

**208.03 Local Advisory Committee**

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

**Please complete and return this form with your school's 2017-2018 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.**

Burnsville High School

Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

Jim Schmid

Designated School Board Member  
(Please Print)

Jeff Marshall

Designated School Representative  
(Please Print)

jschmid@isd191.org

Email Address

jmarshall@isd191.org

Email Address

**208.02 ACTIVITY REPRESENTATIVES**

Jeff Marshall

Boys' Sports  
(Please Print)

Michelle Dyrhaug

Speech  
(Please Print)

Jeff Marshall

\*Mailing Representative (Please Print)

Jeff Marshall

Girls' Sports  
(Please Print)

Martha Schmidt

Music  
(Please Print)

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

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

\_\_\_\_\_  
Board Member (Please Print)

\_\_\_\_\_  
Student (Please Print)

\_\_\_\_\_  
Parent (Please Print)

\_\_\_\_\_  
Faculty Member (Please Print)



**Future Ready. Community Strong.**

**Agenda II.B.5.  
June 8, 2017**

**To:** Board of Education, Members  
**From:** Lisa Rider, Executive Director of Business Services  
**Date:** June 2, 2017  
**Re:** Designation of Identified Official with Authority for Minnesota Department of Education (MDE) Secure Website Access

**RECOMMENDATION:** To authorize Cindy Amoroso, interim superintendent and Jami Kenney, executive administrative assistant to act as the Identified Officials with Authority (IOWA) for Burnsville-Eagan-Savage School District 191 beginning July 1, 2017. Jami Kenney's role as IOWA will be to add pre-authorizations and review authorizations.

Background: The Minnesota Department of Education released a new External User Access Recertification System on April 1, 2015. The External User Access Recertification System allows the designated Identified Official(s) with Authority to see everyone with external access to MDE secure systems for their local education agency (LEA); pre-authorize new external user access to MDE secure systems for their LEA; and annually review, recertify or revoke external user access to MDE secure systems for their LEA.

An LEA must resubmit documentation from the school board annually designating the Identified Official with Authority, as well as any time there is a change in the assignment of the Identified Official with Authority. This recommendation serves as the annual recertification of the Identified Official(s) with Authority designation in accordance with Minnesota State Access Control Security Standard 1.0.

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**Agenda II.B.6.  
June 8, 2017**

**To:** Board of Education  
**From:** Dr. Joe Gothard, Superintendent  
**Date:** June 2, 2017  
**Re:** Approve, on a second reading basis, changes to 514: *Bullying Prohibition Policy* and 526: *Hazing Prohibition Policy*

**Recommendation:** Approve on a second 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. The Board of Education approved the first reading of the policies on May 25, 2017. 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  
*Reviewed:* 5/25/2017  
*Revised:* 6/8/2017  
*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, 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 or a group, of a student, 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 individuals who directly engage in an act of bullying, but also to those who, by their indirect behavior, condone or support an act of bullying. This policy also applies to anyone 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 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 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 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.

**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)

Policy) 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:* 5/25/2017  
*Revised:* 6/8/2017  
*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.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. 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.
- I. 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 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.
- F. "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 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. 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, 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, 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. 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 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 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.

- 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 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.
- 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, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or 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. A summary of this policy shall appear in each school's student handbook, and this policy shall appear 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.031 (School Student Bullying Policy)  
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 II.B.7.  
June 8, 2017**

**To:** Board of Education  
**From:** Dr. Joe Gothard, Superintendent  
**Date:** June 2, 2017  
**Re:** Policy 423: *Employee Student Relationships*

**Recommendation:** Approve, on a first reading basis, non-substantive changes to Policy 423: *Employee Student Relationships*.

The Policy Review Committee met on May 16, 2017 and reviewed Policy 423: Employee Relationships. The Policy Review Committee recommended a non-substantive change to the policy.

Adopted: 4/2001  
Reviewed: [8/13/2015/8/2017](#)  
Revised: 9/10/2015  
Rescinds: GBEAB, 423-R

## **423 EMPLOYEE-STUDENT RELATIONSHIPS**

### **I. PURPOSE**

The purpose of this policy is to establish and clarify school district standards and expectations regarding employee-student relationships. The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

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

- A. This policy applies to all school district employees at all times, whether on or off duty, and while on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having any interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### **III. REPORTING AND INVESTIGATION**

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with Burnsville-Eagan-Savage School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation [into alleged violations of this policy](#).  
~~[of alleged acts, conduct, or communications in violation of this policy.](#)~~

### **IV. SCHOOL DISTRICT ACTION**

Upon receipt of a report, 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. It also may include reporting to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

### **V. SCOPE OF LIABILITY**

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

***Legal References:*** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)  
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)  
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)  
Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

***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 306 (Administrator Code of Ethics)  
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Burnsville-Eagan-Savage School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
Burnsville-Eagan-Savage School District Policy 421 (Gifts to Employees)  
Burnsville-Eagan-Savage School District Policy 507 (Corporal Punishment)



**Agenda II.B.8.  
June 8, 2017**

**To:** Members, Board of Education  
**From:** Joe Gothard, superintendent  
**Date:** June 1, 2017  
**Re:** Formal/Final Approval of an Extended Field Trip to England

**RECOMMENDATION:** that the Board of Education approves a formal/final request for approval of an extended field trip for Burnsville High School 9<sup>th</sup> grade students to travel to England June 12-23, 2017.

Burnsville High School has submitted an application for formal/final approval of an extended field trip to England June 12-23, 2017. The preliminary field trip request was approved by the Board of Education on December 17, 2015. All final paperwork has been submitted to the business office.

Students will have an opportunity to visit places they will study in English 9 and honors English 9. Students will explore and learn about Shakespeare's England and relevant British History. The trip objectives are to enrich students' understanding of the life and times of William Shakespeare, to become global learners and learn how the Tudor dynasty changed the world.

The cost of the trip is \$4,320.00 per student. Twenty-two students have registered for the trip and the chaperone to student ratio requirement has been met. John Galland is the sponsoring staff advisor for the trip.

Board Policy 610 states travel outside the continental U.S. requires board approval.

Our apologies that the final approval for this summer's England trip was not submitted to Jami Kenney until May 9, which was within the 120 day approval window. Between the school transition to 9-12 and the trip moving from Eagle Ridge to the high school, this was lost in the transition. Additionally, there were some last minute switches to the chaperone list, which also resulted in the delay. Our hope is that based on the stability and consistency that this trip has provided for so many years and with the experience, background, and expertise that John and Tanya Galland provide based on the number of years they have chaperoned, the trip will still be approved and can move forward as planned.

Please note that we are working to implement new procedures that will ensure this does not happen again. These procedures will include more specific checks and balances for each step as well as specific individuals who are required to see that each step is taken care of.

Attached to this document are the following additional pieces:

- \* Detailed itinerary for the trip
- \* Names of all chaperones and students on the trip
- \* Background information on the trip
- \* Statement from EF that was sent to all participants regarding the current state of travel in England based on the recent Manchester events

Please let us know if there is any additional information you may need.

Jeff Marshall & Dave Helke



Education First

## ***Educational Tours***

# **CASTLES, CATHEDRALS AND COTTAGES**

*12 days*





# Educational Tours

## CASTLES, CATHEDRALS AND COTTAGES

### INCLUDED ON TOUR



Round-trip flights on major carriers; Full-time Tour Director; Air-conditioned motorcoaches and local transportation for included activities; Hotels with private bathrooms; Select meals with a mix of local cuisine; Connect to your travel experiences with weShare, our project-based online educational tool.

**Guided Sightseeings:** London; Hampton Court; Windsor

**Entrances:** St. Paul's Cathedral; Hampton Court Palace; Tower of London; Warner Bros. Studio *Harry Potter* Tour; Globe Theatre; Thames Cruise; Westminster Abbey; King Arthur's Castle; Warwick Castle & Dungeon; Anne Hathaway's House; Shakespeare's Birthplace; Windsor Castle & St. George's Chapel

### Overnight Stays:

- London\* (5)
- Newquay Region (2)
- Stratford Region (1)
- London (2)

\* Denotes Central Location

### NOT INCLUDED IN PROGRAM PRICE

Optional excursions; Global travel protection; Beverages and lunches; Transportation to free-time activities; Customary gratuities (for your Tour Director, bus driver and local guide); Porterage; Adult supplement (if applicable); Weekend supplement; Shore excursions on cruises; Any applicable baggage-handing fee imposed by the airlines (see [eftours.com/baggage](http://eftours.com/baggage) for details); Expenses caused by airline rescheduling, cancellations or delays caused by the airlines, bad weather or events beyond EF's control; Passports, visa and reciprocity fees



## YOUR ITINERARY

### Day 1: Fly Overnight to England

Board your overnight flight to London!

### Day 2: London

#### Arrive in London

Ranging from the North Sea in the east to the playing fields of Eton in the west, London covers an area of some 620 square miles and is home to over 8 million people. Prepare to observe the stunning architecture, vibrant street life and royal majesty of this bustling metropolis.

### Day 3: London

#### Guided Sightseeing of London

A local guide leads you on a panoramic tour of London. Begin in Grosvenor Square; site of the U.S. embassy and the house where Eisenhower once lived, this area is sometimes called "Little America." Continue to Hyde Park Corner, located at the southeast corner of Hyde Park, one of London's largest parks. At bustling Piccadilly Circus, the intersection of five busy streets, check out the bright lights and big city displays, before heading to Trafalgar Square, site of Nelson's Column, built to commemorate his 1805 victory in the Battle of Trafalgar. Pass Speaker's Corner, where anyone with something to say is invited to speak his mind. Snap a photo of the Houses of Parliament and continue along London's South Bank for views of the famous Tower of London and London Bridge. Finally, witness a London tradition: the Changing of the Guard. (*Subject to scheduling*)

#### Visit St. Paul's Cathedral

With its predecessor damaged beyond repair in the great fire of London (1666); this is the fifth church to stand on the site atop Ludgate Hill. One of over 50 churches commissioned by the crown to architect Christopher Wren, this is without doubt his masterpiece. You will see the decorated chancel and interior of the dome before descending to the crypt. Here lie memorials to military figures, most famously Wellington and Nelson.

### Day 4: London

#### Guided Excursion to Hampton Court

In 1514, Cardinal Wolsey built Hampton Court, a splendid Renaissance palace of grandeur unprecedented in England. In fact, it was so grand that King Henry VIII deemed it too opulent for a cardinal and appropriated the estate for himself. As you walk amidst the booming echoes of the medieval Great Hall, listen for the voices of former residents-many people consider this to be Britain's most haunted house. The palace's renowned Astronomical Clock shows the hour, day, month, phase of the moon, and time of high tide at London Bridge. On the grounds of Hampton Court is one of the best outdoor mazes ever designed. Try to find your way to the middle of the hedgerow labyrinth-and out again.

#### Visit the Tower of London

The history of London comes to life at this complex of 20 towers surrounding Tower Green. The oldest tower, known as the White Tower, was completed in 1097, when it was the tallest building in London. The Tower buildings have had many uses over the years; perhaps the most infamous was as a jail for political prisoners, not to mention two of Henry VIII's wives. The most famous exhibits at the Tower are the British Crown Jewels. Aside from a short interruption during WWII, these splendid baubles have been locked behind the Tower's walls for centuries.

### Day 5: London

#### Excursion to Warner Bros. Harry Potter Studio Tour

Travel to Leavesden to visit the studio where the iconic *Harry Potter* films were shot. You will take a walking tour and see up-close the actual sets used in filming, costumes, and props. You may even hear a secret or two about the special effects and animatronics that were used in the films' makings. Take a seat in the Great Hall where the characters ate their meals, find hidden treasures in Dumbledore's office, and stroll down Diagon Alley.

### Day 6: London

#### Guided Tour of the Globe Theatre

Built just 200 yards from its original site, London's new Globe Theatre transports visitors to Elizabethan England. Those were the days when rowdy groundlings hurled rotten food at the actors to express their displeasure with a performance, and villains like *Othello's* Iago were mercilessly heckled by the enthusiastic crowd.

#### Thames River Cruise

Take a cruise down the Thames and enjoy the views of London along the river.

#### Visit Westminster Abbey

The present abbey was built over three centuries, starting during the 13th century. With the Confessor's Shrine, the tombs of Kings and Queens, and countless memorials, it has also been the setting for every Coronation since 1066. Neither a cathedral nor a parish church, Westminster Abbey remains a "royal peculiar" under the jurisdiction of a Dean and Chapter, subject only to the Monarch.

### Day 7: London | Newquay Region

#### Transfer to Newquay

Travel to the seaside town of Newquay. With archeological evidence that dates back to pre-historic times, this town has a rich history. However, it is better known today as a major tourist destination. Around 22,000 people live in Newquay, but the population can increase to 100,000 or more in the summer.

#### Group Leader-Arranged Activities (*time permitting*)

Today your Group Leader will arrange activities for your group. (*Please note that any costs associated with these activities have not been included in your total Program Price. See your Group Leader for more details.*)

### Day 8: Newquay Region

#### Excursion to Tintagel Castle

King Arthur fans can read *The Wicked Day*, *The Once and Future King* or *Excalibur*. They can memorize the script to *Camelot*. But for true appreciation of the Arthurian legend, they should flock to the stretch of the Atlantic Coast known as Tintagel. In August, 1998, a stone referring to King Arthur was uncovered at the ancient ruined castle. Explore the ruins of this 13th-century castle, and, if you are ambitious enough, make the ascent up 100 rock-cut steps to visit Arthur's Lair.

### Day 9: Newquay Region | Stratford Region

#### Transfer to Stratford via Warwick Castle (*time permitting*)

Transfer to Stratford via Warwick Castle Your journey through the English countryside begins at Warwick Castle. Former home of

Richard the Kingmaker (a pivotal figure during the War of the Roses), Warwick is considered by many to be the finest medieval castle in England. Climb the towers and ramparts, view the treasures in the Great Hall or descend deep into the castle's bowels for a look at the dungeon and torture chamber. But tread softly as you go since the castle is reputedly haunted by the ghost of Sir Fulke Greville, who was stabbed to death here by a servant in 1628. Continue on to legendary Stratford, the birthplace of William Shakespeare.

#### **Day 10: Stratford Region | London**

##### **Walking Tour of Stratford**

"It is something, I thought, to have seen the dust of Shakespeare." Discover what inspired Washington Irving's famous words as you tour Stratford-upon-Avon, where Shakespeare was born, raised, and buried. Step back into the Elizabethan age as you visit the half-timbered home in which the Bard was born, as well as the Anne Hathaway Cottage, a picturesque thatched farmhouse where Shakespeare's wife spent her childhood.

##### **Return to London**

Enjoy time to explore London on your own. You might wish to visit the original Hard Rock Café or Madame Tussaud's Chamber of Horrors, take a cruise down the Thames, or browse through the countless stores along Oxford Street. Attend a Shakespearean drama at a replica of the Globe Theatre, or visit the fascinating, hands-on exhibits of London's Natural History Museum.

#### **Day 11: London**

##### **Guided Excursion to Windsor Castle**

Journey to Windsor Castle for a guided tour of the Royal Family's retreat. Founded by William the Conqueror in 1070, the castle has undergone many renovations over the last 800 years, as each new monarch has added a tower here and a wing there. Legend holds that the castle's Round Tower was built on the site where King Arthur sat with his Knights of the Round Table. Priceless objects reside in the State Apartments, ranging from paintings by Rubens and Holbein to Henry VIII's sword and suit of armor. Also visit Queen Mary's Dolls' House and St. George's Chapel, final resting place of many monarchs including Henry VIII and Charles I.

##### **Dinner at the Hard Rock Café**

Since its opening in 1971, over 12 million people have eaten at the restaurant and come to marvel at the rock-and-roll memorabilia.

#### **Day 12: Depart for Home**

##### **Transfer to the Airport for Your Return Flight**

Your Tour Director assists with your transfer to the airport, where you'll check in for your return flight home.

*Itinerary is subject to change*

For complete financial and registration details, please refer to the Booking Conditions at [www.eftours.com/bc](http://www.eftours.com/bc).

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**Enroll by phone**  
800-665-5364



**Mail your Enrollment Form to:**  
EF Educational Tours  
Two Education Circle  
Cambridge, MA 02141

*"As a parent I am very grateful that I was able to give this opportunity to my child. It was worth every penny to see her smiling face in the pictures on the trip. Encourage your child to embrace the moment; be open to new cultures, foods, and just a new way of life and looking at things."*

— KATHLEEN, DAUGHTER TRAVELED APRIL 2013

## THE WORLD LEADER IN INTERNATIONAL EDUCATION

Your teacher has partnered with EF because of our unmatched experience and worldwide presence, as well as our commitment to providing students with life-changing travel opportunities that are immersive and affordable. For nearly 50 years, we've worked with educators across the globe to help millions of people become citizens of the world by breaking down barriers of language, culture and geography.

- **We always offer the lowest prices guaranteed** so more people can travel.
- **We're fully accredited, just like your school**, so you can earn credit while on tour.
- **All of our educational itineraries feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety.** We have 450 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director** is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



## Traveler List England 2017

### Students

Anderson, Hannah  
Bauleke, Abigail  
Chadwick, Zoe  
Christenson, Savannah  
Dahl, Carly  
Gudmonson, Troy  
Handzija, Hana  
Hennessy, Casey  
Hovde, Emma  
Johnson, MacKenzie  
Loyd, Christian  
Moher, Madeline  
Odegard, Carter  
Onenaly, Kaylahna  
Peterson, Naome  
Philipos, Yodihit  
Scheuneman, Austen  
Schmidt, Alyssa  
Shearer, Breanna  
Smetanka, Noah  
Tinder, Alexa  
Wilson, Parker

### Parents

Handzija, Maja  
Johnson, Kimberly  
Moher, Kristin

### Chaperones

Anderson, Jodi  
Galland, Tanya  
Galland, John  
Bauleke, Natalie  
Grimditch, Sue

## England Trip Background

This will be the 19th England trip for ISD One91. The custom trip was designed by Amy Stead, 9th Grade English teacher. It is a great trip that provides many lifetime memories, sometimes once in a lifetime memories. Older students still talk about the great times they had on the trip when they come back and visit. We even have a few (four that I know of) students that chose to study abroad because of their England experience. The places and sites we see are mainly from the time of Shakespeare and King Henry VIII. I, along with my wife Tanya (ISD196 teacher), have been chaperoning this trip with Amy for 10 years now.

The tour company we always use is Education First, or EF. EF provides us with a tour consultant who is with us 24-7 while we are in England. We are glad to continue to have Susan Grimditch as our EF tour consultant. We have toured with Sue for 7 years now. Sue is also a licensed Blue Badge Guide. Because Sue is so informative, efficient, and because the kids love her, we not only request to work with her each year but also have kept the itinerary the same for the last 7 years as well. It is nice doing the same thing because we can use our experience to create a seamless trip for the students.

Having the same itinerary also gives us the chance to work with some of the same Blue Badge Guides and Hoteliers. This year 3 of the 4 hotels we have stayed in during prior trips. Premier Inn is a great name brand in England and the Old Street location is fabulous. The Minerva Hotel is owned by a sweet couple, John and Maxine, who treat the kids like royalty.

John Galland  
ERMS Media Specialist  
England Trip Lead Teacher



## ***Educational Tours***

Dear John,

Given the recent tragic events in Manchester we wanted to share with you our commitment to safety and also outline policy changes we have made in order to provide our students and teachers with more flexibility on their upcoming tours.

Yesterday as a response to the security situation the U.K. government, raised the threat level by one, to critical. This change allows the government to increase security by using armed forces personnel to support police officers, increasing their overall presence at locations such as tourist sites, concert venues, sporting events and others.

We will remain in close contact with our local offices, monitor the U.S. State Department and follow the guidance of local authorities so that we can make any changes to tours that may become necessary.

Also to help better support you, we have amended our existing policies to the following:

- If your group expresses any concern with specific details of the existing itinerary, we will work with you to make modifications where possible.
- If your group wishes to postpone the trip, we will provide a travel voucher for the total amount paid less any non-refundable items and \$1,000. This amount represents just a portion of the costs associated with your tour.
- If an individual has decided against traveling at this time, we will also offer them the travel voucher option detailed above.

In an effort to connect with our travelers about this situation, we are sending an email to your group. You can view the email by clicking [this link](#). As always if you have any questions please reach out to your Tour Consultant.

Also, we have provided answers below to a few questions that you may receive from your group:

**Will the recent events in Manchester impact our upcoming tour?**

At this time, we do not anticipate that upcoming tours will be impacted. That being said, we will continue to closely monitor the situation along with the U.S. State Department and the staff in our local European offices and will make changes as necessary.

**What if my group wants to postpone our tour to 2018?**

If your group wishes to postpone the trip, we will provide a travel voucher for the total amount paid less any non-refundable items and \$1,000. Please note that travelers are responsible for additional costs based on the new departure date and/or change of destination. Subject to availability.

**What if my group wants to travel but I have an individual who wants to cancel?**

If an individual has decided against traveling at this time, we have amended our Peace of Mind policy to also offer them the travel voucher option detailed above. If they choose not to take the voucher option, standard cancellation fees will apply.

**What is a travel voucher?**

A travel voucher is a credit towards a future EF program that is valid for the current or the following travel year. It is transferable at face value to members of the traveler's immediate family or to students or faculty of the traveler's school. Vouchers may be redeemed for travel with EF Educational Tours, EF College Study Tours, EF College Break, EF Explore America or Go Ahead Tours.

**What are the non-refundable fees associated with the trip?**

The non-refundable fees may include items such as the \$95 non-refundable deposit, \$155 for the Global Traveler Protection Plan (if purchased) which is issued by a 3rd party provider, as well as any payment plan or late payment fees that a traveler may have incurred.

We hope that you find this information helpful. As you discuss any aspects of your travel plans, please do not hesitate to reach out to us if we can assist in any way.

Best regards,

## EF Educational Tours

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**Future Ready. Community Strong.**

**Agenda I.B.9.  
June 8, 2017**

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

**From:** Abigail Alt, Board Chair

**Date:** June 2, 2017

**Re:** Schedule a Board Retreat on June 14, 2017

**RECOMMENDATION:** that the Board of Education approves scheduling a Board Retreat on Wednesday, June 14, 2017 at 4:00 p.m. The purpose of the retreat is Board planning: Fall levy.



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

**Agenda III.A.  
June 8, 2017**

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

**From:** Doug Johnson, Director of Technology

**Date:** June 2, 2017

**Re:** Receive a report on a Library Partnership with Dakota and Scott Counties

Receive a report on a Library Partnership with Dakota and Scott Counties from Doug Johnson, Director of Technology, Jennifer Reichert Simpson, Deputy Director of the Dakota County Library, and Katie Salmela, District Library Media Coordinator.

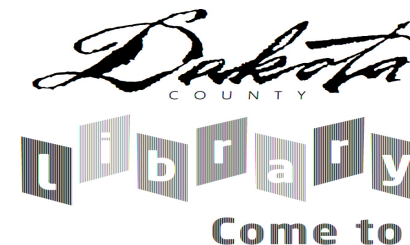


**ONE91**  
 Burnsville · Eagan · Savage



# Access for all:

Public library cards for  
 students



**Future Ready. Community Strong.**

# A collaboration: ISD191, Scott County Library & Dakota County Library

- Goal
- Major elements of student cards
- Planning process
- Roll out
- Communications
- Future

# Goal

Increase student access to library print and digital resources to support lifelong reading and learning, school success and digital competency

Support classroom instruction and curriculum development

# Student Cards

- Access to all resources
  - digital and print
- Can be used at Dakota and Scott County Libraries
- Fine free

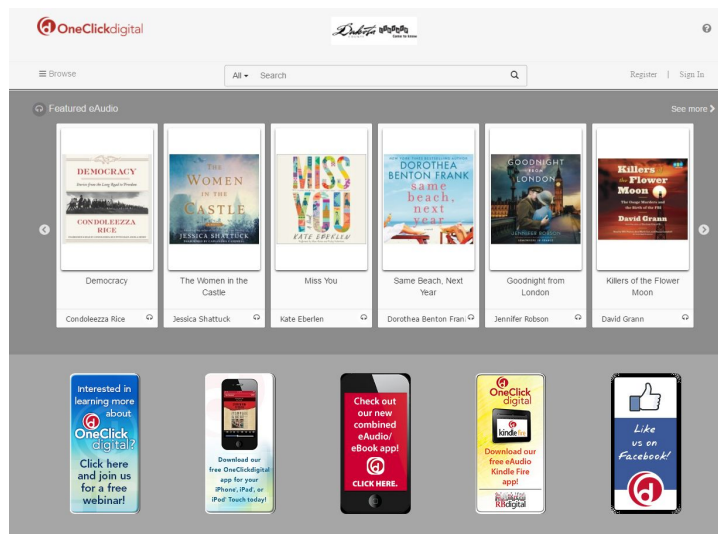


- 1 Go to [www.dakotacounty.us/library](http://www.dakotacounty.us/library), search *student card*.
- 2 **Barcode:** 191 and your student ID # (no dash or space)
- 3 **PIN:** the first time you login: 1111



Questions? Email [askalibrarian@co.dakota.mn.us](mailto:askalibrarian@co.dakota.mn.us)

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## Digital Collections

### Cloud Library

E-books that can be read on your computer or mobile device. A variety of popular titles are available. Funded by MELSA/DCL.\*

### Hoopla Digital

Hoopla allows you to watch streaming videos or listen to streaming audio on your computer, or you can download to your mobile device to enjoy later. The collection includes videos, audio and e-books, music CDs and comic books. Items are always available for checkout without waitlists. Hoopla is limited to Dakota County Library and South St. Paul card holders. Funded by DCL\*

[Guide to getting started](#)

### One Click Digital

Allows access to downloadable audio books. Funded by MELSA/DCL\*

[Guide to getting started](#)

### Zinio

Zinio provides a quick and easy way for Library customers to read digital copies of some of their favorite magazines on any Internet-enabled device. Funded by MELSA/DCL\*

[Guide to getting started](#)

## Homework Tools

### Homework Rescue

Online homework live help

### Lynda.com

Easy-to-use video tutorials to help you learn software, technical, creative and business skills — anytime, anywhere. Log in with your Dakota County Library card, create your profile and you are ready to start learning.

## Research Resources

---

### Biography in Context

News, maps, overviews and detailed reports on each of the recognized countries of the world. Funded by DCL\*

### Book Match

Tell us about what kind of books you like and we'll recommend a few more for you. The more information you provide, the better we can match your reading interests. We'll get back to you with 3-5 new reading suggestions within a week.

### Country Watch

E-books that can be read on your computer or mobile device. A variety of popular titles are available. Funded by MELSA/DCL.\*

### Gale Virtual Reference Library

A collection of full text reference sources in e-book format in the areas of business, U.S. and world history, medicine, science, and the world. Funded by ELM\*

### Issues and Controversies

Up-to-date, in-depth and objective information on the most prominent and hotly debated issues of the day – from Facts.com Funded by DCL\*

### Literature Resource Center

Biographies, bibliographies, and critical analysis of authors from every age and literary discipline. Includes Contemporary Authors. Funded by MELSA\*

### LitFinder

Features a searchable collection of full-text poems, essays, speeches, plays and stories. Includes biographies, explanations, and literary criticism. Funded by DCL\*

### Newsbank InfoWeb




Provides full-text content of local and regional news from the St. Cloud Times (1999-present), St. Paul Pioneer Press (1988-present), Star Tribune (1986-present), and Duluth News-Tribune (1995-present, in-library only). Funded by MELSA/DCL\*

### Novelist Plus - your guide to reading

Looking for a good read? This readers' advisory tool helps you find new books based on other books

# Planning process

- Partners
- Team members
  - Technology
  - Media
  - DCL & SCL
  - Communications
  - Curriculum
- Timeline

- BG** Bobby Griffiths  
rgriffiths@isd191.org  
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- CE** Connie Erickson  
Information Systems Manager at ISD191  
cerickson@isd191.org  
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-  **Doug Johnson**  
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- JG** Jake Grussing  
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- RCD** RUTH C Dunn  
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- SS** Sarah Shanley  
sshanely@isd191.org  
[Edit](#) • [Remove](#) • [Send a link to log in](#)

# Roll out

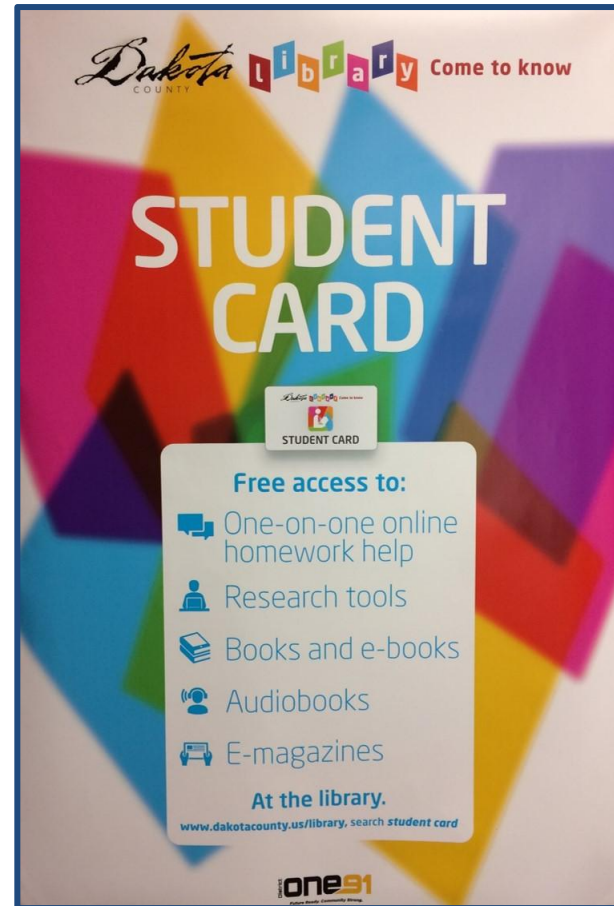
- Import data from Synergy
- Card created by Dakota County Library
- Distributed in 9-11 English classes
- Webpages
- Tutorials
- Link from Chrome browser

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The screenshot shows the Dakota County Library website. At the top left is the logo with the text "Dakota Come to know". To the right is the text "WELCOME TO DAKOTA COUNTY LIBRARY come to know" and a search bar. Below this is a navigation menu with links: Home, Catalog, My Account, Hours & Locations, Using the Library, Programs, Books & Materials, Research Tools, Ask a Librarian. A secondary menu includes Maps & Directions, Departments, About Us, and Contact Us. The main content area is titled "Using the Library" and features a sidebar with a list of links: Get a Library Card, Borrow Materials, Interlibrary Loan, Student Cards, Charges and Fees, Home Library Services, Use a Computer (with sub-link Software Installed on Library Computers), Use the iLAB (with sub-links Reserve Equipment and Workstations, Learn to Use Equipment), Printing, and Wi-Fi Access. The "Student Cards" article is selected and displays the following text: "Dakota County Library partners with Burnsville-Eagan-Savage School District 191 to provide students at Burnsville High School a student card with instant access to online one-on-one homework help, research tools, e-books, audiobooks, electronic magazines and print books — all fine free at the library." It includes sections for "Accessing resources" with instructions on how to sign in and watch a video, and "Existing library cards are not replaced by student cards." A blue button with a student card icon and the text "Access resources" is positioned at the bottom right of the article.

# Communication

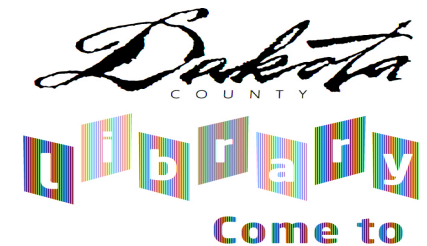
- Posters
- [E-mails](#) to parents and students
- Schoology
- ISD191 Website
- Web/Social media
- Multi-language
- [Press Release](#)



# Future

- Evaluation
- Expand to middle schools
- Other collaborations: Summer reading, research tool tutorials, homework help, and many more possibilities!

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May 15, 2017

## Dear Parents/Guardians

I'm pleased to announce that students who will be in grades 9-12 next school year at Burnsville High School and Burnsville Alternative High School will have instant access to the vast resources of two county library systems — without having to worry about overdue fines — through a new collaboration that begins May 22.

Both Dakota County and Scott County public library systems have worked with Burnsville-Eagan-Savage School District 191 to make this happen.

Students will benefit from access to incredible resources including online one-on-one homework help, research tools, eBooks, audiobooks, movies/TV DVDs, music CDs, electronic magazines and print books.

Student cards will make public library resources a part of every student's learning experience and leverage existing public resources to support student learning.

The card can be used online and also in library buildings. The no-fine cards will expire when students graduate.

Students have Chromebooks as personal learning devices, which gives them the ability to maximize use of the public library's resources. We hope this encourages students to read, research and explore their interests over the summer so they return to school in the fall ready to learn.

Students will receive information about this opportunity from their language arts teachers.

For more information, email [askalibrarian@co.dakota.mn.us](mailto:askalibrarian@co.dakota.mn.us).

The opportunity is voluntary. If students/families prefer to opt out, they can either not activate their accounts or send me an email at [djohnson@isd191.org](mailto:djohnson@isd191.org).

I'm excited at the ways this will benefit your children.

Sincerely,

Doug Johnson,  
Director of Technology  
Burnsville-Eagan-Savage School District 191



**Future Ready. Community Strong.**

**Agenda III.B.  
June 8, 2017**

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

**From:** Dave Watkins, Director of Secondary Programming, and Sarah Zeigler, Continuous Improvement Coach & Q Comp Coordinator

**Date:** June 2, 2017

**Re:** Receive a report on Q Comp (ProPay)

Receive a report on Q Comp (ProPay) from Dave Watkins, Director of Secondary Programming, and Sarah Zeigler, Continuous Improvement Coach & Q Comp Coordinator.



**ONE91**  
Burnsville · Eagan · Savage



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# Q Comp Annual Report Board of Education June 8, 2017

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

## Program Purpose:

The purpose of the Q Comp program is for participating districts to **recruit and retain highly qualified teachers**, **encourage highly qualified teachers to undertake challenging assignments**, **support teachers' roles in improving students' educational achievement** and **provide incentives to encourage teachers to improve their knowledge and instructional skills in order to improve student learning.**

\*From MDE Q Comp Site

## Q Comp Overview

Approved school districts receive up to \$260 per student (\$169 per student in state aid and \$91 per student in board-approved levy) for the program.

72

Currently, over 80 Minnesota school districts and around 70 charter schools have implemented programs or have been approved to implement Q Comp. Many additional districts have indicated plans to submit an application for future years.

## Q Comp Overview

Q Comp is a voluntary program that allows local districts and exclusive representatives of the teachers to design and collectively bargain a plan that meets the four components of the law.

<sup>73</sup> The four components under Q Comp include:

- Career Ladder/Advancement Options
- Job-embedded Professional Development
- Teacher Evaluation
- Performance Pay & Alternative Salary Schedule

## Growth Model:

- Teachers write SMART Goals aligned to teacher learning/student achievement and are expected to work with fidelity as they engage in job-embedded professional development activities outlined in the action steps for each goal (e.g., SIP, CT and PLP).
- Progress toward each goal is documented.
- All licensed staff identify and record additional supports desired and specific professional development needs in order to increase positive impact on teaching and learning.
- CICs review data from both CT Reflections and individual post observation reflections to determine action steps aimed at maximizing growth for teachers.
- Building Leadership Teams analyze data and write school improvement plans Vision One91 and site based needs.
- **Performance payouts are awarded to those who engage with fidelity in the expected processes.**

## Q Comp Program Review & Annual Report



Each Q Comp district is required to conduct a site review with teachers/staff who participate in Q Comp.

## ISD One91 ProPay MOU

**Implementation Review:** Five administrators and five BEA appointed committee members met monthly to review and resolve any issues related to implementation. (ProPay Committee)

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**Annual Review:** The ProPay Committee meets annually to review and evaluate the effectiveness of the plan with respect to:

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

**Results are used to modify the plan.**

## 2016-2017 Program Review Plan

- Similar to last year's review model.
- Additional items provided more thorough data from stakeholders.
  - ALL licensed staff participating in ProPay and teacher leaders were surveyed district wide.
  - Administrator & CIC survey
- MDE requires a minimum of five sites be reviewed by a district our size. We elected **six sites** this year.
- Collaborative teams for each site were observed and interviewed.

## Q Comp Overview/Planning 2016-2017

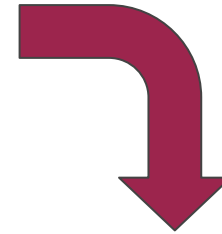
### Summary of 2016-2017 Plan:

- Site Visits: The required 5 plus 1 specialized program
  - MWS, VV, ST, Metcalf, BHS, Speech- Cluster
  - Elementary- 4th Grade CTs, Secondary- Language Arts Cts
- Survey Stakeholders:
  - Staff Survey- **All licensed staff**
  - Admin & CIC Survey (new)
- Interviews: CT members & administrators involved in site visits.
- Engaged ProPay Committee in process of generating survey questions.

## Q Comp Program Review

### Includes:

- Document Review
- Observing Implementation (Site Visits)
- Gathering Feedback from Stakeholders



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**Goal:** Obtain a detailed picture of what is/isn't working in relation to each of the 4 Core Component areas (Career Ladder, Professional Development, Teacher Evaluation, Performance Pay/Alternative Salary). For each component the review includes a summary of:

- Implementation
- Impact
- Review Findings
- Recommendations

## 2016-2017 Q Comp Annual Report

Information collected during the site visits, interviews and surveys provided data enabling analysis of each component of ProPay. The program's strengths and areas of improvement were documented with a focus on continual program advancement. A comprehensive summary of the review, including the implementation, impact and recommendations for each component, is included in this year's Q Comp Annual Report 2016-2017 which will also be sent to MDE in December as part of our district's World's Best Workforce annual report.



## Celebrations from Annual Report:

- Tight alignment of all Professional Development efforts to district focus areas grounded in CPSS practices.
- Specialty programs had increased opportunities to provide feedback and to engage in more specialized professional development.
- 80% of all licensed staff provided input via the ProPay survey. 50+ percent indicate overall positive impact.
- 96%+ of staff participated with fidelity.  
(Goal setting, collaboration & reflective practices)



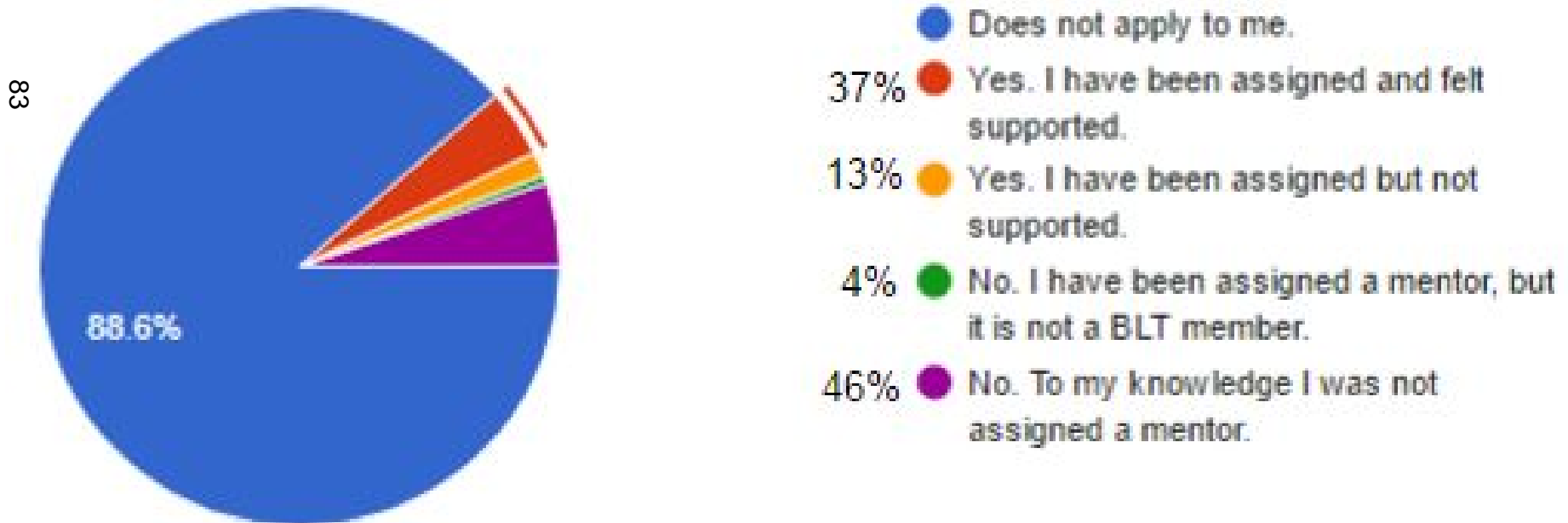
## Growth Opportunities from the Annual Report:

- Ensure middle school CTs are able to meet to engage in CT goal aligned learning for an average of 50 minutes weekly OR for an average of at least 90 minutes every other week.
- Find opportunities to explicitly integrate CPSS practices into our job-embedded ProPay component goal areas.
- Continue to strengthen and broaden the observation training provided to BLT peer observers.
- Build capacity around data analysis to improve stronger connection between data driven decision making related to instructional practice.
- Create more explicit supports for new teachers.

## Growth Opportunity

If you are a first year teacher in 191, have you been assigned and felt supported by a Building Leadership Team mentor ?

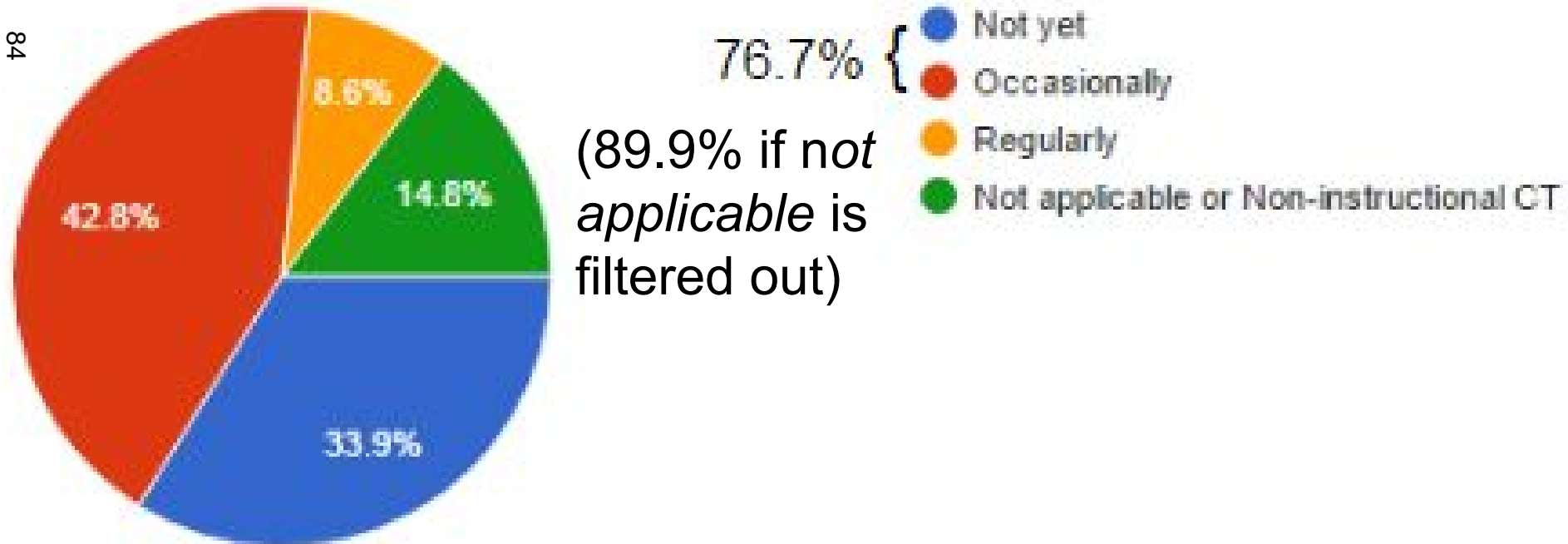
596 responses



## Growth Opportunity

How often do you examine STUDENT WORK SAMPLES during your Collaborative Team time?

596 responses

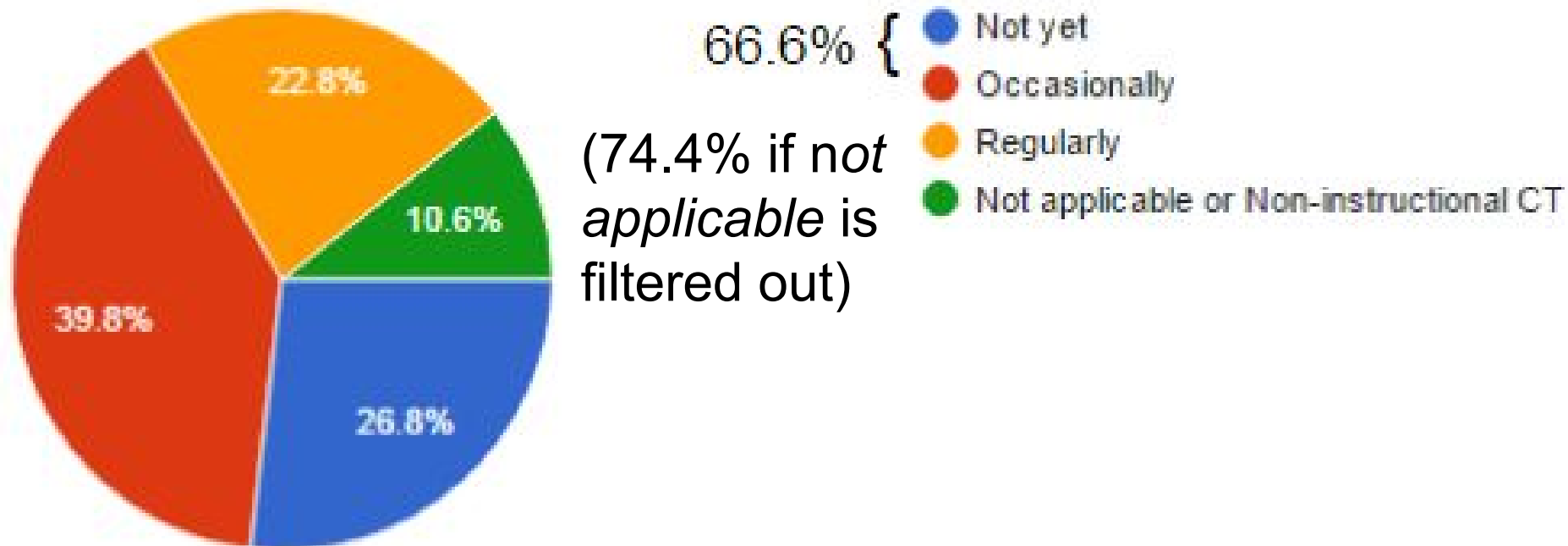


## Growth Opportunity

How often do you examine STUDENT DATA (progress monitoring, formative/summative assessments, Four Learners Charts) during your Collaborative Team time?

596 responses

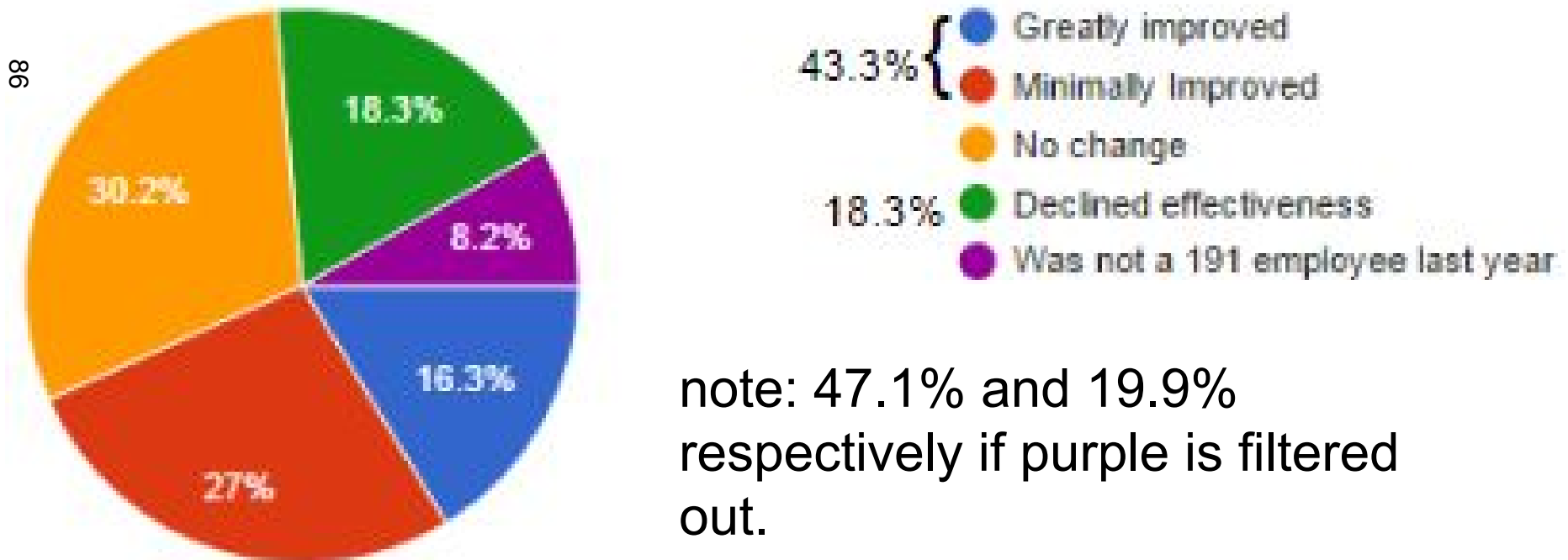
85



## Celebration and Growth Opportunity

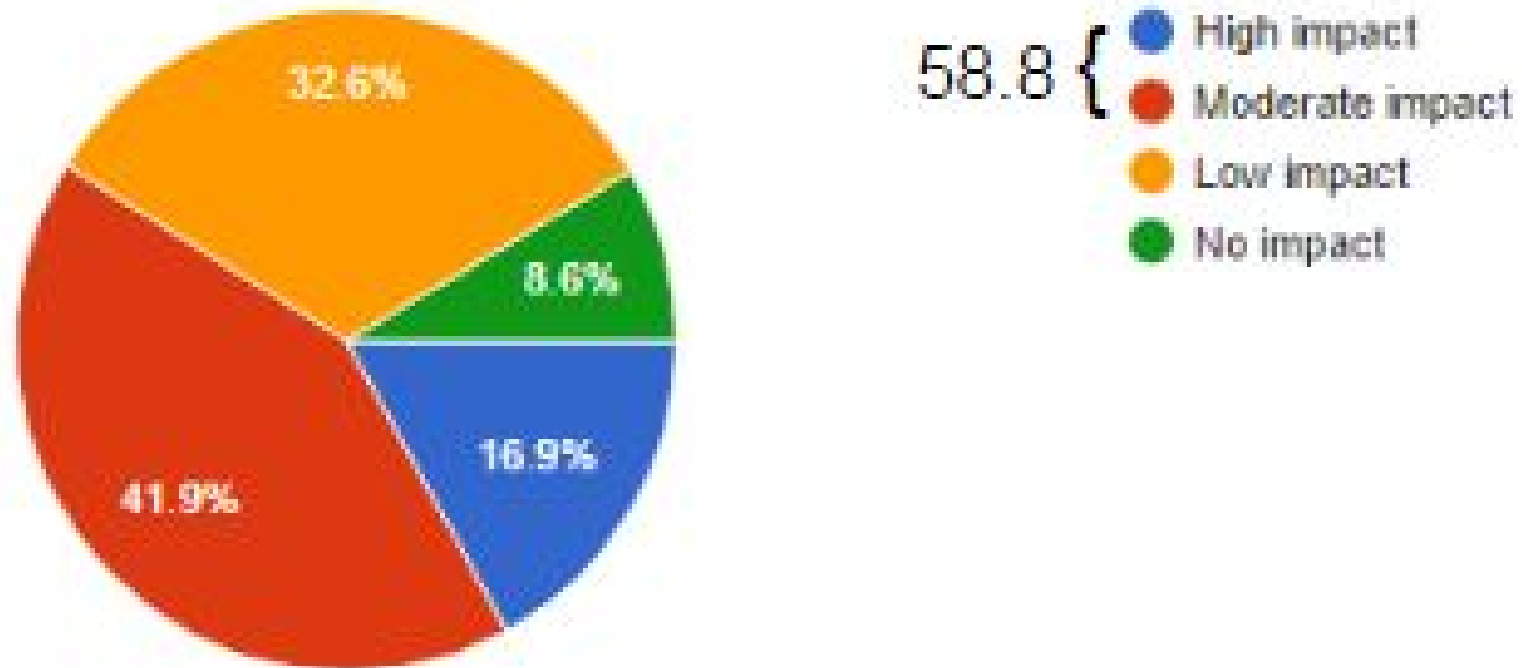
Rate the effectiveness of your Collaborative Team this year compared to last year.

596 responses



## What impact has the work of your Collaborative Team had on your instruction or practice?

596 responses



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Note: In **2015-2016** **88.6%** indicated CT work had a moderate to high impact on instruction/practice. **11.4%** said low impact and **0%** said no impact.

## How was your Collaborative Team goal identified this year?

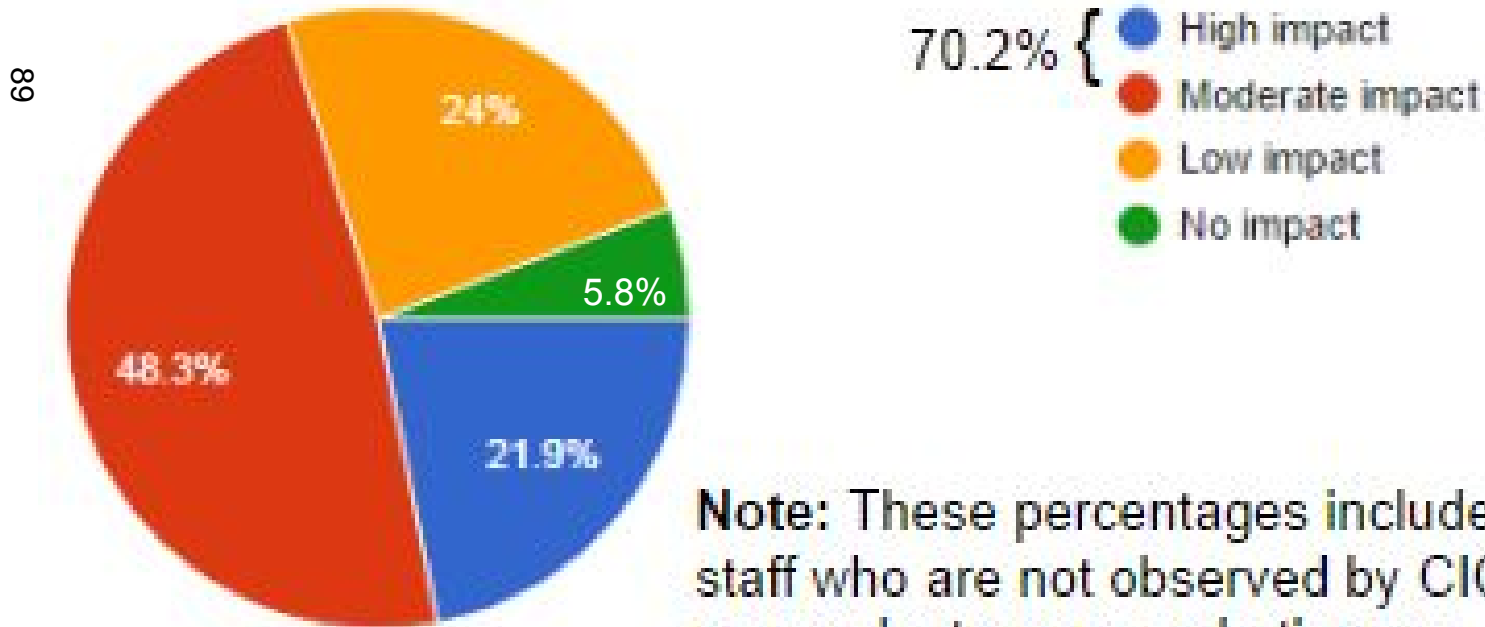
596 responses



## Celebration

What impact has the Continuous Improvement Coach had on your instruction/practice?

588 responses



**Note:** These percentages include probationary staff who are not observed by CICs. 16.4% of respondents were probationary.

**“Change is inevitable,  
GROWTH is intentional!”** -Glenda Cloud





# Q Comp (ProPay) Overview Document June, 2017



# What is Q Comp?

(Nicknamed **ProPay** in One91)



# Q-Comp Overview (Quality Compensation Law)

## Purpose:

The purpose of the Q Comp program is for participating districts to **recruit and retain highly qualified teachers**, **encourage highly qualified teachers to undertake challenging assignments**, **support teachers' roles in improving students' educational achievement** and **provide incentives to encourage teachers to improve their knowledge and instructional skills in order to improve student learning.**



# Q Comp Overview

Minnesota's Q Comp Model allows districts to design and collectively bargain a plan which must meet the following **four components of the law:**

- Career Ladder/Advancement Options
- Job Embedded Professional Development
- Teacher Evaluation
- Performance Pay and Alternative Salary Schedule

# Q Comp Overview

The **One91 District Q Comp Model ( ProPay)** was created collaboratively by district administration and the BEA and approved by the Board of Education. It was designed to align with One91's Professional Learning Community processes that are grounded in the Continuous Improvement Model. These structures scaffold support for School Improvement Plans by ensuring job embedded staff development to positively impact professional practice and student achievement.



# Q Comp Overview

## Growth Model:

Q Comp in ISD One91 is based on a research based growth model. Teachers write SMART Goals aligned to teacher learning/student achievement and are expected to work with fidelity as they engage in job-embedded professional development activities outlined in the action steps for each goal (e.g., SIP, CT and PLP). Progress toward each goal is documented. All licensed staff work with their CTs and individually to identify and record additional supports desired and specific professional development needs in order to increase positive impact on teaching and learning. CICs review data from both CT Reflections and individual post observation reflections to determine action steps aimed at maximizing growth for teachers. Building Leadership Teams also meet in the summer to analyze data and write school improvement plans connected to the district's vision and site based needs. **Performance payouts are awarded to those who engage with fidelity in the expected processes.**

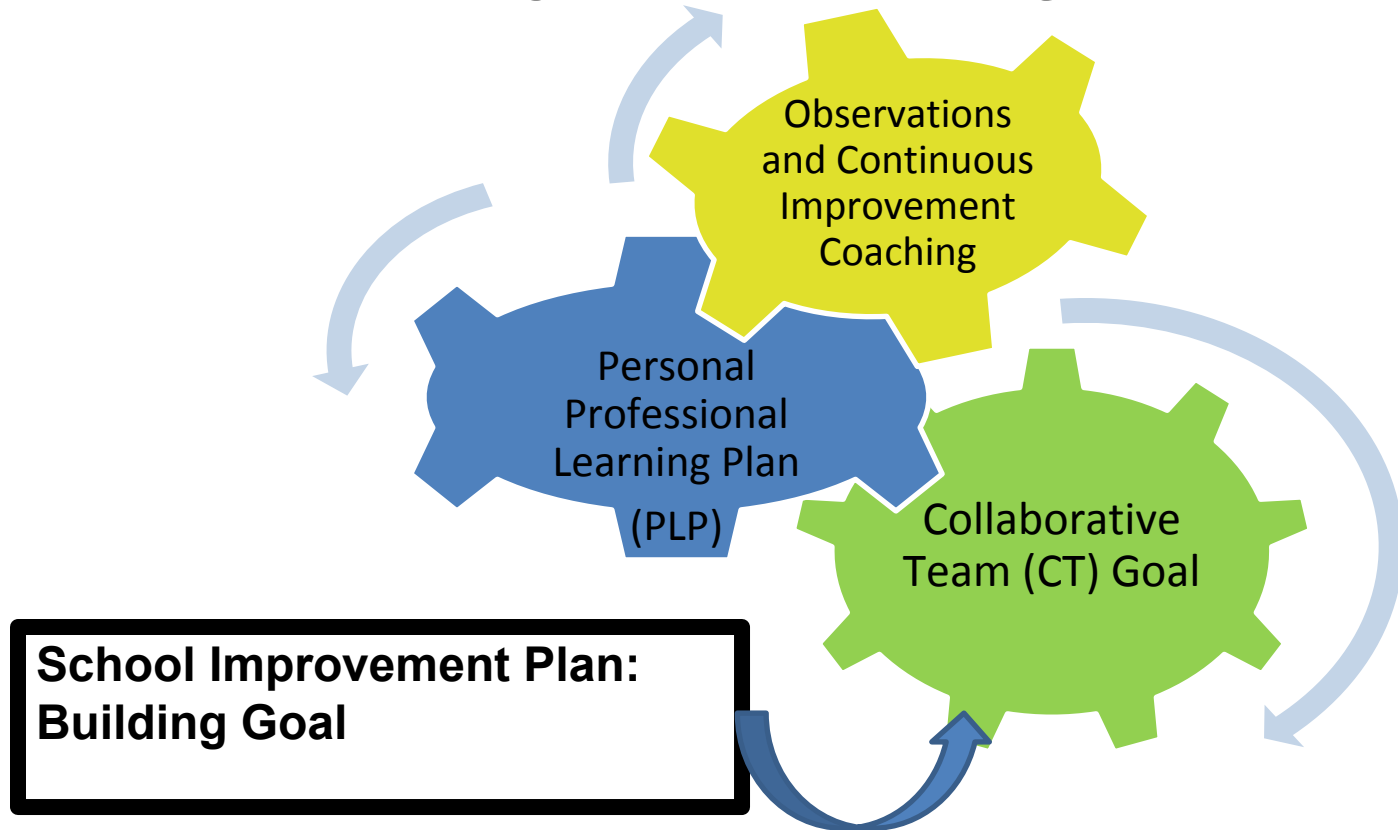
# ProPay At-A-Glance

ProPay Component	Expectations
Building Goal \$300	Implement strategies that support a building goal focused on student achievement and aligned with core instruction.
Collaborative Team Goal \$300	Engage in the development and implementation of a collaborative team goal that addresses one of the school improvement goals.
Personalized Professional Learning Plan \$300	Develop and implement a professional learning plan that is personalized, aligned with the school improvement goals and building PD plan, and aligned with the teaching license renewal expectations.
Observations and Continuous Improvement Coaching \$900 (\$300 for each observation round)	Demonstrate teachers/staff professional practice through 3 formative observations and coaching sessions conducted by 2 different observers.

# ProPay At-A-Glance

ProPay Component	Additional Information
Building Goal \$300	<ul style="list-style-type: none"> <li>• Led by Principal or Program Administrator and Building Leadership Team</li> <li>• Addressed through building/program Professional Dev. Plan</li> </ul>
<span data-bbox="34 543 61 580" style="font-size: small;">8</span> Collaborative Team Goal \$300	<ul style="list-style-type: none"> <li>• Led by Principal or Program Administrator and Building Leadership Team (BLT)</li> <li>• Teachers work with grade and/or content alike teachers in building or across the district.</li> </ul>
Personalized Professional Learning Plan \$300	<ul style="list-style-type: none"> <li>• Developed by individual teacher</li> <li>• Supported by Continuous Improvement Coaches (CIC), BLT, Principal/Program Administrator, Curriculum Leads, Building and/or District Professional Development Plan</li> </ul>
Observations and Instructional Coaching \$900 (\$300 for each observation round)	<ul style="list-style-type: none"> <li>• Supported by Principal or Program Administrator, BLT, and CIC</li> </ul>

# Relationship of ProPay Goals



# A Closer Look at Each Component



# ProPay: Building Goals

Goals must be focused on strengthening core instruction and aligned with the School Improvement Plan (SIP) and building based Professional Development Plan.

- Required by Minnesota Department of Education (MDE) for all districts participating in Q Comp
- Identified and overseen by Principal or Program Administrator and Building Leadership Team (BLT)
- Focused on improving student achievement (MCA, MAP Data, etc...)
- Reported to MDE by October 1
- Monitored by BLT throughout the school year with updates provided to building staff and District Leadership.
- Processed in fall of subsequent school year
- \$300 payout to licensed staff assigned to building, **if goal is met**

# ProPay: Collaborative Teams

All licensed staff are part of a Collaborative Team (CT). CT goals are aligned with one of the goals from the SIP (or CIMP Plan for special education staff). CT goals focus on improved student learning.

- CTs determined by principal and BLT with input from licensed staff
- CTs required by MDE for all districts participating in Q-Comp
- CTs collaborate during CT time to learn from and with each other and focus on improving student learning
- Teams share results of their learning with their BLT throughout the year; DLT provides updates throughout the year
- CT goals focus on improved student learning (results do not have to be linked to MCA or MAP data)
- CT goals are processed in the fall of the subsequent year
- \$300 payout for licensed staff if CT goal is met

# ProPay: Personalized Professional Learning Plan

Professional Learning Plan (PLP) development and implementation are aligned with the coaching and observation process.

- Teachers/staff develop and implement a professional learning plan that is personalized, aligned with the school improvement goals and building PD plan, and aligned with the teaching license renewal expectations.
- Continuous Improvement Coaches offer informational sessions, lead after-school “drop-in” PD sessions, and meet with licensed staff in buildings to clarify the expectations for the PLP.
- Sessions traditionally begin in late September and/or as building and CT goals are finalized.
- Continuous Improvement Coaches will work with licensed teachers to support the development and implementation of their PLP throughout the year.
- PLP payout is \$300 and has be processed after the end of each school year.

# ProPay: Observations and Continuous Improvement Coaching

Continuous Improvement Coaches (CICs) work with building principals, supervisors, and BLTs to ensure coaching and observation cycles are completed.

- Teachers/staff demonstrate their professional practices through 3 formative observations and coaching sessions conducted by 2 different observers.
- CICs schedule coaching, observation cycles with tenured licensed staff.
- Principals and Program Administrators schedule coaching, observation cycles with probationary teachers.
- Note the anticipated timelines for tenured staff:
  - 1<sup>st</sup> coaching observation occurs in the first half of the year
  - 2<sup>nd</sup> coaching observation cycle occurs in the second half of the year
  - 3<sup>rd</sup> observation (different trained observer) can occur at any time as long as there is a 3 week window between consecutive observations.
- CICs help manage all forms for the PLP and coaching processes
- Coaching payout is \$900 and is processed after the end of the school year.

# In Summary, ProPay is...

- Goal Oriented
- Student and Teacher Focused
- Personalized Professional Learning (Job embedded)
- Partnership Between Administration and Teachers
- Collaborative and Supportive

**Time to Focus on What Teachers Do Everyday!**



# Q Comp Program Review and Annual Report

Each Q Comp district is required to conduct a site review with teachers/staff who participate in Q Comp. The Minnesota Department of Education (MDE) has established a Best Practice Model which has been used as a guide to tailor a meaningful program review specific to One91. The 2016-2017 Site Review Process and the required Q Comp Annual Report will be shared with the Board of Education on June 8, 2017.



## Q Comp Annual Report 2016-17

Please provide an update on the district Q Comp program for the current school year that includes the summary of findings and recommendations from the annual board report as required under Minnesota Statutes, section 122A.414, subdivision 3(a).

Submit the report in SharePoint according to the directions in the guidelines with the district name as the beginning of the file title (i.e., *ABC School District Q Comp Annual Report 062116*).

Please provide the following **District Identification Information**.

**District Name:** ISD One91 Burnsville/Eagan/Savage

**District Number:** 191

**Date Presented to the School Board:** June 8, 2017

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. ***All information reported should be based on the current school year.*** It is recommended that each question be addressed with a brief summary of 3-7 sentences.

### Core Component: Career Advancement Options

#### Implementation

1. Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no

If no, please explain what changes have occurred and why?

#### Impact

2. How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

Utilizing the continuous improvement model (Plan, Do, Study, Act), administrators and teacher leaders established protocols for collaborative team members to meet, plan and document how their practice had been impacted by their team's learning and goal driven action steps. CICs and teacher leaders also invested time building capacity around the

identified District Focus Areas:

- Unpacking common core standards to ensure high quality curriculum.
- Building a growth mindset through enhancing the culture for learning.
- Providing high quality instruction through increased student engagement via collaborative strategies and use of the gradual release of responsibility (GRR) instructional model.

Teacher leaders ensured focus areas were embedded into all professional development activities and coached teachers to effectively utilize the strategies in their instruction. The Q Comp Review revealed the following data in regards to impact on instruction as reported by CT/BLT members surveyed:

- Almost 60% of licensed staff respondents reported their Collaborative Team work had a moderate to high impact on their instruction and practice.
- Over 53% of licensed staff respondents reported the work of BLT had a moderate to high impact on their professional growth.
- Over 70% of staff respondents indicated that CICs had a moderate to high impact on their instruction and practice.
- Over 63% of respondents indicated they reflect on Danielson's Framework for Teaching components throughout the year.
- Building Leadership Team members examined student data, student work samples and used results to impact instructional decisions.

### 3. How did the work of teacher leaders impact student achievement?

Teacher leaders supported the process of writing SMART goals and aligned action steps aimed at improving student achievement (e.g., SIPs, Building Goals, CT Goals, PLP Goals). Staff members worked collaboratively and collectively to achieve these focused goals, and the Building Leadership Team for each site/program routinely analyzed evidence of student learning during quarterly BLT workshop days to inform continuous improvement efforts. Teachers and collaborative teams documented the impact of their learning and implementation on student achievement through completion of program required pre and post conference forms, Collaborative Team Mid-Year and End of Year reflections, and Professional Learning Plan Reflections.

A majority of teachers stated the Building Leadership Team had moderate to high impact on student achievement. Over 78% of administrators and CICs reported that the BLT had a moderate to high impact on student success. Specific evidence shared by selected sites during the Q Comp review site visit process included the following:

- 4 Learners Charts (elementary) were used and indicated positive movement for many intensive, strategic and benchmark students in the areas of math and literacy.
- 60% of respondents reported that they regularly or occasionally examine student work samples during Collaborative Team meetings.

## Review Findings

4. How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

All Continuous Improvement Coaches and district administrators have completed essential training on the observable components of Charlotte Danielson's Framework for Teaching and have become certified trained observers. This common training allowed for meaningful collaboration during calibration visits in classrooms and promoted inter-rater reliability, effectively allowing them to identify instructional strengths and growth areas for sites and licensed staff members.

Additionally, all CICs and some administrators participated in a yearlong Cognitive Coaching Seminar which was grounded in cultural proficiency. The training provided tools for mediating teacher changes in instructional practices. Coaches also engaged in year-long learning based on the book *Fostering Resilient Learners* which guided focused efforts on creating strong cultures for learning in classrooms districtwide in order to meet the needs of teachers working with diverse students.

Coaches also provided resources and support to Building Leadership Team members on their use of Danielson's Framework for Effective Teaching resources to objectively conduct the peer observations. They were provided with component cards, scripting forms, and observation feedback forms aligned to the elements, critical attributes and "look-fors". BLT members also received training on the biopsychosocial model of response to threat to build their capacity as trained observers. Administrators and CICs reported on their survey that BLT members participated in SIP related PD, school wide data analysis, and extra professional readings to enhance their leadership abilities.

5. What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

Over 70% of respondents indicated that continuous improvement coaches had moderate to high impact on their instructional practice. Over 53% of respondents reported that BLTs had a moderate to high impact on professional growth. Site based surveys provided by coaches also gleaned feedback regarding the most effective and beneficial aspects of coaching which were identified as pre and post conference discussions, other collaborative conversations and resources/ideas provided by the coach.

District administrators conducted mid-year evaluations of BLT members and provided them with feedback on areas of strength and growth opportunities. CICs participated in reflective conferences based on their individual PLP and CIC Collaborative Team efforts with the Director of Continuous Improvement, which provided them with feedback to engage in continuous professional growth.

## Recommendations

6. How will the district use the review findings to improve the effectiveness of teacher leadership?

Based on analysis of the program review, the following recommendations will improve the effectiveness of Teacher Leaders:

- Continue to provide ongoing professional development connected to Danielson's Framework for Teaching to all observers. BLT members stated that additional training would improve confidence in providing Danielson PD for their peers.
- Continue SIP Audit/Calibration visits including BLT members along with the administrators and CICs in order to identify trend data.
- Continue to expand and add depth to training provided to BLT members by CICs specific to communication skills and strategies for engaging in coaching conversations. (e.g., use of probing questions, prompting reflection and self-assessment, utilizing observation data as a third point, etc.)
- Provide time for BLT members to conduct pre and post conference discussions.
- Place a CIC at every site full time to ensure depth and consistency of supports to impact instruction and student learning.
- Identify essential training for newly hired CICs and continue training for all CICs.
- Tighten protocols and implementation of the formal evaluation plan for CICs.
- Continue to build capacity (time and processes) for CICs to directly support the work of collaborative learning teams.

## Core Component: Job-embedded Professional Development

### Implementation

1. Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes (Elementary/High School) no (Middle Schools)
- a. If no, please explain the changes that have occurred and why?

Our elementary and high school Collaborative Teams (CTs) are meeting as outlined in our plan. However, due to district wide grade level reconfiguration which led to changes in the daily structure, our middle school teams struggled to find time to complete their CT goal work. They met daily, but their time was designated for other work outside their Q Comp CT goal and action steps.

### Impact

2. How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

Building Leadership Teams (BLTs), comprised of building administrative leaders, Continuous Improvement Coaches (CICs) and selected teachers/licensed staff worked

closely with their peers to lead and promote active implementation of new learning within their teaching/work. BLT members conducted walk-throughs where they visited teachers' classrooms and collected specific data which was reviewed by sites and used to provide feedback on instruction which teachers could use to positively impact their instruction.

During the first coaching session of the year, CICs reviewed the district focus areas with all staff. Coaches also observed and gathered evidence of teacher selected Danielson Components within the Environment and/or Instruction Domains. CICs mediated reflective conversations with teachers during which the feedback was shared. The goal was for teachers to immediately use the feedback to positively inform instruction.

3. How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

During Collaborative Team time, teachers unpacked the state standards in math and reading and began the development of proficiency scales. Unpacking the standards within CTs has allowed members to identify the rigor of instruction and learning enabling both teachers and students to know success criteria for achievement. Based on the all-staff survey results, 47% of CTs indicated they looked at student data as part of their on-going work with 62% surveyed identifying this work as happening occasionally or regularly. This would suggest a link to student achievement. Thirty-one percent of staff on Collaborative Teams reviewed student work during part of their Collaborative Team time with 52% of the teachers surveyed indicating they regularly or occasionally reviewed student work samples. Within several schools, Data Days were utilized by teachers to review students' achievement and use data to inform future instruction.

In learning teams, teachers use the Plan-Do-Study-Act approach to guide their instructional practices in their classrooms. The 'study' component asks teachers to reflect on student achievement data and decide next steps for instruction. In the coaching process, teachers are also asked to reflect on their personal goal three times throughout the year in regard to its impact on student achievement.

## **Review Findings**

4. How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

The district's identified focus areas guided the selection of research-based, culturally proficient and equitable instructional strategies, which focused on improving student achievement in reading and problem solving/math. Specifically, the district's work was focused on providing district-wide professional development on the topic of Culturally Proficient School Systems (CPSS) and unpacking the standards. The building SIP plans combined these district initiatives with their building needs.

Building Leadership Teams (BLTs), which include the building administrators, selected

staff members and Continuous Improvement Coaches (CICs) developed the School Improvement Plan (SIP) for their site/program and selected specific strategies to meet their unique needs. Team members gave input on PD ideas and supported the implementation of the action plan. Analysis of qualitative and quantitative data from school calibration visits, walk throughs, and a SIP Audit enabled sites to identify and prioritize needs and informed the sites/programs of the specific goals and areas to target.

The BLT mid-year reflection process gave administration and BLT members the opportunity to collaboratively study, reflect and plan next steps as they identified strengths and growth areas. Retreat days were also built into the year and provided further opportunities to monitor school improvement efforts directly aligned to student achievement. As a part of this work, they also reviewed and monitored the work of CTs to analyze impact on student achievement. This ongoing monitoring enabled BLTs to respond to identified needs by modifying job-embedded professional development based on data.

Collaborative Teams (CTs) used their building's SIP and data from their student population to create their goal which specified strategies to impact achievement.

5. How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

Walkthroughs, calibrations visits and site audits enabled BLT members to provide instructional feedback based on data collected. Both the data and feedback were shared with staff once BLT members analyzed and determined next steps. Collaborative Teams (CT) provided another avenue for implementation follow up. All collaborative teams are expected to document and share their progress toward their CT SMART goal throughout the year with their BLT. Administration can see the strategies teams are implementing to monitor progress and provide feedback on meeting their goal.

## **Recommendations**

6. How will the district use the review findings to improve the effectiveness of job-embedded professional development?
  - Ensure teams are able to meet the requirements for learning team meetings (frequency and time allocated)
  - Allow collaborative teams to write their own goals and action plans in alignment with their School Improvement Plan. (48% percent of 595 staff members surveyed indicated that their Collaborative team goal was self-selected, whereas 51% say it was highly recommended or written for them.)
  - Continue to build and monitor mentor programs for new staff to ensure they are receiving consistent support to improve their craftsmanship and efficacy.
  - Explicitly teach the connection between professional development efforts and student achievement.
  - Provide effective Collaborative Team training in data analysis and the review of student work.

## Core Component: Teacher Evaluation

### Implementation

1. Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no
  - a. If no, please explain the changes that have occurred and why?

### Impact

2. What impact did the observation/evaluation process, including coaching, have on classroom instruction?

Program review results indicate 70.2% of teachers surveyed felt the coaching process had a moderate (48.3%) to high impact (21.9%) on their teaching/practice. (Note: These percentages include ratings from probationary teachers who are not observed by CICs.) Based on discussions, teachers often modified instructional plans and delivery to elicit evidence of instructional proficiency as defined by Danielson's Framework for Teaching. This dialogue also impacted their implementation of strategies aligned to district focus areas.

Following observations, Continuous Improvement Coaches provided feedback to teachers based on critical attributes aligned to Danielson rubrics. Teachers were required to complete post-observation forms and a professional learning plan reflection, which engaged teachers in reflecting on classroom instruction and the feedback provided by the trained observer. Using this process, teachers more intentionally examined how their reflections could be utilized to improve their instruction.

3. What impact did the observation/evaluation process, including coaching, have on student achievement?

Required teacher forms and coinciding observation conversations were focused on student achievement and required teachers to explain the impact of their learning and work on student learning. During the post-observation conference, teachers were prompted to specifically explain if students learned what they intended for them to learn, how they knew students had learned the intended outcome, and what steps were in place for students in need of re-teaching or enrichment. As a part of the observation process, teachers also received objective feedback that included observations specific to student actions/engagement that reflected understanding and learning. Additionally, questions regarding specific assessment strategies posed during pre/post conferences promoted more intentional use of formative assessments. Teachers utilized this written and oral feedback to build a stronger awareness of student learning and how to monitor it more closely. Teacher comments from the staff survey:

"I have greatly benefited from our coach throughout the years. My coach has been

extraordinary and given me solid and useful ideas and suggestions. In turn this is transferred back to the classroom where my students benefit from my learning.”

“My coach is excellent at what she does. She is insightful; she gives suggestions pertinent to what actually works in a classroom; she pushes me to reflect on my teaching; she praises when warranted; she has the students' learning at heart.”

Note: Specific data regarding student achievement aligned to building goals will not be available until fall of 2017.

## Review Findings

4. How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

Self-reflection is an integral part of the coaching process and was incorporated in both the pre and post conferences.

The program survey results indicated 63.7% of teachers reflect on their two chosen Danielson components throughout the year. Teachers were asked to identify the top three coaching components out of a list of 11 options that impacted their practice. They identified the post conference dialogue as being most impactful (65.9%), resources provided as being the second most impactful (40.2%), and collaborative conversations outside of ProPay (Q Comp) as being the third most impactful (38.7%). Of the 64 voluntary written responses about coaching, 40 (62.5%) indicated that the Continuous Improvement Coaching model was helpful to their teaching practice and to them being reflective. The following quote reflects how many of the teachers feel about the process:

“This model is far superior to the use of an evaluative tool... The Continuous Improvement Model encourages me to improve my practice as a teacher in a non-threatening, supportive way.”

5. How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

Observers and evaluators sharpened their skills as they reviewed Danielson's Framework for Teaching to write-up observation feedback that was concrete, constructive and essential to the forward movement of instructional practice.

CICs and evaluators and, sometimes, BLT members participated in calibration visits. Each visit was followed up with reflective conversations aimed at increasing inter-rater reliability.

Cognitive Coaching training also directly impacted coaches in their ability to shape dialogue in a manner to mediate thinking on the part of the coachee. Coaches reported

greater success in facilitating reflective conversations.

BLT members have received job embedded professional development and many have also helped lead the staff through further study. Program review results indicated that 86.2% of all district BLT members had a moderate (53.5%) or high (32.7%) understanding of Danielson's Framework for Teaching based on the training they had been provided. 50% of those interviewed stated they could use Danielson's rubric as a tool and 17% stated they felt they could teach it to their peers.

## Recommendations

6. How will the district use the review findings to improve the effectiveness of teacher evaluation?

The following recommendations will improve the effectiveness of teacher evaluation:

- Develop a plan to continue sustainment of current knowledge and practices aligned to the use of Danielson's Framework for Teaching as standard district work for teachers, trained observers and certified observers. The goal is to continue to meet the state' best practice guidelines which recommend sixteen hours Danielson's Framework training for new evaluators and peer reviewers and eight hours of annual training for returning evaluators and peer reviewers.
- Provide differentiated training for new and returning teachers regarding the teacher evaluation process, the use of the scoring rubric, and activities to help define high-quality instruction.
- Ensure use of consistent observation/evaluation protocols for probationary and tenured teachers in their evaluative cycle. Currently, staff perceptions, survey comments and coach observations indicate uneven implementation occurs from site to site.
- Explore how increasing continuous improvement coaching support at each building could further impact teacher effectiveness.

## Core Component: Performance Pay and Alternative Salary Schedule

### Implementation

1. Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

yes no

- a. If no, please explain the changes that have occurred and why?

2. Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no

- a. If no, please explain the changes that have occurred and why?

## Impact

3. What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement? TBD: 2016-2017 Building Goal attainment will be determined and reported in the fall of 2018. (42% of all certified staff--8 of our 19 sites/programs-- earned performance pay for Building Goal attainment for the 2015-2016 school year)
4. What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results? 98% (full payout) 2% (partial/no payout)
  - a. What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results? 98% (full payout) 2% (partial/no payout)
  - b. What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results? 96.4% (full payout) 3.6% (partial/no payout)
5. Is performance pay awarded for another area (besides school wide goals, measures of student achievement and observation/evaluation results)?  
yes no
  - a. If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area? 98% (Collaborative Team Goals)
6. What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 98%
  - a. What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 98%
  - b. What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 96.4%

## Recommendations

7. How will the district use the data to improve the effectiveness of this core component?

Q Comp in ISD One91 is based on a research-based growth model. Teachers are expected to write SMART Goals aligned to teacher learning/student achievement and to work with fidelity as they engage in job-embedded professional development activities outlined in the action steps for each goal (e.g., SIP, CT and PLP). Progress toward each goal is documented. All licensed staff work individually and with their CTs to identify and record additional supports desired and specific professional development needs in order to increase positive impact on teaching and learning. CICs will review this data from both CT Reflections and individual post observation reflections to determine action steps for 2017-2018 aimed at maximizing growth for teachers. Building Leadership Teams will also meet in the summer to analyze data and write school improvement plans connected to the district's vision and site based needs.

Additionally, district leadership and teacher leaders will continue to ensure understanding among staff regarding our research based growth model to promote maximized teacher engagement and impact. All improvement efforts will intentionally incorporate Culturally Proficient School Systems practices.

## General Program Impact and Recommendations

1. What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

Implementation of Q Comp ensured a tighter alignment between School Improvement Plans (SIPs) and clearly articulated districtwide focus areas and achievement goals than in past years. Job-embedded professional development, common language and evidence based instructional strategies were evident at each site that closely aligned to district One91's vision and the 2016-2017 focus areas.

This resulted in administrators and CICs working together to gather instructional trend data through regular calibration visits and a SIP audit to monitor and target coaching/evaluation efforts in order to more positively impact teacher instruction. The shared understanding gained through administrators and CICs being in their second year of holding Teachscape Focus Observer Certification and in using Danielson's Framework for Teaching instruments supported that work and increased inter-rater reliability.

In summary, and as stated previously, teachers generally report moderate to high impact on instruction as a result of coaching (70.2%) and work within their collaborative learning teams (60.2%).

2. What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

All licensed staff and collaborative teams were required to document how their work impacted student achievement both throughout the year and at the end of the year when they examined student achievement data aligned to their student achievement SMART goals. In general, teachers reported moderate to high impact of Q Comp program processes, such as coaching and collaborative learning teams, on student achievement. Also, staff reported increased use/analysis of both formative and summative data to inform their instruction.

Observation trend data specific to the CIC professional development focus on the elements of Establishing a Culture for Learning (Danielson's Domain 2, component b) revealed teachers and students were more aware of the important learning at hand and of the success criteria aligned to high expectations. Observation trend data also revealed increased instructional time dedicated to student centered learning activities as a result of the continued focus on the implementation of the Gradual Release of Responsibility instructional model. Specifically, increased use of collaborative learning

strategies which actively and cognitively engaged students in being able to more deeply communicate understanding of concepts using academic language were more evident.

3. How will the district use the review findings to improve the overall effectiveness of the program?

As a result of the Q Comp Review, some growth opportunities were identified to support strategic continuous improvement efforts. Specific action steps identified are as follows:

- Examine how BLTs, CTs and CICs can explicitly incorporate Culturally Proficient Practices and the guiding principles into our job-embedded learning communities.
- Continue to work closely with unique collaborative learning teams (e.g., psychologists, nurses, social workers etc.) to establish structures to support meaningful collaborative learning aligned to goals reflecting their specialized work.
- Engage CICs and BLT members in developing plans for how they will more intentionally and strategically mentor new teachers in an effort to attract and retain highly qualified teachers.
- Provide professional development to increase capacity of CTs to more regularly examine student work and data since this is not a regular practice of some CTs.
- Explicitly teach the connection between professional development efforts and student achievement, so teachers are better able to measure the impact of their adult learning on student achievement.
- Collaborate to ensure consistent requirements for Collaborative Team meetings. Specifically, strategic planning will take place to guarantee CTs at the middle school level have time and structures in place to routinely engage members in job-embedded learning aligned to their Collaborative Team Goals.
- Determine how to provide at least 8 hours of training for all certified observers and trained peer observers to ensure sustained understanding of Danielson's Framework for Teaching. Also, provide Teachscape Focus for Observers Certification training to all new CICs and administrators.
- Explicitly incorporate Cognitive Coaching Practices into conferences with all licensed staff.
- Continue to develop Collaborative Team Goal and individual Professional Learning Plan Goal writing with coaches to increase self-reflection and evaluation of their learning, implementation and impact on teaching and student achievement.
- Continue work with the Director of Continuous Improvement to further define and implement evaluation/observation protocols aligned to monitoring and improving coaching practices.



Agenda Item III.C.  
June 8, 2017

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

FROM: Cindy Amoroso, Assistant Superintendent

DATE: June 1, 2017

RE: Approve 2018-19 and 2019-20 School Calendars

**RECOMMENDATION:** That the Board of Education approves the 2018-19 and 2019-20 school calendars.



# 2018-2020 CALENDAR PARAMETERS

## Burnsville-Eagan-Savage School District 191



Future Ready. Community Strong.

Future Ready. Community Strong.

# Required Calendar Parameters

2



**Per Policy 602:  
Organization of  
School  
Calendar  
and  
191 Contracts**

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

# Required Calendar Parameters

3



## **Per Policy 602: Organization of School Calendar**

- Four workshop days prior to first day
- One end-of-year professional day after the last student day;
- Must start after Labor Day
- Four K-12 Conference days; Two fall, Two spring

# Required Calendar Parameters

4



## **Per Policy 602: Organization of School Calendar**

### Non Student Days:

- Labor Day
- Two days in October during the annual convention for Education Minnesota
- Thanksgiving and the Friday after Thanksgiving
- Martin Luther King, Jr., Day
- Memorial Day
- A winter break of at least seven days (excluding weekends) will be scheduled.

# Preferred Calendar Parameters

5

- Equal semesters
- Longer 1<sup>st</sup> and 4<sup>th</sup> quarters for testing
- Non-student days as K-12
- Last student day is Thursday
- Graduation on Friday

# Calendar Development Process

- Met with Systems Improvement and Student Achievement Directors to identify initial needs
- Drafted multiple options with BEA president
- Met with Superintendent
- Revised and finalized recommendation with BEA president
- Met with union representatives from clerical and custodial for feedback

# 2018-19

7

- Moved conferences off ED Minn week and into November
  - Eliminates the week off early in the year
  - Provides a longer time for reporting on student's progress
  - Aligns with end of first quarter
- Needed to add two non work days in order to end on Thursday and not Tuesday in June
  - Monday, Jan. 21
  - Friday, May 24
  -

Burnsville-Eagan-Savage School District 191  
2018-2019 School Year Calendar

# 2018-19

**2018-2019 Calendar:**

**Quarter 1**

September 4 - November 2  
41 days

**Quarter 2**

November 5 - January 18  
43 days

**Semester 1**

September 4 - January 18  
84 days

**Quarter 3**

January 22 - March 22  
39 days

**Quarter 4**

April 1 - June 7  
47 days

**Semester 2**

January 29 - June 7  
86 days

**July 2018**

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

**August 2018**

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

- AUGUST**
- 1 Independence Day (No School)
  - 23-24 New Teacher Workshop (No Students)
  - 27-28 Professional Day (No Students)

**September 2018**

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

**October 2018**

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

- SEPTEMBER**
- 1 Labor Day (No School/No Students)
  - 4 First Day of School (Grades 1-12)
  - 6 First Day of School for Kindergarten

**November 2018**

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

**December 2018**

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

- OCTOBER**
- 1 Professional Day (No Students)
  - 16-17 Minnesota Educator Academy (No School/No Students)

**January 2019**

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

**February 2019**

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

- NOVEMBER**
- 16-17 Parents/Teacher Conferences & Teacher Pay (No Students)
  - 22-23 Fall Break (No School/No Students)

**March 2019**

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

**April 2019**

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

- DECEMBER**
- 22-23 Winter Break (No School/No Students)

**May 2019**

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

**June 2019**

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

- JANUARY**
- 1 New Year's Day (No School/No Students)
  - 18 Last Day of 1st Semester
  - 21 MLK, Jr. Day (No School/No Students)
  - 22 Professional Day (No Students)

- FEBRUARY**
- 27-28 Parents/Teacher Conferences & Teacher Pay (No Students)

**Color Key**

No School for All Students
Core Teacher Workshop (No Students)
Professional Day (No Students)
Parents/Teacher Conferences & Teacher Pay (No Students)
Grades 1-12 Last Day of School
Grades K-12 Last Day of School
Inclusion

- MARCH**
- 1 Parents/Teacher Conferences & Teacher Pay (No Students)
  - 11 Professional Day (No Students)
  - 24-25 Spring Break (No School/No Students)

- APRIL**
- 24 No School (No School/No Students)
  - 27 Memorial Day (No School/No Students)

- MAY**
- 6 Last Day of School
  - 7 Graduation & Professional Day (No Students)

Total School Days.....178  
Total Teacher Work Days.....184



# 2019-20

- Moved conferences off ED Minn week and into November
  - Eliminates the week off early in the year
  - Provides a longer time for reporting on student's progress
  - Aligns with end of first quarter
  
  - 
  
  -

# 2019-20

## 2019-2020 Calendar:

### Quarter 1

September 3 • November 1  
41 days

### Quarter 2

November 4 • January 16  
41 days

### Semester 1

September 3 • January 16  
82 days

### Quarter 3

January 21 • March 20  
40 days

### Quarter 4

March 30 • June 5  
48 days

### Semester 2

January 21 • June 5  
88 days

## Burnsville-Eagan-Savage School District 191 2019-2020 School Year Calendar

July 2019						
Su	Mo	Tu	We	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2019						
Su	Mo	Tu	We	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JULY

1 Independence Day (No School/No Student)

### AUGUST

26-27 New Teacher Workshop (No Students)

28-29 Professional Day (No Students)

### SEPTEMBER

2 Labor Day (No Staff/No Students)

3 First Day of School (Classes 1st 2)

4 First Day of School for Kindergarten

28 Professional Day (No Students)

### OCTOBER

17-18 Minnesota Educator Academy

(No Staff/No Students)

### NOVEMBER

26-27 Parent Teacher Conferences & Teacher Pay

(No Students)

28-29 Fall Break (No Staff/No Students)

### DECEMBER

21-23 Winter Break (No Staff/No Students)

### JANUARY

1 New Year's Day (No Staff/No Students)

16 Last Day of 1st Semester

17 Professional Day (No Students)

28 MLK, Jr. Day (No Staff/No Students)

### FEBRUARY

26-27 Parent Teacher Conferences & Teacher Pay

(No Students)

### MARCH

26 Professional Day (No Students)

28-29 Spring Break (No Staff/No Students)

### MAY

28 Memorial Day (No Staff/No Students)

### JUNE

4 Last Day of School

4 Graduation & Professional Day (No Students)

Total School Days.....178

Total Teacher Work Days.....201

September 2019						
Su	Mo	Tu	We	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2019						
Su	Mo	Tu	We	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2019						
Su	Mo	Tu	We	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	Mo	Tu	We	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2020						
Su	Mo	Tu	We	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February 2020						
Su	Mo	Tu	We	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	Mo	Tu	We	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2020						
Su	Mo	Tu	We	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May 2020						
Su	Mo	Tu	We	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2020						
Su	Mo	Tu	We	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### Color Key

No School for All Students
New Teacher Workshop (No Students)
Professional Day (No Students)
Parent/Teacher Conferences & Teacher Pay (No Students)
Minneapolis (No Staff/No Students)
First & Last Day of School
Graduation



# 2018-19 and 2019-20 Calendars

- Special thank you to Wendy Drugge for her collaboration and her work on the actual creation of the calendars.
- Thank you to the representatives of the clerical and custodial units for their time and feedback.

□

□

# Burnsville-Eagan-Savage School District 191

## 2018-2019 School Year Calendar

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JULY**

4 Independence Day (Buildings closed)

**AUGUST**

21-23 New Teacher Workshop (No Students)

27-30 Professional Day (No Students)

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**SEPTEMBER**

3 Labor Day (No Staff/No Students)

4 First Day of School (Grades 1-12)

6 First Day of School for Kindergarten

**OCTOBER**

1 Professional Day (No Students)

18-19 Minnesota Educator Academy  
(No Staff/No Students)

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**NOVEMBER**

7-9 Parent-Teacher Conferences & Teacher Prep  
(No Students)

22-23 Fall Break (No Staff/No Students)

**DECEMBER**

22-31 Winter Break (No Staff/No Students)

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**JANUARY**

1 New Year's Day (No Staff/No Students)

18 Last Day of 1st Semester

21 MLK, Jr. Day (No Staff/No Students)

22 Professional Day (No Students)

**FEBRUARY**

27-28 Parent-Teacher Conferences & Teacher Prep  
(No Students)

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**MARCH**

1 Parent-Teacher Conferences & Teacher Prep  
(No Students)

11 Professional Day (No Students)

23-31 Spring Break (No Staff/No Students)

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**MAY**

24 No School (No Staff/No Students)

27 Memorial Day (No Staff/No Students)

**JUNE**

6 Last Day of School

7 Graduation & Professional Day (No Students)

Total School Days.....170

Total Teacher Work Days.....184

**Color Key:**

No School for All Students
New Teacher Workshop (No Students)
Professional Day (No Students)
Parent-Teacher Conferences & Teacher Prep (No Students)
Holiday (No Staff/No Students)
First & Last Day of School
Graduation



**Future Ready. Community Strong.**

**2018-2019 Calendar:**

**Quarter 1**

September 4 - November 2  
41 days

**Quarter 2**

November 5 - January 18  
43 days

**Semester 1**

September 4 - January 18  
84 days

**Quarter 3**

January 22 - March 22  
39 days

**Quarter 4**

April 1 - June 7  
47 days

**Semester 2**

January 29 - June 7  
86 days

# Burnsville-Eagan-Savage School District 191

## 2019-2020 School Year Calendar

July 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### JULY

4 Independence Day (Buildings closed)

### AUGUST

20-22 New Teacher Workshop (No Students)

26-29 Professional Day (No Students)

### SEPTEMBER

2 Labor Day (No Staff/No Students)

3 First Day of School (Grades 1-12)

5 First Day of School for Kindergarten

30 Professional Day (No Students)

### OCTOBER

17-18 Minnesota Educator Academy  
(No Staff/No Students)

### NOVEMBER

6-8 Parent-Teacher Conferences & Teacher Prep  
(No Students)

21-22 Fall Break (No Staff/No Students)

### DECEMBER

21-31 Winter Break (No Staff/No Students)

### JANUARY

1 New Year's Day (No Staff/No Students)

16 Last Day of 1st Semester

17 Professional Day (No Students)

20 MLK, Jr. Day (No Staff/No Students)

### FEBRUARY

26-28 Parent-Teacher Conferences & Teacher Prep  
(No Students)

### MARCH

20 Professional Day (No Students)

21-29 Spring Break (No Staff/No Students)

### MAY

25 Memorial Day (No Staff/No Students)

### JUNE

4 Last Day of School

5 Graduation & Professional Day (No Students)

**Total School Days.....170**

**Total Teacher Work Days.....184**

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### Color Key:

No School for All Students
New Teacher Workshop (No Students)
Professional Day (No Students)
Parent-Teacher Conferences & Teacher Prep (No Students)
Holiday (No Staff/No Students)
First & Last Day of School
Graduation



**2019-2020 Calendar:**

**Quarter 1**

September 3 - November 1  
41 days

**Quarter 2**

November 4 - January 16  
41 days

**Semester 1**

September 3 - January 16  
82 days

**Quarter 3**

January 21 - March 20  
40 days

**Quarter 4**

March 30 - June 5  
48 days

**Semester 2**

January 21 - June 5  
88 days



**Agenda III.D.  
June 8, 2017**

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

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

**Date: June 8, 2017**

**Re: Award the bid for the Burnsville High School Annex Building Automotive  
Spray Booth.**

RECOMMENDATION: That the Board of Education award the base bid in the amount of \$127,000.00 for the Burnsville High School Annex Building Automotive Spray Booth project to Pioneer Power, Inc.

On Wednesday, May 10, 2017 sealed bids were received and publicly read aloud for the Burnsville High School Annex Building Automotive Spray Booth project. Two bids were submitted; the low bid in the amount of \$127,000.00 was submitted by Pioneer Power, Inc.

This project is being fully funded by a grant that was received from the Walser Automotive Group.

Attached is the bid tabulation results as well as ATS&R's recommendation letter.

**BURNSVILLE HIGH SCHOOL - AUTOMOTIVE SPRAY BOOTH  
 BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT  
 PROJECT NUMBER: 17005**

**BID DATE: MAY 10, 2017 @ 3:00 PM**

<b>CONTRACTOR</b>	<b>PIONEER POWER, INC.</b>	<b>NORTHLAND MECHANICAL CONTRACTORS, INC.</b>		
<b>BASE BID</b>	\$127,000.00	\$138,700.00		
<b>BID SECURITY</b>	YES	YES		
<b>ADDENDUMS 1 AND 2</b>	YES	YES		
<b>CERTIFICATION OF COMPLIANCE WITH RESPONSIBLE CONTRACTOR ACT</b>	YES	YES		

cc: Accounting, Mark Hayes, File, FO

**00000-END BID TABULATIONS**



ARMSTRONG TORSETH SKOLD & RYDEEN INC

May 11, 2017

Mr. Glenn Simon  
ISD 191, Burnsville-Eagan-Savage  
Diamondhead Education Center  
200 West Burnsville Parkway  
Burnsville, MN 55337

Re: Bid Results and Recommendation for Award of Contract for:  
Burnsville High School – Tech Annex, Automotive Spray Booth  
ATS&R Project Number 17005

Dear Mr. Simon:

On Wednesday, May 10, 2017, bids were received for the Burnsville High School - Automotive Spray Booth project. Two (2) bidders submitted bids for the work; both of the bids were complete and responsive.

The apparent low, responsible bidder for this work is Pioneer Power, Inc. with a Base Bid of \$127,000.00.

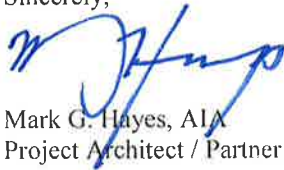
It is the recommendation of ATS&R for the Burnsville-Eagan-Savage Public School District, based on the bid received and follow-up confirmation with the Contractor, to award the Contract for Construction to:

Pioneer Power, Inc.  
2500 Ventura Drive  
Woodbury, MN 55125  
Phone: 651-488-5561  
Fax: 651-488-2652  
Email: rod.albers@pioneerpower.com

For a total Contract Amount of \$127,000.00.

Thank you for your consideration in this matter; we look forward to a very successful project.

Sincerely,



Mark G. Hayes, AIA  
Project Architect / Partner

MGH:dme

Attachment: Bid Tabulation

cc: Debbie Erickson, ATS&R  
Phil Olson, ATS&R  
Gary Grenzer, ATS&R



**Agenda III.E.  
June 8, 2017**

**TO:** Members, Board of Education  
**FROM:** Lisa K. Rider, Executive Director of Business Services  
**DATE:** June 1, 2017  
**RE:** Approve Adjusted 2016-2017 Revised General Fund Budget

**RECOMMENDATION:** That the Board of Education approves the adjustment to the 2016-2017 Revised Budget providing an increase of \$3,605,616 to both General Fund revenues and expenditures resulting in revenues budgeted at \$128,690,591 and expenditures budgeted at \$130,270,882.

As a part of the GASB 68 Pension Footnotes for Employer Financial Statement for the Fiscal Year Ended June 30, 2017, ISD 191 will be recognizing \$3,605,616 as an increase to pension expense for the support provided direct to TRA from the State of Minnesota on our behalf. This amount was made available to us by TRA early May. In fiscal year 2014-2015 the amount was less than \$200,000; 2015-2016 the amount was around \$1.5 million; 2016-2017 the amount has increased to \$3,605,616.

I recommend the adjustment to our revised general fund budget as this amount is significant and outside of our control. Approval of this adjustment will eliminate it being a factor when discussing budget to actual variances at year end.

It is likely future similar annual adjustments to the district's revised budget will be recommended in May or June of the year to allow for this information to be included in the financial budget. TRA provides the data to school districts based on their most current actuarial reports and this information is typically not available until after May 1.



**Agenda III.F.  
June 8, 2017**

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

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

**Date:** June 1, 2017

**Re:** Receive a report on FY18 Adopted Budget Proposed  
Receive a report on FY18 Adopted Budget proposed by Lisa Rider.



**BURNSVILLE-EAGAN-SAVAGE  
SCHOOL DISTRICT 191  
ADOPTED BUDGET 2017-2018**

# Adopted Budget – Overview 2017-2018

- Proposed Budget for All Funds
- Based on Board of Education Parameters
- Incorporates Budget Unit Breakdown

## Adopted Budget – Overview 2017-2018 (cont'd)

- Represents best estimate of revenues & expenditures
- Subject to revisions
- Must be adopted by July 1  
Board to take action June 22

# Budget Process

- Board
  - Meeting February 9, 2017
  - Workshop May 25, 2017
  
- Input Teams/Processes
  - Superintendent Leadership Subgroup met approximately five times to review and make adjustments to budget related to Vision One91
  - Various staff meetings; Principals, Department Heads met with HR on staffing and Finance on non-staff budgets

# Budget Process (cont'd)

- Administration completed line item budget including known staffing assumptions as well as adjusting for other known items.

# 2017-2018 Adopted Budget Change In Fund Balance

FUND	PROJECTED FUND BALANCE 6/30/17	REVENUES	EXPENDITURES	PROJECTED FUND BALANCE 6/30/18
GENERAL	\$ 20,049,406	\$ 125,839,549	\$ 130,598,185	\$ 15,290,770
FOOD SERVICE	1,162,348	6,043,417	6,009,339	1,196,426
COMMUNITY SERVICE	970,642	6,519,723	6,362,615	1,127,750
CAPITAL PROJECTS	6,007,683	60,000	3,972,410	2,095,273
DEBT SERVICE	45,555,289	10,878,368	54,735,697	1,697,960
TRUST & AGENCY FUND	208,049	840,000	830,000	218,049
INTERNAL SERVICE FUND	20,065,000	22,412,591	23,198,506	19,279,085
<b>TOTAL ALL FUNDS</b>	<b>\$ 94,018,417</b>	<b>\$ 172,593,648</b>	<b>\$ 225,706,752</b>	<b>\$ 40,905,313</b>

# Enrollment History & Projections EC-1 2

## 2005 - 2018

Year	Total	Change	
2004-05	Actual	10,679	(401)
2005-06	Actual	10,535	(144)
2006-07	Actual	10,391	(144)
2007-08	Actual	10,213	(178)
2008-09	Actual	9,961	(252)
2009-10	Actual	9,838	(123)
2010-11	Actual	9,786	(52)
2011-12	Actual	9,585	(201)
2012-13	Actual	9,579	(6)
2013-14	Actual	9,474	(105)
2014-15	Actual	9,311	(163)
2015-16	Actual	9,121	(190)
2016-17	Estimate	9,083	(38)
2017-18	Estimate	8,943	(140)

# General Fund Assumptions Staffing Ratios

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Elementary	26.85	25.80	26.50	26.50	25.20	24.50	24.50	24.50
Middle School*	25.88	33.00	35.00	33.00	33.00	33.00	33.00	33.00
Senior High	30.95	35.00	35.00	35.00	35.00	36.00	36.00	36.00

\* Years 2010 - 11 through 2015-16 schools were classified as Junior Highs

## General Fund Assumptions 2017 - 2018

- General Education Formula - \$6,188
- Elementary class size targeted at 24.5:1 with a range of 21 – 30
- Secondary Class size targeted at 33-36:1 with a range based on subject

## General Fund Assumptions (cont'd) 2017 - 2018

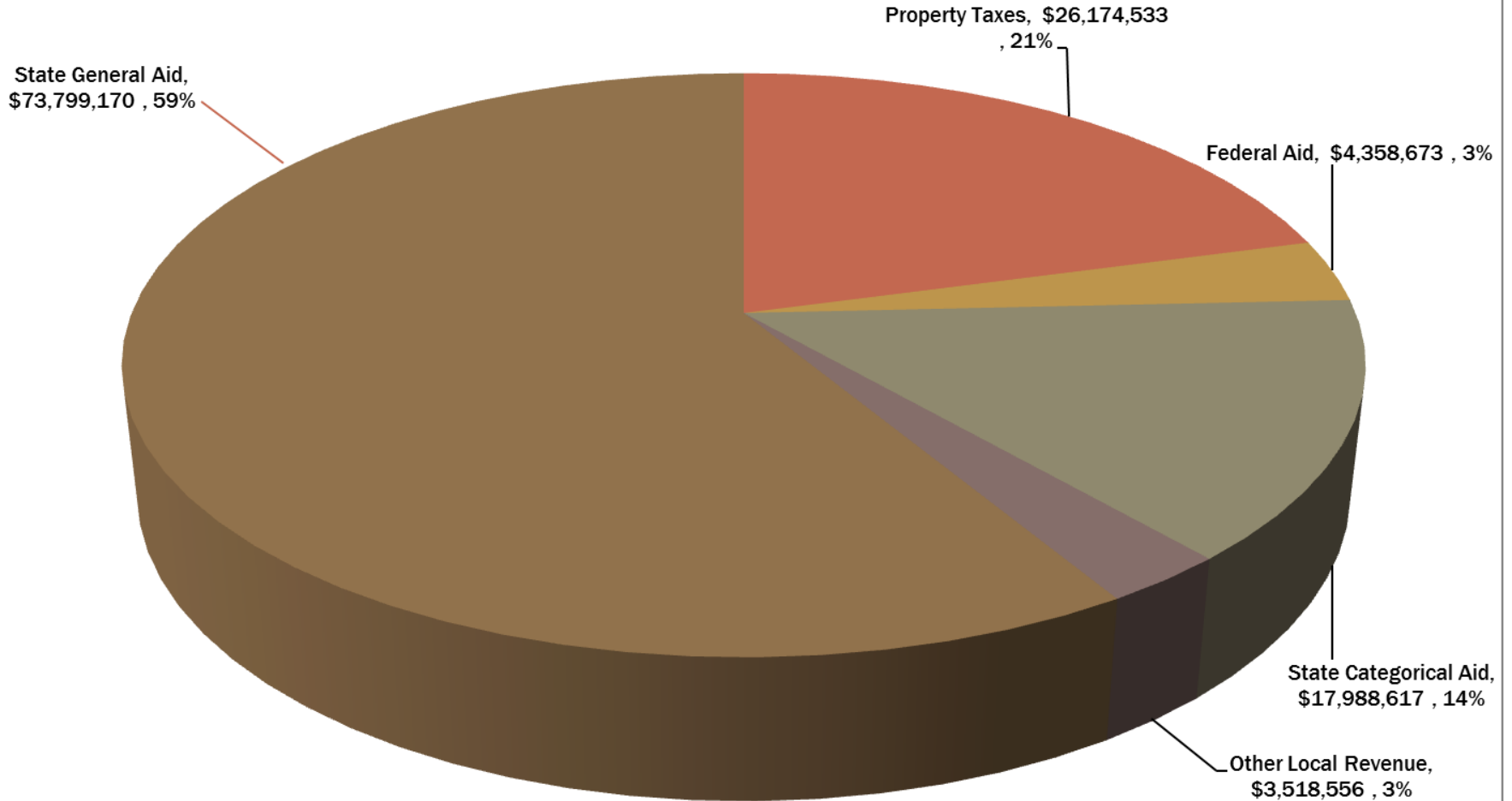
- Enrollment decrease of 140 students
- OPEB transfer to the operating funds of approximately \$455,751
- Three percent increase in health and dental insurance

# General Fund Budget Comparative Summary

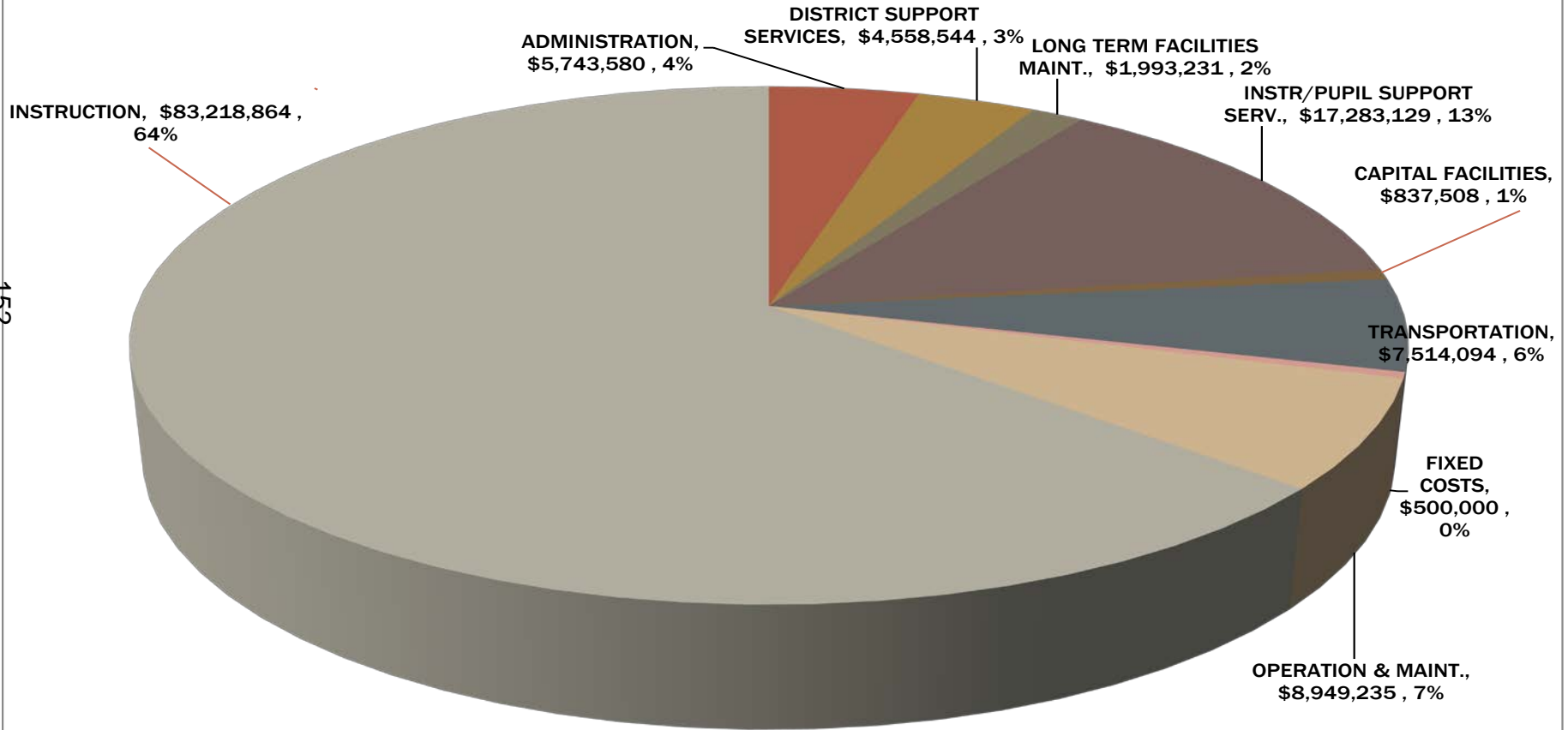
150

	Actual Results 2015-16	Adjusted Revised Projected 2016-17	Projected 2017-18
<b>Total Beginning Fund Balance</b>	\$ 20,677,866	\$ 21,629,697	\$ 20,049,406
<b>Revenues</b>	121,221,618	128,690,591	125,839,549
<b>Expenditures</b>	120,269,787	130,270,882	130,598,185
<b>Variance (Revenues - Expenditures)</b>	951,831	(1,580,291)	(4,758,636)
<b>Total Ending Fund Balance</b>	<u>\$ 21,629,697</u>	<u>\$ 20,049,406</u>	<u>\$ 15,290,770</u>
<b>Breakdown of Fund Balance Categories</b>			
<b>Nonspendable</b>	\$ 508,867	\$ 508,867	\$ 508,867
<b>Restricted</b>	4,196,553	3,908,505	4,216,853
<b>Committed</b>	1,176,269	959,104	812,139
<b>Unassigned</b>	15,748,008	14,672,930	9,752,911
<b>Total Ending Fund Balance</b>	<u>\$ 21,629,697</u>	<u>\$ 20,049,406</u>	<u>\$ 15,290,770</u>
<b>Unassigned Fund Balance %</b>	13.09%	11.26%	7.47%
<b>Unassigned Fund Balance % w/o TRA adjust</b>	13.26%	11.58%	

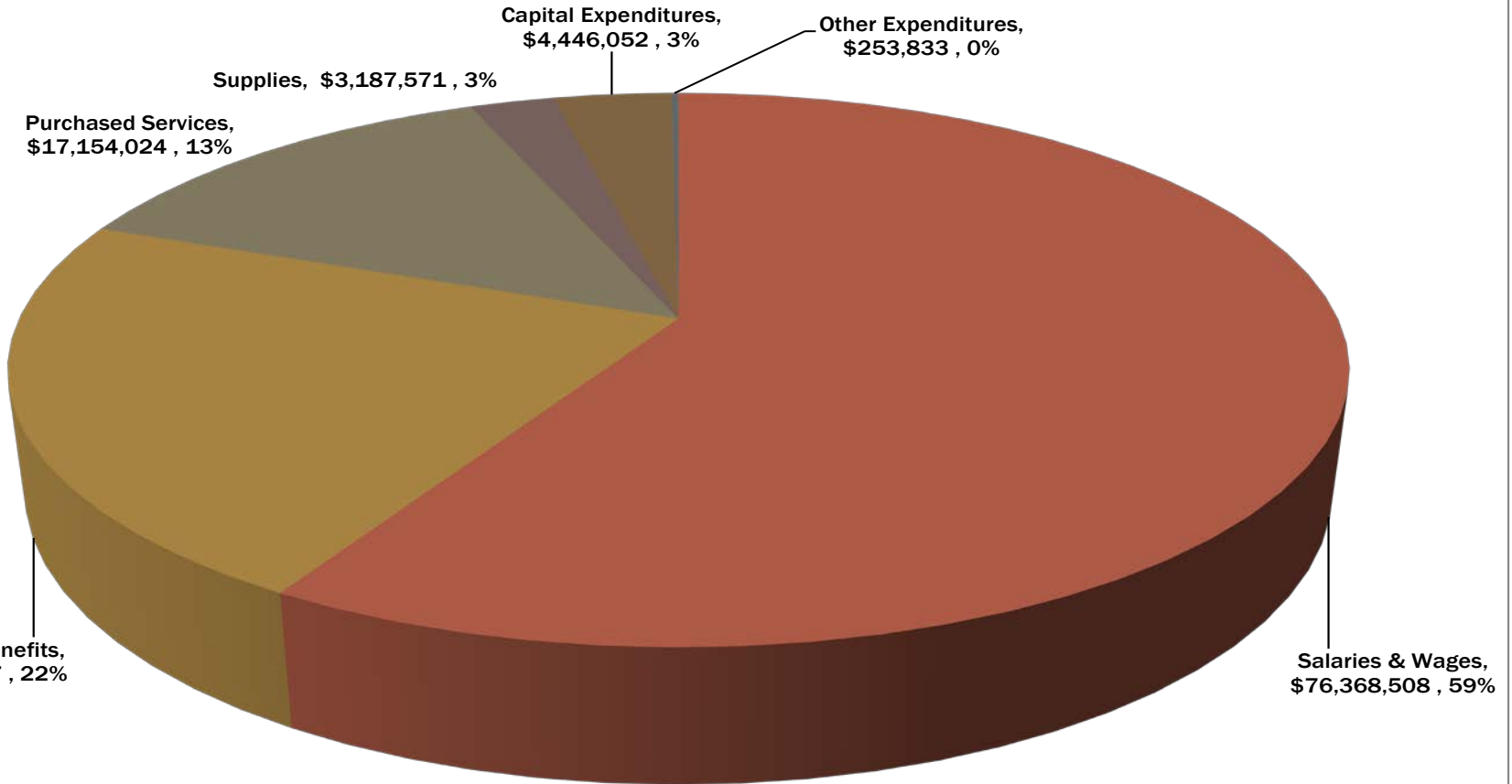
**General Fund Revenue  
2017-2018 Adopted Budget  
\$125,839,549**



**General Fund Expenditures by Program  
2017-2018 Adopted Budget  
\$130,598,185**



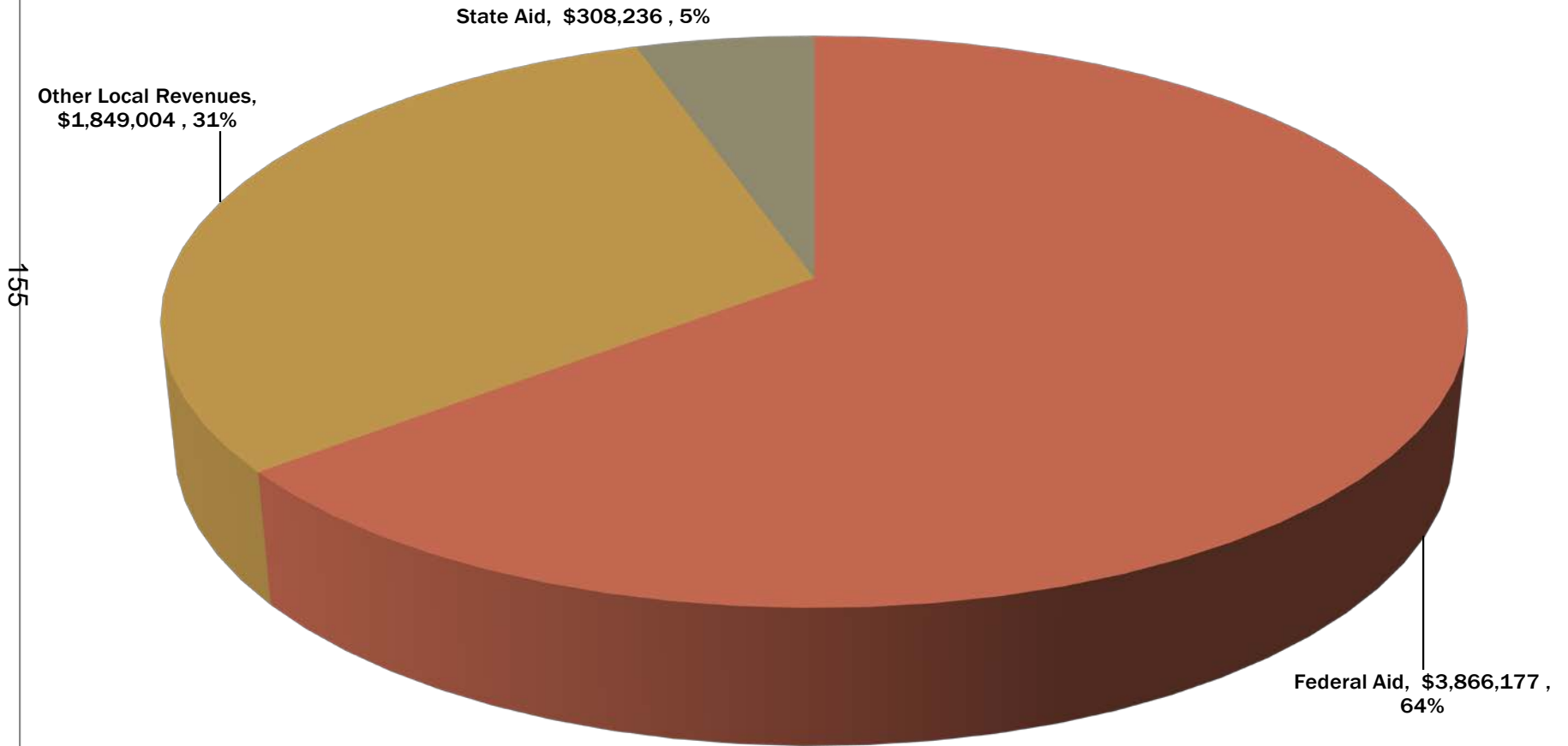
**General Fund Expenditures by Object**  
**2017-2018 Adopted Budget**  
**\$130,598,185**



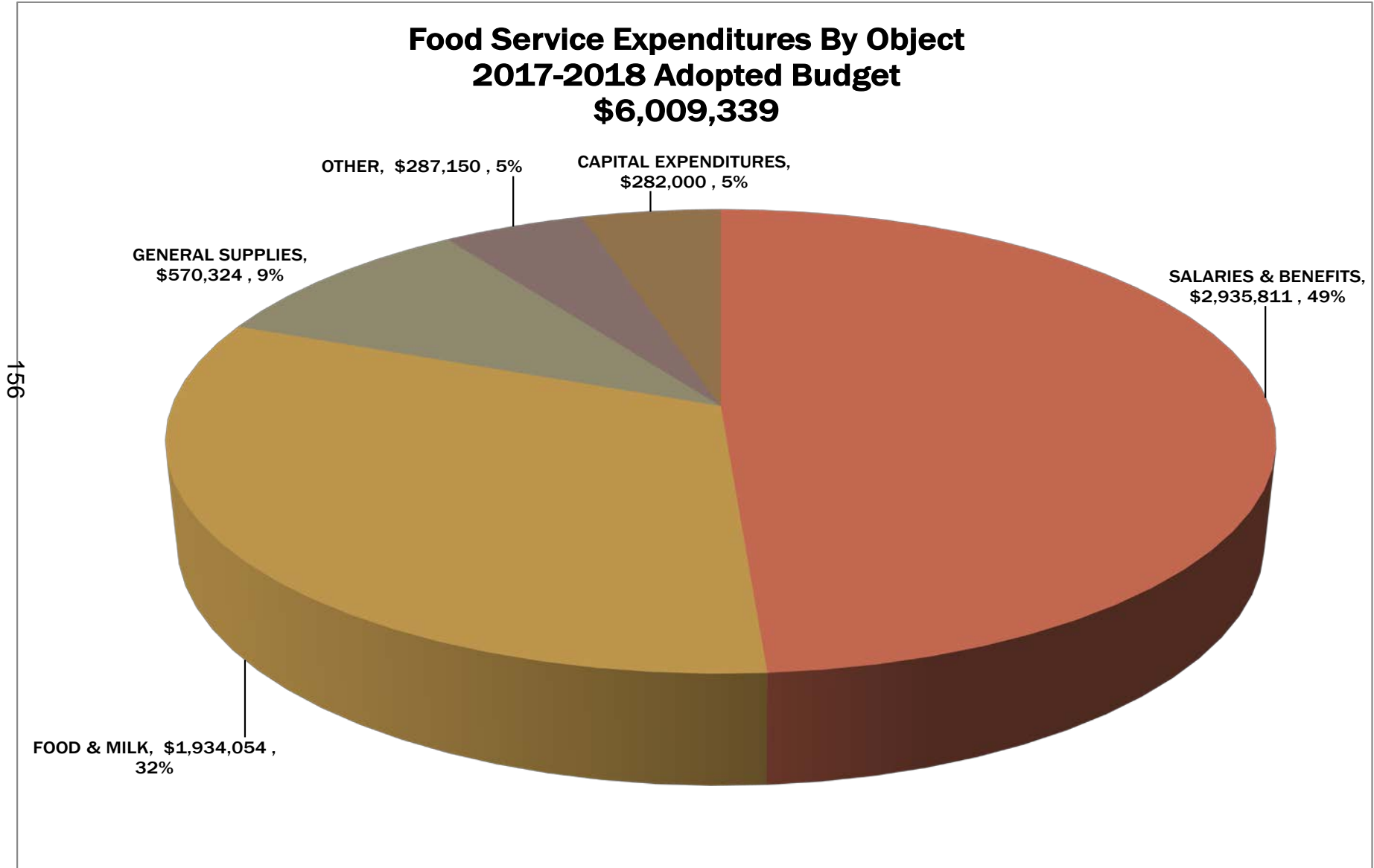
# 2017-2018 Adopted Budget Food Service Fund

Projected Beginning Fund Balance	\$ 1,162,348
Revenues	6,043,417
Expenses	<u>(6,009,339)</u>
Net Change in Fund Balance	<u>34,078</u>
Projected Ending Fund Balance	\$ 1,196,426

**Food Service Revenue  
2017-2018 Adopted Budget  
\$6,043,417**



**Food Service Expenditures By Object  
2017-2018 Adopted Budget  
\$6,009,339**

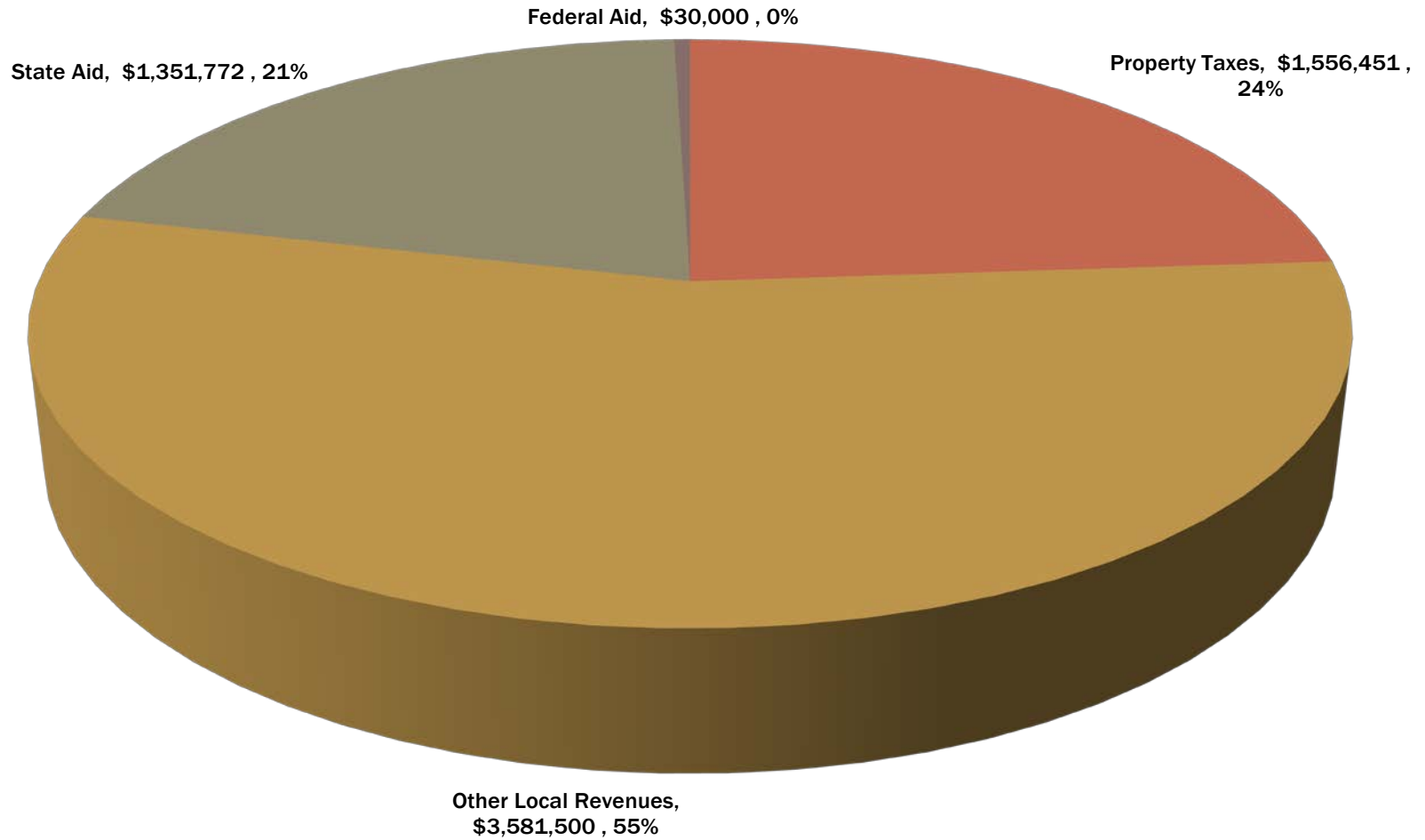


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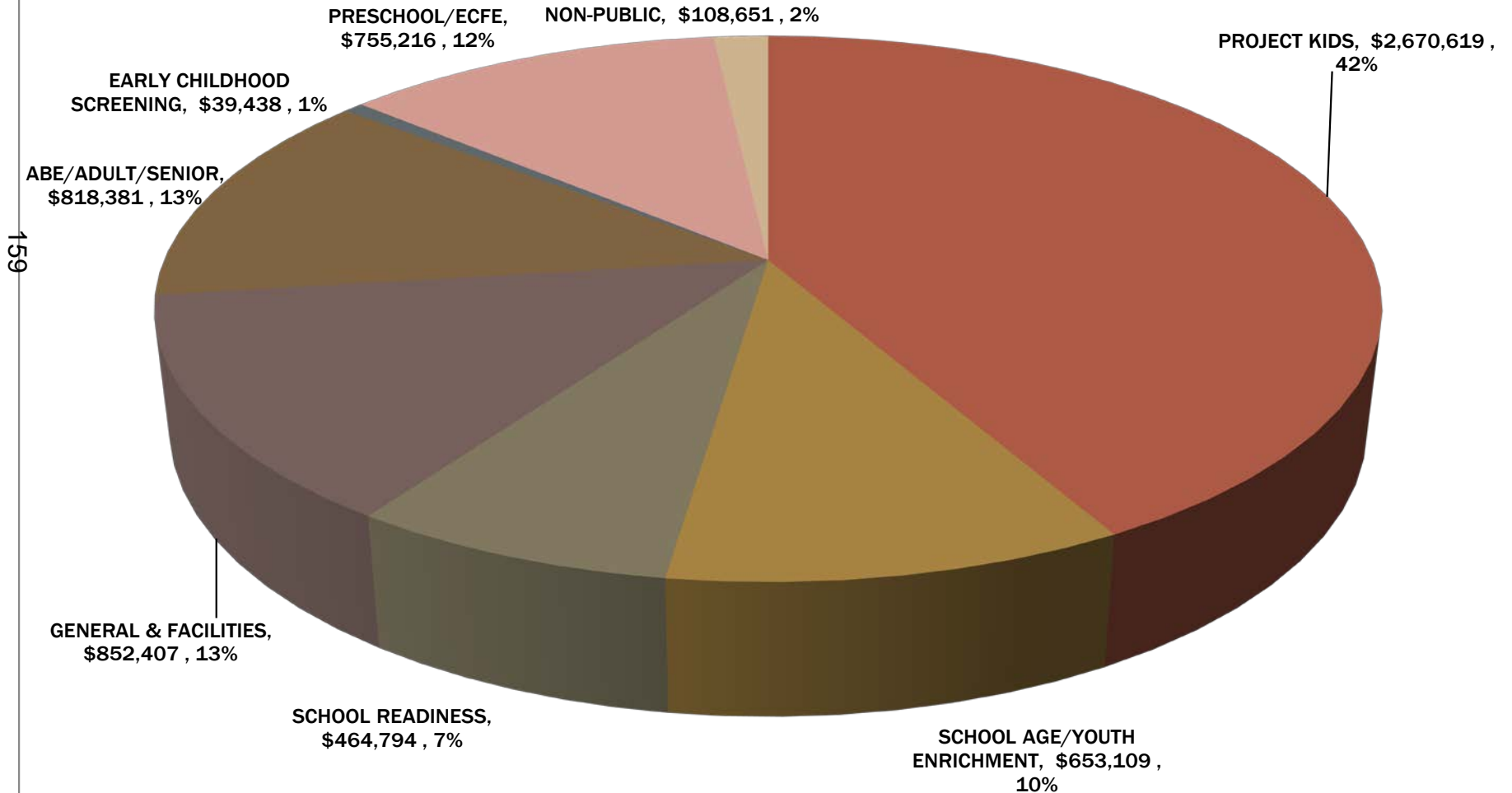
# 2017-2018 Adopted Budget Community Service Fund

Projected Beginning Fund Balance	\$ 970,642
Revenues	6,519,723
Expenses	<u>(6,362,615)</u>
Net Change in Fund Balance	<u>157,108</u>
Projected Ending Fund Balance	\$ 1,127,750

**Community Service Revenue  
2017-2018 Adopted Budget  
\$6,519,723**



### Community Service Expenditures By Program 2017-2018 Adopted Budget \$6,362,615



# 2017-2018 Adopted Budget Capital Project Fund

Projected Beginning Fund Balance	\$ 6,007,683
Revenues	60,000
Expenses	(3,972,410)
Net Change in Fund Balance	(3,912,410)
Projected Ending Fund Balance	\$ 2,095,273

# 2017-2018 Adopted Budget Debt Service Funds

Projected Beginning Fund Balance	\$ 45,555,289
Revenues	10,878,368
Expenses	<u>(54,735,697)</u>
Net Change in Fund Balance	<u>(43,857,329)</u>
Projected Ending Fund Balance	\$ 1,697,960

# Adopted Budget

- Next Steps – Formal Board Approval at  
June 22, 2017 Board  
Meeting



Future Ready. Community Strong.

Agenda III.A.  
June 22, 2017

TO: Members, Board of Education  
FROM: Lisa Rider, Executive Director of Business Services  
DATE: June 1, 2017  
RE: Approve FY2017-2018 Adopted Budget

**RECOMMENDATION:** That the Board of Education approve the 2017-18 Adopted Budget providing all funds revenues of \$172,593,648 and all funds expenditures of \$225,706,752.

Below is a summary of the proposed 2017-2018 Adopted Budget for your review. A full summary of the General Fund budget units and the assigned staffing are attached for review prior to action for adoption at the June 22, 2017 board meeting.

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Net Increase (Decrease)</u>
General	\$ 125,839,549	\$ 130,598,185	\$ (4,758,636)
Food Service	6,043,417	6,009,339	34,078
Community Service	6,519,723	6,362,615	157,108
Capital Projects	60,000	3,972,410	(3,912,410)
Debt Service	10,878,368	54,735,697	(43,857,329)
<b>Total</b>			
Governmental	149,341,057	201,678,246	(52,337,189)
Trust & Agency	840,000	830,000	10,000
Internal Service	22,412,591	23,198,506	(785,915)
<b>All Funds</b>	<b>\$ 172,593,648</b>	<b>\$ 225,706,752</b>	<b>\$ (53,113,104)</b>

The 2017-2018 Budget was prepared in accordance with the following Board of Education decisions. The parameters used to develop the budget are detailed in the presentation materials but are essentially as follows:

1. General education funding, on a per pupil basis, was increased to \$6,188 per adjusted pupil unit, per legislation.
2. Elementary class sizes averaging around 24.5:1 resulting from a range of class sizes of 21-30 depending on grade level and secondary class sizes averaging around 33-36:1.

3. Enrollment decreased with estimates based on projected end of year Early Childhood-12 average daily membership of 9,083 for 2016-2017 and 8,943 for 2017-2018, a decrease of 140 average daily memberships.
4. An estimated \$455,000 reduction in Health Insurance costs across the operating funds is included as a result of the OPEB Trust implicit rate contributions.
5. Three percent increase in 2017-2018 health insurance premium costs for self-insured employee health benefits.
6. The projected Unassigned Fund Balance for the General Fund is 7.47% considering the use of restricted and committed fund balances in the areas of Area Learning Center, Capital, program carryover, and ProPay. This reflects a reduction in fund balance due to expenditures exceeding revenues by \$4,758,636.

This adopted budget will be revised later in the 2017-2018 year to adjust for actual data relating to federal updates, enrollment, staffing, audited fund balances, etc.

Given the projected fund balance is below the current Board Policy, the Board must waive the policy. Prior to June 30, 2017 the board will need to define what fund balances they would be committing for 2017-2018 year.

## **GENERAL FUND**

### **Overview**

This budget utilizes the spend down of existing fund balance over the option of reducing expenditures potentially impacting programming that is critical to the Vision One91 ongoing transition.

Following is a list of the most significant assumptions used in developing the revenue budget:

#### **Basic Allowance**

The basic funding allowance is \$6,188 per pupil unit.

#### **Special Education**

Special education categorical aid has been adjusted considering the new special education funding and will continue to be monitored for needed adjustments at budget revision. This is an area of particular concern as the ceiling included in the revenue calculation is limiting the amount of additional expenditures which we see reimbursed.

#### **Referendum**

The district's referendum authority is a combined \$1,772.75 per adjusted pupil unit prior to local optional allowance of \$424. After local optional subtraction the amount is \$1,348.75 reflecting the equivalent amounts approved by the voters in November 2011 and November 2007. Total referendum revenue adjusts each year in direct proportion to adjusted pupil units served. Estimated referendum revenue, including the local optional allowance, for the 2017-2018 year is approximately \$17.3 million, or roughly 14% of total General Fund revenues.

### **Alternative Teacher Compensation**

Alternative teacher compensation revenue of approximately \$2.3 million is included in the 2017-2018 budget.

### **Compensatory and English Learners**

Compensatory and English Learner revenue of approximately \$9.69 million is included and a priority is placed on covering costs of English Learner staff at all buildings. The degree of services needed by English learners vary, our assessment of students and the responding services will fluctuate. The remainder of this funding continues to be dedicated to providing educational programs for at risk students through various district initiatives.

### **Enrollment**

Enrollment is a crucial factor in determining a school district's revenue because most funding formulas are student based. The 2017-2018 adopted budget assumes a decline in estimated EC-12 enrollment from estimated 9,083 students (Average Daily Membership) in 2016-2017 to 8,943 in 2017-2018. Enrollment uncertainty creates the potential for significant increases or decreases in student-based revenue. This assumption will need to be re-evaluated when the October 1, 2017, enrollment is known and the retention factor for 2016-2017 is determined. With each student generating approximately \$10,322 in revenue, a small deviation in enrollment can produce a significant change in revenue.

### **Revenue Restrictions**

Restrictions on the use of general education revenue are offset with dedicated revenue. Following are restrictions imposed on general education revenue in 2017-2018:

Basic Skills (Compensatory, EL)	Operating Capital
Learning & Development	Area Learning Center
Gifted & Talented	Alternative Teacher Compensation
Achievement and Integration	Staff Development
	Long-Term Facility Maintenance

### **Operating Capital Expenditures**

Operating Capital expenditures are budgeted in the General Fund but are supported by revenue that is dedicated to this purpose. Operating Capital expenditures included in this budget amount to approximately \$2.3 million. Every effort will be made to maximize the use of the capital funds.

### **Long-Term Facilities Maintenance Revenue**

New in 2016-2017 was the Long-Term Facilities Maintenance Revenue that rolls together the health and safety and the alternative facility projects. To the extent we continue to have past bond proceeds/levy funds available from prior to July 1, 2016, expenditures are to be recorded and tracked under the capital projects fund. It is during the 2017-2018 school year we anticipate utilizing the last of our capital projects funds for alternative facility projects. Therefore, both revenue and expenditures for projects must be recorded in the general fund moving forward for any projects funded by the Long-Term Facilities Maintenance Revenue. This budget reflects an increase in the general fund revenues and expenditures reflective of the level of ongoing Long-Term Facilities Maintenance expenditures.

## **Technology Capital Projects**

New in 2016-2017 school year is the generation of \$2.5 million for the purpose of technology within our district. These funds have allowed our technology budget to increase to just over \$5 million. At our High School level this includes a 1:1 Chromebook deployment implemented the fall of 2016. Middle School level 1:1 Chromebook deployment will be implemented in fall of 2017. At the elementary levels, digital learning specialists are at every school for student instruction in technology and to assist our teachers in implementation of technology to further support the engagement of students in learning.

## **Student Transportation**

The student transportation budget is based on current service levels and reflect the most recent addendum to the contract.

## **Site Based Budgeting**

A large portion of the operating budget is expended at the site level based on ranges of class sizes determined by Principals and other Administrators in the staffing process. Instructional budgets, while determined on a uniform basis across the district, are distributed among various accounts and programs at the school building level. Any budget balance at the end of a year in school accounts is carried forward to the succeeding year provided the Board continues to commit the related fund balance.

## **FOOD SERVICE**

The Food Service Fund budget shows a slight increase of \$34,078 for the 2017-2018 year. The lunch prices incorporated into this budget for 2017-2018 will be modified as a result of the federal guidance to be \$2.60 for elementary, \$2.70 for Junior High and High School Students, and \$3.90 for adults. Milk prices will remain at \$0.50. Breakfast prices remain at \$1.40 for all students and \$2.00 for adults. It is anticipated that ala carte income will be less in the 2017-2018 school year.

## **COMMUNITY EDUCATION**

The Community Service Fund shows expenditures just slightly less than revenues projecting an increase to the Community Services fund balance of just over \$150,000.

## **CAPITAL BUILDING PROJECTS**

The Capital Building Projects Fund includes both the alternative facility projects (funded prior to July 1, 2016) and Vision One91 referendum building projects although they are kept track of separately in our internal codes. These projects utilize the bond proceeds received in May, 2015 as a result of the Vision One91 referendum approval in February, 2015. New spaces were occupied in fall of 2016 and utilized throughout the 2016-2017 school year. Of the \$65 million bond issuance, approximately \$62 million is expected to be paid out by the end of 2016-2017 with the remaining \$3 million indicated in the 2017-2018 budget. Once the 2016-2017 audit is complete, the capital building project budget will be adjusted to reflect actual remaining balances.

## **DEBT REDEMPTION**

The Debt Redemption Fund is used to record revenues and expenses relating to principal and interest on bonded debt. These funds are dedicated to debt redemption and cannot be used for any other purpose. Our budget for 2017-2018 shows a significant spend down of nearly \$45 million dollars as a result of the 2016A and 2016B bond refunding from which proceeds were placed in escrow and will be paid off in the 2017-2018 year.

## **FORMAT**

Attached is the General Fund budget broken into budget units and a list of employees for each budget unit. This format will allow for a greater understanding of what is included in our entire General Fund budget.

## **SUMMARY**

This budget was developed in accordance with direction provided by the Board of Education. There is potential for significant change as actual enrollment and staffing patterns are recognized. Our reality is there are constant changes to staffing assignments as we adjust our staffing to best serve our students needs. Therefore much of the staffing details will change but overall the amount of positions approved by the board to fulfill its' mission will remain within the guidelines of the proposed budget. Overall, the proposed adopted budget is consistent with earlier projections.

# General Fund Budget Comparative Summary

	Actual Results 2014-15	Actual Results 2015-16	Adopted Projected 2016-17	Adjusted Revised Projected 2016- 17	Projected 2017- 18	Projected 2018-19
<b>Total Beginning Fund Balance</b>	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010	\$ 21,629,697	\$ 20,049,406	\$ 15,290,770
<b>Revenues</b>	119,103,906	121,221,618	121,781,224	128,690,591	125,839,549	127,039,549
<b>Expenditures</b>	120,386,631	120,269,787	125,819,062	130,270,882	130,598,185	135,169,121
<b>Variance (Revenues - Expenditures)</b>	<u>(1,282,725)</u>	<u>951,831</u>	<u>(4,037,838)</u>	<u>(1,580,291)</u>	<u>(4,758,636)</u>	<u>(8,129,572)</u>
<b>Total Ending Fund Balance</b>	<u>\$ 20,677,866</u>	<u>\$ 21,629,697</u>	<u>\$ 13,458,172</u>	<u>\$ 20,049,406</u>	<u>\$ 15,290,770</u>	<u>\$ 7,161,198</u>
<b>Breakdown of Fund Balance Categories</b>						
Nonspendable	\$ 647,352	\$ 508,867	\$ 350,000	\$ 508,867	\$ 508,867	\$ 508,867
Restricted	3,787,467	4,196,553	3,332,925	3,908,505	4,216,853	4,216,853
Committed	1,393,434	1,176,269	837,994	959,104	812,139	800,000
Unassigned	14,849,613	15,748,008	8,937,253	14,672,930	9,752,911	1,635,477
<b>Total Ending Fund Balance</b>	<u>\$ 20,677,866</u>	<u>\$ 21,629,697</u>	<u>\$ 13,458,172</u>	<u>\$ 20,049,406</u>	<u>\$ 15,290,770</u>	<u>\$ 7,161,198</u>
<b>Unassigned Fund Balance %</b>	12.33%	13.09%	7.10%	11.26%	7.47%	1.21%
<b>Unassigned Fund Balance % w/o TRA adjust</b>		13.50%		11.58%		

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 01010

Description	Location Description	Employee Number	Employee Name	Period FTE
1ST GRADE TCR	EDWARD NEILL	007300	ROSSINI, CATHERINE L	1.00
		014129	OLSEN, LAURA	1.00
		017212	ALLMAN, KELLIE R	1.00
	GIDEON POND	010401	ODEGARD, ELISA	1.00
		012217	GRUENKE, BETH N	1.00
		016727	SELBY, HANNAH	1.00
	HARRIET BISHOP	011875	MARSHALL, DEBRA L	1.00
		015065	STROWBRIDGE, STACI	1.00
		016643	DANNER, ANDREA L	1.00
		016946	DAHL, SABRINA LYNN	1.00
	HIDDEN VALLEY	014189	HIEBERT, TRACY	1.00
		014261	LANGRECK, LORI	1.00
		016049	BRIGGS, LORI A	1.00
	MW SAVAGE	009901	BUSSE, CYNTHIA	1.00
		010826	KACHMAN, ANGELA	1.00
		013315	SANDS, ANNE	1.00
	RAHN	007076	WHITE-JARZYNA, SUSAN L	1.00
		007314	GAMBUCCI, ANN MARIE	1.00
		017311	HOINS, DAWN	1.00
	SIOUX TRAIL	014988	KUNKEL, ROBERTA E	1.00
		018012	ODEGARD, ELIZABETH A	1.00
	SKY OAKS	007207	OSTDIEK, TERESA L	1.00
		011352	KNUDSEN, JULIE A	1.00
		017268	SINGLETON, SARAH K	1.00
		017880	KEDING, ANGELICA	1.00
	VISTA VIEW	013360	IVORY, COURTENEY	1.00
		017784	BELGRAVE, ANGELA I	1.00
	WM. BYRNE	009820	ORLANDO, KARI R	1.00
		012779	SMITH, MELISSA	1.00
		014128	SIMPSON, LISA	1.00
<b>1ST GRADE TCR</b>				<b>30.00</b>
2ND GRADE TCR	EDWARD NEILL	003833	LAMB, CYNTHIA L	1.00
		007279	BEARTH, LUKE A	1.00
		012899	LENTON, TIFFANY	1.00
	GIDEON POND	011595	STONEKING, STACY	1.00
		011789	RAU, JESSICA	1.00
		018034	AMBUEHL, JENNIFER A	1.00
	HARRIET BISHOP	008791	OMODT, JANE	1.00
		010295	ENGEN, AMY	1.00
		012866	SCHMIDT-BOYLES, DAWN	1.00
	HIDDEN VALLEY	006810	KNUDSEN, EYENIA	1.00
008543		TOLLERUD, TERESA JO	1.00	

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
2ND GRADE TCR	HIDDEN VALLEY	011354	SCHAFER, KRISTY J	1.00
		016679	MERKLING, ANGELA MARTIN	1.00
	MW SAVAGE	013691	JARZYNA-INGLES, ANNE W	1.00
		016046	STRAHOTA, SARA J	1.00
		017222	ELLIOTT, RACHEL R	1.00
	RAHN	009771	PLUCINAK, JODY L	1.00
		010311	MATHYS, SANDRA	1.00
	SIOUX TRAIL	007295	OTREMBE, KAREN ANN HOBERG	1.00
		016429	PETERSON, CHRISTINE K	1.00
	SKY OAKS	014325	SCHNEIDER, MARISA LYNN MOE	1.00
		015696	MULDER, LINDSEY	1.00
		017408	PRUGH PLOEHN, KATHRYN A	1.00
	VISTA VIEW	011357	GANDRUD, JENNIFER L	1.00
		012554	DENNIS, TERESA L	1.00
		012724	STEEG, KIMBERLY KAYE	1.00
	WM. BYRNE	004991	BIGELOW, DEBRA K	1.00
		013422	KRZEWKI, CATHERINE D	1.00
		018008	TOMALA, CRYSTAL M	1.00
<b>2ND GRADE TCR</b>				<b>29.00</b>
3RD GRADE TCR	EDWARD NEILL	013372	HAYDEN, SUZANNE	1.00
		015745	ENGDAHL, ANN MARY	1.00
		017951	JUNTUNEN, MEGHAN	1.00
	GIDEON POND	015398	SKOGLUND, ALLISON L	1.00
		016097	ZUCOLLO, SUSAN R	1.00
		017307	TRAETOW, ANDREA	1.00
	HARRIET BISHOP	007546	HABERLACK, CHERYL A	1.00
		009294	MORLOCK, KATHERINE R	1.00
		012343	HUBER, ERIN	1.00
	HIDDEN VALLEY	008217	DWIRE, MELINDA	1.00
		009569	ANDREWS, DONNA	1.00
		011867	SCHLINK, JOANNE	1.00
	MW SAVAGE	010787	STOLTZ, LISA A	1.00
		012521	HOLDEN, NICHOLE L	1.00
		018046	WEBSTER, SUSAN M	1.00
	RAHN	009764	HILL, GARY S	1.00
		014112	HARTL, ARAN J	1.00
		017885	WENZ, RACHEL M	1.00
	SIOUX TRAIL	014308	BOCHE, SONIA R	1.00
		014318	HORWART, LESLIE	1.00
	SKY OAKS	012698	JERMELAND, MEGHAN M	1.00
		013416	GRIFFIN, MICHELE C	1.00
		017176	POLLITT, LINDSEY M	1.00
	VISTA VIEW	006326	NEPSUND, CYNTHIA J	1.00

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE	
3RD GRADE TCR	VISTA VIEW	010911	SILVERS, KATHRYN	1.00	
		013189	HOUTMAN, JENNIFER L	1.00	
	WM. BYRNE	015044	COOPER, KIRENZA I	1.00	
		016313	HANSON, DEBRA A	1.00	
		018007	LAMONT, HEIDI O	1.00	
<b>3RD GRADE TCR</b>				<b>29.00</b>	
4TH GRADE TCR	EDWARD NEILL	007308	HOVLAND, SUSAN C	1.00	
		007322	CONDON, JAMES F	1.00	
		015626	PETRELLA, SARA M	1.00	
	GIDEON POND	000000	Open Position	1.00	
		008289	GALLUS, JEFFREY	1.00	
		013528	KING, DANIEL AUSTIN	1.00	
	HARRIET BISHOP	010346	CORONIS, STACY S	1.00	
		015404	SORUCO, MARIA R	1.00	
		016759	BERRYMAN, ASHLEY A	1.00	
	HIDDEN VALLEY	015572	ANDERSON, KRISTEN L	1.00	
		016463	LECOMPTE, EMILIE S	1.00	
		018377	ERTL, ABBY	1.00	
	MW SAVAGE	010888	JENSEN, LETA	1.00	
		013569	SAWDEY, MARY E	1.00	
		019005	LORAN, KERIANNE N	1.00	
	RAHN	008255	HILL, KARI L	1.00	
		014242	TOFTE, ALISSA G	1.00	
	SIOUX TRAIL	013117	BATTERMAN, JESSICA M	1.00	
		017801	MULLIKEN, ASHLEY E	1.00	
	SKY OAKS	006855	SCHILLING, PAM A	1.00	
		015731	GRAVINK, ASHLEY	1.00	
		018030	DAVIDSON, JESSICA J	1.00	
	VISTA VIEW	014969	DEMPSEY, JODI JEAN	1.00	
		017921	LEE, JENNIFER	1.00	
	WM. BYRNE	008959	WURDEMAN, DEBRA SUE	1.00	
		011966	HANSON, LISA	1.00	
		017752	BRAGG, KAITLIN J	1.00	
	<b>4TH GRADE TCR</b>				<b>27.00</b>
	5TH GRADE TCR	EDWARD NEILL	014779	ZAK, GLORIA	1.00
			016654	GILRAY, REBECCA J	1.00
		GIDEON POND	006421	ROBISON, THOMAS C	1.00
			006803	MACNAUGHTON, LAURA	1.00
			012528	KLEVEN, MARK A	1.00
HARRIET BISHOP		011321	WALLENTA, PAUL S	1.00	
		012377	ANDERSON, MELISSA	1.00	
		016154	MECHAVICH, EMILY A	1.00	
HIDDEN VALLEY	000000	Open Position	1.00		

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

Description	Location Description	Employee Number	Employee Name	Period FTE
5TH GRADE TCR	HIDDEN VALLEY	016016	SCHWENN, JEFFREY A	1.00
		017260	WALBY, MOLLY E	1.00
	MW SAVAGE	007858	WARMKA, CHERI R	1.00
		009298	ZUPKE, SAMUEL	1.00
		014051	HIEB, MEGAN L	1.00
	RAHN	014619	SLATTERY, CARA	1.00
		015791	MONSON, KATE A	1.00
	SIOUX TRAIL	015375	BIRCH, NANCY A	1.00
		017293	TOMPACH, TRACY J	1.00
	SKY OAKS	016691	BERG, MATTHEW T	1.00
		016926	BRYANT, MELANIE A	1.00
		017759	TAYLOR, DAVID	1.00
	VISTA VIEW	016616	TAPPER, COURTNEY	1.00
		016951	WEST, JULIE MARGARET WARD	1.00
	WM. BYRNE	008128	GIERADA, BARBARA L	1.00
		013378	HAPPE, NICOLE	1.00
016859		ELSAGHER, SARAH C	1.00	
016895		GANT, SARAH M	1.00	
<b>5TH GRADE TCR</b>				<b>27.00</b>
FLOATER	DISTRICT-WIDE	018671	KOHN, GRACE M	1.00
		018749	KRAMER, KRISTA	1.00
		018933	SPRINGER, MELISSA A	1.00
<b>FLOATER</b>				<b>3.00</b>
KINDERGARTEN TCR	EDWARD NEILL	009236	LIPPKA, JONALYN	1.00
		012095	PRAYFROCK, JUDIE A	1.00
		017751	BARNABY, BRIONNA	1.00
	GIDEON POND	015015	TREKELL, TERESE	1.00
		017798	NIELSEN, BRITTNEY	1.00
		017962	BRACE, ROXANNA	1.00
	HARRIET BISHOP	011361	HARROLD, STACEY L	1.00
		012306	MEYER, TANYA L	1.00
		016645	PAVEK, BROOKE C	1.00
	HIDDEN VALLEY	013352	FINCH, CHRISTINE M	1.00
		014130	MCCROSKEY, SHARI	1.00
	MW SAVAGE	006375	PRESTON, ANGELA	1.00
		019024	WINTERLIN, SARAH C	1.00
	RAHN	009785	MCCARTHY, JENNIFER	1.00
		017608	RICHARDSON, SARAH	1.00
	SIOUX TRAIL	009715	PEDERSON, ELIZABETH M	1.00
		016614	HAGEN, AIMEE E	1.00
	SKY OAKS	006090	RITCHIE, JACKI RAE	1.00
014978		PUTMAN, TANJA	1.00	
017335		NICHOLSON, MARCIA L	1.00	

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
KINDERGARTEN TCR	VISTA VIEW	013000	TUCCI, AMY J	1.00
		014453	RHINEVAULT, LYNN	1.00
		018371	ZIMMERMAN, KARA J	1.00
	WM. BYRNE	008557	HANSMANN, PATRICIA I	1.00
		011322	FARRELL, TRACY E	1.00
		017292	CALNON, JENNIFER	1.00
<b>KINDERGARTEN TCR</b>				<b>26.00</b>
<b>Budget Unit 01010</b>				<b>171.00</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 02010

Description	Location Description	Employee Number	Employee Name	Period FTE
6TH GRADE TCR	EAGLE RIDGE	007569	O'REILLY, GINA	0.83
		009293	SCHROEDER, PATRICIA	0.83
		009358	KRAFT, STEPHEN	0.83
		009501	MOSEY, PATRICIA	0.83
		012397	PELTIER, BRAD W	0.83
		016600	DAY, MARLYS L	0.66
	METCALF	003383	ILES, CORNELIA	0.83
		008287	KRUPKE, GRETA	0.83
		009750	CORONIS, ANTHONY L	1.00
		010150	BARTON, DUANE	0.83
		012304	LUNDAHL, TIMOTHY	0.83
		013382	MIKELSON, TERESA	0.83
		016589	PLANTE, MARY TRACEY	0.83
		016693	KHAMRATTHANOME, BOUNTHAVY	0.83
	NICOLLET	007257	O'REILLY, JOHN T	1.00
		013470	SMALLEY, AMY C	0.61
		014649	DRAYTON, MARGOT ELIZABETH	1.00
		016012	NEMETZ, J SCOTT	1.00
		016619	BORDONARO, JENNIFER ELIZABETH	0.49
		017677	GLAS, JOHN M	1.00
		017754	HYER, AARON	0.51
<b>6TH GRADE TCR</b>				<b>17.23</b>
AVID TCR	NICOLLET	010313	OLSON, AMY	0.20
<b>AVID TCR</b>				<b>0.20</b>
LANG ARTS TCR	EAGLE RIDGE	000000	Open Position	0.66
		009749	BLAIR, MICHAEL E.	0.34
		013973	DECKER, KATHRYN N	0.33
		017204	WALKER, ETHAN D	0.66
		018037	PARKINSON, JACQUELYN R	0.34
		018307	ELWARD, LUCIUS P	0.66
		018865	YOUNG, ABBY	0.50
		018872	FLYNN, CATHERINE T	1.00
	METCALF	008627	ORTH, STEVEN D. R.	0.83
		008871	NASH, STEPHANIE	0.83
		015277	HANSEN, WILLIAM C	0.83
		017240	SCHNOBRICH, ANGELA M	0.49
		018031	THOMAS, JESSICA	0.73
		018854	PAUL, MADISON P	0.83
	NICOLLET	010823	SMOLKE, ANGELA S	0.51
		012894	SORENSEN, BRAD	0.49
		014991	NEMETH, HEATHER	0.51

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

Description	Location Description	Employee Number	Employee Name	Period FTE
LANG ARTS TCR	NICOLLET	018935	KELLEHER, SARAH	0.29
		019189	SCHMIDT, JENNIFER	1.00
<b>LANG ARTS TCR</b>				<b>11.83</b>
MATH TCR	EAGLE RIDGE	012283	NELSON, MICHELLE L	0.66
		017014	SLETTEN, ELIZABETH M	0.66
		017361	CZAPAR, RYAN J	0.83
		017957	WYSOCKI, STEVEN J	0.66
		018311	HAGEN, ALISON M	0.66
	METCALF	014106	MUELLER, SARAH K	0.66
		014122	LOTZE, TIMOTHY	0.83
		014527	BENSON, ROSS S	0.66
		016320	GEDDES, RICHARD W	0.66
	NICOLLET	006804	NYSTROM, ROBERT J	0.83
		007817	AMUNDSON, JANE E	0.60
		012099	FUNCHES, MONIQUE ROY	0.83
		014989	GRUENEICH, JANELLE	0.83
<b>MATH TCR</b>				<b>9.37</b>
SCIENCE TCR	BHS	013396	HUTCHINSON, JENNIFER L	1.00
	EAGLE RIDGE	011818	HAMMER, JEFFREY	1.00
		014938	ABBE, ANNA P	1.00
		017771	SCHWINTEK, KRISTINE K	0.83
		019168	RAMBOW, CHASE	0.83
	METCALF	000000	Open Position	0.83
		011073	MEYER, CHAD	0.83
		017755	JOHNSON, CORY CHARLES	0.83
	NICOLLET	006968	SODERHOLM, WM ERIC	1.00
		016669	PETTINELLI, STEPHEN M	0.51
		017753	PIEPER, JILL	1.00
<b>SCIENCE TCR</b>				<b>9.66</b>
SOC STU TCR	EAGLE RIDGE	008487	ALLEN, TRUDY L	0.83
		012432	KLUBBERUD, MICHAEL	0.74
		016920	DETLING, AMY LYN	0.17
		017795	SIMMONS, SEAN D	0.83
	METCALF	008284	JEFFERS, LUCRETIA	0.83
		018910	BODELSON, ALLEN	1.00
		018942	LUND, KAJ	0.83
	NICOLLET	011911	ELFERING, JEAN	0.83
		013438	SCHWEIM, ROBERT W	0.83
		014431	IVERSON, ADAM	0.83
<b>SOC STU TCR</b>				<b>7.72</b>

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
WORLD LANG TCR	EAGLE RIDGE	017540	BARRY, AMBER LEIGH	0.40
	METCALF	017240	SCHNOBRICH, ANGELA M	0.34
	NICOLLET	018630	ANDERSON, JANELLE D	0.20
<b>WORLD LANG TCR</b>				<b>0.94</b>
<b>Budget Unit 02010</b>				<b>56.95</b>

# FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

## Budget Unit: 03010

Description	Location Description	Employee Number	Employee Name	Period FTE
AVID TCR	BHS	007838	MOULSOFF, NORINE L	0.30
		012647	WALLER MCDEVITT, JENNIFER	0.20
		014966	CHRISTY SIGSTAD, DANIELLE H	0.20
		015580	MOFFITT, LESLIE ALLAN	0.20
		016602	GOMER, JENNA M	0.20
		016617	HANSEN, MARIE C	0.20
		016888	DAVIDSON, ELIZABETH A	0.20
		018010	FLUG, JOSHUA W	0.20
<b>AVID TCR</b>				<b>1.70</b>
BEA PRESIDENT	DIAMONDHEAD	014589	WUENSCH, WENDY DRUGGE	1.00
<b>BEA PRESIDENT</b>				<b>1.00</b>
DANCE	BHS	012647	WALLER MCDEVITT, JENNIFER	0.20
<b>DANCE</b>				<b>0.20</b>
HEALTH CARE TCR	BHS	018605	WERNER-DEMPSEY, ANNE	0.60
<b>HEALTH CARE TCR</b>				<b>0.60</b>
LANG ARTS TCR	BHS	000000	Open Position	1.50
		006874	STEAD, AMY JO	1.00
		012647	WALLER MCDEVITT, JENNIFER	0.60
		013366	DYRHAUG, MICHELLE	1.00
		013419	WEBBER, GLORIA M	1.00
		014101	BURKE, KATIE J	1.00
		014966	CHRISTY SIGSTAD, DANIELLE H	0.80
		014970	DEUTSCH, MATTHEW R	0.60
		015401	FOLDENAUR, HOLLY A	1.00
		016319	CONNELL, PAUL J	1.00
		016328	RUDOLPH, ROXANNE J	1.00
		016617	HANSEN, MARIE C	0.80
		016854	STAUM, ANNE C	1.00
		016884	BURNHAM, CHARLES F	1.00
		017781	EGGERS, SHEANA	1.00
018041	MILLEA, ALLISON B	1.00		
<b>LANG ARTS TCR</b>				<b>15.30</b>
MATH TCR	BHS	009760	KUZIEJ, JANET L	1.00
		010805	MEUSER, TERESA	1.00
		011284	NOSS, JEAN	1.00
		011805	NELSON, AMY MAI-LEE	1.00
		012100	DELMONT, BROOKE	1.00
		013364	CHRISTIAN, DAVID	1.00
		013863	FLOYD, KEVIN S	0.60
		014075	CROATT, CHARLES C	1.00
		014443	FEIG, PETER E	1.00
014622	HARROD, KIMBERLEE N	0.80		

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

Description	Location Description	Employee Number	Employee Name	Period FTE
MATH TCR	BHS	016011	NELSON, JEFFREY P	0.60
		016602	GOMER, JENNA M	0.80
		016612	GEHRKE, ANDREW R	0.50
		017221	DURAND, ERIK M	1.00
		017791	BANITT, JUSTIN	0.40
		017882	VOGT, KENDRA M	0.60
		018005	QUAMME, DAVID R	0.60
		018075	SCHLAGER, DEREK A	0.60
<b>MATH TCR</b>				<b>14.50</b>
SCIENCE TCR	BHS	007690	GOES, CHERYL L	1.00
		008274	HOLT, CLAYTON B	1.00
		008728	MORGAN, WILLIAM E	1.00
		009394	HUEMOELLER, MICHAEL T	1.00
		010299	WEIGHTMAN, ELIZABETH C	1.00
		011821	BLANDIN, MELISSA	1.00
		011833	DOUGLAS, LORI	1.00
		013425	HUBER, JON ALAN	1.00
		014601	HOESCHEN, KERRY	1.00
		015372	BANE, DEANNA S	1.00
		015980	AAMODT, WILLIAM P	0.80
		016497	SCHERRER, HUEL C	1.00
		016612	GEHRKE, ANDREW R	0.50
		016669	PETTINELLI, STEPHEN M	0.50
		016888	DAVIDSON, ELIZABETH A	0.80
018605	WERNER-DEMPSEY, ANNE	0.20		
<b>SCIENCE TCR</b>				<b>13.80</b>
SOC STU TCR	BHS	000000	Open Position	0.10
		011282	GRAFF, JENNIFER	0.50
		011887	MCDEVITT, PAUL DAVID	1.00
		012944	STRAND, NATHAN R	1.00
		013373	AARS, KRISTINA	1.00
		013413	COLEMAN, COLLEEN M	1.00
		013426	MILINOVICH, CHRIS M	1.00
		013445	WENDLING, KATHRYN	1.00
		013468	SILBERMAN, KEVIN	1.00
		014596	JENSEN, JENNIFER	1.00
		015377	ENGELHARDT, WILLIAM T	1.00
		015580	MOFFITT, LESLIE ALLAN	0.80
		015689	FRANSSEN, MICHAEL S	1.00
		016089	VAN SCHOONHOVEN, KATHERINE	1.00
		016304	EPPEN, MATTHEW W	1.00
016894	BOUSU, MOLLIE J	1.00		

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
SOC STU TCR	BHS	018010	FLUG, JOSHUA W	0.80
		018036	CLEVELAND, GEOFFREY W	1.00
<b>SOC STU TCR</b>				<b>16.20</b>
WORLD LANG TCR	BHS	005728	SAUERMAN-PAGE, KARIN G	1.00
		009250	DUNDON, MARY LOU	1.00
		009773	LEHNER, TIMOTHY	1.00
		010142	HOLCOMBE, SARA J	0.60
		014984	JENSEN, AMANDA LYNN	1.00
		017540	BARRY, AMBER LEIGH	0.60
		017737	BLAZQUEZ, JAVIER	1.00
		017786	LARSON, KATIE	1.00
		018630	ANDERSON, JANELLE D	0.40
		018945	SCHMID, NATHAN J	1.00
<b>WORLD LANG TCR</b>				<b>8.60</b>
<b>Budget Unit 03010</b>				<b>71.90</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 04010

Description	Location Description	Employee Number	Employee Name	Period FTE
ART TCR	BHS	007284	QUIRK, KATHLEEN	1.00
		018484	PERRY, BRIAN	1.00
		019187	TOUSIGNANT, ROBYN	0.60
	EAGLE RIDGE	014143	WEILANDGRUBER, ELIZABETH	1.00
	EDWARD NEILL	008797	KNOTT, KELLY S	0.50
		017241	SCHRIVER, MARA C	0.25
	GIDEON POND	017241	SCHRIVER, MARA C	0.75
	HARRIET BISHOP	017565	PETRI, KATHRYN E	1.00
	HIDDEN VALLEY	017547	MERKEL, SARA A	1.00
	METCALF	018877	FISHER, AIMEE F	1.00
	MW SAVAGE	008797	KNOTT, KELLY S	0.50
		018381	DEROUIIN, JILL	0.25
	NICOLLET	018861	SCHNEIDER, KRISTIN L	1.00
	RAHN	000000	Open Position	0.25
		018045	VO, KELLY RAE	0.25
	SIOUX TRAIL	018381	DEROUIIN, JILL	0.75
	SKY OAKS	018936	GREAMBA, ANDREA	1.00
	VISTA VIEW	018045	VO, KELLY RAE	0.75
	WM. BYRNE	000000	Open Position	0.75
	<b>ART TCR</b>			
BAND TCR	BHS	009402	HOLMES, MOLLY	1.00
		015996	FRENCH, KEITH J	1.00
		018955	BAUMBAUER, SARA L	0.40
	EAGLE RIDGE	018641	BECKER, JOSHUA	0.50
	EDWARD NEILL	018955	BAUMBAUER, SARA L	0.25
	GIDEON POND	008180	NORDMARK, PAMELA J	0.25
	HARRIET BISHOP	008180	NORDMARK, PAMELA J	0.25
	HIDDEN VALLEY	008180	NORDMARK, PAMELA J	0.25
	METCALF	016979	SYLVESTER, GREGORY	1.00
	MW SAVAGE	008180	NORDMARK, PAMELA J	0.25
	NICOLLET	012349	BAKKEN, ANN	0.50
	RAHN	006829	LANGSJOEN, SONJA	0.25
	SIOUX TRAIL	006829	LANGSJOEN, SONJA	0.25
	SKY OAKS	006829	LANGSJOEN, SONJA	0.25
	VISTA VIEW	018955	BAUMBAUER, SARA L	0.25
	WM. BYRNE	006829	LANGSJOEN, SONJA	0.25
	<b>BAND TCR</b>			
MUSIC TCR	EDWARD NEILL	011452	TRANBY, BONITA K.	0.75
	GIDEON POND	011452	TRANBY, BONITA K.	0.25
		017742	BUCK, REBECCA L	0.50
	HARRIET BISHOP	016624	PERRY, JESSICA A	1.00
	HIDDEN VALLEY	017247	WOOD, KIMBERLY R	1.00

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

Description	Location Description	Employee Number	Employee Name	Period FTE	
MUSIC TCR	MW SAVAGE	017742	BUCK, REBECCA L	0.50	
		017772	ADEDEJI, OLUWATONI	0.25	
	RAHN	014982	LUCIUS, RACHEL H	0.75	
	SIoux TRAIL	017772	ADEDEJI, OLUWATONI	0.75	
	SKY OAKS	004880	SHOOK, JOANN	1.00	
	VISTA VIEW	004609	KANNE, VICKI ANN	0.25	
		014982	LUCIUS, RACHEL H	0.25	
	WM. BYRNE	004609	KANNE, VICKI ANN	0.75	
<b>MUSIC TCR</b>				<b>8.00</b>	
PHY ED TCR	BHS	007145	RIGGS, MARK D	1.00	
		007841	VAN DER WOUDE, MARK B	1.00	
		008269	VAN DER WOUDE, LORALIE A	1.00	
		012439	STACHOWSKI, SUSAN C	1.00	
		013495	BROWN, CHRISTOPHER M	0.60	
		014892	REUSS, ERIC	1.00	
		017329	VARPNESS, VINCENT C	1.00	
	EAGLE RIDGE	009827	PEARSON, CHAD W	1.00	
		011475	HERMES, SHELLEY	1.00	
		013495	BROWN, CHRISTOPHER M	0.40	
	EDWARD NEILL	014605	MCKANE, MICHELLE M	0.25	
		015881	DUNGEY, NATHAN	0.25	
		016376	SWEENEY, MICHAEL J	0.25	
	GIDEON POND	015881	DUNGEY, NATHAN	0.75	
	HARRIET BISHOP	012303	LOESCH, JAKE	1.00	
	HIDDEN VALLEY	010820	SHELDEN, JON	1.00	
	METCALF	006571	SCHOLL, WAYNE	1.00	
		006925	MAYASICH, JENNIFER J	0.34	
		016001	FRITZ, KIMBERLY A	1.00	
	MW SAVAGE	014605	MCKANE, MICHELLE M	0.75	
	NICOLLET	014115	ANDREWS, BRIDGETTE	0.68	
		014187	MILLER, CHAD	1.00	
	RAHN	012889	MOORLACH, BRIAN	0.25	
		014613	JOHNSON, RONNA E	0.25	
	SIoux TRAIL	016376	SWEENEY, MICHAEL J	0.75	
	SKY OAKS	014820	CEOLA, MICHAEL	1.00	
	VISTA VIEW	012889	MOORLACH, BRIAN	0.75	
	WM. BYRNE	014613	JOHNSON, RONNA E	0.75	
	<b>PHY ED TCR</b>				<b>21.02</b>
	STRINGS TCR	BHS	000000	Open Position	0.40
		EAGLE RIDGE	018641	BECKER, JOSHUA	0.50
			018919	ARMSTRONG, NICHOLAS G	0.17
		HARRIET BISHOP	017807	ANDERSON, EMILY E	0.50

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
STRINGS TCR	NICOLLET	018919	ARMSTRONG, NICHOLAS G	0.64
	RAHN	017807	ANDERSON, EMILY E	0.50
<b>STRINGS TCR</b>				<b>2.71</b>
VOCAL TCR	BHS	014149	SCHMIDT, MARTHA H	1.00
		019177	ANDERSON, JACLYN	1.00
	EAGLE RIDGE	018921	KASO, ANGELA M	0.25
	METCALF	018921	KASO, ANGELA M	0.75
	NICOLLET	012349	BAKKEN, ANN	0.50
<b>VOCAL TCR</b>				<b>3.50</b>
<b>Budget Unit 04010</b>				<b>55.73</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 06010

Description	Location Description	Employee Number	Employee Name	Period FTE
FACS TCR	BHS	000000	Open Position	1.10
		004518	THOM, MARLYS	1.00
		009374	ASFELD, BETH M	1.00
		014970	DEUTSCH, MATTHEW R	0.40
		016015	EICHTEN, HEIDI J	1.00
	EAGLE RIDGE	000000	Open Position	1.00
	METCALF	015691	KING, LAURIE J	1.00
	NICOLLET	018862	RUFF, HAILEY C	1.00
<b>FACS TCR</b>				<b>7.50</b>
PLTW	METCALF	018612	MALLINGER, MELINDA	1.00
<b>PLTW</b>				<b>1.00</b>
<b>Budget Unit 06010</b>				<b>8.50</b>

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 06020**

Description	Location Description	Employee Number	Employee Name	Period FTE
IND TECH TCR	BHS	009586	WOLF, NICHOLAS	1.00
		010290	BRADY, STEVE	0.30
		013441	TESMER, RUSSELL	1.00
		018893	PATRIE, ORION D	1.00
		018895	JONES, JACQUELINE A	1.00
	EAGLE RIDGE	010290	BRADY, STEVE	0.75
	NICOLLET	013431	PAETZOLD, ROBERT JAMES	1.00
<b>IND TECH TCR</b>				<b>6.05</b>
<b>Budget Unit 06020</b>				<b>6.05</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 06040

Description	Location Description	Employee Number	Employee Name	Period FTE
BUSINESS TCR	BHS	008784	CARROLL, MICHELE	1.00
		013921	HUBBARD, MARK R	0.80
		015991	DRAHOS, CYNTHIA	1.00
		017324	MALONE, MEGGAN J	1.00
	EAGLE RIDGE	018909	SAYERS, KEVIN	0.83
	METCALF	018966	ADAMS, CARRIE A	1.00
<b>BUSINESS TCR</b>				<b>5.63</b>
<b>Budget Unit 06040</b>				<b>5.63</b>

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 06050**

Description	Location Description	Employee Number	Employee Name	Period FTE
BURNSVILLE PROMISE COORD	DIAMONDHEAD	018842	JACOBS, MICHELLE	0.75
<b>BURNSVILLE PROMISE COORD</b>				<b>0.75</b>
DIR STRATEGIC PARTNERSHIPS	DISTRICT-WIDE	017175	FUNSTON, KATHY L	1.00
<b>DIR STRATEGIC PARTNERSHIPS</b>				<b>1.00</b>
<b>Budget Unit 06050</b>				<b>1.75</b>

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

### **Budget Unit: 07010**

Description	Location Description	Employee Number	Employee Name	Period FTE
COLLEGE & CAREER SPECIALIST	BHS	013651	SEXTON, MARCIA	1.00
<b>COLLEGE &amp; CAREER SPECIALIST</b>				<b>1.00</b>
EA MEDIA	BHS	017600	LAKE, LISA L	1.00
	EDWARD NEILL	000000	Open Position	0.75
	GIDEON POND	014293	BUTORAC, MELANIE A	0.75
	HARRIET BISHOP	013666	BECKER, SARAH J	0.75
	HIDDEN VALLEY	018718	SCHATZLEIN, RACHEL	0.75
	MW SAVAGE	017282	SCHEUNEMAN, KRISTEN JOY	0.75
	RAHN	019000	KERSTETER, DIANNE L	0.75
	SIOUX TRAIL	012072	ENGBERG, DENISE G	0.75
	SKY OAKS	011193	BERGE, KRISTY K	0.75
	VISTA VIEW	014670	CERMAK, BARBARA L	0.75
	WM. BYRNE	011405	HORTON, SHEILA M	0.75
<b>EA MEDIA</b>				<b>8.50</b>
MEDIA SPECIALIST	BHS	010804	OIE, ROGER	1.00
	EAGLE RIDGE	008297	GALLAND, JOHN	1.00
	METCALF	015999	GRIFFITHS, ROBERT H	1.00
	NICOLLET	009216	MEYER, NANCY L	1.00
<b>MEDIA SPECIALIST</b>				<b>4.00</b>
<b>Budget Unit 07010</b>				<b>13.50</b>

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

### **Budget Unit: 07020**

Description	Location Description	Employee Number	Employee Name	Period FTE
GIFTED/ENRICH TCR	EDWARD NEILL	018055	NIFFENEGGER, KAMALA N	0.50
	GIDEON POND	013149	MIRS, LAUREL	0.50
	HARRIET BISHOP	009752	CAMPEN, KIMBERLY A.	1.00
		016896	NAEF, NATHAN A	0.50
	HIDDEN VALLEY	016896	NAEF, NATHAN A	0.50
	MW SAVAGE	013290	LINDELL, MICHELLE M	0.50
	RAHN	011306	PETERSON, KERI	0.50
	SIOUX TRAIL	014226	STALOCK, SHARRON C	0.50
	SKY OAKS	011362	TEIEN, JOAN K	0.50
	VISTA VIEW	007339	PODRATZ, ANNE MARIE	0.50
	WM. BYRNE	015074	CHAMERLIK, KAREN	0.50
<b>GIFTED/ENRICH TCR</b>				<b>6.00</b>
<b>Budget Unit 07020</b>				<b>6.00</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 07030

Description	Location Description	Employee Number	Employee Name	Period FTE	
COUNSELOR	BHS	010808	LIMKE, JEFFREY	1.00	
		011858	MARSHALL, VERONICA JEAN	1.00	
		016009	MARKHAM, ANGELA L	0.70	
		017554	WELKE, ASHLEY L	1.00	
		018621	HENDRICKS, SCHERESS	1.00	
		018702	AKERSON, REBECCA D	1.00	
		018802	CRAIG, SARA J	1.00	
	EAGLE RIDGE	013371	HARRISON, P SCOTT	1.00	
		018025	HENDERSON, MICHELLE A	1.00	
	METCALF	006550	SODERHOLM, JOHN	1.00	
		010819	MAIDMENT, LORI	1.00	
	NICOLLET	006865	KELSON, FREDERICK A	1.00	
		015857	BRETT, CARRIE A	0.60	
		016087	ROBB, EMILY C	0.40	
	<b>COUNSELOR</b>				<b>12.70</b>
	<b>Budget Unit 07030</b>				<b>12.70</b>

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 07040**

Description	Location Description	Employee Number	Employee Name	Period FTE
DEAN	BHS	009554	MEYER, JOSEPH	1.00
		014612	MULLINS, CYNTHIA	1.00
		019082	OSMAN, AKRAM	1.00
	EAGLE RIDGE	019194	RIESGRAF, LUCAS	1.00
	METCALF	019193	NOBLE, SARAH	1.00
	NICOLLET	019191	TIMMER, ANDREW	1.00
<b>DEAN</b>				<b>6.00</b>
<b>Budget Unit 07040</b>				<b>6.00</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 07060

Description	Location Description	Employee Number	Employee Name	Period FTE
ESL TCR	ALTERNATIVE HIGH SCHOOL	008189	BRAUN, JEAN C	0.50
		012504	DURAND, KIM	1.00
	BHS	000000	Open Position	1.00
		014964	PARENT, ANDREA J	1.00
		017776	WINTERLIN, JEFFREY	1.00
		018349	MOREN, KIMBERLY J	1.00
		018903	PERSONS, MELISSA B	1.00
		019190	AMARREH, HAMIDA	1.00
		EAGLE RIDGE	009748	BLAIR, FRANCES M.
	018313		GREGORY, AMANDA	1.00
	EDWARD NEILL	014996	MUSA-AGBONENI, KARI	1.00
		015021	DALY, JULIE	1.00
		015682	GONZALEZ, MEGAN	0.50
	GIDEON POND	016025	YOUNG, KRISTEN A	1.00
		016427	CORROW, JENNA R	1.00
		018907	COWELL-HASKIN, ASHLEY	1.00
	HARRIET BISHOP	009629	MCKINNEY, MARGARET	1.00
		015741	PHILLIPS, MARIA	1.00
	HIDDEN VALLEY	011315	PROCTOR, BETH	1.00
		012947	BLOM, ANNE E	1.00
		014131	MICHELS, CHRISTINE	1.00
		015565	CADWELL, ANN M	1.00
		017770	CULLISON, CAROLINE E	1.00
		018085	O'BRIEN, BRIANNA	1.00
	METCALF	008189	BRAUN, JEAN C	0.50
		012887	FRIENDT, ANDREA LYNN	1.00
		014986	KESSLER, CECILIA	1.00
	MW SAVAGE	015383	BENSON, BRIANA M	1.00
		017837	ANDERSON, ALYSSA KAE	1.00
	NICOLLET	010313	OLSON, AMY	0.80
		015527	LIMBERG, MINDI L	0.50
		017883	HELENBURG, JESAMINE C	1.00
	RAHN	015697	OLSON, KIMBERLY LENORA	1.00
		017003	ARIAS, ANGELA JOY	1.00
	SIoux TRAIL	010638	FREDRICKSON, REBECCA	1.00
	SKY OAKS	016618	HENNEN, JENNIFER S	1.00
		017656	RIPHENBURG, WENDY A	1.00
		017822	JONES, NOELLE	1.00
		018914	ECKERMAN, HANNAH	1.00
	VISTA VIEW	014138	THOMPSON, SALOUA	1.00
		015682	GONZALEZ, MEGAN	0.50
		019192	LISA, CARLSON	1.00

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
ESL TCR	WM. BYRNE	017234	MARSHALLA, ASHLEY A	1.00
		018602	LORINCZ, KRISTEN L	1.00
<b>ESL TCR</b>				<b>41.30</b>
<b>Budget Unit 07060</b>				<b>41.30</b>

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 08010**

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LEVEL 3	BHS	015800	PULLEY, ERIC D	0.38
<b>EA LEVEL 3</b>				<b>0.38</b>
<b>Budget Unit 08010</b>				<b>0.38</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 09010

Description	Location Description	Employee Number	Employee Name	Period FTE
ASSISTIVE TECH	DISTRICT-WIDE	013406	ALLEN, SUSAN M	0.50
		015010	NELSON, KATIE L	0.50
<b>ASSISTIVE TECH</b>				<b>1.00</b>
BEHAVIOR SPECIALIST	DISTRICT-WIDE	017322	CZAPAR, KELLY N	1.00
		019158	EWERT, CASEY	1.00
<b>BEHAVIOR SPECIALIST</b>				<b>2.00</b>
CLERICAL	CLUSTER - ECSE	014219	GRIES, BRENDA J	1.00
		004467	BARLAGE, SUSAN	1.00
	CLUSTER - ELEMENTARY	015133	MOBERG, CARLENE	1.00
		016377	ALEXON, BETH J	1.00
		010287	TANBERG, TERESA L	1.00
	CLUSTER - SEC	014000	MCCLELLAN, MELISSA E	1.00
		007572	KAISER, TANYA J	0.50
	DIAMONDHEAD	011825	SIEBER, ANDREA	1.00
		013879	REISINGER, TONETTE A	1.00
		019169	STRUCK, JULIE	1.00
ECSE CENTER	014210	WILLENBURG, JOANNA	1.00	
<b>CLERICAL</b>				<b>10.50</b>
CULTURAL LIAISON	CLUSTER - ECSE	017905	RIVEROS, ANNA-MARIA	1.00
		019098	HUSSEIN, HAMD I	0.88
<b>CULTURAL LIAISON</b>				<b>1.88</b>
DAPE	CLUSTER - ELEMENTARY	009239	OPATZ, LARRY	1.00
	CLUSTER - SEC	009267	HOLDEN, MATTHEW J	1.00
<b>DAPE</b>				<b>2.00</b>
DIR OF SPECIAL ED	DIAMONDHEAD	019130	WHITE, STEPHANIE	1.00
<b>DIR OF SPECIAL ED</b>				<b>1.00</b>
DIR SPED	DIAMONDHEAD	012806	CORBAY, STEPHANIE A	1.00
<b>DIR SPED</b>				<b>1.00</b>
EA HEALTH	DISTRICT-WIDE	006831	SPENCE, LORETTA	0.72
		010844	LUTH, DONITA	0.91
		011895	WITTENKELLER, JANE E	0.08
		012009	STENE, BARBARA	0.72
		013681	HANSEN, SARAH J	0.91
		015833	GADDY, KESHIA	0.72
<b>EA HEALTH</b>				<b>4.07</b>
ECSE TCR	CLUSTER - ECSE	016501	NESS, KAREN M	1.00
		018847	MELQUIST, MICHELLE	1.00
	ECSE CENTER	012139	HIMRICH, JOANNE	1.00
		013692	NIEMIEC, ALICIA	1.00
		015112	NELSON, TARA A	0.50
		015386	ORLICH-SULLIVAN, MEGAN	1.00
		015695	THOMPSON, HYE-JEONG M	1.00

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

Description	Location Description	Employee Number	Employee Name	Period FTE
ECSE TCR	ECSE CENTER	016004	JORGENSON, SHANNON E	0.80
		016213	STAHLY, JANICE	1.00
		016633	CLOUTIER, DANA M	1.00
		016999	RENKEN, CARISSA M	1.00
		017796	BLOMQUIST, STEPHANIE	1.00
		017981	BLOOD, KELSEY JO	1.00
		018536	SPAULDING, SHEILA J	1.00
		018645	EBENHOH, TEEGAN M	1.00
		018646	ALBERSHEIM-CARTER, MARCINA	1.00
		018792	OSTMAN, LAUREN O	1.00
		018844	NELSON, KATHERINE	1.00
		019156	PECK, ANNALISE	1.00
<b>ECSE TCR</b>				<b>18.30</b>
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.16
	BEST	015733	MCDERMOTT-BATY, JODY	0.20
	BHS	009091	WALCHER, PAMELA J	0.53
	EAGLE RIDGE	015482	EILERTSON, JANE ANN	0.67
	ECSE CENTER	018006	HENKE, LORI A	0.87
	EDWARD NEILL	015733	MCDERMOTT-BATY, JODY	0.22
	GIDEON POND	015983	BAGGOT, LYNN	0.06
	HARRIET BISHOP	015983	BAGGOT, LYNN	0.20
	HIDDEN VALLEY	009363	BIEN, BERNADETTE L	0.20
	METCALF	011320	WALDRON, RACHELLE	0.59
	MW SAVAGE	009363	BIEN, BERNADETTE L	0.19
	NICOLLET	010972	WITTNEBEL, KATHY	0.22
	RAHN	019179	LATTERY, CHRISTINE	0.07
	SIOUX TRAIL	015394	BEAULIEU, KOURTNEY A	0.36
	SKY OAKS	017764	COZAD, PATRICIA M	0.17
	VISTA VIEW	010553	WARDELL, BARBARA J	0.04
	WM. BYRNE	019179	LATTERY, CHRISTINE	0.07
<b>NURSE</b>				<b>4.82</b>
NURSE - REGISTERED	DISTRICT-WIDE	012375	ROBISON, KIMBERLY A	0.49
		017632	SHERER, CAROL MARIE	0.16
		018874	WHITE, ERICA E	0.19
		019124	HAYES, JENNIFER	0.16
		019726	STINSON, KATRINA L	0.18
<b>NURSE - REGISTERED</b>				<b>1.18</b>
OCC THERAPIST	CLUSTER - ECSE	007268	MESARCHIK, MARY L	1.00
		009670	ROBOLE, VICKI M	1.00
		014609	ROESKE, MELISSA L	0.95
		018952	CSELOVSZKI, CASSANDRA K	0.50
	CLUSTER - ELEMENTARY	007304	GOSSMAN, LISA ANN	0.50
		007847	KOLSTAD, MICHELE M	1.00

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

Description	Location Description	Employee Number	Employee Name	Period FTE
OCC THERAPIST	CLUSTER - ELEMENTARY	014609	ROESKE, MELISSA L	0.05
		018951	CESARO-MOXLEY, RACHEL L	0.40
		018952	CSELOVSZKI, CASSANDRA K	0.50
	CLUSTER - SEC	007304	GOSSMAN, LISA ANN	0.50
<b>OCC THERAPIST</b>				<b>6.40</b>
PSYCHOLOGIST	CLUSTER - ECSE	007836	NANIA, PAULA A	1.00
		011935	SCHULTZ, HOLLY	0.40
		013375	KENNEDY, JENNIFER K	0.60
		018849	PETERSEN, HOLLY M	1.00
	CLUSTER - ELEMENTARY	010321	LAUTIGAR-BEUTZ, JULIE	0.70
		011935	SCHULTZ, HOLLY	0.60
		014118	KOMAR, KAREN K	1.00
		018624	ROEHL, PETER A	1.00
		019181	YOUNG, DANIELLE	1.00
	CLUSTER - SEC	015381	KRAL, MELISSA M	1.00
		017719	NIERENGARTEN, BRIANNA L	1.00
		018310	THOMPSON, DAVID P	1.00
		018846	OTTO, CARON	1.00
		019178	KRYLOVA, ANNA	1.00
<b>PSYCHOLOGIST</b>				<b>12.30</b>
READING SPECIALIST	EDWARD NEILL	009295	WAGNER-SMITH, SHERRY	1.00
		010637	KUGLER, JULIE	1.00
	HIDDEN VALLEY	009786	COLLINS, LEANNE	1.00
		016740	NURMELA, CRYSTAL	0.50
		017787	CHISAKA, BRIDGET N	1.00
	SKY OAKS	011362	TEIEN, JOAN K	0.50
		011543	RUHLAND, MARIA	1.00
		016885	CUNNIEN, LAURIE A	0.50
	VISTA VIEW	016605	CRAWFORD, CINDY Y	1.00
		016608	DITMARSEN, SANDRA L	1.00
<b>READING SPECIALIST</b>				<b>8.50</b>
SOCIAL WORKER	CLUSTER - ECSE	014751	KELLER, KATIE	1.00
	CLUSTER - ELEMENTARY	018635	MCDOWELL, MORGAN	1.00
		018677	MCLAUGHLIN, ALEXANDRA M	1.00
	CLUSTER - SEC	014594	HEWETT, THOMAS	1.00
<b>SOCIAL WORKER</b>				<b>4.00</b>
SPED EA	BEST	010425	GOODLING, BEVERLY	0.88
		010529	TOUSIGNANT, KARE KATHLEEN	0.88
		010922	IVERSON, WILLIAM C	0.88
		011868	PAYNE, BARBARA	0.88
		013243	FINCH, JEANNE	0.88
		014312	ANDERSON, CHERYL L	0.88
		015516	FRANK, SHARON M	0.88

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	BEST	018130	DUALEH, ABDULKARIM H	0.88
		018461	AHMED KHAN, NAJMA	0.88
	BHS	000000	Open Position	0.88
		005969	BENGTSON, CAROL	0.88
		007879	BERG, DAVID A	0.88
		009609	GREINER, JODELL	0.88
		010398	THOENNES, SALLY	0.88
		011860	WOLFF, DENISE	0.88
		012061	HOLTAN, HELEN	0.88
		013140	WAGNER, PATRICIA	0.88
		013864	HOKS, LINDA	0.88
		014658	RAY, STEPHEN	0.88
		014871	ADRIAN, JANN L	0.88
		016055	LARSON, JANET ANNE	0.88
		016095	GARVIS, ANGELA N	0.88
		016344	CHRISSIS, ERIK R	0.88
		018419	CHROUST, VICKI	0.88
		018460	TUCKER, CINDY I	0.88
		018560	KNIGHT, HEIDI	0.88
		018918	SMIDT, HOLLY B	0.88
		018995	ANDREASEN, ARNOLD	0.88
		019097	ESTEY, KELSEY	0.88
	019101	MARTINSON, JONI	0.88	
	019708	MCCORMICK, SARA	0.88	
	DISTRICT-WIDE	000000	Open Position	0.94
		006624	WESSEN, JANE E	1.00
		011462	VAURIO, SONYA	0.75
		014641	ENGSTROM, HEATHER L	0.88
	EAGLE RIDGE	009616	HAYES, ERIC L	0.94
		015023	BRINGGOLD, DEBBIE	0.94
		016208	MCCRAY, SHARON	0.94
		016470	GILLIS, CINDY M	0.94
		017997	ZEIMET, KARLIE	0.94
		018384	SCHWARZ, DARCIE N	0.94
		018698	RUIZ, WINSTON V	0.94
	ECSE CENTER	006168	FREDRIKSON, KAYE E	0.91
		012514	HO, LINDA S	0.81
		013037	WALTERSON, KRISTEN A	0.81
		013672	RINGGER, TRACY A	0.81
		014502	REILLY, TERRI LYNN	0.81
		015809	INSELMAN, SANDRA L	0.81
		016918	HILCHEY, LINDA M	0.81
		017161	WEATHERFORD, ANDREA M	0.81

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	ECSE CENTER	017283	ERBES, SARAH L	0.50
		017383	JOHNSON, KAREN A	0.81
		017496	ABDALLAH, HIBO SAAD	0.81
		017497	EISENBERG, RACHELLE L	0.81
		017612	HANDRAHAN, JOANN MARY	0.38
		017654	KEIRSTEAD, AMY	0.81
		017895	BACHMEIER, MICHELLE M	0.72
		018000	WESLEY, JANET M	0.81
		018409	ARTIGA-ROSA, PATRICIA	0.81
		018533	BURKART, PAULA J	0.81
		018759	TWARDOSKI, RUTHANN	0.81
		018961	SCHROEDER, GINA M	0.81
		EDWARD NEILL	012533	ROCKETT, JOAN
	014868		POFAHL, JANELL C	0.91
	016375		KUHLMAN, SUSAN M	0.91
	017513		HEY, LINDA L	0.91
	017618		HERMAN, LINDA R	0.91
	018697		THEIS, RACHAEL L	0.91
	018843		JACKSON, KELLY J	0.91
	019001		MULDER, AMY L	0.91
	019043		HAHNE, MICHAEL S	0.91
	GIDEON POND	011968	HENDRICKSON, LISA	0.91
		017838	TERFEHR, DIANE C	0.91
	HARRIET BISHOP	008372	SISLER, JANE L	0.91
		008958	CARNEY, CATHERINE	0.91
	HIDDEN VALLEY	000000	Open Position	0.91
		007928	HUNTER, SANDRA J	0.91
		012912	JONES, JEAN	0.91
		014639	WIEDEMANN, LAURA E	0.91
		015894	SANZ, MARGARET M	0.91
		016209	ULRICH, KIMBERLY A	0.91
	METCALF	018993	KIENTZ, DARLYS	0.91
		000000	Open Position	2.75
		010011	PAYNE, DEBRA K	0.94
		013202	HRIMNAK, SANDI J	0.94
		013641	WHITE, RUTHANN	0.94
		015936	THOMPSON, ROBERT L	0.94
		016518	ASHLEY, JAMES M	0.94
		018125	NEPTUNO-TEMOZAN, JULIO	0.94
		018589	HELBERG, MEGAN H	0.94
		018982	TANBERG, KAYLA	0.94
		018985	KNUTSON, LACY	0.94
	019093	MEREDITH, BRIHANNA	0.94	

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	MW SAVAGE	010469	HICKERSON, KAREN A	0.91
		011033	VAN GUILDER, SUZANN	0.91
		015128	ADAMSON, KIMBERLY S	0.91
		016378	SCHILLER, LORI L	0.91
		017729	WEBER, ROBERT D	0.91
		019741	LUND, AMANDA L	0.91
	NICOLLET	000000	Open Position	0.94
		012367	KAUFMAN, MARGARET M	0.94
		012492	NEEDHAM, DIANE M	0.94
		014511	FELTON, MICHELLE M.	0.94
		018973	REEVES, JONATHAN K	0.94
		018975	SANDIFER, WILLIE E	0.94
		019722	FIELD, EMMA MARIE	0.94
	RAHN	010377	CAMPBELL, SUSAN	0.91
		013483	WEGNER, LISA L	0.91
		013915	BARR, SARAH B	0.91
		013987	WHITE, JENNIFER M	0.91
		015240	DROEGE, SHERYL L	0.91
		016340	MISZKIEWICZ, KELLY A	0.91
		017640	RAICHERT, SARAH	0.91
		019080	SULLIVAN, MICHELLE	0.91
	SIOUX TRAIL	000000	Open Position	0.91
		010470	HUGHES, DEBORAH JEAN	0.91
		010560	POLSKI, LEANN	0.91
		013485	THEYSON, BRENDA	0.91
		016433	FREEMAN, TAMMY S	0.91
		019076	JIMENEZ SUAREZ, MAYA	0.91
	SKY OAKS	000000	Open Position	0.91
		009596	BOLDT, JULIE A	0.91
		010095	MANSANO, KATHLEEN M	0.91
		013572	KEGLEY, RENEE C	0.91
		016553	DATRES, SUSAN	0.91
		019079	BRUNETTE, ERIN	0.91
		019103	JOYCE, ALEXANDRA	0.91
	VISTA VIEW	010053	ROARK, KARI L	0.91
		010686	LATOURELLE, SANDRA E	0.91
		011513	BROWN, RUTH	0.91
		013150	DUBANOSKI, BARBARA JEAN	0.91
		013604	LARSON, JOANN C	0.91
		013980	AUGE, ELIZABETH	0.91
		018150	CHRISTENSEN, MARY	0.91
		018216	HALL, JENNIFER J	0.91
	018482	SIMPSON, DAWN	0.91	

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	VISTA VIEW	018719	ANDREN, MARY R	0.91
	WM. BYRNE	000000	Open Position	0.91
		007646	BARTELLS, CAROL A	0.91
		015532	BURRILL, SARAH	0.91
		016665	KOECHLEIN, LAURIE LEEANNE	0.91
<b>SPED EA</b>				<b>126.72</b>
SPED LEAD TCR	ECSE CENTER	012479	OSCARSON, KRISTI R	0.50
<b>SPED LEAD TCR</b>				<b>0.50</b>
SPED SUPERVISOR	DISTRICT-WIDE	009802	O'NEILL-MAGER, JENNIFER	1.00
		017542	SMITH, JACQUELINE J	1.00
		018639	PIOTROWSKI, AMY	1.00
		019196	MIDDENDORF, JENNIFER	1.00
<b>SPED SUPERVISOR</b>				<b>4.00</b>
SPED TCR	ALTERNATIVE HIGH SCHOOL	013156	MORRIS, ANGELA J	1.00
	BEST	017674	ANDERSON, KASEY D	1.00
		018604	SCHMIDTKE, ANGILA R	1.00
		018616	SHERBROOKE, CHERYL B	1.00
		018634	SEAMEN, MICHELLE A	1.00
		018912	TINERELLA, PAUL	1.00
	BHS	000000	Open Position	3.00
		009804	HULTING, LINDA JANE	1.00
		010825	WILLIAMS, KAREN	1.00
		011330	WEBBER, JEFFREY	1.00
		012230	MCCOOL, MOLLY	1.00
		014998	NEUER, MICHELLE E	1.00
		016232	WORKMAN, CAROLYN J	1.00
		016355	SCHROEDER, JEAN M	1.00
		016898	KNOX, JACOB M	1.00
		017557	WALKER, RYAN M	1.00
		017681	KAPPEL, GENEVIEVE N	1.00
		017799	EILER, ELIZABETH P	1.00
		018388	JORGENSON, STEPHANIE J	1.00
		018598	WEBER, JOANNA L	1.00
		018845	BUBAK, AYLEEN K	1.00
		018853	NELSON, EMILY A	1.00
		018855	TOUSIGNANT, ANNETTE S	1.00
		018864	MACNALLY, KATHRYN A	1.00
		018924	SMITH, ASHLEY	1.00
		018929	GRANT, CARA	1.00
	018941	ANDERSON, CARLY	1.00	
	019185	MCMAHON, VINCENT	1.00	
	CLUSTER - ELEMENTARY	012336	LOGAN, KARI M	0.50
		013437	SULLIVAN, JODI L	1.00

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED TCR	CLUSTER - ELEMENTARY	014127	ZONDAG, KIMBERLY	1.00
		017246	CANTON, EMILIE J	1.00
	CLUSTER - SEC	000000	Open Position	0.50
		007298	BRENNAN, CAROL ANN	1.00
		012869	SCHEIT, ANDREA	1.00
		016823	BUNKERS, KATHLEEN K	1.00
		017216	CHOUANARD, MARY E	1.00
	EAGLE RIDGE	000000	Open Position	3.00
		009789	HIRSCHEY, WENDY	0.50
		009811	BYRNE, EDWARD	1.00
		009835	MORTINSON, ELIZABETH	1.00
		018729	WILLIAMS, ELIZABETH	1.00
	EDWARD NEILL	000000	Open Position	2.00
		006092	DOYLE, SANDRA J.	1.00
		016311	DISCHER, TRACY L	1.00
		018291	BING, DENA M	1.00
	GIDEON POND	010755	LYNCH, MOLLY	1.00
		017958	RASMUSSEN, EMILY	1.00
	HARRIET BISHOP	000000	Open Position	1.00
		010323	MILLER, JILL ELIZABETH	1.00
		015135	PRED, RENEE R	1.00
	HIDDEN VALLEY	000000	Open Position	1.00
		003047	BRANDON, DEBRA J	0.50
		017805	MILLER, ERIN M	1.00
		018905	GREEN, KELLI L	1.00
		018928	RICHTER, LINDSAY M	1.00
	METCALF	009409	GEDITZ, RANDALL J	1.00
		010297	JOHNSON, DAVID P	1.00
		011317	COX, KELLY J	1.00
		011913	FOLEY, COLLEEN CHARLOTTE	1.00
		012754	NASH, DEREK B	1.00
		016878	TETZLOFF, MITZI R	1.00
		017966	TILLMAN, MEGAN	1.00
		018859	HANSON, RACHEL	1.00
	MW SAVAGE	006793	BISEK, KATHRYN A	1.00
		009228	ROARK, KIMBERLY J	1.00
		012880	MURRAY, MARGARET E	1.00
		016045	TANGNEY, AMY K	1.00
	NICOLLET	000000	Open Position	1.00
		010741	RAPPE, BRIAN	1.00
		012339	BELL, ANGELA	1.00
		012901	MCCUE, MICHELLE	1.00
018367		BLONS, LLIANE M	0.50	

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED TCR	NICOLLET	018904	FREDRICKS, JOEL J	1.00
	RAHN	015148	WEGENER, KIMBERLY E	1.00
		016186	LAUER, LISA N	1.00
		018662	BRANCH, NANCY C	1.00
	SIOUX TRAIL	011822	TUSHIE, PATRICIA	1.00
		015010	NELSON, KATIE L	0.50
		016448	HENRICH, SARAH L	1.00
	SKY OAKS	000000	Open Position	1.00
		006100	SAUNDERS, SHARON D	1.00
		009959	FECHNER, SUSAN	1.00
		014593	HANSON, AMY E	1.00
		018367	BLONS, LLIANE M	0.50
		018863	BAUER, JENNIFER	1.00
	VISTA VIEW	000000	Open Position	1.00
		013524	STEINKRAUS, JENNIFER	1.00
		016013	PETERSON, JULIE A	1.00
		017522	BORRELL, MARY	1.00
		019195	SOLBERG, LAYNE	1.00
	WM. BYRNE	000000	Open Position	0.00
		015022	OGDAHL, MICHAEL A	1.00
019155		SUTTON, MEGAN	1.00	
<b>SPED TCR</b>				<b>94.50</b>
SPEECH STIPEND	DISTRICT-WIDE	000000	Open Position	0.00
<b>SPEECH STIPEND</b>				<b>0.00</b>
SPEECH TCR	CLUSTER - ECSE	007269	BARTH, TAMI RAE	1.00
		007835	WOODCOCK, SUSAN M	0.80
		008309	HENDRIX, EUGENIA M	1.00
		013693	NEAL, BRYENY B	1.00
		014624	JORDAN, JOANNA	1.00
		014961	SPRY, KARIE	1.00
		015693	MEULEBROECK, SUSANNE	1.00
		015962	NIESEN, ELIZABETH A	1.00
		016023	VODNICK, SARAH A	1.00
		018403	REGNIER, STACY	0.50
	CLUSTER - ELEMENTARY	006452	BERG, JANET	1.00
		011808	SPODEN, ANNEMARIE	1.00
		012301	HJERMSTAD, HEATHER	1.00
		012335	SCHLICHTING, CATHERINE	0.50
		014147	KLINNERT, ELIZABETH	1.00
		014479	KIBLER, JEANNE	0.50
		015993	FAUST, DANIELLE M	1.00
		016315	JAMISON, DARCI L	1.00
		018002	GOLDSMITH, EMILY R	1.00

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
SPEECH TCR	CLUSTER - ELEMENTARY	018657	MCINNIS, MARNIE JO	1.00
		019163	SCHUETT, DAWN	1.00
	CLUSTER - SEC	007839	BARNES, CHERISE C	0.75
		013406	ALLEN, SUSAN M	0.50
		013411	BRINKMAN, CAROLE I	0.50
		014479	KIBLER, JEANNE	0.50
		018403	REGNIER, STACY	0.50
<b>SPEECH TCR</b>				<b>22.05</b>
WORK EXP TCR	BEST	017904	ERICKSON, SHELLY L	1.00
	BHS	018857	LEVINSKI, SARAH A	1.00
<b>WORK EXP TCR</b>				<b>2.00</b>
<b>Budget Unit 09010</b>				<b>328.72</b>

# FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

## Budget Unit: 10010

Description	Location Description	Employee Number	Employee Name	Period FTE
6TH GRADE TCR	EAGLE RIDGE	007569	O'REILLY, GINA	0.17
		009358	KRAFT, STEPHEN	0.17
		009501	MOSEY, PATRICIA	0.17
		012397	PELTIER, BRAD W	0.17
		016600	DAY, MARLYS L	0.17
	METCALF	000000	Open Position	0.34
		003383	ILES, CORNELIA	0.17
		010150	BARTON, DUANE	0.17
		012304	LUNDAHL, TIMOTHY	0.17
		013382	MIKELSON, TERESA	0.17
		016589	PLANTE, MARY TRACEY	0.17
		016693	KHAMRATTHANOME, BOUNTHAVY	0.17
	NICOLLET	013470	SMALLEY, AMY C	0.29
		016619	BORDONARO, JENNIFER ELIZABETH	0.51
017754		HYER, AARON	0.49	
<b>6TH GRADE TCR</b>				<b>3.50</b>
ACADEMIC ENRICHMENT COORD	DIAMONDHEAD	017655	JENSEN, STEVEN	0.50
<b>ACADEMIC ENRICHMENT COORD</b>				<b>0.50</b>
ART TCR	ALTERNATIVE HIGH SCHOOL	017556	NAGAHASHI, ANDREW T	1.00
<b>ART TCR</b>				<b>1.00</b>
CLERICAL	ALTERNATIVE HIGH SCHOOL	000000	Open Position	1.00
		018656	ELLIS, TENEASHA L	1.00
	DIAMONDHEAD	015821	NAAS, ANNE B	0.50
<b>CLERICAL</b>				<b>2.50</b>
COUNSELOR	ALTERNATIVE HIGH SCHOOL	016786	RUSSELL, DESHA S	1.00
<b>COUNSELOR</b>				<b>1.00</b>
DEAN	ALTERNATIVE HIGH SCHOOL	000000	Open Position	1.00
<b>DEAN</b>				<b>1.00</b>
FLOATER	DISTRICT-WIDE	000000	Open Position	1.00
<b>FLOATER</b>				<b>1.00</b>
LANG ARTS TCR	ALTERNATIVE HIGH SCHOOL	013329	MEILLEUR, STEPHANIE J	1.00
		014533	SLONEKER, ANGELA	1.00
		017126	BERGMAN, ANNA T	0.25
	EAGLE RIDGE	009749	BLAIR, MICHAEL E.	0.66
		013973	DECKER, KATHRYN N	0.17
		017204	WALKER, ETHAN D	0.34
		018037	PARKINSON, JACQUELYN R	0.66
		018307	ELWARD, LUCIUS P	0.34
	METCALF	008627	ORTH, STEVEN D. R.	0.17
		008871	NASH, STEPHANIE	0.17
		015277	HANSEN, WILLIAM C	0.17

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

Description	Location Description	Employee Number	Employee Name	Period FTE
LANG ARTS TCR	METCALF	017240	SCHNOBRICH, ANGELA M	0.17
		018854	PAUL, MADISON P	0.17
	NICOLLET	010823	SMOLKE, ANGELA S	0.49
		012894	SORENSEN, BRAD	0.51
		014991	NEMETH, HEATHER	0.49
		018935	KELLEHER, SARAH	0.71
<b>LANG ARTS TCR</b>				<b>7.47</b>
MATH TCR	ALTERNATIVE HIGH SCHOOL	012268	JOHNSON, DEBRA S	1.00
		018652	DIPPEL, JESSICA C	1.00
	EAGLE RIDGE	012283	NELSON, MICHELLE L	0.34
		017014	SLETTEN, ELIZABETH M	0.34
		017957	WYSOCKI, STEVEN J	0.34
		018311	HAGEN, ALISON M	0.34
	METCALF	014106	MUELLER, SARAH K	0.34
		014527	BENSON, ROSS S	0.34
		016320	GEDDES, RICHARD W	0.34
	NICOLLET	006804	NYSTROM, ROBERT J	0.17
		012099	FUNCHES, MONIQUE ROY	0.17
		014989	GRUENEICH, JANELLE	0.17
<b>MATH TCR</b>				<b>4.89</b>
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.24
<b>NURSE</b>				<b>0.24</b>
PHY ED TCR	ALTERNATIVE HIGH SCHOOL	015046	MORRISSEY, KEVIN P	1.00
<b>PHY ED TCR</b>				<b>1.00</b>
PRINCIPAL	ALTERNATIVE HIGH SCHOOL	012351	PORTER, JANICE	1.00
<b>PRINCIPAL</b>				<b>1.00</b>
READING TCR	ALTERNATIVE HIGH SCHOOL	014600	KIRCHNER, AMY	0.50
<b>READING TCR</b>				<b>0.50</b>
SCIENCE TCR	ALTERNATIVE HIGH SCHOOL	013415	ENGELHARDT, ANGELA C	1.00
		016103	PILNEY, MAUREEN A	1.00
	EAGLE RIDGE	019168	RAMBOW, CHASE	0.17
	METCALF	000000	Open Position	0.17
		011073	MEYER, CHAD	0.17
		017755	JOHNSON, CORY CHARLES	0.17
<b>SCIENCE TCR</b>				<b>2.68</b>
SOC STU TCR	ALTERNATIVE HIGH SCHOOL	014195	HILL, AMY M	1.00
		014600	KIRCHNER, AMY	0.50
		017126	BERGMAN, ANNA T	0.75
	EAGLE RIDGE	008487	ALLEN, TRUDY L	0.17
		012432	KLUBBERUD, MICHAEL	0.16
		017795	SIMMONS, SEAN D	0.17
	METCALF	008284	JEFFERS, LUCRETIA	0.17
		018942	LUND, KAJ	0.17

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
SOC STU TCR	NICOLLET	011911	ELFERING, JEAN	0.17
		013438	SCHWEIM, ROBERT W	0.17
		014431	IVERSON, ADAM	0.17
<b>SOC STU TCR</b>				<b>3.60</b>
WORK EXP TCR	ALTERNATIVE HIGH SCHOOL	017214	BATES, DANIEL W	0.90
<b>WORK EXP TCR</b>				<b>0.90</b>
<b>Budget Unit 10010</b>				<b>32.78</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 10030

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR HEALTH SERVICES	DIAMONDHEAD	015911	WILLSON, DAWN M	0.80
<b>DIR HEALTH SERVICES</b>				<b>0.80</b>
EA HEALTH	DISTRICT-WIDE	011895	WITTENKELLER, JANE E	0.82
<b>EA HEALTH</b>				<b>0.82</b>
NURSE	BHS	009091	WALCHER, PAMELA J	0.47
	EAGLE RIDGE	015482	EILERTSON, JANE ANN	0.33
	EDWARD NEILL	015733	MCDERMOTT-BATY, JODY	0.38
	GIDEON POND	015983	BAGGOT, LYNN	0.34
	HARRIET BISHOP	015983	BAGGOT, LYNN	0.20
	HIDDEN VALLEY	009363	BIEN, BERNADETTE L	0.27
	METCALF	011320	WALDRON, RACHELLE	0.41
	MW SAVAGE	009363	BIEN, BERNADETTE L	0.27
	NICOLLET	010972	WITTNEBEL, KATHY	0.78
	RAHN	019179	LATTERY, CHRISTINE	0.33
	SIOUX TRAIL	015394	BEAULIEU, KOURTNEY A	0.57
	SKY OAKS	017764	COZAD, PATRICIA M	0.43
	VISTA VIEW	010553	WARDELL, BARBARA J	0.56
	WM. BYRNE	019179	LATTERY, CHRISTINE	0.33
<b>NURSE</b>				<b>5.66</b>
NURSE - REGISTERED	DISTRICT-WIDE	012375	ROBISON, KIMBERLY A	0.51
		017632	SHERER, CAROL MARIE	0.65
		018874	WHITE, ERICA E	0.63
		019124	HAYES, JENNIFER	0.65
		019726	STINSON, KATRINA L	0.72
<b>NURSE - REGISTERED</b>				<b>3.16</b>
<b>Budget Unit 10030</b>				<b>10.45</b>

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 11020**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	BHS	015803	RIGGS, JEANINE L	1.00
<b>CLERICAL</b>				<b>1.00</b>
DIR ACTIVITIES	BHS	011828	MARSHALL, JEFFREY	1.00
<b>DIR ACTIVITIES</b>				<b>1.00</b>
<b>Budget Unit 11020</b>				<b>2.00</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 12010

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	007888	SHERIN, JUDITH L	1.00
		014360	CECKA, NANETTE	0.25
<b>CLERICAL</b>				<b>1.25</b>
EA LEVEL 3	GIDEON POND	019016	ABDI, RAHIMA A	0.25
	RAHN	018998	ARAKAWA, DEBORAH J	0.78
	VISTA VIEW	015757	TILLMAN, JACK R	0.09
<b>EA LEVEL 3</b>				<b>1.12</b>
TITLE 1 TCR	EDWARD NEILL	014652	HERKENHOFF, PATRICIA ANN	1.00
	HIDDEN VALLEY	016740	NURMELA, CRYSTAL	0.50
	MW SAVAGE	018289	HARVES, NICOLE R	0.80
	RAHN	016667	KEULER, LORI J	0.50
	SIOUX TRAIL	017910	RING, KATLIN	0.50
		018211	HENDRICKSON, CAROLINE	1.00
	SKY OAKS	008687	RISTEAU, JILL A	0.70
		016885	CUNNIEN, LAURIE A	0.50
	ST JOHNS	018707	BUCHMAN, ALLISON M	0.20
	VISTA VIEW	018978	COUNTERS, ERICA M	1.00
<b>TITLE 1 TCR</b>				<b>6.70</b>
TLT COORDINATOR	DIAMONDHEAD	018296	VAN OSDEL, BETHANY A	0.50
		018691	GULDEN, JANET	1.00
<b>TLT COORDINATOR</b>				<b>1.50</b>
<b>Budget Unit 12010</b>				<b>10.58</b>

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 12020**

Description	Location Description	Employee Number	Employee Name	Period FTE
TLT COORDINATOR	DIAMONDHEAD	018296	VAN OSDEL, BETHANY A	0.50
	DISTRICT-WIDE	018334	SHANLEY, SARAH J	1.00
<b>TLT COORDINATOR</b>				<b>1.50</b>
<b>Budget Unit 12020</b>				<b>1.50</b>

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 12030**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	015821	NAAS, ANNE B	0.50
<b>CLERICAL</b>				<b>0.50</b>
ESL COORDINATOR	DIAMONDHEAD	018545	KROHN, JULIE C	1.00
<b>ESL COORDINATOR</b>				<b>1.00</b>
<b>Budget Unit 12030</b>				<b>1.50</b>

# FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

**Budget Unit: 13010**

Description	Location Description	Employee Number	Employee Name	Period FTE
CONTINUOUS IMPROVEMENT COACH	DISTRICT-WIDE	006842	CHALLGREN, MARGARET TEN BROEK	1.00
		007347	SMITH, KELLY L	1.00
		009302	BOHR, JENNIFER L	1.00
		011817	ALVEY, HEATHER	1.00
		012319	CIN, STEPHANIE P	1.00
		015700	REID, LISA M	1.00
		016003	PRANSCHKE, STEPHANIE T	1.00
		018990	FLIKEID, TASHA	1.00
<b>CONTINUOUS IMPROVEMENT COACH</b>				<b>8.00</b>
<b>Budget Unit 13010</b>				<b>8.00</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 13020

Description	Location Description	Employee Number	Employee Name	Period FTE
AVID COORDINATOR	ALTERNATIVE HIGH SCHOOL	017214	BATES, DANIEL W	0.10
	BHS	007838	MOULSOFF, NORINE L	0.10
	EAGLE RIDGE	012432	KLUBBERUD, MICHAEL	0.10
	METCALF	018031	THOMAS, JESSICA	0.10
	NICOLLET	013470	SMALLEY, AMY C	0.10
<b>AVID COORDINATOR</b>				<b>0.50</b>
AVID TCR	EAGLE RIDGE	009293	SCHROEDER, PATRICIA	0.17
		017361	CZAPAR, RYAN J	0.17
		017771	SCHWINTEK, KRISTINE K	0.17
	METCALF	008287	KRUPKE, GRETA	0.17
		014122	LOTZE, TIMOTHY	0.17
<b>AVID TCR</b>				<b>0.85</b>
AVID TUTOR	DISTRICT-WIDE	019123	CAMPOS MENDOZA, JANETH	0.00
<b>AVID TUTOR</b>				<b>0.00</b>
CULTURAL LIAISON	DISTRICT-WIDE	000000	Open Position	2.00
		015209	GRANT, HEIDI A	1.00
		016451	LOPEZ, MARIA T	1.00
		016970	RAMOS, VERONICA	1.00
		017431	QUINTANA NUNEZ, MARIANA	1.00
		018140	KAAHIYE, AXMAD	1.00
		018158	ABDULLAHI, SAHRO	1.00
		018233	OMAR, ABDULAH	1.00
		018668	ABDULLAHI, SACDIYO J	1.00
		018797	GOODBUFFALO, DOMINIC E	1.00
	018971	DALE, MARICELA	1.00	
<b>CULTURAL LIAISON</b>				<b>12.00</b>
DIR CURRICULUM & INSTRUCTION	DIAMONDHEAD	018287	STANLEY, STACIE L	0.64
<b>DIR CURRICULUM &amp; INSTRUCTION</b>				<b>0.64</b>
EA LEVEL 3	HIDDEN VALLEY	000000	Open Position	1.50
	SKY OAKS	017995	ABTOW, ANAB A	1.00
	VISTA VIEW	017992	GUTIERREZ BELTRAN, MARIA L	0.81
<b>EA LEVEL 3</b>				<b>3.31</b>
FOCUS COACH	SKY OAKS	009277	ZEIGLER, SARAH	0.30
<b>FOCUS COACH</b>				<b>0.30</b>
LANG ARTS TCR	METCALF	018031	THOMAS, JESSICA	0.17
<b>LANG ARTS TCR</b>				<b>0.17</b>
SOCIAL WORKER	EDWARD NEILL	000000	Open Position	0.50
	GIDEON POND	018516	KHALIF, ABDULLAHI M	0.50
	HARRIET BISHOP	018297	KOCH, REBECCA M	0.50
	HIDDEN VALLEY	018306	REICHERT, KRISTEN K	0.50
	MW SAVAGE	018320	CHESLA, PATRICK J	0.50

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
SOCIAL WORKER	RAHN	018297	KOCH, REBECCA M	0.50
	SIOUX TRAIL	019081	FREEBURG, KELLY	0.50
	SKY OAKS	018516	KHALIF, ABDULLAHI M	0.50
	VISTA VIEW	019081	FREEBURG, KELLY	0.50
	WM. BYRNE	018353	MORRISSEY, MICHELLE M	0.50
<b>SOCIAL WORKER</b>				<b>5.00</b>
<b>Budget Unit 13020</b>				<b>22.77</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 13030

Description	Location Description	Employee Number	Employee Name	Period FTE
CONTINUOUS IMPROVEMENT COACH	DISTRICT-WIDE	008281	PLASCHKO, MARY BETH	1.00
		013288	LUTZ, AMANDA J	1.00
<b>CONTINUOUS IMPROVEMENT COACH</b>				<b>2.00</b>
EA LEVEL 3	ALTERNATIVE HIGH SCHOOL	018730	WELLS, PHILLIP W	0.88
	EDWARD NEILL	018387	KRUGER, TARA N	0.94
	GIDEON POND	018743	BARSUG, HUDAYFI M	0.94
	HARRIET BISHOP	018774	OSHIRO, KAREN M	0.94
	HIDDEN VALLEY	018900	PETERSON, MARGARET A	0.94
	MW SAVAGE	018899	SPOTT, ANNE B	0.78
	RAHN	018472	WATERS, STACIE	0.91
	VISTA VIEW	015757	TILLMAN, JACK R	0.91
	WM. BYRNE	013905	WENDLING, PAULA L	0.94
<b>EA LEVEL 3</b>				<b>8.16</b>
EA SUPPORT	SKY OAKS	019707	SANTOS, LAURA	0.94
		019709	PAUL, TARA	0.25
<b>EA SUPPORT</b>				<b>1.19</b>
INTERVENTIONIST	BHS	007838	MOULSOFF, NORINE L	0.60
		010142	HOLCOMBE, SARA J	0.40
		013863	FLOYD, KEVIN S	0.40
		014622	HARROD, KIMBERLEE N	0.20
		015980	AAMODT, WILLIAM P	0.20
		016011	NELSON, JEFFREY P	0.40
		017791	BANITT, JUSTIN	0.60
		017882	VOGT, KENDRA M	0.40
		018005	QUAMME, DAVID R	0.40
		018075	SCHLAGER, DEREK A	0.40
	EAGLE RIDGE	016600	DAY, MARLYS L	0.17
		016920	DETLING, AMY LYN	0.83
	EDWARD NEILL	000000	Open Position	0.20
		018055	NIFFENEGGER, KAMALA N	0.30
	GIDEON POND	000000	Open Position	0.50
		013149	MIRS, LAUREL	0.50
	HARRIET BISHOP	016428	JORDAN, ALLISON A	1.00
	HIDDEN VALLEY	000000	Open Position	0.50
	METCALF	000000	Open Position	1.00
	MW SAVAGE	015074	CHAMERLIK, KAREN	0.50
	NICOLLET	000000	Open Position	0.52
	RAHN	011306	PETERSON, KERI	0.50
		016667	KEULER, LORI J	0.50
	SIOUX TRAIL	014226	STALOCK, SHARRON C	0.50
		017910	RING, KATLIN	0.50
	SKY OAKS	008687	RISTEAU, JILL A	0.30

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
INTERVENTIONIST	SKY OAKS	009277	ZEIGLER, SARAH	0.70
	VISTA VIEW	007339	PODRATZ, ANNE MARIE	0.50
		016631	ORLENKO, CORBIN D	0.50
	WM. BYRNE	016167	KNUTSON, CHRISTINE	0.50
<b>INTERVENTIONIST</b>				<b>14.52</b>
SOCIAL WORKER	EDWARD NEILL	000000	Open Position	0.50
	HIDDEN VALLEY	018306	REICHERT, KRISTEN K	0.50
	MW SAVAGE	018320	CHESLA, PATRICK J	0.50
	WM. BYRNE	018353	MORRISSEY, MICHELLE M	0.50
<b>SOCIAL WORKER</b>				<b>2.00</b>
<b>Budget Unit 13030</b>				<b>27.86</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 14010

Description	Location Description	Employee Number	Employee Name	Period FTE
DIGITAL LEARNING SPECIALIST	DISTRICT-WIDE	018090	SALMELA, KATHRYN	1.00
	EDWARD NEILL	015982	ANDERSON, BJORN RS	1.00
	GIDEON POND	018073	ROLLIE, ALEXIS K	1.00
	HARRIET BISHOP	007763	RISTEAU, JOSEPH S	1.00
	HIDDEN VALLEY	019159	CARLSON, JENNIFER	1.00
	MW SAVAGE	013583	TOFTE, ALEXANDER J	1.00
	RAHN	018858	CASSERLY-SMITH, MARY	1.00
	SIOUX TRAIL	018356	NESS, KATIE L	1.00
	SKY OAKS	009755	CHRISTEN, LISA K.	1.00
	VISTA VIEW	017819	ABRAHAMSON, JONATHAN	1.00
	WM. BYRNE	016401	WALGENBACH, RACHEL C	1.00
<b>DIGITAL LEARNING SPECIALIST</b>				<b>11.00</b>
<b>Budget Unit 14010</b>				<b>11.00</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 14020

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR TECHNOLOGY	DIAMONDHEAD	018391	JOHNSON, DOUGLAS A	1.00
<b>DIR TECHNOLOGY</b>				<b>1.00</b>
INSTRUCTION/TECHNOLOGY COORD	DIAMONDHEAD	016735	GORTON, RACHEL	1.00
<b>INSTRUCTION/TECHNOLOGY COORD</b>				<b>1.00</b>
TECH SPEC 1	DIAMONDHEAD	010890	RETHLAKE-HOMOLKA, PAM	1.00
		016345	WALCZAK, CHERYL M	1.00
		017435	LUND, ELLIOTT J	1.00
		018627	ABDIWAHAB, MOHAMED S	1.00
<b>TECH SPEC 1</b>				<b>4.00</b>
TECH SPEC 2	DIAMONDHEAD	000000	Open Position	1.00
		016683	HREHA, JUSTIN T	1.00
		017002	KOPP, ELIZABETH A	1.00
		018396	WHIPPLE, ALEC	1.00
		018649	BLUHM, WILLIAM AE	1.00
<b>TECH SPEC 2</b>				<b>5.00</b>
TECH SPEC 3	DIAMONDHEAD	012287	LUND, TIMOTHY J	1.00
<b>TECH SPEC 3</b>				<b>1.00</b>
TECH SPEC 4	DIAMONDHEAD	005573	WEILER, ROBERT M	1.00
<b>TECH SPEC 4</b>				<b>1.00</b>
<b>Budget Unit 14020</b>				<b>13.00</b>

# FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

**Budget Unit: 15010**

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR SECONDARY PROGRAMING	DISTRICT-WIDE	018215	WATKINS, DAVID	1.00
<b>DIR SECONDARY PROGRAMING</b>				<b>1.00</b>
<b>Budget Unit 15010</b>				<b>1.00</b>

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 15020**

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR CURRICULUM & INSTRUCTION	DIAMONDHEAD	018287	STANLEY, STACIE L	0.36
<b>DIR CURRICULUM &amp; INSTRUCTION</b>				<b>0.36</b>
POSA	DISTRICT-WIDE	007490	LEAKE, DONALD L	1.00
<b>POSA</b>				<b>1.00</b>
TLT COORDINATOR	DISTRICT-WIDE	018404	POPE, ROBERT J	1.00
		019183	BECQUER, FRANCES	1.00
<b>TLT COORDINATOR</b>				<b>2.00</b>
<b>Budget Unit 15020</b>				<b>3.36</b>

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 15040**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	014360	CECKA, NANETTE	0.75
<b>CLERICAL</b>				<b>0.75</b>
STUDENT INFO/TESTING COORD	DIAMONDHEAD	011756	ERICKSON, CONSTANCE	0.50
<b>STUDENT INFO/TESTING COORD</b>				<b>0.50</b>
<b>Budget Unit 15040</b>				<b>1.25</b>

# **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 16010**

Description	Location Description	Employee Number	Employee Name	Period FTE
SCHOOL BOARD	DISTRICT-WIDE	006811	CURRIER, DEEDEE C	0.00
		014416	LUTH, DANIEL W	0.00
		017471	SCHMID, JAMES D	0.00
		017593	VANDENBOOM, ROBERT J	0.00
		019731	MILLER, ERIC CHARLES	0.00
		019732	SCHATZ, DARCY D	0.00
<b>SCHOOL BOARD</b>				<b>0.00</b>
SCHOOL BOARD - CHAIR	DISTRICT-WIDE	018011	ALT, ABIGAIL	0.00
<b>SCHOOL BOARD - CHAIR</b>				<b>0.00</b>
<b>Budget Unit 16010</b>				<b>0.00</b>

# **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 16020**

Description	Location Description	Employee Number	Employee Name	Period FTE
EXEC ADMIN ASSISTANT	DIAMONDHEAD	017901	KENNEY, JAMI M	1.00
<b>EXEC ADMIN ASSISTANT</b>				<b>1.00</b>
SUPERINTENDENT	DIAMONDHEAD	017994	GOTHARD, JOSEPH M	1.00
<b>SUPERINTENDENT</b>				<b>1.00</b>
<b>Budget Unit 16020</b>				<b>2.00</b>

# FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

**Budget Unit: 16030**

Description	Location Description	Employee Number	Employee Name	Period FTE
ASST SUPERINTENDENT	DIAMONDHEAD	018043	AMOROSO, CYNTHIA	1.00
<b>ASST SUPERINTENDENT</b>				<b>1.00</b>
CLERICAL	DIAMONDHEAD	011739	PARISEAU, MARCIA L	0.50
<b>CLERICAL</b>				<b>0.50</b>
<b>Budget Unit 16030</b>				<b>1.50</b>

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

### **Budget Unit: 16040**

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR HUMAN RESOURCES	DIAMONDHEAD	017487	SOVINE, STACEY	1.00
<b>DIR HUMAN RESOURCES</b>				<b>1.00</b>
HR BENEFITS SPECIALIST	DIAMONDHEAD	018189	LINDBERG, CHARLOTTE	1.00
<b>HR BENEFITS SPECIALIST</b>				<b>1.00</b>
HR COORD	DIAMONDHEAD	016573	WEILER, TIFFANY M	1.00
<b>HR COORD</b>				<b>1.00</b>
HR EMPLOYMENT SPECIALIST	DIAMONDHEAD	012322	HARRIS, TRUDIE L	1.00
<b>HR EMPLOYMENT SPECIALIST</b>				<b>1.00</b>
HR LABOR RELATIONS MGR	DIAMONDHEAD	017174	DEMUTH, JOY S	1.00
<b>HR LABOR RELATIONS MGR</b>				<b>1.00</b>
<b>Budget Unit 16040</b>				<b>5.00</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 16050

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	011739	PARISEAU, MARCIA L	0.50
		014243	LAQUA, NANCY A	1.00
		015662	WILSON, MICHELE L	1.00
		015940	ZELLMER, JULIE A	1.00
		015943	LEACH, CHARLOTTE	1.00
		016596	KAISERSHOT, STACY L	1.00
		018321	DITTER, NATALIE L	1.00
		018940	JENKINS, LISA T	1.00
<b>CLERICAL</b>				<b>7.50</b>
DIR ACCOUNTING	DIAMONDHEAD	019154	PIKAL, ROBIN	1.00
<b>DIR ACCOUNTING</b>				<b>1.00</b>
DIR BUSINESS	DIAMONDHEAD	016166	RIDER, LISA K	1.00
<b>DIR BUSINESS</b>				<b>1.00</b>
PYRL SUPERVISOR	DIAMONDHEAD	016574	ROBASSE, CHRISTINE M	1.00
<b>PYRL SUPERVISOR</b>				<b>1.00</b>
<b>Budget Unit 16050</b>				<b>10.50</b>

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

**Budget Unit: 16060**

Description	Location Description	Employee Number	Employee Name	Period FTE
COMMUNICATIONS COORD	DIAMONDHEAD	017462	TINKLENBERG, AARON D	1.00
<b>COMMUNICATIONS COORD</b>				<b>1.00</b>
DIR COMMUNICATIONS	DIAMONDHEAD	015922	DUNN, RUTH C	1.00
<b>DIR COMMUNICATIONS</b>				<b>1.00</b>
<b>Budget Unit 16060</b>				<b>2.00</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 16070

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	015033	HARDT, ANNETTE	1.00
		018083	CURTIS, MICHELE A	1.00
		018175	ROMERO, DENISE	1.00
		018207	LOPEZ, KASSANDRA	1.00
		018293	SANDELL, HEIDI	1.00
<b>CLERICAL</b>				<b>5.00</b>
INFORMATION SYSTEMS COORD	DIAMONDHEAD	012023	MCCARTHY, BRIGID M	1.00
<b>INFORMATION SYSTEMS COORD</b>				<b>1.00</b>
STUDENT INFO/TESTING COORD	DIAMONDHEAD	011756	ERICKSON, CONSTANCE	0.50
<b>STUDENT INFO/TESTING COORD</b>				<b>0.50</b>
<b>Budget Unit 16070</b>				<b>6.50</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 17010

Description	Location Description	Employee Number	Employee Name	Period FTE
COORDINATOR	DIAMONDHEAD	018983	SANTOS, MIYA D	1.00
<b>COORDINATOR</b>				<b>1.00</b>
PROGRAM ASSOCIATE	DIAMONDHEAD	015080	RUSH, DIANE	1.00
		018675	RUIZ, JESSICA	1.00
	RAHN	011617	BLOCKER, JENNIFER M	0.71
<b>PROGRAM ASSOCIATE</b>				<b>2.71</b>
PROGRAM SUPERVISOR	DIAMONDHEAD	016491	VITALI, ALICIA F	0.88
<b>PROGRAM SUPERVISOR</b>				<b>0.88</b>
TEAM COORDINATOR - EC	HIDDEN VALLEY	011689	TUSA, ANGELA M	1.00
	RAHN	010428	HAGGERTY, LORI	1.00
	SKY OAKS	016499	DEDOMINES, JENNIFER L	1.00
<b>TEAM COORDINATOR - EC</b>				<b>3.00</b>
<b>Budget Unit 17010</b>				<b>7.58</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 17011

Description	Location Description	Employee Number	Employee Name	Period FTE
PRINCIPAL	EDWARD NEILL	017169	VAUGHT, ELIZABETH C	1.00
	GIDEON POND	014183	BELLMONT, CHRISTOPHER	1.00
	HARRIET BISHOP	019131	ESSAY, KENNETH	1.00
	HIDDEN VALLEY	017563	BLACK, KRISTINE C	1.00
	MW SAVAGE	008086	NEPSUND, JEFF L	1.00
	RAHN	018070	BORER, BARBARA	1.00
	SIOUX TRAIL	018071	MCPARLAND, SHANNON	1.00
	SKY OAKS	009829	BONNEVILLE, JON G	1.00
	VISTA VIEW	013654	ROBB, BRADLEY E	1.00
	WM. BYRNE	017156	BOMSTA, LYLE J	1.00
<b>PRINCIPAL</b>				<b>10.00</b>
<b>Budget Unit 17011</b>				<b>10.00</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 17012

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	EDWARD NEILL	014558	STICKLE, CAROLYN E	1.00
	GIDEON POND	013867	ZIMMERMAN, SYBIL	1.00
	HARRIET BISHOP	013925	HINMAN, JENNIFER J	1.00
	HIDDEN VALLEY	000000	Open Position	0.88
		013957	BERRA, ANGELA M	1.00
	MW SAVAGE	011910	HREHA, KYLE J	1.00
		019110	BASSETT, AMY	0.50
	RAHN	015885	CROSBIE, CYNTHIA	1.00
	SIOUX TRAIL	010841	CENCI, BARBARA	1.00
	SKY OAKS	016287	PERALTA, NANCY E	1.00
	VISTA VIEW	016690	LARSON, DEBORAH M	0.88
WM. BYRNE	017583	MCBRIDE, KRISTEN	1.00	
<b>CLERICAL</b>				<b>11.25</b>
<b>Budget Unit 17012</b>				<b>11.25</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 17013

Description	Location Description	Employee Number	Employee Name	Period FTE	
EA LEVEL 3	GIDEON POND	018535	NUR, IFRAH H	0.50	
	RAHN	018998	ARAKAWA, DEBORAH J	0.12	
	SIOUX TRAIL	018959	SKAHEN, LORI L	0.75	
<b>EA LEVEL 3</b>				<b>1.38</b>	
EA SUPPORT	EDWARD NEILL	012372	MCCONNELL, DIANE	0.50	
		012533	ROCKETT, JOAN	0.09	
		017006	ROSENBERGER, ROSE M	0.50	
		018979	HAMMOUD, HANAA	0.41	
	GIDEON POND	014293	BUTORAC, MELANIE A	0.12	
		015754	KUMP, JOLENE	0.62	
		018535	NUR, IFRAH H	0.25	
		019016	ABDI, RAHIMA A	0.38	
	HARRIET BISHOP	011373	FONTANA, PEGGY	0.75	
		013666	BECKER, SARAH J	0.19	
		017833	HEEREY, HEATHER	0.69	
		018541	CHHEN, KUOY L	0.19	
	HIDDEN VALLEY	000000	Open Position	0.38	
		019740	SUGULE, KAHO	0.38	
	MW SAVAGE	014441	BAKER, YVONNE M	0.31	
		015460	SAMUEL, LAURIE	0.44	
		019712	WRIGHT, HEIDI L	0.31	
	RAHN	010976	MOSLEY, JULIE G	0.56	
		019003	JONES, RACHEL C	0.69	
	SIOUX TRAIL	000000	Open Position	0.81	
		012072	ENGBERG, DENISE G	0.25	
		018968	RYAN, PHYLLIS A	0.50	
	SKY OAKS	000000	Open Position	0.50	
		011193	BERGE, KRISTY K	0.25	
		019048	HAROON, HAJIR S	1.00	
	VISTA VIEW	014670	CERMAK, BARBARA L	0.25	
		016244	GILBERTSON, SHERRY A	0.91	
		017120	OLSON, DIANE B	0.25	
	WM. BYRNE	000000	Open Position	0.28	
		015131	HENLE, ANGELA G	0.53	
		015501	KELJIK, SUSAN B	0.53	
		018686	BJORK, LORI	0.28	
	<b>EA SUPPORT</b>				<b>14.09</b>
	EA TRANS	WM. BYRNE	015131	HENLE, ANGELA G	0.38
	<b>EA TRANS</b>				<b>0.38</b>
	<b>Budget Unit 17013</b>				<b>15.84</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 17021

Description	Location Description	Employee Number	Employee Name	Period FTE
PRINCIPAL	BHS	014077	HELKE, DAVID M	1.00
	EAGLE RIDGE	013381	NESVIG, ERIKA	1.00
	METCALF	014914	RONN, KELLY J	1.00
	NICOLLET	011279	BRANDNER, RENEE	1.00
<b>PRINCIPAL</b>				<b>4.00</b>
PRINCIPAL ASST	BHS	007326	MORRISSETTE, BRUCE P	1.00
		017873	DERDEN, WILLIAM M	1.00
		018873	LEPPER, JAY C	1.00
		019145	POHL, ANGIE	1.00
	EAGLE RIDGE	014960	BRASPENICK, CHERIE	1.00
	METCALF	015977	HEIM, WILLIAM V	1.00
	NICOLLET	018943	HUGHES, RACHEL J	1.00
	<b>PRINCIPAL ASST</b>			
<b>Budget Unit 17021</b>				<b>11.00</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 17022

Description	Location Description	Employee Number	Employee Name	Period FTE	
BURSAR	BHS	016592	BECKERS, CHRISTINE A	1.00	
<b>BURSAR</b>				<b>1.00</b>	
CLERICAL	BHS	008305	DECKER, WENDY	1.00	
		011374	FRATZKE, JAYNE M	1.00	
		015756	KEENEY, RACHEL M	1.00	
		016459	SCHERER, DEBRA M	1.00	
		018414	KATZMAREK, ABIGAIL S	1.00	
		018554	THORNTON, JENIFER A	1.00	
		018776	RIPOLL, SARAH J	0.62	
	EAGLE RIDGE	014316	SIMON, LYDIA	1.00	
		016194	SCALZO, KRISTIN	1.00	
		017903	PETROSKEY, KELLIE A	1.00	
	METCALF	000000	Open Position	1.00	
		008233	BIELECK, DEBORAH D	1.00	
		012064	PETERSON, LAURA J	1.00	
		012853	MATERNOWSKI, PATRICIA	1.00	
	NICOLLET	011378	MARO, JULIE A	1.00	
		011980	DERENDAL, BARBARA L	1.00	
		016338	WICKHAM, LAURA	1.00	
	<b>CLERICAL</b>				<b>16.62</b>
	REGISTRAR	BHS	009223	REIHER, PAM	1.00
	<b>REGISTRAR</b>				<b>1.00</b>
<b>Budget Unit 17022</b>				<b>18.62</b>	

# FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

**Budget Unit: 17023**

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LEVEL 3	BHS	012978	RUZZI, YVONNE R	0.88
		015800	PULLEY, ERIC D	0.50
		016348	VILLE, JUANITA	0.88
	EAGLE RIDGE	009118	NEUMAN, JEAN M	0.88
		011497	SHAFFER, PENNY L	0.88
	METCALF	011892	PETERSON, KIM L	0.88
		018644	WILLIS, CALEB L	0.88
	NICOLLET	006653	PERKINS, TERRI M	0.88
		018954	MARTINEZ, CHRISTIAN	0.88
<b>EA LEVEL 3</b>				<b>7.50</b>
<b>Budget Unit 17023</b>				<b>7.50</b>

## **FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

### **Budget Unit: 18010**

Description	Location Description	Employee Number	Employee Name	Period FTE
EA TRANS	EDWARD NEILL	017006	ROSENBERGER, ROSE M	0.38
	GIDEON POND	015754	KUMP, JOLENE	0.38
	HARRIET BISHOP	018541	CHHEN, KUOY L	0.38
	HIDDEN VALLEY	000000	Open Position	0.38
	MW SAVAGE	015460	SAMUEL, LAURIE	0.38
	RAHN	010976	MOSLEY, JULIE G	0.38
	SIOUX TRAIL	019727	VERVAIS, ELIZABETH	0.38
	SKY OAKS	019709	PAUL, TARA	0.38
	VISTA VIEW	017120	OLSON, DIANE B	0.38
<b>EA TRANS</b>				<b>3.38</b>
<b>Budget Unit 18010</b>				<b>3.38</b>

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

### Budget Unit: 19010

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	ALTERNATIVE HIGH SCHOOL	006402	DIMBERIO, ROBBIE	1.00
		017639	PRESS, MARY	1.00
		018812	LOPEZ, JOSEPH D	0.50
	BHS	007303	HRIMNAK, JOSEPH MICHAEL	1.00
		011401	GOMEZ, OSCAR A	1.00
		015467	ORELLANA, LAURA I	1.00
		015904	FOSTER, KENT M	1.00
		016566	ALVARADO, ANGEL	1.00
		017019	SCHMIDT, BRENT G	1.00
		017436	LAKE, DAVID	1.00
		018047	MATYKIEWICZ, BRANDON J	1.00
		018190	JOHNSON, BRIAN J	1.00
		018226	SCHWANKE, CRAIG A	1.00
		018305	WICK, DARRYL	1.00
		018736	KIEHN, JEAN M	1.00
		018764	DAVILA, GUILLERMO D	1.00
		018837	LUNDBERG-SCHMIDT, PAMELA M	1.00
		018925	OHLHAUSER, CONNOR C	1.00
		018926	ANDERSON, SEAN M	1.00
		018939	JOHNSON, NICHOLAS A	1.00
		019078	VERTEIN, JAMES	1.00
	019111	FROST, MICHAEL	1.00	
	DIAMONDHEAD	011220	TOELLER, JOHN F.	1.00
		011234	CARLSON, KEITH A	1.00
		012135	GRAUPMANN, DAVID A	1.00
		013225	BERG, HAROLD J	1.00
		014811	THURBER, LAURIE	1.00
	DISTRICT-WIDE	015179	WENDORF, ERIC S	1.00
		017694	WOLLERSHEIM, CHRISTIAN P	1.00
	EAGLE RIDGE	000000	Open Position	1.00
		003670	JOHNSON, GLENN A.	1.00
		010273	SCHALLENBERG, CATHERINE	1.00
		012446	GORZYCKI, MARK	1.00
		014939	LY, TY V	1.00
		018555	MCDONALD, DAVID	1.00
	EDWARD NEILL	017433	REIMERS, JAMES F	1.00
		018230	SAHLI, TERESEA	1.00
		018786	ALVARADO, MARY	0.50
	GIDEON POND	018192	WOLFRAM, MICHAEL	1.00
		018487	GREINER, STEVE	1.00
		018786	ALVARADO, MARY	0.50
	HARRIET BISHOP	013074	MARTINEZ, ROBERT V	1.00

## FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

Description	Location Description	Employee Number	Employee Name	Period FTE	
CUSTODIAN	HARRIET BISHOP	015758	CARLSON, SANDRA K	1.00	
		019148	ALVARADO ROBLES, LUIS	0.50	
	HIDDEN VALLEY	007748	NELSON, KIRK A	1.00	
		017163	SULLIVAN, GERALDINE E	1.00	
		018366	BOGUE, DREW A	1.00	
	METCALF	005087	LEON, STEVEN F	1.00	
		016816	SAHLI, JONATHAN C	1.00	
		016890	KREPS, RODNEY V	1.00	
		018104	ABBOTT, MARK M	1.00	
		018660	ANDERSON, CHRISTOPHER	1.00	
	MW SAVAGE	005868	FREDERICKSON, NORMAN D	1.00	
		017916	ROBASSE, CHARLES W	1.00	
		018997	MILLS, DEREK R	0.38	
		019148	ALVARADO ROBLES, LUIS	0.50	
	NICOLLET	015476	MARCHESSAULT, PATRICK	1.00	
		015783	O'LEARY, DANIEL L	1.00	
		015910	TESKE, JEFFREY J	1.00	
		018741	JENSEN, BRYAN J	1.00	
		019718	GIBBONS, PATRICK M	1.00	
	RAHN	011614	NEEDHAM, TIMOTHY	1.00	
		015736	GILBERTSON, DALE	1.00	
		018740	SWAIN, SHAWN L	0.50	
	SIOUX TRAIL	011269	GLENDE, MARK	1.00	
		017333	JONES, GARY A	1.00	
		018812	LOPEZ, JOSEPH D	0.50	
	SKY OAKS	017328	KINYON, TERRY R	1.00	
		017334	OLDER, GLEN R	1.00	
		018153	KAISERSHOT, TROY M	1.00	
		018615	STRAUSS, FOREST	1.00	
	VISTA VIEW	000000	Open Position	1.00	
		009048	PAHL, NICK H	1.00	
		014940	MORALES, MANUELA	1.00	
		018997	MILLS, DEREK R	0.62	
	WM. BYRNE	017644	HENDERSON, SEAN M	1.00	
		018608	SATHER, DEREK D	1.00	
		018740	SWAIN, SHAWN L	0.50	
	<b>CUSTODIAN</b>				<b>73.00</b>
	DIR OF OPERATIONS	DIAMONDHEAD	004356	SIMON, GLENN D.	0.40
	<b>DIR OF OPERATIONS</b>				<b>0.40</b>
	OPS SUPERVISOR	DISTRICT-WIDE	010543	WURDEMAN, SCOTT	1.00
011601			ZEIMET, EDWARD	1.00	
012926			SHAWBACK JR, ARTHUR	1.00	

**FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)**

Description	Location Description	Employee Number	Employee Name	Period FTE
<b>OPS SUPERVISOR</b>				<b>3.00</b>
SPED EA	RAHN	015750	SUTTER, LINDA	0.91
<b>SPED EA</b>				<b>0.91</b>
<b>Budget Unit 19010</b>				<b>77.31</b>

# FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

**Budget Unit: 19020**

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	DISTRICT-WIDE	005403	CHANTARA, THOMAS KHAMSING	0.50
		012488	SCHUUR, MYRON G	1.00
		012673	DYKSTRA, BRYAN G.	1.00
		016567	ANDERSON, JOHN CHARLES	1.00
		017638	POWERS, DANIEL	1.00
		017643	VENDEL, MATTHEW M	1.00
		018191	POWERS, SCOTT D	1.00
		018690	HADAC, WILLIAM	1.00
		018761	JOHNSON, MICHAEL A	1.00
<b>CUSTODIAN</b>				<b>8.50</b>
<b>Budget Unit 19020</b>				<b>8.50</b>

# FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

**Budget Unit: 19030**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	011725	THOMPSON, SUSAN M	1.00
<b>CLERICAL</b>				<b>1.00</b>
DIR OF OPERATIONS	DIAMONDHEAD	004356	SIMON, GLENN D.	0.60
<b>DIR OF OPERATIONS</b>				<b>0.60</b>
<b>Budget Unit 19030</b>				<b>1.60</b>

# FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

**Budget Unit: 19050**

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	DISTRICT-WIDE	005403	CHANTARA, THOMAS KHAMING	0.50
		008678	HARTMAN, THOMAS P	1.00
<b>CUSTODIAN</b>				<b>1.50</b>
<b>Budget Unit 19050</b>				<b>1.50</b>

# FY18 Adopted Budget Staffing By Budget Unit (As of Jun 2, 2017)

**Budget Unit: 20030**

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LEVEL 3	BHS	008955	LORIG, DIANE	0.88
		009303	KINSELLA, JOSEPH	0.88
		009806	WALLS, ELI	0.88
		012451	ROBLES, MICHELLE R	0.88
		015056	DOVE, BETTY ANN	0.88
	METCALF	012065	ROBERTSON, PAULA	0.88
<b>EA LEVEL 3</b>				<b>5.25</b>
<b>Budget Unit 20030</b>				<b>5.25</b>

## **2018 Adopted Budget by Budget Unit**

(staffing and budgeted FTE as of Jun 2, 2017)

		2018
		Adopted Budget.FIN
<b>01010 - General Elementary Instruction - Personnel</b>		17,888,499
Provides the funding necessary to provide instruction in the core academic subjects of language arts, math, and social studies at the district's ten elementary schools.		
This budget unit consists of salaries and benefits for 171.00 FTEs.		
<b>01030 - General Elementary Instruction - Subs</b>		408,000
Provides the funding necessary for elementary substitutes.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>02010 - General Middle School Instruction - Personnel</b>		6,272,823
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's three middle schools.		
This budget unit consists of salaries and benefits for 56.95 FTEs.		
<b>02020 - General Middle School Instruction - Subs</b>		286,000
Provides the funding necessary for middle school substitutes.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>03010 - General High School Instruction - Personnel</b>		7,921,907
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's senior high.		
This budget unit consists of salaries and benefits for 71.90 FTEs.		
<b>03020 - General High School Instruction - Subs</b>		200,000
Provides the funding necessary for high school substitutes.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>04010 - PhyEd, Health, Art, Music - Personnel</b>		5,237,852
Provides the funding to provide K-12 physical education, 6-12 health, K-12 visual arts, K-12 general/vocal music, and 6-12 Instructional music instruction.		
This budget unit consists of salaries and benefits for 55.73 FTEs.		
<b>05010 - Long Term Subs</b>		386,255
Provides the funding necessary for payment of Long Term Subs K-12.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>06010 - Family and Consumer Science Instruction</b>		628,236
Provides the funding to operate the instructional program of family and consumer science.		
This budget unit consists of salaries and benefits for 8.50 FTEs.		
<b>06020 - Trade and Industrial Education</b>		600,580
Provides the funding to operate the instructional program of trade and industrial education.		
This budget unit consists of salaries and benefits for 6.05 FTEs.		
<b>06040 - Business and Office Education</b>		524,048
Provides the funding to operate the instructional program of business and office education.		
This budget unit consists of salaries and benefits for 5.63 FTEs.		
<b>06050 - Partnerships</b>		227,908
Provides the funding for Strategic Partnerships and Pathways and related efforts in connecting our students with community opportunities.		
This budget unit consists of salaries and benefits for 1.75 FTEs.		

## **2018 Adopted Budget by Budget Unit**

(staffing and budgeted FTE as of Jun 2, 2017)

		2018
		Adopted Budget.FIN
<b>06060 - Post-Secondary Tuition</b>		276,000
Provides the budget for secondary students to attend classes through the District's various University and College programs including college in the schools (CIS) and post-secondary enrollment options (PSEO). This budget unit consists of salaries and benefits for no FTEs.		
<b>06070 - Post-Secondary - Career Tech Tuition</b>		474,000
Provides the budget for secondary students to attend Career tech classes. This budget unit consists of salaries and benefits for no FTEs.		
<b>07010 - K-12 Media Services</b>		831,726
Provides the funding to provide K-12 media services- media specialists and media educational assistants. This budget unit consists of salaries and benefits for 13.50 FTEs.		
<b>07020 - K-12 Gifted and Talented</b>		695,742
Provides the funding to provide for a half-time gifted and talented instructor at each elementary school and an additional 1.0 at the gifted and talented magnet school. This budget unit consists of salaries and benefits for 6.00 FTEs.		
<b>07030 - 6-12 Guidance Services</b>		1,416,436
Provides the funding to provide 6-12 guidance services. This budget unit consists of salaries and benefits for 12.70 FTEs.		
<b>07040 - 9-12 Deans</b>		636,255
Provides the funding to provide 9-12 Dean support. This budget unit consists of salaries and benefits for 6.00 FTEs.		
<b>07060 - English Second Language Learner</b>		3,814,585
Provides funding for the district's K-12 English Second Language Learner program and includes salaries, benefits, and other instructional expenses. This budget unit consists of salaries and benefits for 41.30 FTEs.		
<b>08010 - Site Allocation of Instructional/Operational Resources</b>		512,737
Provides the per pupil funding allocation for instructional and operational related expenses. This funding is intended to cover the costs of building level equipment repairs, purchase of general supplies, classroom supplies, telephone, etc. This budget unit consists of salaries and benefits for 0.38 FTEs.		
<b>08020 - Building Level Copier Leases</b>		102,910
Provides the funding for the monthly lease costs of the main multi-functional device within each school. This budget unit consists of salaries and benefits for no FTEs.		
<b>09010 - Special Ed Salaries/Benefits</b>		24,622,273
Provides funding for staff costs necessary to operate the Office of Individualized Student Services. Most, but not all of these expenditures, are either reimbursed with state or federal special education funds or are related to general education functions. This budget unit consists of salaries and benefits for 328.72 FTEs.		
<b>09030 - Special Ed Purchased Services</b>		1,772,382
Provides funding for Individualized Student Services purchased services, supplies and equipment. This budget unit consists of salaries and benefits for no FTEs.		
<b>09040 - Special Ed Transportation</b>		3,793,000
Required transportation, purchased services, supplies and equipment for students served by Individualized Student Services. This budget unit consists of salaries and benefits for no FTEs.		

## 2018 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 2, 2017)

		2018
		Adopted Budget.FIN
<b>10010 - Alternative Learning Center</b>		3,872,516
Provides categorical funds to operate the alternative high school, school within a school, extended day and extended year programs for elementary and middle school students.		
This budget unit consists of salaries and benefits for 32.78 FTEs.		
<b>10020 - Mental Health Services</b>		260,000
Licensed mental health professionals, through a financial partnership with Headway, who are able to respond to pressing mental health needs, proactively support student success, and be readily available in case of a crisis.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>10030 - K-12 Nursing/Health Services</b>		979,064
Provides funding to operate the district health services department including salaries, benefits and other operating expenses for the district school health offices. Certain FTEs may also be included in Special Ed Salaries, 09010.		
This budget unit consists of salaries and benefits for 10.45 FTEs.		
<b>11010 - Co-Curricular Activities (Non-Athletic)</b>		446,333
Provides the funding to support co-curricular activities. These funds are supplemented through ticket sales, fund raising, donations, etc.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>11020 - High School Interscholastic Athletics</b>		1,346,297
Provides the funding to provide high school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.		
This budget unit consists of salaries and benefits for 2.00 FTEs.		
<b>11021 - Middle School Interscholastic Athletics</b>		179,684
Provides the funding to provide middle school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>12010 - Title I, Part A Regular - Improving Basic Programs</b>		1,500,000
Provides funding to help ensure all children meet challenging state academic standards. Includes staffing, instructional, Supplemental Education Services and staff development expenses.		
This budget unit consists of salaries and benefits for 10.58 FTEs.		
<b>12020 - Title II, Part A Regular - Teacher/Principal Training &amp; Recruiting</b>		240,000
Funding pays a portion of teacher and administrative salaries of highly qualified professionals working to improve student achievement.		
This budget unit consists of salaries and benefits for 1.50 FTEs.		
<b>12030 - Title III Regular - Limited English Proficient Students</b>		180,000
Funding supports ESL personnel, their professional development, and for interpretation needs of our LEP families.		
This budget unit consists of salaries and benefits for 1.50 FTEs.		
<b>12050 - Carl Perkins Grant</b>		68,000
Funding pays for professional development and supplies to teachers of Family and Consumer Science, Business, and Technology Education at Burnsville Senior High School.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>13010 - Q-Comp/Pro-Pay</b>		2,369,609
Provides for expenditures associated with the district's Q-Comp / Pro-Pay programs including salaries and benefits, stipends, performance incentives and other operating expenses.		
This budget unit consists of salaries and benefits for 8.00 FTEs.		

## **2018 Adopted Budget by Budget Unit**

(staffing and budgeted FTE as of Jun 2, 2017)

		2018
		Adopted Budget.FIN
<b>13020 - Integration and Achievement</b>		1,955,806
Provides for expenditures related to the integration and achievement program including salaries and benefits, professional development and other operating expenses. This budget unit consists of salaries and benefits for 22.77 FTEs.		
<b>13030 - Compensatory Education</b>		2,494,311
Provides funding for compensatory programs and initiatives to meet the educational needs of students who are under prepared or are not meeting age appropriate performance standards. This budget unit consists of salaries and benefits for 27.86 FTEs.		
<b>14010 - Technology</b>		2,508,801
Provides funding to manage and support the district's technologies including digital learning specialist, instructional, operational resources, equipment and supplies including the District's intranet and telephone systems. This budget unit consists of salaries and benefits for 11.00 FTEs.		
<b>14020 - Technology: Capital Levy</b>		2,544,339
Provides funding of technical staff, 1:1 initiative, and technical training of instructional staff. This budget unit consists of salaries and benefits for 13.00 FTEs.		
<b>15010 - Instructional Development</b>		602,989
Provides the funding for district professional development (PD) to support the acquisition of district learning goals. Includes operational resources, purchased services, equipment, supplies, and building level PD allocations. This budget unit consists of salaries and benefits for 1.00 FTEs.		
<b>15020 - Curriculum Development</b>		757,627
Provides the funding for the ongoing development of a comprehensive written curriculum. Also includes operational resources, purchased services, equipment and supplies. This budget unit consists of salaries and benefits for 3.36 FTEs.		
<b>15030 - Curriculum Adoptions</b>		750,000
Provides the funding for the purchase of curriculum resources to support delivery of the written curriculum including textbooks, manipulatives, software and software subscriptions. This budget unit consists of salaries and benefits for no FTEs.		
<b>15040 - Assessment Program</b>		465,652
Provides the funding necessary to implement required accountability assessments to monitor student progress toward achievement of academic standards through software fees, purchased services, equipment and supplies. This budget unit consists of salaries and benefits for 1.25 FTEs.		
<b>16010 - Board of Education</b>		142,178
Provides the funding for the School Board. Includes School Board stipends, District elections, legal fees and other expenses related to Board initiatives. This budget unit consists of salaries and benefits for no FTEs.		
<b>16020 - Superintendent</b>		485,376
Provides the funding to operate the office of Superintendent of Schools to support the District's mission, vision, and instructional goals. This budget unit consists of salaries and benefits for 2.00 FTEs.		
<b>16030 - Assistant Superintendent</b>		266,007
Provides the funding to operate the office of the Assistant Superintendent of Schools to support the development, operation and evaluation of the district's elementary and secondary instructional programs. This budget unit consists of salaries and benefits for 1.50 FTEs.		

## **2018 Adopted Budget by Budget Unit**

(staffing and budgeted FTE as of Jun 2, 2017)

		2018
		Adopted Budget.FIN
<b>16040 - Human Resources</b>		790,590
Provides the funding to support operation of the Human Resources office including advertising, recruiting, hiring, staff development, legal fees, software applications, and compliance requirements.		
This budget unit consists of salaries and benefits for 5.00 FTEs.		
<b>16041 - Workers Comp, Unemployment, &amp; Premiums for Property Casualty Liability Insurance</b>		1,100,000
Provides the funding to support the District's workers comp, unemployment, and property, casualty liability insurance and contingencies for deductibles.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>16050 - Business</b>		1,245,944
Provides the funding to operate the school district's business services- including accounting, payroll, and mandatory state and federal reporting.		
This budget unit consists of salaries and benefits for 10.50 FTEs.		
<b>16054 - Business - OPEB Implicit Chargeback</b>		-455,751
Represents allowable medical, dental, and life insurance costs reimbursable by the district's other postemployment benefits trust.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>16060 - Communications and Marketing</b>		489,852
Provides the funding to the District's communications and marketing initiatives, maintenance of District websites, social networks, publications, etc.		
This budget unit consists of salaries and benefits for 2.00 FTEs.		
<b>16070 - Student Registration and Census</b>		570,158
Provides the funding to operate the school district's student registration, enrollment, and reporting services.		
This budget unit consists of salaries and benefits for 6.50 FTEs.		
<b>17010 - Voluntary Pre-Kindergarten</b>		569,395
Provides the funding to operate the Voluntary Pre-Kindergarten Program.		
This budget unit consists of salaries and benefits for 7.58 FTEs.		
<b>17011 - Elementary Administrators</b>		1,731,654
Provides the funding to operate the elementary principals' offices at each school.		
This budget unit consists of salaries and benefits for 10.00 FTEs.		
<b>17012 - Elementary Building Clerical</b>		741,484
Provides the funding to operate the elementary principals' offices at each school.		
This budget unit consists of salaries and benefits for 11.25 FTEs.		
<b>17013 - Elementary EAs</b>		357,493
Provides the funding various administrative and educational roles at each school.		
This budget unit consists of salaries and benefits for 15.84 FTEs.		
<b>17021 - Secondary Administrators</b>		1,833,012
Provides the funding to operate the secondary principals' offices at each school.		
This budget unit consists of salaries and benefits for 11.00 FTEs.		
<b>17022 - Secondary Building Clerical</b>		1,144,581
Provides the funding to operate the secondary principals' offices at each school.		
This budget unit consists of salaries and benefits for 18.62 FTEs.		

## **2018 Adopted Budget by Budget Unit**

(staffing and budgeted FTE as of Jun 2, 2017)

		2018
		Adopted Budget.FIN
<b>17023 - Secondary EAs</b>		380,111
Provides the funding various administrative and educational roles at each school. This budget unit consists of salaries and benefits for 7.50 FTEs.		
<b>17025 - Miscellaneous Stipends</b>		144,907
Provides the funding for miscellaneous stipends and extra hours that are currently not attached to another budget unit. This budget unit consists of salaries and benefits for no FTEs.		
<b>18010 - Student Transportation</b>		3,722,314
Provides the funding to transport eligible students to and from school including during regular and extended year/day terms. This budget unit consists of salaries and benefits for 3.38 FTEs.		
<b>19010 - Custodial</b>		5,437,243
Provides the funding to operate the District's custodial services. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 77.31 FTEs.		
<b>19020 - Building, Grounds and Maintenance</b>		1,631,354
Provides the funding to operate the District's building, grounds and maintenance departments. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 8.50 FTEs.		
<b>19030 - Environmental Health and Safety/ADA Compliance</b>		1,993,231
Provides the funding to operate the District's environmental health and safety department. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 1.60 FTEs.		
<b>19040 - Facility Leases</b>		579,508
Provides the funding for the District's facility leases for BEST, Pates Stadium and the Hamilton Building. This budget unit consists of salaries and benefits for no FTEs.		
<b>19050 - Warehouse and Purchasing</b>		131,040
Provides the funding to operate the school district's warehouse and purchasing departments. This budget unit consists of salaries and benefits for 1.50 FTEs.		
<b>19060 - Utilities</b>		2,007,089
Provides the funding for the District's utilities. This budget unit consists of salaries and benefits for no FTEs.		
<b>20010 - School Resource Officers</b>		270,000
Provides the primary funding for school police resource officers for the district's secondary schools. This budget unit consists of salaries and benefits for no FTEs.		
<b>20030 - Safe Schools</b>		238,233
Provides the primary funding for additional supervision at Burnsville Senior High and Metcalf Junior High. This budget unit consists of salaries and benefits for 5.25 FTEs.		
<b>Total General Fund Expenditure Budget</b>		<b>130,598,185</b>
Total General Fund Period FTEs - 1,139.99		



Agenda Item III.G.  
June 8, 2017

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

FROM: Lisa Rider, Executive Director of Business Services

DATE: June 1, 2017

RE: Approve Contract with Normandale Community College for Post-Secondary Enrollment Options (PSEO) services for 2017-2020 school years.

**Recommendation:** That the Board of Education approve a three year income contract with the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Normandale Community College for PSEO for the 2017-2020 School Year.

This agreement will continue to require us to pay invoices directly billed by Normandale Community College at the rate of \$225 per credit hour. This process will result in a greater amount of revenue being retained by the college as well as ISD 191 through the funds allocation with the Contract with College process versus the traditional PSEO process used through first semester of the 2015-2016 school year. We have utilized the income contract for second semester of 2015-2016 and all of 2016-2017 school year. We have reviewed the financials of 2015-2016 school year and this income contract is financially advantageous to our school district.

This agreement will be for three years including 2017-2020 and is intended to include all high schools within our district.

Attachment: State of Minnesota Normandale Community College  
Minnesota State Colleges and Universities Income Contract proposed

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #

**STATE OF MINNESOTA**

**Normandale Community College**

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**INCOME CONTRACT**

This contract is by and between Independent School District 191 (Burnsville Public Schools) (hereinafter "SCHOOL DISTRICT") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Normandale Community College (hereinafter "COLLEGE").

WHEREAS, the SCHOOL DISTRICT has a need for a specific service; and

WHEREAS, COLLEGE, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

1. DUTIES OF COLLEGE. The COLLEGE agrees to provide the following:

Enter into this agreement for services to be provided under contract with the SCHOOL DISTRICT.

- a. Communicate eligibility requirements.
- b. Provide courses and other services at the same level as provided to general COLLEGE students.
- c. Provide required textbooks and other required course materials.
- d. Award COLLEGE credit to students upon successful completion of courses.
- e. Provide course grades/transcripts to the SCHOOL DISTRICT at the conclusion of each semester.
- f. Dis-enrolled students who have not submitted a completed MDE Postsecondary Enrollment Options Program Notice of Student Registration Form for the current semester prior to the 15<sup>th</sup> school day (including Saturdays) of the semester.
- g. Create invoices for the SCHOOL DISTRICT for COLLEGE credits enrolled by SCHOOL DISTRICT students enrolled on the 15<sup>th</sup> school day (including Saturdays) of the semester.

2. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:

Enter into this agreement for Post-Secondary Enrollment Option (PSEO) services to be directly contracted with the COLLEGE.

- a. Assume travel reimbursement costs for eligible low income students.
- b. Complete and forward to the COLLEGE the current MDE Postsecondary Enrollment Options Program Notice of Student Registration Form for each student participating in this program each semester
- c. Authorize enrollment/course selection for eligible high school students at the COLLEGE. Eligible students are the same students defined as eligible for the Post-Secondary Enrollment Options program in the following three authorities: (a) Minnesota Statutes 124D.09, (b) Normandale policy, and (c) Minnesota State College and University policy.

In addition:

- a. Communicate to students that textbooks are the property of the COLLEGE and must be returned at the end of each semester. Textbooks not returned will result in a hold preventing the student from registering in future terms.
- b. Communicate with students that if textbooks are obtained and the student drops or withdraws from a class, the textbooks must be returned to the COLLEGE immediately.
- c. Communicate that optional books and non-consumable materials are not covered by the Postsecondary Enrollment Options Program.
- d. Communicate application deadlines with students. Students need to apply by July 1 for fall semester and December 1 for spring semester.
- e. Communicate with students that they will be dis-enrolled by the COLLEGE if they have not submitted a completed MDE Postsecondary Enrollment Options Program Notice of Student Registration Form for the current semester prior to the 15th school day (including Saturdays) of the semester.
- f. Students are not eligible to take courses with course fees greater than or equal to \$85.
- g. Students are not eligible to take developmental courses.
- h. Students are not eligible to repeat courses unless the original course grade was an F (Fail) or W (Withdraw).
- i. Communicate with students that if they change schools or school districts, the student will need to notify the COLLEGE and submit a MDE Postsecondary Enrollment Options Program Notice of Student Registration Form from the new school or school district.
- j. Communicate how to arrange educational accommodations. The COLLEGE retains authority to determine whether a request for an educational accommodation is appropriate for classes taken for COLLEGE credit.
- k. Pay the COLLEGE for all registered credits as of midnight the 15th school day (including Saturdays) of each semester. The COLLEGE cannot control/limit the number of credits a student registers for and thus the total amount is the districts responsibility.
- l. The terms of this agreement encompass all schools, buildings and alternate locations within the SCHOOL DISTRICT as documented by MDE (including ALCs, inter-school agreements, cooperatives, etc.). The SCHOOL DISTRICT must request an alteration to this agreement to exclude any school, building, or alternate location.

- m. Pay the COLLEGE for students that were enrolled in the SCHOOL DISTRICT as of the 15th school day (including Saturdays) of the semester. Student transfers between school districts should be resolved by the school districts.

3. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed and goods or materials supplied by the COLLEGE pursuant to this contract shall be paid by the SCHOOL DISTRICT as follows:

The school district will be billed by COLLEGE at the rate of \$225 per credit hour per student. As of the drafting of this agreement, \$225 represents the same rate as standard the COLLEGE tuition and fees and a per credit charge for textbook rental. These rates may change in future contracts.

- b. Terms of Payment. Payment shall be made by the SCHOOL DISTRICT as follows

Invoices will be sent to the SCHOOL DISTRICT by October 15 for fall enrollment and March 15 for spring enrollment.

Payments to the COLLEGE for tuition/fees/textbook charges will be made by the SCHOOL DISTRICT by December 1 for fall semester and May 1 for spring semester.

- 4. TERM OF CONTRACT. This contract shall be effective on July 1, 2017 **or upon the date that the final required signature is obtained by COLLEGE**, whichever occurs later, and shall remain in effect until June 30, 2020 or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

- 5. CANCELLATION. This contract may be canceled by the SCHOOL DISTRICT or COLLEGE at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the COLLEGE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

6. AUTHORIZED REPRESENTATIVES.

- a. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name: Lisa Rider  
Title: Executive Director of Business Services  
Address: 200 W. Burnsville Parkway, Burnsville, MN 55337  
Telephone: (952) 707-2050  
E-Mail: lrider@isd191.org  
Fax: (952) 707-4140

- b. COLLEGE 'S Authorized Representative for the purposes of administration of this contract is:

Name: Torrion Amie  
Title: Dean of Outreach and Enrollment  
Address: 9700 France Avenue South, Bloomington, MN 55431  
Telephone: (952) 358-8505  
E-Mail: torrion.amie@normandale.edu  
Fax: (952) 358-8230

Each authorized representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this contract.

7. ASSIGNMENT. Neither the SCHOOL DISTRICT nor COLLEGE shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.
8. LIABILITY. The SCHOOL DISTRICT shall indemnify, save, and hold COLLEGE, its agents and employees harmless from any and all claims or causes of action arising from the performance of this contract by the SCHOOL DISTRICT or SCHOOL DISTRICT'S agents or employees. This clause shall not be construed to bar any legal remedies the SCHOOL DISTRICT may have for COLLEGE 'S failure to fulfill its obligations pursuant to this contract.
9. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. COLLEGE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
10. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
11. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The SCHOOL DISTRICT and COLLEGE must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by COLLEGE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the SCHOOL DISTRICT in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the SCHOOL DISTRICT or COLLEGE.

In the event the SCHOOL DISTRICT receives a request to release the data referred to in this clause, the SCHOOL DISTRICT must immediately notify COLLEGE. COLLEGE will give the SCHOOL DISTRICT instructions concerning the release of the data to the requesting party before the data is released.

12. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the SCHOOL DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
14. OTHER PROVISIONS. (Attach additional page(s) if necessary): None


The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

**APPROVED:**

**1. MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**Normandale Community College**

By (authorized signature)
 Lisa Wheeler
Title VP of Finance and Operations
Date 4/24/2017

**2. SCHOOL DISTRICT: BURNSVILLE PUBLIC SCHOOLS, DISTRICT 191**  
**SCHOOL DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of SCHOOL DISTRICT as required by applicable articles, by-laws, resolutions, or ordinances.**

By (authorized signature)
Title
Date

By (authorized signature)
Title
Date

**3. AS TO FORM AND EXECUTION:**

By (authorized college/university/system office initiating agreement)
Title
Date



**Agenda IV.A.1.  
June 8, 2017**

**To:** Board of Education, Members  
**From:** Dr. Joe Gothard, Superintendent  
**Date:** June 2, 2017  
**Re:** Superintendent Listening Session

Dr. Joe Gothard will provide a summary of the May 25, 2017 Superintendent Listening Session.

# Solar Project Contingency Agreement for Capital Leases

## Made in MN Rebate

### Customer & Site Information

Date .....	FEBRUARY 27, 2017
Solar Array's Legal Owner ("Customer")....	<b>ISD 191</b>
Customer's Corporate Form .....	MN PUBLIC SCHOOL
Customer's Signer Name .....	LISA RIDER
Customer's Signer Title .....	EXECUTIVE DIRECTOR OF BUSINESS SERVICES

### Tenant & Transaction Contingency

Tenant .....	GREEN SKY LEASING, LLC
Tenant Signer Name.....	ANDY NOOLEEN
Tenant Signer Title.....	VICE PRESIDENT

### Transaction Contingency

Transaction Contingency .....

1. RECEIPT OF FINAL WRITTEN APPROVAL FROM LISA RIDER
2. RECEIPT OF SCHOOL BOARD APPROVAL OF TRANSACTIONAL DOCUMENTS
3. CORRECTION OF CERTAIN TERMS IN THE TRANSACTION DOCUMENTS, AS MAY BE AGREED UPON BY SELLER, TENANT AND CUSTOMER
4. SATISFACTION OF CUSTOMER WITH ALL TERMS AND CONDITIONS, IN CUSTOMER'S SOLE DISCRETION (WHICH CUSTOMER, SELLER AND TENANT AGREE SHALL NECESSITATE AN AMENDMENT TO THE TRANSACTION DOCUMENTS)

# Solar Project Contingency Agreement

Made in MN Rebate

This **SOLAR PROJECT CONTINGENCY AGREEMENT**, (this "Agreement"), is made and entered into on FEBRUARY 27, 2017 by and between **ISD 191**, a MN PUBLIC SCHOOL (the "**Customer**"), **IDEAL ENERGIES, LLC**, a Minnesota limited liability company ("**Seller**"), and **GREEN SKY LEASING, LLC**, a Minnesota limited liability company ("**Tenant**"). The Customer, Seller and Tenant are sometimes also referred to in this Agreement jointly as "**Parties**", or individually as a "**Party**."

## WITNESSETH

**WHEREAS**, the Customer, Seller and/or Tenant are Parties to the following documents: (a) Purchase Agreement (b) Lease Agreement, (c) Power Purchase Agreement, and (d) Put and Call Agreement, all dated even herewith (collectively, documents (a) through (d) are the "**Transaction Documents**"), whereby Seller desires to sell Customer a Solar System that is constructed by Seller and operated by Tenant pursuant to the Lease Agreement on Customer's Property located at:

See Installation Address Schedules

Made in MN 40 kW Ballasted Solar Array at 10 degrees

Xcel Solar Rewards 19.84 kW Ballasted Solar Array at 10 degrees

**WHEREAS**, the Parties desire to make the transaction contemplated by the Transaction Documents expressly contingent upon the following:

1. RECEIPT OF FINAL WRITTEN APPROVAL FROM LISA RIDER
2. RECEIPT OF SCHOOL BOARD APPROVAL OF TRANSACTIONAL DOCUMENTS
3. CORRECTION OF CERTAIN TERMS IN THE TRANSACTION DOCUMENTS, AS MAY BE AGREED UPON BY SELLER, TENANT AND CUSTOMER

4. SATISFACTION OF CUSTOMER WITH ALL TERMS AND CONDITIONS, IN CUSTOMER'S SOLE DISCRETION (WHICH CUSTOMER, SELLER AND TENANT AGREE SHALL NECESSITATE AN AMENDMENT TO THE TRANSACTION DOCUMENTS)

**NOW, THEREFORE**, the Parties hereto agree as follows:

If the above contingency(ies) **are not** satisfied, the Parties hereby agree that the Transaction Documents shall cease to be effective, and those matters affected by the Transaction Documents shall return to status quo as if the Transaction Documents had never been executed by the Parties.

If the above transaction contingencies **are** satisfied, Customer shall provide Seller writtne authrizatoion to proced with the project(s).

The Parties acknowledge they have read this Agreement, understand it and agree to be bound by its terms and conditions as of the date first set forth above.

**SELLER**  
**IDEAL ENERGIES, LLC**

By: [Signature]  
CHRIS PSIHOS, its PRESIDENT

Dated: 2-27-17

**TENANT**  
**GREEN SKY LEASING, LLC**

By: [Signature]  
ANDY NOOLEEN, its VICE PRESIDENT

Dated: 2.27.17

**CUSTOMER**  
**ISD 191**

By: [Signature]  
LISA RIDER, its EXECUTIVE DIRECTOR OF BUSINESS SERVICES

Dated: 2-28-17

**SIGN HERE**

# Installation Address Schedule

Made in MN 40 kW Ballasted Solar Array at 10 degrees

Installation Address Location	Utility Premise Number	Utility Account Number	Real Property Owner	Real Property Owner Mailing Address	Use
2140 Diffley Road Eagan, MN 55122	302874806	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School
600 E Highway 13 Burnsville, MN 55337	302697059	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School
4819 West 126th St Savage, MN 55378	302861223	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School
2801 River Hills Dr Burnsville, MN 55337	302445144	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School
100 River Ridge Ct, Burnsville, MN 55337	303713835	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School
13109 County Road 5 Burnsville, MN 55337	303844794	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School

# Installation Address Schedule

Xcel Solar Rewards 19.84 kW Ballasted Solar Array at 10 degrees

Installation Address Location	Utility Premise Number	Utility Account Number	Real Property Owner	Real Property Owner Mailing Address	Use
2140 Diffley Road Eagan, MN 55122	302874806	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School
600 E Highway 13 Burnsville, MN 55337	302697059	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School
4819 West 126th St Savage, MN 55378	302861223	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School
2801 River Hills Dr Burnsville, MN 55337	302445144	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School
100 River Ridge Ct, Burnsville, MN 55337	303713835	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School
13109 County Road 5 Burnsville, MN 55337	303844794	51-4415344-8	Independent School District 191	200 West Burnsville Parkway, Burnsville, MN 55337	School



## Solar Array Purchase, Capital Lease & Power Purchase Agreements w/ Put & Call

19.840 kW DC Silfab SLG310P or equivalent,  
20.05 kW AC SolarEdge SE20K Inverters,  
SolarEdge P700 Power Optimizers &  
PR2, PRB, or Unirac Ballasted Racking or equivalent @ approximately 10 degrees

### Xcel Solar Rewards

## Customer Information

Date: May 4, 2017  
Solar Array Legal Owner: **ISD 191 - Burnsville Public Schools**  
Customer Corporate Form: MN Public School  
MIM Program Type:  
Customer Mailing Address: 200 W. Burnsville Parkway Burnsville, MN 55337  
Customer Signer Name: Lisa Rider  
Customer Signer Title: Executive Director of Business  
Customer Authorized Representative: Lisa Rider  
Customer Authorized Representative Tel: 952-707-2050

Installation Address: **\*\* See Attached Installation Address Schedule**  
Premise Number: **\*\* See Attached Installation Address Schedule**  
Real Property Owner: **\*\* See Attached Installation Address Schedule**  
Real Property Owner Mailing Address: **\*\* See Attached Installation Address Schedule**

## Project Information

System Size in kW DC: 19.840 (kW DC)  
Installation Cost: \$81500.00  
Project Completion Date: Summer/Fall 2017  
Rebate Name: Xcel Solar Rewards  
Rebate Amount: \$0.08 per /kWh)  
Rebate Payer: Xcel Energy  
REC Owner: Xcel Energy  
Tax Credit Percent: 30%

Panel Description: Silfab SLG310P or equivalent  
Panel Size in Watts DC: 310 (Watts DC)  
Inverter Description: SolarEdge SE20K  
Total Inversion in kW AC: 20.05 (kW AC)  
Power Optimizer Description: SolarEdge P700  
Solar Racking Description: PR2, PRB, or Unirac Ballasted Racking or equivalent @ approximately 10 degrees

## Lease, Power Purchase, and Put & Call Agreement Information

Real Property Use: **\*\* See Attached Installation Address Schedule**  
Tenant: Green Sky Leasing, LLC  
Tenant Signer Name: Andy Nooleen  
Tenant Signer Title: VP Operations  
Leased Space Rent Payment: \$45.00 per year  
Leased Equipment Rent Payment: \$5.00 per year  
Put and Call Year: 12

## Purchase Agreement

19.840 kW DC Silfab SLG310P or equivalent,  
20.05 kW AC SolarEdge SE20K Inverters,  
SolarEdge P700 Power Optimizers &  
PR2, PRB, or Unirac Ballasted Racking or equivalent @  
approximately 10 degrees

### Xcel Solar Rewards

This **PURCHASE AGREEMENT** (this “**Agreement**”), dated **May 4, 2017** is between **IDEAL ENERGIES, LLC**, a Minnesota limited liability company, whose principal place of business is located at 5810 Nicollet Avenue Minneapolis, MN 55419 (“**Seller**”), and **ISD 191 - BURNSVILLE PUBLIC SCHOOLS**, a MN Public School, whose principal place of business is located at **200 W. Burnsville Parkway Burnsville, MN 55337** (“**Customer**”). Seller and Customer are sometimes also referred to in this Agreement jointly as “**Parties**”, or individually as a “**Party**”.

### RECITALS

- A. Seller sells and installs grid-tied photovoltaic solar electric systems (the “**Energy System**”) and Customer desires to purchase and install an Energy System on the Installation Location described above (the “**Site**” or “**Real Property**”); and
- B. Seller has or will apply for Rebates (as described below) on behalf of Customer for the Energy System, and after the Rebates are secured for the Project (as defined below), will install the Energy System, all on the terms and conditions set forth in this Agreement.

### AGREEMENT

**NOW, THEREFORE**, for valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **Contingency. THE PARTIES PERFORMANCE UNDER THIS AGREEMENT IS CONTINGENT ON THE CUSTOMER’S PROJECT SECURING THE REBATE DESCRIBED IN SECTION 9 BELOW.**
2. **Services.** After the Project has secured the Rebate, if available, Seller will, at its expense, perform electrical engineering on the Energy System, perform structural engineering on the Site to verify it is adequate to support the Energy System, provide and install an Energy System of **19.840 kW DC** on the Site, and perform Energy System commissioning (the “**Project**”). The Energy System will consist of the Energy System components identified on **Schedule A** (the “**System Components**”) and the Project’s design documents (the “**Design Documents**”).
3. **Title and Risk of Loss.** Title and risk of loss for the Energy System will pass to Customer upon Final Project Completion (as defined below).
4. **Purchase and Sale; Installation Costs and Payment Terms.** Seller agrees to sell and Customer agrees to purchase the Energy System and the services provided for hereunder for a total cost for the Project (the “**Installation Cost**”) of **\$81500.00**. The Installation Cost will be paid in full net 15 days after the Final Project Completion, except in the event that Customer has entered into an Installment Sale Finance Agreement or a Facility Lease Agreement with Seller or Seller’s affiliates, including but not limited to Green Sky Leasing, LLC, under which Seller or Seller’s affiliates assume the obligation to pay Customer’s Installation Cost, in which

<b>Customer / Owner</b>	<b>ISD 191 - Burnsville Public Schools</b>
<b>Installation Location</b>	** See Attached Installation Address Schedule
<b>Xcel Premise #</b>	** See Attached Installation Address Schedule

case Customer shall be relieved of any obligation to pay any portion of the Installation Cost..

### 5. **Customer’s Representations and Responsibilities.**

- a. Customer represents either (i) that the Site is owned by Customer, or an affiliated entity that has common ownership with Customer, as described in **Schedule B**, or (ii) that where Customer leases the Site from a non-affiliated owner, Customer has obtained the written permission of the Site’s owner to install the Energy System at the Site to the extent required under such lease.
- b. The individual listed in **Schedule B** is authorized to act on behalf of Customer.
- c. Customer will, at least two weeks before the Energy System is commissioned, provide either a wireless internet connection or a RJ45 Internet outlet at the electrical room for connecting web-based monitoring equipment. If needed, Seller will provide this service for an additional fee.
- d. If required by the applicable Rebate program, Customer will participate in energy audits to identify additional energy savings opportunities.

### 6. **Seller’s Representations and Responsibilities.**

- a. Seller will provide all System Components, labor, equipment, supplies and services necessary to install the Energy System and the System Components at the Site in accordance with the “Scope of Work” described in **Schedule C**.
- b. Seller will perform all services in compliance with all applicable laws, rules, regulations, governmental approvals and permits, including all applicable agreements with, and tariffs of, the local utility (collectively, “**Applicable Requirements**”).
7. **Installation Plan.** Customer and Seller will work together to develop a proposed work plan and schedule for the installation (the “**Schedule**”). If events arise which make meeting the Schedule impractical, such as availability of equipment and other reasonable delays, Seller will notify Customer of the same as soon as reasonably possible, and the Parties will adjust the Schedule accordingly. The Project will be completed when system witness test is performed and the full system is turned on and is capable, and authorized under all Applicable Requirements, to generate and deliver electric energy to Customer and the local utility’s electrical grid at the Interconnection Point (“**Final Project Completion**”). Notwithstanding any delays, the anticipated date for Final Project Completion is **Summer/Fall 2017**.
8. **Changes.**
  - a. It is the desire of the Parties to keep changes to the Project to a minimum. Either Party may initiate a change by advising the other Party in writing of the change. For

- any change request, Seller will prepare a revised Schedule and a cost estimate. Customer will advise Seller in writing of its approval or disapproval of the change. If Customer approves the change, Seller will perform the services as changed, and the Installation Costs will be updated.
- b. The equipment selected by Seller and described on **Schedule A** may be substituted by Seller with other equipment (with at least a 10-year manufacturer's workmanship warranty and a 25-year production warranties achieving at least 80% of rated capacity) as required to accommodate structural limitations of the building, the availability of equipment, or other reasonable reasons. In the event a Rebate is paid based on the use of specific equipment and the equipment is substituted with new equipment, the new equipment will have an equal or greater Rebate.
9. **Rebates, Utility Bill Credits, and Tax Credits.** The Parties anticipate the Project will be eligible for the following rebates and credits:
- a. The Project should be eligible to receive the **Xcel Solar Rewards** (the "**Rebate**") totaling **\$0.08** per kWh generated from the Energy System paid to Customer (or its assignee) from **Xcel Energy**. The Rebate is scheduled to be paid annually for ten consecutive years based on the prior year's annual kWh production. In exchange for receiving the Rebate, Customer agrees to convey Renewable Energy Credits ("**RECs**") for the Project to **Xcel Energy**, and execute any required paperwork. Any RECs remaining after the termination of the conveyance to **Xcel Energy** belong to the Customer.
- b. The Project should be eligible to receive a Federal Tax Credit from the U.S. Treasury pursuant to the terms of the Lease equal to **30%** of the Energy System's eligible Installation Cost ("**Tax Credit**") for Energy Systems put into service during **2017, 2018 or 2019**.
- c. Customer should be eligible to participate in the local utility's **Net Metering Program**. Under this program, the energy generated from the Energy System is available for use and reduces the total amount of energy that needs to be purchased from the utility, and for months where the Energy System produces more kWh than the site consumes, the utility will compensate Customer at the applicable rate.
- d. Seller is responsible for all rebate applications and costs associated therewith.
10. **Insurance.**
- a. Seller will, at its own cost and expense, maintain in full force and effect, insurance reasonable and customary for the services being performed by Seller under this Agreement. Upon request, Seller shall provide Customer with certificate(s) evidencing such insurance prior to commencement of any work at the Site.
- b. Customer will at all times, at its own cost and expense, maintain in full force and effect, insurance reasonable and customary for the Site and, after the Final Project Completion has occurred, for the Energy System and the System Components.
- c. As required, Customer will provide Seller and the Utility with a certificate of insurance that conforms with the Rebate and Utility program requirements.
11. **Seller's Waiver and Indemnity Regarding Liens.** To the fullest extent permitted under the Applicable Requirements, Seller waives any right to file or impose any mechanic's, materialman's, or other liens with respect to the Site or the Project. Seller shall promptly pay all undisputed amounts owed for services, materials, equipment, and labor furnished by any person to Seller with respect to the Project. Seller shall, at Seller's sole cost and expense, discharge and cause to be released, whether by payment or posting of an appropriate surety bond in accordance with the Applicable Requirements, within thirty (30) days of its filing, any mechanic's, materialmen's, or other lien in respect of the Project, the Energy System, or the Site created by, through or under, or as a result of any act or omission (or alleged act or omission) of, Seller or any subcontractor or other person providing services, materials, equipment or labor with respect to the Project. If Seller defaults in its obligation to discharge, satisfy or settle such liens, Customer may discharge, satisfy or settle such liens and Seller shall, within fifteen (15) days of a written request by Customer, reimburse Customer for all costs and expenses, including but not limited to attorney's fees, incurred by Customer to discharge, satisfy or settle such Liens.
12. **Warranties.**
- a. Seller will provide the warranties set forth on **Schedule D** hereto. Except as otherwise set forth in **Schedule D**, the System Components furnished and installed by Seller, but not manufactured by Seller (including without limitation the solar modules, inverters, power optimizers, racking, and monitoring equipment and their performance/energy output), will carry only the warranty of their manufacturer. For more detailed information about warranties on the System Components, please see the applicable manufacturer's specification sheets and warranties included in the Operations Manual provided to Customer, or available on the manufacturer's websites. Customer is solely responsible for pursuing any available warranties on System Components against the manufacturer at its own expense, and may look only to such manufacturer, and not to Seller, for any warranty with respect thereto. Seller will assist Customer in resolving any warranties relating to System Components on a time and material basis.
- b. **EXCEPT AS EXPRESSLY PROVIDED IN SCHEDULE D, SELLER MAKES NO WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION ANY WARRANTY AS TO THE INSTALLATION, DESIGN, DESCRIPTION, QUALITY, MERCHANTABILITY, COMPLETENESS, USEFUL LIFE, ENERGY PRODUCTION, PROJECTED ECONOMIC VIABILITY, FINANCIAL DATA AND PROJECTIONS, ROOF PERFORMANCE, FITNESS FOR ANY PARTICULAR PURPOSE OR ANY OTHER MATTER OF THE ENERGY SYSTEM, THE SYSTEM COMPONENTS, THE PROJECT, OR ANY SERVICES PROVIDED UNDER THIS AGREEMENT.**
13. **Ownership of Project Documents and Design.** All Design Documents shall be the sole and exclusive property of Seller. Seller grants Customer a perpetual, royalty free license to use the Design Documents for its own private use in conjunction with the ownership and operation of the Energy System.
14. **Indemnification; Limitation of Damages.**

- a. Subject to the limitations set forth below, Seller hereby indemnifies and holds harmless Customer and its officers, directors, members, consultants, representatives, agents, employees and affiliates against any damages, liabilities, losses, costs and expenses, including reasonable attorney fees and costs (collectively, “**Damages**”) incurred or suffered by any of them caused by (i) any material breach of this Agreement by Seller, or (ii) the negligence, gross negligence or willful misconduct of Seller, its employees, or subcontractors in connection with the Project.
- b. Customer hereby indemnifies and holds harmless Seller and its officers, directors, members, consultants, representatives, agents, employees and affiliates against any Damages incurred or suffered by any of them in any way arising out of, relating to, or in connection with (i) any material breach of this Agreement by Customer, or (ii) the negligence, gross negligence or willful misconduct of Customer or its employees in connection with the Project.
- c. A Party claiming indemnification will give the other Party prompt notice of the relevant claim and will reasonably cooperate with the indemnifying Party, at the indemnifying Party’s expense, in the defense of such claim. The indemnifying Party shall control the defense and settlement of such claim; provided however that the indemnifying Party shall not agree to any settlement that affects the indemnified Party without the prior written consent of the indemnified Party, which approval shall not be unreasonably withheld. The indemnified Party may, at its option and its own expense, participate in the defense of any such claim with legal counsel of its own choice.
15. **Termination.** This Agreement may be terminated as follows:
- a. Either Party may terminate this Agreement by providing the other Party written notice in the event (i) the Rebate is not secured within two (2) years after the date first written above, or (ii) the structural analysis indicates the Site is not capable of supporting the solar array (except where Seller provides alternate equipment and/or structural retrofits or other requirements specified in the structural engineering report that render the Site suitable for installing the solar array in the Installation Costs). In addition, Seller may, in its sole discretion, terminate this Agreement by providing Customer written notice in the event the procurement times for solar equipment are too long to allow execution on the Project in accordance with the terms of this Agreement.
- b. Customer may terminate this Agreement by giving written notice to Seller at any time prior to completion of the Project in the event that: (i) Seller has breached any representation, warranty or covenant contained in this Agreement in any material respect, Customer has notified Seller of the breach, and the breach has continued without cure by Seller or written waiver by Customer for a period of thirty (30) days after the notice of breach; or (ii) upon sixty (60) days’ prior notice to Seller if Seller has not achieved Final Project Completion on or prior to **December 31, 2018**.
- c. Seller may terminate this Agreement by giving written notice to Customer at any time prior to completion of the Project in the event Customer has breached any representation, warranty or covenant contained in this Agreement in any material respect, Seller has notified Customer of the breach, and the breach has continued without cure by Customer or written waiver by Seller for a period of thirty (30) days after the notice of breach.
- d. If either Party terminates this Agreement pursuant to Sections 14(a), 14(b) or 14(c), all rights and obligations of the Parties under this Agreement will terminate without any liability of any Party to any other Party, except with respect to Section 13, Section 15, and as otherwise provided in this Section 14, and except for any liability of any Party then in breach.
- e. Except as otherwise provided in this Section 14, the termination rights under this Section 14 are cumulative with and in addition to any other rights or remedies to which the Parties may be entitled at law or under this Agreement.
16. **General.**
- a. **Subordination to Utility Rebate Agreement.** No portion of this Agreement is intended to conflict with any Utility Rebate Agreements (the “**Utility Rebate Agreements**”) to which Seller or Customer is a party. In the case of a conflict between the terms or conditions of this Agreement and the Utility Rebate Agreements, the terms and conditions of Utility Rebate Agreements shall control. The utility, or its successors and assigns, is a third-party beneficiary of the provision of this paragraph. Nothing in this Agreement shall prevent the utility, from fully enforcing the terms and conditions of Utility Rebate Agreements.
- b. **Relationship of the Parties.** The Parties shall for all purposes be considered independent contractors with respect to each other, and neither shall be considered an employee, employer, agent, principal, partner or joint venturer of the other.
- c. **Entire Agreement.** This Agreement and the **Schedules** hereto, together with any agreements referenced herein, constitute the entire agreement and understanding of the Parties relative to the subject matter hereof. The Parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.
- d. **Survival of Representations.** All representations, warranties, covenants and agreements of the Parties contained in this Agreement, or in any instrument, certificate, exhibit or other writing provided for in it, shall survive the execution of this Agreement and the consummation of the transactions contemplated herein.
- e. **Amendment.** This Agreement may be amended or modified only by a document executed by the Parties. No custom or practice of the Parties at variance with the terms hereof shall have any effect.
- f. **Notices.** All notices to be given under this Agreement shall be in writing and shall be effectively given upon personal delivery, facsimile or email transmission (with confirmation of receipt), delivery by overnight delivery service or three days following deposit in the United States Mail (certified or registered mail, postage prepaid, return receipt requested).
- g. **No Delay.** No delay or failure on the part of any Party hereto to exercise any right, power or privilege hereunder shall operate as a waiver thereof.
- h. **Force Majeure.** Neither Party will be liable to the other Party for any delay, error, failure in performance or interruption of performance resulting from causes beyond

its reasonable control, including without limitation fires, flood, accidents, explosions, sabotage, strikes or other labor disturbances, product unavailability, civil commotion, riots, invasions, wars, acts of God, terrorism, or any cause (whether similar or dissimilar to the foregoing) beyond the reasonable control of the Parties.

- i. **Governing Law / Venue** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without regard to its conflicts of laws principals.
- j. **Severability.** If any word or provision of this Agreement shall violate any applicable statute, ordinance or rule of law in any jurisdiction in which it is used, such provision shall be ineffective to the extent of such violation without invalidating any other provision of this Agreement.
- k. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement, or any portion thereof, without the prior written consent of the other Party, provided Seller may assign this Agreement in connection with the sale of any or all of its assets to a third party or Bank. Any attempted assignment or transfer without prior written consent of the other Party shall be of no force or effect. As to any permitted assignment: (a) reasonable prior notice of any such assignment shall be given to the other Party; and (b) any

assignee shall expressly assume the assignor's obligations hereunder, unless otherwise agreed to by the other Party in writing.

- l. **Marketing and Promotion.** Seller shall not use Customer's name, image or likeness in connection with advertising and promoting the Project or the Energy System without Customer's approval, which shall not be unreasonably withheld.

The Parties hereto have caused this Agreement to be duly signed in their respective names effective the date first written above.

Seller:  
**Ideal Energies, LLC**

By: \_\_\_\_\_  
Chris Psihos, its President

Dated: \_\_\_\_\_

Customer:  
**ISD 191 - Burnsville Public Schools**



By: \_\_\_\_\_  
Name: Lisa Rider, its Executive Director of Business

Dated: \_\_\_\_\_

## SCHEDULE A

### System Components

The Energy System will consist of the following System Components:

1. UL Listed and approved Solar Panels: **Silfab SLG310P or equivalent; 310 kW DC each**
2. UL listed and approved DC/AC inverters: **SolarEdge SE20K; 20.05 kW AC total**
3. Power Optimizers: **SolarEdge P700**
4. Solar Panel Racking / mounting system: **PR2, PRB, or Unirac Ballasted Racking or equivalent @ approximately 10 degrees**
5. Electrical components including but not limited to conductive wiring, ground circuitry, conduit, junction boxes, disconnects, switches, over-current protection, and any associated hardware necessary to complete the installation of the solar electric modules and interconnect with the Site's existing electric service.
6. Monitoring equipment and web-based remote system monitoring. Customer is responsible for bringing and providing internet service at the installation location (typically the electrical room).

The Parties agree that The Energy System does **NOT** include the following unless purchased as an option (except where Seller includes them in the Installation Costs):

1. Any structural improvements to the building required to support the Energy System and the System Components.
2. Batteries or emergency back-up power capability.
3. Any Upgrades to Customer's electrical service to bring their service up to code.

## SCHEDULE B

### Contact Information for Parties

**Real Property Owner:** [Owner of Property/Building where the Energy System is installed]:

**\*\* See Attached Installation Address Schedule**

**\*\* See Attached Installation Address Schedule**

**Customer's Authorized Representative:** [Name & telephone number of Customer's contact for managing this Project]

**Lisa Rider**  
952-707-2050

**Seller/Installer:**

**Ideal Energies, LLC**  
Chris Psihos t. (612)928-5008  
chris.psihos@idealenergies.com  
5810 Nicollet Avenue Minneapolis, MN 55419

**Project Electrician(s):**

**Green<sup>2</sup> Electric, LLC**  
Russell Goetze t. (612)928-5008 f: (612)928-5009  
5810 Nicollet Avenue Minneapolis, MN 55419  
License EA719118

**Oxbow Sunworks**  
Morgan Southard t. (651)408-3962  
5633 Memorial Ave. No. Stillwater, MN 55082  
License EA691504

## **SCHEDULE C**

### **Scope of Work**

#### **A. Design Scope**

1. Seller will prepare structural and electrical Design Documents describing the Project.
2. Seller will comply with all building codes and, as necessary, obtain any code variances.
3. Seller will ensure that the Energy System installation meets then current National Electrical Code requirements.
4. Seller will apply for all permits, and complete inspections to close such permits after Project Completion.
5. Seller will apply for interconnection of the Energy System and net metering with the local utility.

#### **B. Installation**

1. Seller will furnish and install all required material or equipment for a complete installation.
2. Seller will connect the Energy System to Customer's electric panel.
3. Seller will commission and test the Energy System after installation.
4. Electrical interconnections will be performed by licensed electricians.
5. Except as provided in the Purchase Agreement, the Parties agree that Seller will not be liable for any indirect or consequential losses incurred by Customer as a result of the Energy System installation. Such losses may result from disruption of operations, interruption of electrical service, suspension of mechanical services and other interruptions reasonably related to standard Energy System installation of the size and type contemplated by the Project.

#### **C. Safety**

1. Seller will adhere to all current safety laws including without limitation federal, state and local safety regulations.
2. Seller's workers will conform to standard OSHA safety practices and procedures during installation.

#### **D. General**

1. Seller will provide all required design, engineering, construction, administration and management services necessary to complete the Project.
2. Seller will take all action reasonably necessary or required to bring the Project to commercial operation.
3. Seller will provide to Customer copies of all operating and maintenance manuals and third party warranties.
4. Customer is responsible for scheduling and completing, if necessary, the energy audit required for purposes of the Rebates.

## SCHEDULE D

### Seller's Warranties

**Engineering and Design Services Warranty** Seller warrants that it will perform the engineering and design services in a professional and workmanlike manner using the degree of care, skill, prudence, judgment and diligence that a reasonable, qualified and competent provider of similar services would exercise. Except as otherwise provided herein, during the period beginning on the Final Project Completion date and ending five years later (the "**Warranty Period**"), it is shown that there was an error in such engineering and design services as a result of Seller's failure to meet those standards, and if Customer properly notifies Seller within the Warranty Period, Seller will, at its own expense and at no cost to Customer, re-perform such services to remedy such error within a reasonable timeframe.

**Installation Services Warranty** Seller warrants that it will perform the installation services in a professional and workmanlike manner using the degree of care, skill, prudence, judgment and diligence that a reasonable, qualified and competent provider of similar services would exercise. Except as otherwise provided herein, if during the Warranty Period it is shown that there was an error in such installation services as a result of Seller's failure to meet those standards, and if Customer properly notifies Seller within the Warranty Period, Seller will, at its own expense and at no cost to Customer, re-perform such services to remedy such error within a reasonable timeframe.

**Limited System Components Warranty** Seller warrants that the System Components will be new and not physically damaged by Seller at the time of Final Project Completion. If Customer notifies Seller within a reasonable timeframe after Final Project Completion that any System Components were not new or are physically damaged by Seller at the time of Final Project Completion, Seller shall replace such System Components within a reasonable timeframe with System Components that are new and undamaged.

**Roof Warranty** Except as otherwise provided herein, if during the Warranty Period it is shown that the roof leaks solely as a result of Seller's installation of the Energy System, and if Customer properly notifies Seller within the Warranty Period, Seller will, at its own expense and at no cost to Customer, promptly repair the roof so that it does not leak; provided that such leaking is not due to normal wear and tear.

**Limitation on Warranties** The above warranties do NOT cover damage, malfunctions or services failures to the extent caused by:

1. Failure to follow the any applicable operations or maintenance manual or any other maintenance instructions provided by Seller or the manufacturer of the System Components, or failure to maintain or operate the Energy System;
2. Repair, modification, maintenance, movement or relocation of the Energy System or the System Components by someone other than a service technician approved by Seller or the manufacturer of the System Components;
3. Attachment or connection to the Energy System of any equipment not supplied by Seller, or the use of the Energy System for a purpose for which the Project was not intended;
4. Abuse, misuse or acts of Customer or any third person (other than Seller or its employees or agents), including intentional damage, theft or vandalism; or
5. Damage or deteriorated performance of the Energy System or Site caused by electrical surges, building settling, building component failure, work done on the building or adjacent structures, use of machinery or vehicle in the area, winds in excess of the system design rating, lightning, fire, flood, extreme weather conditions, pests, tornadoes, hurricanes, hail, storms, explosions, earthquakes, ground subsidence, falling debris, accidental breakages (not caused by Seller or its employees or agents), normal wear and tear, and other events or accidents outside the reasonable control of Seller.

**Customer's Right to Remedy** In the event that Seller fails to remedy any breach of warranty within the prescribed timeframe under this Schedule D or such breach threatens imminent harm to Customer or its property, Customer shall have the right to employ any reasonable means necessary to remedy such breach, and Seller shall reimburse Customer for all expenses incurred by Customer in carrying out such remedy.

## Facility Lease Agreement

19.840 kW DC Silfab SLG310P or equivalent,  
20.05 kW AC SolarEdge SE20K Inverters,  
SolarEdge P700 Power Optimizers &  
PR2, PRB, or Unirac Ballasted Racking or equivalent @  
approximately 10 degrees

### Xcel Solar Rewards

This **FACILITY LEASE AGREEMENT** (this "Agreement"), dated **May 4, 2017**, is between **GREEN SKY LEASING, LLC**, a Minnesota limited liability company, whose principal place of business is located at **5810 Nicollet Avenue, Minneapolis, MN 55419** ("Tenant"), and **ISD 191 - BURNSVILLE PUBLIC SCHOOLS**, a MN Public School, whose principal place of business is located at **200 W. Burnsville Parkway Burnsville, MN 55337** ("Customer"). The Tenant and Customer are sometimes also referred to in this Agreement jointly as "**Parties**", or individually as a "**Party**".

### RECITALS

- A. Customer is the owner or lessee of certain real property located at **\*\* SEE ATTACHED INSTALLATION ADDRESS SCHEDULE** (the "**Installation Location**") presently used as a **\*\* See Attached Installation Address Schedule** (the "**Property**"); and
- B. Tenant desires to lease from Customer, and Customer desires and is authorized to lease to Tenant, subject to the terms and conditions of this Agreement, a portion of the Property for the construction, operation and maintenance of a photovoltaic solar electric system ("**Energy System**") as defined in that certain Purchase Agreement (the "**Purchase Agreement**") between Customer and **Ideal Energies, LLC** ("**Seller**") of even date herewith; and
- C. Customer has or will be the **legal owner of the Energy System upon purchasing it from Ideal Energies, LLC**, and Customer desires to lease the same to Tenant subject to the terms and conditions of this Agreement; and
- D. Tenant and Customer will, in connection with this Agreement, enter into a **Power Purchase Agreement** (the "**Power Purchase Agreement**") pursuant to which Tenant will sell power generated by the Energy System to Customer; and
- E. For federal tax purposes, Customer and Tenant will treat this Agreement as a transfer of the ownership of the Energy System from Customer to Tenant; and
- F. Tenant should be eligible to receive a Federal Tax Credit from the U.S. Treasury pursuant to the terms of this Lease equal to **30%** of the Energy System's eligible Installation Cost ("**Tax Credit**") for Energy Systems put into service during **2017, 2018 or 2019**.

### AGREEMENT

**NOW, THEREFORE**, in consideration of the foregoing Recitals, the mutual promises of the Parties hereto and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Contingency. THE PARTIES PERFORMANCE UNDER THIS AGREEMENT IS CONTINGENT ON THE FINAL PROJECT COMPLETION (AS DEFINED IN THE PURCHASE AGREEMENT) OCCURRING IN**

<b>Customer / Owner</b>	<b>ISD 191 - Burnsville Public Schools</b>
<b>Installation Location</b>	<b>** See Attached Installation Address Schedule</b>
<b>Xcel Premise #</b>	<b>** See Attached Installation Address Schedule</b>

### **ACCORDANCE WITH THE TERMS OF THE PURCHASE AGREEMENT.**

2. **Energy System and Leased Space.** Customer hereby leases to Tenant and Tenant hereby leases from Customer the following: (a) the Energy System and (b) all roof/ground space required for the installation and operation of the Energy System on the Property ("**Leased Space**") as generally prescribed on the Plan View drawing included herewith as **Schedule A**, including rights to place wiring to the point of electrical interconnection. The Energy System and the Leased Space together constitute the leased property ("**Leased Property**"). The final As-Built Plan View drawing provided by Seller in its Operations Manual is hereby incorporated into **Schedule A** of this Agreement by reference.
3. **System Payments, Tax Ownership.**
  - a. **Installation Cost Payment.** Tenant hereby assumes in full and agrees to pay Customer's Installation Cost (as defined in the Purchase Agreement between Customer and Ideal Energies, LLC) on the Final Project Completion date and in accordance with the terms of the Purchase Agreement.
  - b. **Transfer of Tax Ownership.** The Parties shall treat the Energy System as having been sold to the Tenant for federal tax purposes in consideration of the payments made under Section 3(a) above.
4. **Rebate.** The Rebate, as defined in the Purchase Agreement, including any increase resulting from Seller's substitution of panel with a greater Rebate, (the "Rebate") is irrevocably assigned to Tenant as additional consideration and will be treated by Tenant as a fee earned for services. In the event the actual Rebate received is greater or less than the expected Rebate described in the Purchase Agreement's Section 9a, there will be no adjustment to the Rebate or the terms of this Agreement, and each Party waives its right to recover any surplus or deficiency from the other Party.
5. **Access to Leased Space.** Customer grants to Tenant the right to access the Leased Space via reasonable route or routes over and across the Property upon reasonable prior notice to Customer. Customer will cooperate with Tenant to access the meter or any other part of the Energy System which are not located within the Leased Property.
6. **Permitted Use of Leased Space.** During the Term (as defined below), Tenant shall have the exclusive right to use the Leased Space for the construction, installation, operation, maintenance, repair, replacement, relocation, reconfiguration, removal, alteration, modification, improvement, use and enjoyment of the Energy System and other necessary and incidental uses for the operation of the Energy System to fulfill Tenant's obligations under the Power Purchase Agreement (the "**Permitted Uses**"). Tenant may not erect any other facilities or use any other equipment on the Leased Space that is not expressly permitted under the terms of this

- Agreement without first obtaining Customer's written consent, which consent shall not be unreasonably withheld, delayed or conditioned provided the other facilities or equipment are necessary for the operation of the Energy System and are not likely, in Customer's reasonable opinion, to damage the Property or interfere with Customer's business.
7. **Term.** The term (the "**Term**") of this Agreement shall begin on the date that Final Project Completion occurs, and shall expire on the date that is **twenty (20) years** after Final Project Completion occurs.
  8. **Rent of Leased Space.** Beginning on the first anniversary of the Final Project Completion and continuing on each and every anniversary thereof throughout the Term, Tenant shall pay to Customer rent for the Leased Space in the amount of **\$45.00** per year.
  9. **Rent of Energy System.** Beginning on the first anniversary of the Final Project Completion and continuing on each and every anniversary thereof throughout the Term, Tenant shall pay to Customer rent for the Energy System in the amount of **\$5.00** per year.
  10. **Holdover.** If Tenant holds over its tenancy after expiration of the Term, such tenancy shall be month-to-month subject to the terms and conditions of this Agreement. Either Party may terminate such month-to-month tenancy at any time upon the giving to the other Party no less than thirty (30) days written notice.
  11. **Operating Permits.** Tenant shall, at its sole expense, maintain in full force and effect all certificates, permits and other approvals ("**Operating Permits**") required by any federal, state or local authorities ("**Governmental Authorities**") having jurisdiction over Tenant or the Leased Property.
  12. **Ownership and Maintenance of Energy System.** The Parties agree that legal title to any and all fixtures, equipment, improvements or personal property of whatsoever nature at any time constructed or placed on or affixed to the Leased Space by Tenant, including without limitation the Energy System, shall be and remain with Customer. Tenant shall leave the Energy System at the end of the Term in substantially the same condition as existed on the Final Project Completion date plus any improvements, ordinary wear and tear and casualty damage excepted.
  13. **Energy System Operation and Maintenance.**
    - a. **Tenant will Maintain System.** Tenant will at its sole cost and expense operate the Energy System and monitor the system's performance and keep and maintain the Energy System in good condition and repair, utilizing the Maintenance List provided in **Exhibit B** herewith as a guideline, with strict adherence hereto not expected by the parties. Tenant shall prevent any liens from attaching to the Leased Space or Property resulting from its maintenance activities, and shall defend, indemnify, and hold Customer harmless from the same. In the event Seller fails to meet such obligation, Customer may discharge, satisfy, or settle such liens and Tenant shall, within 15 days of a written request by Customer, reimburse Customer for all costs and expenses incurred by Customer, including but not limited to attorney's fees. In the case of casualty, Tenant agrees to repair the Energy System to the extent available insurance proceeds are received resulting from such casualty, along with any deductible due under said policies that Customer will pay Tenant in accordance with Section 17.a. Tenant shall repair any damage to the Property, with contractors approved by Customer (such approval not to be unreasonably withheld), that results from the Energy System's repair, reconfiguration, alteration, modification or replacement. Customer is solely responsible for pursuing any available warranties on System Components against the manufacturer at its own expense, and may look only to such manufacturer, and not to Tenant, for any warranty with respect thereto. Tenant will assist Customer in resolving any warranties relating to System Components on a time and material basis.
    - b. **Operation and Maintenance Standard of Care.** Tenant will use commercially reasonable efforts to identify, respond to, and complete necessary maintenance and repairs and to operate the Energy System, to maximize the Energy System's production. Notwithstanding the foregoing, the Parties understand that delays may be caused by multiple causes including without limitation delay in the identification of operational issues, troubleshooting issues, warranty replacement, warranty procurement, parts availability, parts delivery, crew availability, equipment defects, equipment performance, and similar causes.
  14. **Repair of Leased Space During Term.** Customer shall have the right at any time to access the Leased Space to inspect, maintain, replace or repair items and components thereof, excluding the Energy System. Customer, at its own cost, and using Seller or another third party approved by Tenant, shall temporarily remove such components of the Energy System as will interfere with Customer's inspection, maintenance or repair of the roof, and shall replace such components upon completion of their work. Customer shall provide thirty (30) days prior notice to Tenant of any such maintenance or repair work to be done, unless in an emergency, in which case Customer shall give such notice as soon as possible. Customer will reimburse Tenant for any lost Rebate revenue resulting from the Energy System being non-operational during Customer's repairs. Reimbursement under this Section is only due where the total cumulative downtime over the Term of the Lease exceeds 30 days.
  15. **Utilities/taxes.** Tenant shall pay all taxes and assessments levied after Final Project Completion upon the Energy System and other personal property located and/or installed on the Customer's Real Property by Tenant that are related and attributed to consideration paid to Customer by Tenant for the Leased Space and Energy System.
  16. **Interference.**
    - a. **Interference by Tenant.** Tenant shall operate the Energy System in a manner that will not unreasonably interfere with any existing operations or equipment located, operated or owned by Customer or any other permitted occupants as of the date of this Agreement ("**Existing Operations**"). All operations by Tenant shall be lawful and in material compliance with all regulations and requirements of the Minnesota Public Utilities Commission, as well as any other applicable state, federal or local regulations and requirements ("**Legal Requirements**") and any applicable agreements with, or tariffs of, the local utility.
    - b. **Interference by Customer.** Following installation of the Energy System, Customer shall not, and shall not cause or permit any other persons or parties to, install equipment or facilities or construct or allow any construction of a structure or structures ("**New Construction**") near the Leased Space if such New

Construction will interfere with the Energy System. Customer shall not move, modify, remove, adjust, alter, change, replace, reconfigure or operate the Energy System, or any part of it, during the term of the Agreement, without prior written direction or approval of Tenant, except if there is an occurrence reasonably deemed by Customer to be a bona fide emergency, in which case Customer will immediately notify Tenant of such emergency and Customer's proposed actions. Customer shall be responsible for, and promptly notify Tenant, of any damage to the Energy System caused by the Customer or its employees, invitees or agents, and shall promptly pay Tenant the costs to repair such damage to the Energy System, along with any lost Rebate revenue.

## 17. Insurance.

- a. **General Liability and Property Insurance.** Customer shall keep the Energy System insured against loss by fire, theft, hail and wind and such other hazard as Tenant shall reasonably require with an insurance company acceptable to Tenant in its reasonable discretion and at all times an amount equal to the Installation Cost (as defined in the Purchase Agreement). The insurance policy(ies) shall name Tenant as an additional insured and be payable to Customer and Tenant as their interests may appear. Customer shall also secure and maintain adequate comprehensive general liability insurance against liability related to the Energy System. Customer shall provide Tenant with evidence of having acquired such insurance coverages prior to the date of Final Project Completion and on an annual basis thereafter. The loss, injury or destruction of the Energy System shall not release Customer from payment as provided in this Agreement. Any insurance policies obtained by Customer shall provide that such policy of insurance cannot be terminated or cancelled by the insurer without 30 days prior written notice to Tenant. Customer is responsible for any deductibles due under the insurance policies for losses, and will pay Tenant said deductible along with insurance proceeds to repair the Energy System.
- b. **Workers' Compensation Insurance and Employers' Liability Insurance.** In accordance with Minnesota state law, Tenant shall maintain in force workers' compensation insurance for all of its employees. Tenant shall also maintain employer's liability coverage in an amount of not less than One Million Dollars (\$1,000,000.00) per accident. Tenant shall also secure and maintain adequate comprehensive general liability insurance against liability related to the Leased Premises. Upon request, Tenant will provide Customer with a Certificate of Insurance naming Customer as an additional insured.

## 18. Indemnification

- a. Tenant shall indemnify and hold harmless Customer and its officers, directors, members, consultants, representatives, agents, employees and affiliates against any damages, liabilities, losses, costs and expenses, including reasonable attorney fees and costs (collectively, "**Damages**") incurred or suffered by any of them in any way arising out of, relating to, or in connection with (i) any breach of this Agreement by Tenant, or (ii) the negligence, gross negligence or willful misconduct of Tenant or its employees or agents in connection with the transactions contemplated by this Agreement.

- b. Tenant, to the extent permitted by law, shall indemnify Customer from any mechanic's, materialman's, or other lien with respect to the Property or the Leased Property to the extent such lien is attributable to Tenant's failure to pay the Installation Cost.
- c. Customer shall indemnify and hold harmless Tenant and its officers, directors, members, consultants, representatives, agents, employees and affiliates against any Damages incurred or suffered by any of them in any way arising out of, relating to, or in connection with (i) any breach of this Agreement by Customer, or (ii) the negligence, gross negligence or willful misconduct of Customer or its employees or agents in connection with the transactions contemplated by this Agreement.
- d. A Party claiming indemnification will give the other Party prompt notice of the relevant claim and will reasonably cooperate with the indemnifying Party, at the indemnifying Party's expense, in the defense of such claim. The indemnifying Party shall control the defense and settlement of such claim; provided however that the indemnifying Party shall not agree to any settlement that affects the indemnified Party without the prior written consent of the indemnified Party, which approval shall not be unreasonably withheld. The indemnified Party may, at its option and its own expense, participate in the defense of any such claim with legal counsel of its own choice.

## 19. General.

- a. **Subordination to Utility Rebate Agreement.** No portion of this Agreement is intended to conflict with any Utility Rebate Agreements (the "**Utility Rebate Agreements**") to which Tenant or Customer is a party. In the case of a conflict between the terms or conditions of this Agreement and the Utility Rebate Agreements, the terms and conditions of Utility Rebate Agreements shall control. The Utility, or its successors and assigns, is a third-party beneficiary of the provision of this paragraph. Nothing in this Agreement shall prevent the Utility, from fully enforcing the terms and conditions of Utility Rebate Agreements.
- b. **Relationship of the Parties.** The Parties shall for all purposes be considered independent contractors with respect to each other, and neither shall be considered an employee, employer, agent, principal, partner or joint venturer of the other.
- c. **Entire Agreement.** This Agreement and the **Schedules** hereto, together with any agreement reference herein, constitute the entire agreement and understanding of the Parties relative to the subject matter hereof. The Parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.
- d. **Survival of Representations.** All representations, warranties, covenants and agreements of the Parties contained in this Agreement, or in any instrument, certificate, exhibit or other writing provided for in it, shall survive the execution of this Agreement and the consummation of the transactions contemplated herein.
- e. **Amendment.** This Agreement may be amended or modified only by a writing executed by the Parties to this Agreement. No custom or practice of the Parties at variance with the terms hereof shall have any effect.

- f. **Notices.** All notices to be given under this Agreement shall be in writing and shall be effectively given upon personal delivery, facsimile or email transmission (with confirmation of receipt), delivery by overnight delivery service or three days following deposit in the United States Mail (certified or registered mail, postage prepaid, return receipt requested).
- g. **No Delay.** No delay or failure on the part of any Party hereto to exercise any right, power or privilege hereunder shall operate as a waiver thereof.
- h. **Force Majeure.** Neither Party will be liable to the other Party for any delay, error, failure in performance or interruption of performance resulting from causes beyond its reasonable control, including without limitation fires, flood, accidents, explosions, sabotage, strikes or other labor disturbances, civil commotion, riots, invasions, wars, acts of God, terrorism or any cause (whether similar or dissimilar to the foregoing) beyond the reasonable control of the Party.
- i. **Governing Law / Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without regard to its conflicts of laws principals.
- j. **Severability.** If any word or provision of this Agreement shall violate any applicable statute, ordinance or rule of law in any jurisdiction in which it is used, such provision shall be ineffective to the extent of such violation without invalidating any other provision of this Agreement.
- k. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement, or any portion thereof, without the prior written consent of the other Party. Any attempted assignment or transfer without such prior written consent of the other Party shall be of no force or effect. As to any permitted assignment: (a) reasonable prior notice of any such assignment shall be given to the other Party; and (b) any assignee shall expressly assume the assignor's obligations hereunder, unless otherwise agreed to by the other Party in writing. Notwithstanding the foregoing, as may be required for Tenant to avoid being classified as a Public Utility under

Minnesota Statutes Chapter 216B.02, Subd. 4., or to leverage tax benefits as tax owner, Tenant may, at its sole discretion, assign and/or sublease all or part of its full interest under this Agreement to a controlled affiliate of Tenant, assign its rights under the Power Purchase Agreement a controlled affiliate of Tenant, or assign this Agreement in connection with any sale of any or all of its Assets to a third party or Bank.

- l. **Quiet Possession.** Customer agrees that upon compliance with the terms and conditions of this Agreement, Tenant shall peaceably and quietly have, hold and enjoy the Leased Space for the Term and any extensions thereof.
- m. **Mortgage.** Tenant may not mortgage its interests in this Lease without the written consent of Customer.

The Parties acknowledge they have read this Agreement, understand it and agree to be bound by its terms and conditions as of the date first set forth above.

Tenant:  
**Green Sky Leasing, LLC**

By: \_\_\_\_\_  
Andy Nooleen, its VP Operations

Dated: \_\_\_\_\_

Customer:  
**ISD 191 - Burnsville Public Schools**

By: \_\_\_\_\_  
Lisa Rider, its Executive Director of Business

Dated: \_\_\_\_\_



## **SCHEDULE A**

### **Site Plan**

Facility Plan View Drawing Indicating the Final Location of the Energy System on the Leased Space and the point of interconnection of the Energy System with the electrical system at the Property

[The above document is provided by Seller, and is included in the Owner's Manual that is provided to the Customer after Final Project Completion]

## **SCHEDULE B**

### Maintenance Items

- A. Weekly performance monitoring via online monitoring system to validate performance of panels and inverters, energy production; benchmark performance vs. similar systems for validation
- B. Identify any defective equipment via on-line monitoring system
- C. Semi-annual site audits of system performing the following tasks
  - i. Inspect panels, inverters, and racking for physical damage
  - ii. Clean any debris on or under the solar arrays
  - iii. Ensure labels are intact
  - iv. Check for loose hanging wires, repair as necessary
  - v. Check electrical connections; tighten/torque as necessary
  - vi. Check for corrosion of electrical enclosures, repair as necessary
  - vii. Ensure roof drainage is adequate, that roof drains are not clogged, and confirm there are no signs of pooling water in the vicinity of the solar array
- D. Management of System Component Warranty Claims

# Power Purchase Agreement

19.840 kW DC Silfab SLG310P or equivalent,  
 20.05 kW AC SolarEdge SE20K Inverters,  
 SolarEdge P700 Power Optimizers &  
 PR2, PRB, or Unirac Ballasted Racking or equivalent @  
 approximately 10 degrees

## Xcel Solar Rewards

This **POWER PURCHASE AGREEMENT** (this "Agreement"), dated **May 4, 2017**, is between **GREEN SKY LEASING, LLC** a Minnesota limited liability company, whose principal place of business is located at **5810 Nicollet Avenue, Minneapolis, MN 55419** ("Tenant"), and **ISD 191 - BURNSVILLE PUBLIC SCHOOLS**, a MN Public School, whose principal place of business is located at **200 W. Burnsville Parkway Burnsville, MN 55337** ("Customer"). Tenant and Customer are sometimes also referred to in this Agreement jointly as "Parties", or individually as a "Party".

### RECITALS

- A. Tenant leases, operates and maintains Customer's photovoltaic solar electric system (the "Energy System") (as located at the Installation Location (the "Installation Location") described above as defined in that certain Purchase Agreement (the "Purchase Agreement") between Customer and **Ideal Energies, LLC** of even date herewith) pursuant to a Facility Lease Agreement (the "Lease") between the Parties of even date herewith; and
- B. Tenant desires to sell renewable electric power inclusive of all rights to its available environmental attributes to Customer, and Customer desires to purchase from Tenant all such electricity which is produced by the Energy System; and
- C. Tenant or its affiliate has, or will, apply for the "Rebate" (as defined in the Purchase Agreement) on behalf of Customer. After award of the Rebate and before Final Project Completion (as defined in the Purchase Agreement), Customer will enter into an agreement ("Utility Agreement") with the local utility ("Utility"), pursuant to which Customer will assign all renewable energy credits ("RECs") for electricity produced by the Energy System during the term of the Rebate to the Utility in exchange for the Rebate; and
- D. Customer should be eligible to participate in the Utility's **Net Metering Program**. Under this program, the energy generated from the Energy System is available for use and reduces the total amount of energy that needs to be purchased from the Utility. Under this program, for months where the Energy System produces more kWh than the site consumes, the Utility will compensate Customer at the applicable rate; and
- E. Pursuant to the Lease, Tenant should be eligible to receive a Federal Tax Credit from the U.S. Treasury equal to **30%** of the Energy Systems eligible Installation Cost ("**Tax Credit**") for Energy Systems put into service during **2017, 2018 or 2019**.

### AGREEMENT

**NOW, THEREFORE**, in consideration of the foregoing Recitals, the mutual promises of the Parties hereto and for other good and valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the Parties agree as follows:

1. **Contingency. THE PARTIES PERFORMANCE UNDER THIS AGREEMENT IS CONTINGENT ON THE FINAL PROJECT COMPLETION (AS DEFINED IN THE**

<b>Customer / Owner</b>	<b>ISD 191 - Burnsville Public Schools</b>
<b>Installation Location</b>	** See Attached Installation Address Schedule
<b>Xcel Premise #</b>	** See Attached Installation Address Schedule

### **PURCHASE AGREEMENT) OCCURRING IN ACCORDANCE WITH THE TERMS OF THE PURCHASE AGREEMENT.**

**Power Purchase.** Tenant shall deliver all power generated from the Energy System to Customer at the point of interconnection shown on Schedule A to the Lease. Customer will pay Tenant for all the power generated from the Energy System and delivered to the interconnection point by making the payments specified in **Schedule A** (the "Power Payments"). The Power Payments are due monthly beginning on the first day of the first month following the Final Project Completion date and continuing each month until expiration of the Term (as defined below) of this Agreement. Power payments do not include any sales tax. Sales tax will be added to the Power Payments based on Customer's applicable sales tax rate. Customer authorizes Tenant, and Anchor Bancorp, to debit Customer's checking or savings account to collect Power Payments when due under this Agreement until all Power Payments are received in full. Where Tenant does not collect payments via debiting Customer's account, Customer will either mail or wire payments to Tenant as provided below.

**Mail**  
 Green Sky Leasing, LLC  
 5810 Nicollet Avenue  
 Minneapolis MN 55419

**ACH**  
 Anchor Bancorp  
 Routing #: 096015232  
 Acct #: 100164476

2. **Ownership of Renewable Energy Credits.** Customer will convey to the Utility pursuant to the Utility Agreement, all RECs generated by the Energy System for the term specified in the Utility Agreement. For purposes of this Agreement, RECs include all attributes of an environmental or other nature that are created or otherwise arise from the Energy System, including without limitation tags, certificates or similar projects or rights associated with solar energy as a "green" or "renewable" electric generation resource. RECs shall also include any other environmental attribute intended to be transferred to the Utility under the Utility Agreement.
3. **Term.** The term (the "Term") of this Agreement shall begin on the date that Final Project Completion occurs, and shall expire on the date that is twenty (20) years after Final Project Completion occurs.
4. **Late Charge/Costs of Collection.** In the event Customer fails to make any Power Payment when due, Customer agrees that the greater of \$50, or interest due based on an interest rate not to exceed the lesser of one and one-half percent (1-1/2%) per month or the rate established by Minnesota Statutes §549.09, may be charged as a late charge on a monthly basis on the amount of any Power Payment remaining unpaid more than 10 days after it is due from the due date until paid in full.
5. **Grant of Security Interest.** In order to secure the payment and performance of all of Customer's liabilities, obligations and covenants under this Agreement or the Lease, Customer

hereby grants to Tenant a security interest in all Rebates and the Energy System, together with all attachments, accessories or replacement parts and labor placed upon the Energy System, and proceeds thereof. Upon the request of Tenant, Customer shall promptly obtain a subordination agreement in favor of Tenant from any third party lienholder who may have a lien in the Energy System. Customer irrevocably assigns the right to receive Rebates to Tenant and Tenant may exercise this right upon default of Customer. Tenant's security interest and other rights under this Section 8 shall be extinguished upon the later of termination of this Agreement and the Lease and performance of all of Customer's obligations hereunder and thereunder, and Tenant shall execute and file any evidence of such extinguishment reasonably requested by Customer.

6. **Insurance.** Customer shall keep the Energy System insured against loss by fire, theft, hail and wind and such other hazards as required by the Lease.

7. **Events of Default.** Each of the following shall constitute an event of default ("**Event of Default**"):

- a. Customer shall fail to make any undisputed payment to Tenant when due hereunder, Tenant has notified the Customer of such failure, and the failure has continued without cure by Customer or written waiver by Tenant for a period of thirty (30) days after the notice of failure;
- b. Customer shall breach any representation, warranty or covenant contained in this Agreement in any material respect, Tenant has notified Customer of the breach, and the breach has continued without cure by Customer or written waiver by Tenant for a period of thirty (30) days after the notice of breach;
- c. Customer shall cease to do business, become insolvent, make an assignment for the benefit of creditors or file any petition under bankruptcy, reorganization, insolvency or moratorium law, or any other law for the relief of debtors;
- d. Any involuntary petition shall be filed under any bankruptcy statute against Customer or any receiver, trustee, or similar official shall be appointed to take possession of the properties of Customer unless such petition or appointment ceases to be in effect within 30 days of such filing or appointment; or
- e. The Customer fails to comply with any of its obligations under any of Customer's agreements with the Utility.

8. **Remedies.**

- a. If an Event of Default shall occur, Tenant may, at its option, exercise any one or more of the following remedies:
  - i. Declare all amounts due or to become due under this Agreement immediately due and payable;
  - ii. Recover any additional damages and expenses sustained by Tenant by reason the Event of Default;
  - iii. Enforce the security interest granted hereunder, in which event Customer agrees to make the Energy System available to Tenant at a place or places acceptable to Tenant and Tenant shall have the right to take possession of the Energy System without legal process for which purpose Tenant may enter any premises where the Energy System may be found without legal process and without breaching the peace, provided that in such case the fair market value of the Energy System shall offset any amounts due under this Agreement;

- iv. Retain all payments made by Customer as liquidated damages for the non-performance of this Agreement, for use of the Energy System and for depreciation thereof; and
- v. Exercise any other remedies available under law, including those under Article 9 of the UCC.

b.

- c. The remedies provided herein shall be cumulative and may be exercised singularly, concurrently or successively with and in addition to all other remedies in law or equity. If either Party fails to perform any of its obligations under this Agreement, the other Party may (but need not) at any time thereafter perform such obligation, and the expenses incurred in connection therewith shall be payable in full by the nonperforming Party upon demand. In addition, the nonperforming Party agrees to pay the other Party's reasonable attorney's fees and costs of collection in pursuing any remedies.

9. **Annual Energy Production Not Guaranteed.** THE PARTIES UNDERSTAND AND AGREE THE ANNUAL ENERGY PRODUCTION FROM THE ENERGY SYSTEM MAY VARY FROM ANNUAL PROJECTIONS FOR REASONS BEYOND THE PARTIES CONTROL INCLUDING WITHOUT LIMITATION SEASON WEATHER VARIATIONS, ROUTINE AND NON-ROUTINE MAINTENANCE CAUSING DOWNTIME, EQUIPMENT PERFORMANCE, PROCESSING ANY EQUIPMENT WARRANTIES FOR MALFUNCTIONING EQUIPMENT, FORCED MAJEURE, ETC. THE PARTIES UNDERSTAND THAT THE REBATES AND UTILITY BILL CREDITS ARE PAID PROPORTIONALLY WITH ENERGY SYSTEM ENERGY PRODUCTION, AND THAT THE ACTUAL AMOUNTS RECEIVED BY CUSTOMER WILL VARY ACCORDINGLY. TENANT DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, THAT PRODUCTION WILL MATCH PROJECTIONS, AND CUSTOMER AND TENANT ASSUME, AT THEIR SOLE RISK, THE VARIABILITY OF ANNUAL ENERGY PRODUCTION AND VARIATIONS FROM ANY FINANCIAL PROJECTIONS RELATING TO UTILITY BILL CREDITS AND REBATES.

10. **Customer's Maximum Payment Obligation.** Customer's maximum payment obligation to Tenant under this Agreement is the sum of all the Power Purchase Payments listed in **Schedule A**.

11. **Power Production Adjustment.** In any 12 month period beginning with the Final Project Completion Date that the solar array does not produce at least 1000 kWh per KW DC. Tenant will reimburse Customer within 60 days after the then applicable twelve month period as follows: Total payments made over the then applicable 12 month period \* (1 - (actual kWh/kWDC / 1000 kWh/kWDC)). For Example, a 40 kWDC Energy System produces 900 kWh/kWDC and power payments equaling \$3000 are paid during the applicable 12 month period. A \$300 cash reimbursement will be paid to the Customer that is calculated as follows: \$3000 \* (1-900/1000) = \$300.

12. **Miscellaneous.**

- a. **Subordination to Utility Rebate Agreement.** No portion of this Agreement is intended to conflict with any

Utility Rebate Agreements (the “Utility Rebate Agreements”) to which Tenant or Customer is a party. In the case of a conflict between the terms or conditions of this Agreement and the Utility Rebate Agreements, the terms and conditions of Utility Rebate Agreements shall control. The Utility, or its successors and assigns, is a third-party beneficiary of the provision of this paragraph. Nothing in this Agreement shall prevent the Utility, from fully enforcing the terms and conditions of Utility Rebate Agreements.

- b. **Relationship of the Parties.** The Parties shall for all purposes be considered independent contractors with respect to each other, and neither shall be considered an employee, employer, agent, principal, partner or joint venturer of the other.
- c. **Entire Agreement.** This Agreement and the **Schedules** hereto, together with any agreement reference herein, constitute the entire agreement and understanding of the Parties relative to the subject matter hereof. The Parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.
- d. **Survival of Representations.** All representations, warranties, covenants and agreements of the Parties contained in this Agreement, or in any instrument, certificate, exhibit or other writing provided for in it, shall survive the execution of this Agreement and the consummation of the transactions contemplated herein.
- e. **Amendment.** This Agreement may be amended or modified only by a writing executed by the Parties to this Agreement. No custom or practice of the Parties at variance with the terms hereof shall have any affect.
- f. **Notices.** All notices to be given under this Agreement shall be in writing and shall be effectively given upon personal delivery, facsimile or email transmission (with confirmation of receipt), delivery by overnight delivery service or three days following deposit in the United States Mail (certified or registered mail, postage prepaid, return receipt requested).
- g. **No Delay.** No delay or failure on the part of any Party hereto to exercise any right, power or privilege hereunder shall operate as a waiver thereof.
- h. **Force Majeure.** Neither Party will be liable to the other Party for any delay, error, failure in performance or interruption of performance resulting from causes beyond its reasonable control, including without limitation fires, flood, accidents, explosions, sabotage, strikes or other labor disturbances, civil commotion, riots, invasions, wars, acts of God or any cause (whether similar or dissimilar to the foregoing) beyond the reasonable control of the Party.
- i. **Governing Law / Venue.** This Agreement shall be governed by and construed in accordance with the laws

of the State of Minnesota without regard to its conflicts of laws principals. Any lawsuit brought in connection with this Agreement shall be brought only in a court of general jurisdiction in Hennepin County, Minnesota.

- j. **Severability.** If any word or provision of this Agreement shall violate any applicable statute, ordinance or rule of law in any jurisdiction in which it is used, such provision shall be ineffective to the extent of such violation without invalidating any other provision of this Agreement.
- k. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement, or any portion thereof, without the prior written consent of the other Party. Any attempted assignment or transfer without such prior written consent of the other Party shall be of no force or effect. As to any permitted assignment: (a) reasonable prior notice of any such assignment shall be given to the other Party; and (b) any assignee shall expressly assume the assignor’s obligations hereunder, unless otherwise agreed to by the other Party in writing. Notwithstanding the foregoing, as may be required for Tenant to avoid being classified as a Public Utility under Minnesota Statutes Chapter 216B.02, Subd. 4., or to leverage tax benefits as tax owner, Tenant may, at its sole discretion, assign and/or sublease all or part of its full interest under the Lease Agreement to a controlled affiliate of Tenant, assign its rights under this Power Purchase Agreement a controlled affiliate of Tenant, or assign this Agreement in connection with any sale of any or all of its Assets to a third party or Bank
- l. **Time is of the Essence.** Time is of the essence with respect to all of the terms of this Agreement.

The Parties acknowledge they have read this Agreement, understand it and agree to be bound by its terms and conditions as of the date first set forth above.

Tenant:  
**Green Sky Leasing, LLC**

By: \_\_\_\_\_  
Andy Nooleen, its VP Operations

Dated: \_\_\_\_\_

Customer:  
**ISD 191 - Burnsville Public Schools**

By: \_\_\_\_\_  
Lisa Rider, its Executive Director of Business

Dated: \_\_\_\_\_



**Schedule A  
Power Purchase Payment Schedule**

19.840 kW DC Silfab SLG310P or equivalent, 20.05 kW AC SolarEdge SE20K Inverters, SolarEdge P700 Power Optimizers & PR2, PRB, or Unirac Ballasted Racking or equivalent @ approximately 10 degrees

YEAR	Green Sky Leasing, LLC Utility Bill Expense			
	Lease Runs Full Term (Power Purchase Expense)		Put Or Call Is Exercised (Power Purchase Expense)	
	(\$/Year)	(\$/Month)	(\$/Year)	(\$/Month)
	1	\$ 1870.12	\$ 155.84	\$ 1870.12
2	\$ 1904.72	\$ 158.72	\$ 1904.72	\$ 158.72
3	\$ 1989.95	\$ 165.82	\$ 1989.95	\$ 165.82
4	\$ 2079.00	\$ 173.25	\$ 2079.00	\$ 173.25
5	\$ 2172.04	\$ 181.00	\$ 2172.04	\$ 181.00
6	\$ 2269.24	\$ 189.10	\$ 2269.24	\$ 189.10
7	\$ 2370.79	\$ 197.56	\$ 2370.79	\$ 197.56
8	\$ 2476.88	\$ 206.40	\$ 2476.88	\$ 206.40
9	\$ 2587.72	\$ 215.64	\$ 2587.72	\$ 215.64
10	\$ 2703.52	\$ 225.29	\$ 2703.52	\$ 225.29
11	\$ 2824.50	\$ 235.37	\$ 2824.50	\$ 235.37
12	\$ 2950.90	\$ 245.90	\$ 2950.90	\$ 245.90
13	\$ 1980.00	\$ 165.00	\$	\$
14	\$ 1980.00	\$ 165.00	\$	\$
15	\$ 1980.00	\$ 165.00	\$	\$
16	\$ 1980.00	\$ 165.00	\$	\$
17	\$ 1980.00	\$ 165.00	\$	\$
18	\$ 1980.00	\$ 165.00	\$	\$
19	\$ 1980.00	\$ 165.00	\$	\$
20	\$ 1980.00	\$ 165.00	\$	\$
<b>Total</b>	<b>\$ 44039.45</b>		<b>\$ 28199.45</b>	

## Put and Call Agreement

19.840 kW DC Silfab SLG310P or equivalent,  
20.05 kW AC SolarEdge SE20K,  
SolarEdge P700 Power Optimizers &  
PR2, PRB, or Unirac Ballasted Racking or equivalent @  
approximately 10 degrees

### Xcel Solar Rewards

This **PUT AND CALL AGREEMENT** (this “**Agreement**”), dated **May 4, 2017** is between **Green Sky Leasing, LLC**, a Minnesota limited liability company, whose principal place of business is located at **5810 Nicollet Avenue, Minneapolis, MN 55419** (“**Tenant**”), and **ISD 191 - Burnsville Public Schools**, a MN Public School, whose principal place of business is located at **200 W. Burnsville Parkway Burnsville, MN 55337** (“**Customer**”). Tenant and Customer are sometimes also referred to in this Agreement jointly as “**Parties**”, or individually as a “**Party**”.

### RECITALS

- A. Customer is the purchaser of a photovoltaic solar electric system (the “**Energy System**”) located at the Installation Location described above (the “**Installation Location**”) (and as defined in the Purchase Agreement between Customer and **Ideal Energies, LLC** (“**Seller**”) of even date herewith (the “**Purchase Agreement**”)); and
- B. Tenant is the lessee of the Energy System and associated rights under the **Facility Lease Agreement** with Customer (the “**Lease**”) of even date herewith, and Tenant sells the Energy System generated from the Energy System pursuant to a Power Purchase Agreement with Customer (the “**Power Purchase Agreement**”) of even date herewith (Tenant's interests in the Lease and **Power Purchase Agreement** is referred to herein as the “**Interest**”); and
- C. The Parties hereto now desire to enter into this Agreement to set forth the terms and conditions upon which Tenant has an option to put its Interest to the Customer and upon which Customer has an option to call Tenant's Interest from Tenant.

### AGREEMENT

**NOW, THEREFORE**, in consideration of the foregoing Recitals, the mutual promises of the Parties hereto and for other good and valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the Parties hereby agree as follows:

1. **Contingency. THE PARTIES PERFORMANCE UNDER THIS AGREEMENT IS CONTINGENT ON THE FINAL PROJECT COMPLETION (AS DEFINED IN THE PURCHASE AGREEMENT) OCCURRING IN ACCORDANCE WITH THE TERMS OF THE PURCHASE AGREEMENT.**
2. **Put of Tenant's Interest.** Commencing on **the 12 year anniversary of the Final Project Completion Date**, and for a period of **six (6) months thereafter** (the “**Put Period**”), Tenant shall have the right and option to require Customer to purchase all, but not less than all, of Tenant's Interest (the “**Put**”). Tenant may exercise the Put by delivering notice of exercise of such option in writing to Customer during the Put Period. If exercised, Tenant shall be obligated to sell, and Customer shall be obligated to purchase, all of the Interests

<b>Customer / Owner</b>	<b>ISD 191 - Burnsville Public Schools</b>
<b>Installation Location</b>	** See Attached Installation Address Schedule
<b>Xcel Premise #</b>	** See Attached Installation Address Schedule

owned by Tenant. The purchase price for the Interest shall be **\$1.00** (the “**Put Price**”). The date of the Put closing will be thirty (30) days following the notice of exercise of the Put, or such earlier date as the Parties may agree in writing (the “**Put Closing Date**”). The Put Price shall be paid by Customer to Tenant in cash on the Put Closing Date. Each Party shall remain liable for any obligations arising under the Lease prior to the Put Closing Date.

3. **Call of Tenant's Interest.** For a period of **one (1) year beginning the day following the last day of the Put Period** (the “**Call Period**”), Customer shall have the right and option to purchase all, but not less than all, of Tenant's Interest (the “**Call**”). Customer may exercise the Call by delivering notice of exercise of such option to Tenant during the Call Period. If exercised, Customer shall be obligated to purchase, and Tenant shall be obligated to sell, all of the Interest owned by Tenant. The purchase price for the Interest pursuant to the Call shall be an amount equal to the fair market value (the “**Fair Market Value Price**”) of such Interest and the Energy System as agreed by the Parties and if no agreement is possible, then by an independent qualified appraiser selected by the Customer and the cost of which is paid for by the Tenant (the “**Call Price**”). The Parties agree that a reasonable method of establishing the Fair Market Value Price is to use a discounted cash flow value. As of the date hereof, the Parties believe that a discount rate of 15% is reasonable. The date of the Call closing shall be thirty (30) days following delivery of the notice of exercise of the Call, or such earlier date as the Parties may agree in writing (the “**Call Closing Date**”). The Call Price shall be paid by Customer to Tenant in cash on the Call Closing Date. Each Party shall remain liable for any obligations arising under the Lease prior to the Call Closing Date.
4. **Obligations following exercise of Put or Call.**
  - a. **Tenant.** After the transfer and assignment of the Interest pursuant to the Put or Call, Tenant shall have no further obligations in connection with the Interest.
  - b. **Customer.** After the transfer and assignment of the Interest pursuant to the Put or Call, Customer shall make, if not already paid, the Power Payments described in Schedule A of the Power Purchase Agreement between the Parties of even date herewith beginning with the month after Project Completion through and including the month of the Put or Call Closing date. Customer is not obligated to pay Tenant any Power Purchase Payments after the Put or Call Closing date through the end of the Term specified in the Power Purchase Agreement.
5. **Miscellaneous.**
  - a. **Subordination to Utility Rebate Agreement.** No portion of this Agreement is intended to conflict with any Utility Rebate Agreements (the “**Utility Rebate Agreements**”) to which Tenant or Customer is a party. In the case of a conflict between the terms or conditions of this Agreement and the Utility Rebate Agreements, the

terms and conditions of Utility Rebate Agreements shall control. The utility, or its successors and assigns, is a third-party beneficiary of the provision of this paragraph. Nothing in this Agreement shall prevent the utility, from fully enforcing the terms and conditions of Utility Rebate Agreements.

- b. **Relationship of the Parties.** The Parties shall for all purposes be considered independent contractors with respect to each other, and neither shall be considered an employee, employer, agent, principal, partner or joint venturer of the other.
- c. **Entire Agreement.** This Agreement and the Schedules hereto, together with any agreement reference herein, constitute the entire agreement and understanding of the Parties relative to the subject matter hereof. The Parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.
- d. **Survival of Representations.** All representations, warranties, covenants and agreements of the Parties contained in this Agreement, or in any instrument, certificate, exhibit or other writing provided for in it, shall survive the execution of this Agreement and the consummation of the transactions contemplated herein.
- e. **Amendment.** This Agreement may be amended or modified only by a writing executed by the Parties to this Agreement. No custom or practice of the Parties at variance with the terms hereof shall have any effect.
- f. **Notices.** All notices to be given under this Agreement shall be in writing and shall be effectively given upon personal delivery, facsimile or email transmission (with confirmation of receipt), delivery by overnight delivery service or three days following deposit in the United States Mail (certified or registered mail, postage prepaid, return receipt requested).
- g. **No Delay.** No delay or failure on the part of any Party hereto to exercise any right, power or privilege hereunder shall operate as a waiver thereof.
- h. **Force Majeure.** Neither Party will be liable to the other Party for any delay, error, failure in performance or interruption of performance resulting from causes beyond its reasonable control, including without limitation fires, flood, accidents, explosions, sabotage, strikes or other labor disturbances, civil commotion, riots, invasions, wars, acts of God, terrorism or any cause (whether similar or dissimilar to the foregoing) beyond the reasonable control of the Party.
- i. **Governing Law / Venue.** This Agreement shall be governed by and construed in accordance with the laws

of the State of Minnesota without regard to its conflicts of laws principals. Any lawsuit brought in connection with this Agreement shall be brought only in a court of general jurisdiction in Hennepin County, Minnesota.

- j. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement, or any portion thereof, without the prior written consent of the other Party. Any attempted assignment or transfer without such prior written consent of the other Party shall be of no force or effect. As to any permitted assignment: (a) reasonable prior notice of any such assignment shall be given to the other Party; and (b) any assignee shall expressly assume the assignor's obligations hereunder, unless otherwise agreed to by the other Party in writing.
- k. Notwithstanding the foregoing, as may be required for Tenant to avoid being classified as a Public Utility under Minnesota Statutes Chapter 216B.02, Subd. 4., or to leverage tax benefits as tax owner, Tenant may, at its sole discretion, assign and/or sublease all or part of its full interest under the Lease Agreement to a controlled affiliate of Tenant, assign its rights under the Power Purchase Agreement a controlled affiliate of Tenant, assign its rights under this Agreement a controlled affiliate of Tenant, or assign this Agreement in connection with any sale of any or all of its Assets to a third party or Bank
- l. **Time is of the Essence.** Time is of the essence with respect to all of the terms of this Agreement.

The Parties acknowledge they have read this Agreement, understand it and agree to be bound by its terms and conditions as of the date first set forth above.

Tenant:  
**Green Sky Leasing, LLC**

By: \_\_\_\_\_  
Andy Nooleen, its VP Operations

Dated: \_\_\_\_\_

Customer:  
**ISD 191 - Burnsville Public Schools**



By: \_\_\_\_\_  
Lisa Rider, its Executive Director of Business

Dated: \_\_\_\_\_

### Exhibit 1

#### Installation Address Schedule

<b>Original Agreement Date</b>	<b>Installation Address</b>	<b>Solar Array Type</b>
February 27, 2017	2140 Diffley Road Eagan, MN 55122	Ballasted 10 degree
February 27, 2017	600 E Highway 13 Burnsville, MN 55337	Ballasted 10 degree
February 27, 2017	4819 West 126th St Savage, MN 55378	Ballasted 10 degree
February 27, 2017	2801 River Hills Dr. Burnsville, MN 55337	Ballasted 10 degree
February 27, 2017	100 River Ridge Ct, Burnsville, MN 55337	Ballasted 10 degree



## Solar Array Purchase, Capital Lease & Power Purchase Agreements w/ Put & Call

39.680 kW DC Heliene 320P MIM,  
40.10 kW AC SolarEdge SE20K Inverters,  
SolarEdge P700 Power Optimizers &  
PR2, PRB, or Unirac Ballasted Racking or equivalent @ approximately 10 degrees

**Made in MN Rebate**

### Customer Information

Date:	May 4, 2017
Solar Array Legal Owner:	<b>ISD 191 - Burnsville Public Schools</b>
Customer Corporate Form:	MN Public School
MIM Program Type:	Non-Profit Tax Exempt
Customer Mailing Address:	200 W. Burnsville Parkway Burnsville, MN 55337
Customer Signer Name:	Lisa Rider
Customer Signer Title:	Executive Director of Business
Customer Authorized Representative:	Lisa Rider
Customer Authorized Representative Tel:	952-707-2050

Installation Address:	<b>** See Attached Installation Address Schedule</b>
Premise Number:	** See Attached Installation Address Schedule
Real Property Owner:	** See Attached Installation Address Schedule
Real Property Owner Mailing Address:	** See Attached Installation Address Schedule

### Project Information

System Size in kW DC	39.680 (kW DC)
Installation Cost:	\$181500.00
Project Completion Date:	Summer/Fall 2017
Rebate Name:	Made in MN Rebate
Rebate Amount:	\$0.14 per /kWh)
Rebate Payer:	MN Department of Commerce
REC Owner:	Xcel Energy
Tax Credit Percent:	30%

Panel Description:	Heliene 320P MIM
Panel Size in Watts DC:	320 (Watts DC)
Inverter Description:	SolarEdge SE20K
Total Inversion in kW AC:	40.10 (kW AC)
Power Optimizer Description:	SolarEdge P700
Solar Racking Description:	PR2, PRB, or Unirac Ballasted Racking or equivalent @ approximately 10 degrees

### Lease, Power Purchase, and Put & Call Agreement Information

Real Property Use:	** See Attached Installation Address Schedule
Tenant:	Green Sky Leasing, LLC
Tenant Signer Name:	Andy Nooleen
Tenant Signer Title:	VP Operations
Leased Space Rent Payment:	\$90.00 per year
Leased Equipment Rent Payment:	\$10.00 per year
Put and Call Year:	12

## Purchase Agreement

39.680 kW DC Heliene 320P MIM,  
40.10 kW AC SolarEdge SE20K Inverters,  
SolarEdge P700 Power Optimizers &  
PR2, PRB, or Unirac Ballasted Racking or equivalent @  
approximately 10 degrees

### Made in MN Rebate

This **PURCHASE AGREEMENT** (this “**Agreement**”), dated **May 4, 2017** is between **IDEAL ENERGIES, LLC**, a Minnesota limited liability company, whose principal place of business is located at 5810 Nicollet Avenue Minneapolis, MN 55419 (“**Seller**”), and **ISD 191 - BURNSVILLE PUBLIC SCHOOLS**, a MN Public School, whose principal place of business is located at **200 W. Burnsville Parkway Burnsville, MN 55337** (“**Customer**”). Seller and Customer are sometimes also referred to in this Agreement jointly as “**Parties**”, or individually as a “**Party**”.

### RECITALS

- A. Seller sells and installs grid-tied photovoltaic solar electric systems (the “**Energy System**”) and Customer desires to purchase and install an Energy System on the Installation Location described above (the “**Site**” or “**Real Property**”); and
- B. Seller has or will apply for Rebates (as described below) on behalf of Customer for the Energy System, and after the Rebates are secured for the Project (as defined below), will install the Energy System, all on the terms and conditions set forth in this Agreement.

### AGREEMENT

**NOW, THEREFORE**, for valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **Contingency. THE PARTIES PERFORMANCE UNDER THIS AGREEMENT IS CONTINGENT ON THE CUSTOMER’S PROJECT SECURING THE REBATE DESCRIBED IN SECTION 9 BELOW.**
2. **Services.** After the Project has secured the Rebate, if available, Seller will, at its expense, perform electrical engineering on the Energy System, perform structural engineering on the Site to verify it is adequate to support the Energy System, provide and install an Energy System of **39.680 kW DC** on the Site, and perform Energy System commissioning (the “**Project**”). The Energy System will consist of the Energy System components identified on **Schedule A** (the “**System Components**”) and the Project’s design documents (the “**Design Documents**”).
3. **Title and Risk of Loss.** Title and risk of loss for the Energy System will pass to Customer upon Final Project Completion (as defined below).
4. **Purchase and Sale; Installation Costs and Payment Terms.** Seller agrees to sell and Customer agrees to purchase the Energy System and the services provided for hereunder for a total cost for the Project (the “**Installation Cost**”) of **\$181500.00**. The Installation Cost will be paid in full net 15 days after the Final Project Completion, except in the event that Customer has entered into an Installment Sale Finance Agreement or a Facility Lease Agreement with Seller or Seller’s affiliates, including but not limited to Green Sky Leasing, LLC, under which Seller or Seller’s affiliates assume the obligation to pay Customer’s Installation Cost, in which

<b>Customer / Owner</b>	<b>ISD 191 - Burnsville Public Schools</b>
<b>Installation Location</b>	** See Attached Installation Address Schedule
<b>Xcel Premise #</b>	** See Attached Installation Address Schedule

case Customer shall be relieved of any obligation to pay any portion of the Installation Cost..

### 5. **Customer’s Representations and Responsibilities.**

- a. Customer represents either (i) that the Site is owned by Customer, or an affiliated entity that has common ownership with Customer, as described in **Schedule B**, or (ii) that where Customer leases the Site from a non-affiliated owner, Customer has obtained the written permission of the Site’s owner to install the Energy System at the Site to the extent required under such lease.
- b. The individual listed in **Schedule B** is authorized to act on behalf of Customer.
- c. Customer will, at least two weeks before the Energy System is commissioned, provide either a wireless internet connection or a RJ45 Internet outlet at the electrical room for connecting web-based monitoring equipment. If needed, Seller will provide this service for an additional fee.
- d. If required by the applicable Rebate program, Customer will participate in energy audits to identify additional energy savings opportunities.

### 6. **Seller’s Representations and Responsibilities.**

- a. Seller will provide all System Components, labor, equipment, supplies and services necessary to install the Energy System and the System Components at the Site in accordance with the “Scope of Work” described in **Schedule C**.
- b. Seller will perform all services in compliance with all applicable laws, rules, regulations, governmental approvals and permits, including all applicable agreements with, and tariffs of, the local utility (collectively, “**Applicable Requirements**”).
7. **Installation Plan.** Customer and Seller will work together to develop a proposed work plan and schedule for the installation (the “**Schedule**”). If events arise which make meeting the Schedule impractical, such as availability of equipment and other reasonable delays, Seller will notify Customer of the same as soon as reasonably possible, and the Parties will adjust the Schedule accordingly. The Project will be completed when system witness test is performed and the full system is turned on and is capable, and authorized under all Applicable Requirements, to generate and deliver electric energy to Customer and the local utility’s electrical grid at the Interconnection Point (“**Final Project Completion**”). Notwithstanding any delays, the anticipated date for Final Project Completion is **Summer/Fall 2017**.
8. **Changes.**
  - a. It is the desire of the Parties to keep changes to the Project to a minimum. Either Party may initiate a change by advising the other Party in writing of the change. For

- any change request, Seller will prepare a revised Schedule and a cost estimate. Customer will advise Seller in writing of its approval or disapproval of the change. If Customer approves the change, Seller will perform the services as changed, and the Installation Costs will be updated.
- b. The equipment selected by Seller and described on **Schedule A** may be substituted by Seller with other equipment (with at least a 10-year manufacturer's workmanship warranty and a 25-year production warranties achieving at least 80% of rated capacity) as required to accommodate structural limitations of the building, the availability of equipment, or other reasonable reasons. In the event a Rebate is paid based on the use of specific equipment and the equipment is substituted with new equipment, the new equipment will have an equal or greater Rebate.
9. **Rebates, Utility Bill Credits, and Tax Credits.** The Parties anticipate the Project will be eligible for the following rebates and credits:
- a. The Project should be eligible to receive the **Made in MN Rebate** (the "**Rebate**") totaling **\$0.14** per kWh generated from the Energy System paid to Customer (or its assignee) from **MN Department of Commerce**. The Rebate is scheduled to be paid annually for ten consecutive years based on the prior year's annual kWh production. In exchange for receiving the Rebate, Customer agrees to convey Renewable Energy Credits ("**RECs**") for the Project to **Xcel Energy**, and execute any required paperwork. Any RECs remaining after the termination of the conveyance to **Xcel Energy** belong to the Customer'.
- b. The Project should be eligible to receive a Federal Tax Credit from the U.S. Treasury pursuant to the terms of the Lease equal to **30%** of the Energy System's eligible Installation Cost ("**Tax Credit**") for Energy Systems put into service during **2017, 2018 or 2019**.
- c. Customer should be eligible to participate in the local utility's **Net Metering Program**. Under this program, the energy generated from the Energy System is available for use and reduces the total amount of energy that needs to be purchased from the utility, and for months where the Energy System produces more kWh than the site consumes, the utility will compensate Customer at the applicable rate.
- d. Seller is responsible for all rebate applications and costs associated therewith.
10. **Insurance.**
- a. Seller will, at its own cost and expense, maintain in full force and effect, insurance reasonable and customary for the services being performed by Seller under this Agreement. Upon request, Seller shall provide Customer with certificate(s) evidencing such insurance prior to commencement of any work at the Site.
- b. Customer will at all times, at its own cost and expense, maintain in full force and effect, insurance reasonable and customary for the Site and, after the Final Project Completion has occurred, for the Energy System and the System Components.
- c. As required, Customer will provide Seller and the Utility with a certificate of insurance that conforms with the Rebate and Utility program requirements.
11. **Seller's Waiver and Indemnity Regarding Liens.** To the fullest extent permitted under the Applicable Requirements, Seller waives any right to file or impose any mechanic's, materialman's, or other liens with respect to the Site or the Project. Seller shall promptly pay all undisputed amounts owed for services, materials, equipment, and labor furnished by any person to Seller with respect to the Project. Seller shall, at Seller's sole cost and expense, discharge and cause to be released, whether by payment or posting of an appropriate surety bond in accordance with the Applicable Requirements, within thirty (30) days of its filing, any mechanic's, materialmen's, or other lien in respect of the Project, the Energy System, or the Site created by, through or under, or as a result of any act or omission (or alleged act or omission) of, Seller or any subcontractor or other person providing services, materials, equipment or labor with respect to the Project. If Seller defaults in its obligation to discharge, satisfy or settle such liens, Customer may discharge, satisfy or settle such liens and Seller shall, within fifteen (15) days of a written request by Customer, reimburse Customer for all costs and expenses, including but not limited to attorney's fees, incurred by Customer to discharge, satisfy or settle such Liens.
12. **Warranties.**
- a. Seller will provide the warranties set forth on **Schedule D** hereto. Except as otherwise set forth in **Schedule D**, the System Components furnished and installed by Seller, but not manufactured by Seller (including without limitation the solar modules, inverters, power optimizers, racking, and monitoring equipment and their performance/energy output), will carry only the warranty of their manufacturer. For more detailed information about warranties on the System Components, please see the applicable manufacturer's specification sheets and warranties included in the Operations Manual provided to Customer, or available on the manufacturer's websites. Customer is solely responsible for pursuing any available warranties on System Components against the manufacturer at its own expense, and may look only to such manufacturer, and not to Seller, for any warranty with respect thereto. Seller will assist Customer in resolving any warranties relating to System Components on a time and material basis.
- b. **EXCEPT AS EXPRESSLY PROVIDED IN SCHEDULE D, SELLER MAKES NO WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION ANY WARRANTY AS TO THE INSTALLATION, DESIGN, DESCRIPTION, QUALITY, MERCHANTABILITY, COMPLETENESS, USEFUL LIFE, ENERGY PRODUCTION, PROJECTED ECONOMIC VIABILITY, FINANCIAL DATA AND PROJECTIONS, ROOF PERFORMANCE, FITNESS FOR ANY PARTICULAR PURPOSE OR ANY OTHER MATTER OF THE ENERGY SYSTEM, THE SYSTEM COMPONENTS, THE PROJECT, OR ANY SERVICES PROVIDED UNDER THIS AGREEMENT.**
13. **Ownership of Project Documents and Design.** All Design Documents shall be the sole and exclusive property of Seller. Seller grants Customer a perpetual, royalty free license to use the Design Documents for its own private use in conjunction with the ownership and operation of the Energy System.

14. **Indemnification; Limitation of Damages.**

- a. Subject to the limitations set forth below, Seller hereby indemnifies and holds harmless Customer and its officers, directors, members, consultants, representatives, agents, employees and affiliates against any damages, liabilities, losses, costs and expenses, including reasonable attorney fees and costs (collectively, “**Damages**”) incurred or suffered by any of them caused by (i) any material breach of this Agreement by Seller, or (ii) the negligence, gross negligence or willful misconduct of Seller, its employees, or subcontractors in connection with the Project.
- b. Customer hereby indemnifies and holds harmless Seller and its officers, directors, members, consultants, representatives, agents, employees and affiliates against any Damages incurred or suffered by any of them in any way arising out of, relating to, or in connection with (i) any material breach of this Agreement by Customer, or (ii) the negligence, gross negligence or willful misconduct of Customer or its employees in connection with the Project.
- c. A Party claiming indemnification will give the other Party prompt notice of the relevant claim and will reasonably cooperate with the indemnifying Party, at the indemnifying Party’s expense, in the defense of such claim. The indemnifying Party shall control the defense and settlement of such claim; provided however that the indemnifying Party shall not agree to any settlement that affects the indemnified Party without the prior written consent of the indemnified Party, which approval shall not be unreasonably withheld. The indemnified Party may, at its option and its own expense, participate in the defense of any such claim with legal counsel of its own choice.

15. **Termination.** This Agreement may be terminated as follows:

- a. Either Party may terminate this Agreement by providing the other Party written notice in the event (i) the Rebate is not secured within two (2) years after the date first written above, or (ii) the structural analysis indicates the Site is not capable of supporting the solar array (except where Seller provides alternate equipment and/or structural retrofits or other requirements specified in the structural engineering report that render the Site suitable for installing the solar array in the Installation Costs). In addition, Seller may, in its sole discretion, terminate this Agreement by providing Customer written notice in the event the procurement times for solar equipment are too long to allow execution on the Project in accordance with the terms of this Agreement.
- b. Customer may terminate this Agreement by giving written notice to Seller at any time prior to completion of the Project in the event that: (i) Seller has breached any representation, warranty or covenant contained in this Agreement in any material respect, Customer has notified Seller of the breach, and the breach has continued without cure by Seller or written waiver by Customer for a period of thirty (30) days after the notice of breach; or (ii) upon sixty (60) days’ prior notice to Seller if Seller has not achieved Final Project Completion on or prior to **December 31, 2018**.
- c. Seller may terminate this Agreement by giving written notice to Customer at any time prior to completion of the Project in the event Customer has breached any representation, warranty or covenant contained in this Agreement in any material respect, Seller has notified Customer of the breach, and the breach has continued

without cure by Customer or written waiver by Seller for a period of thirty (30) days after the notice of breach.

- d. If either Party terminates this Agreement pursuant to Sections 14(a), 14(b) or 14(c), all rights and obligations of the Parties under this Agreement will terminate without any liability of any Party to any other Party, except with respect to Section 13, Section 15, and as otherwise provided in this Section 14, and except for any liability of any Party then in breach.
- e. Except as otherwise provided in this Section 14, the termination rights under this Section 14 are cumulative with and in addition to any other rights or remedies to which the Parties may be entitled at law or under this Agreement.

16. **General.**

- a. **Subordination to Utility Rebate Agreement.** No portion of this Agreement is intended to conflict with any Utility Rebate Agreements (the “**Utility Rebate Agreements**”) to which Seller or Customer is a party. In the case of a conflict between the terms or conditions of this Agreement and the Utility Rebate Agreements, the terms and conditions of Utility Rebate Agreements shall control. The utility, or its successors and assigns, is a third-party beneficiary of the provision of this paragraph. Nothing in this Agreement shall prevent the utility, from fully enforcing the terms and conditions of Utility Rebate Agreements.
- b. **Relationship of the Parties.** The Parties shall for all purposes be considered independent contractors with respect to each other, and neither shall be considered an employee, employer, agent, principal, partner or joint venturer of the other.
- c. **Entire Agreement.** This Agreement and the **Schedules** hereto, together with any agreements referenced herein, constitute the entire agreement and understanding of the Parties relative to the subject matter hereof. The Parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.
- d. **Survival of Representations.** All representations, warranties, covenants and agreements of the Parties contained in this Agreement, or in any instrument, certificate, exhibit or other writing provided for in it, shall survive the execution of this Agreement and the consummation of the transactions contemplated herein.
- e. **Amendment.** This Agreement may be amended or modified only by a document executed by the Parties. No custom or practice of the Parties at variance with the terms hereof shall have any effect.
- f. **Notices.** All notices to be given under this Agreement shall be in writing and shall be effectively given upon personal delivery, facsimile or email transmission (with confirmation of receipt), delivery by overnight delivery service or three days following deposit in the United States Mail (certified or registered mail, postage prepaid, return receipt requested).
- g. **No Delay.** No delay or failure on the part of any Party hereto to exercise any right, power or privilege hereunder shall operate as a waiver thereof.

- h. **Force Majeure.** Neither Party will be liable to the other Party for any delay, error, failure in performance or interruption of performance resulting from causes beyond its reasonable control, including without limitation fires, flood, accidents, explosions, sabotage, strikes or other labor disturbances, product unavailability, civil commotion, riots, invasions, wars, acts of God, terrorism, or any cause (whether similar or dissimilar to the foregoing) beyond the reasonable control of the Parties.
- i. **Governing Law / Venue** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without regard to its conflicts of laws principals.
- j. **Severability.** If any word or provision of this Agreement shall violate any applicable statute, ordinance or rule of law in any jurisdiction in which it is used, such provision shall be ineffective to the extent of such violation without invalidating any other provision of this Agreement.
- k. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement, or any portion thereof, without the prior written consent of the other Party, provided Seller may assign this Agreement in connection with the sale of any or all of its assets to a third party or Bank. Any attempted assignment or transfer without prior written consent of the other Party shall be of no force or effect. As to any permitted assignment: (a) reasonable prior notice of any such

assignment shall be given to the other Party; and (b) any assignee shall expressly assume the assignor's obligations hereunder, unless otherwise agreed to by the other Party in writing.

- l. **Marketing and Promotion.** Seller shall not use Customer's name, image or likeness in connection with advertising and promoting the Project or the Energy System without Customer's approval, which shall not be unreasonably withheld.

The Parties hereto have caused this Agreement to be duly signed in their respective names effective the date first written above.

Seller:  
**Ideal Energies, LLC**

By: \_\_\_\_\_  
Chris Psihos, its President

Dated: \_\_\_\_\_

Customer:  
**ISD 191 - Burnsville Public Schools**



By: \_\_\_\_\_  
Name: Lisa Rider, its Executive Director of Business

Dated: \_\_\_\_\_

## SCHEDULE A

### System Components

The Energy System will consist of the following System Components:

1. UL Listed and approved Solar Panels: **Heliene 320P MIM; 320 kW DC each**
2. UL listed and approved DC/AC inverters: **SolarEdge SE20K; 40.10 kW AC total**
3. Power Optimizers: **SolarEdge P700**
4. Solar Panel Racking / mounting system: **PR2, PRB, or Unirac Ballasted Racking or equivalent @ approximately 10 degrees**
5. Electrical components including but not limited to conductive wiring, ground circuitry, conduit, junction boxes, disconnects, switches, over-current protection, and any associated hardware necessary to complete the installation of the solar electric modules and interconnect with the Site's existing electric service.
6. Monitoring equipment and web-based remote system monitoring. Customer is responsible for bringing and providing internet service at the installation location (typically the electrical room).

The Parties agree that The Energy System does **NOT** include the following unless purchased as an option (except where Seller includes them in the Installation Costs):

1. Any structural improvements to the building required to support the Energy System and the System Components.
2. Batteries or emergency back-up power capability.
3. Any Upgrades to Customer's electrical service to bring their service up to code.

## SCHEDULE B

### Contact Information for Parties

**Real Property Owner:** [Owner of Property/Building where the Energy System is installed]:

- \*\* See Attached Installation Address Schedule
- \*\* See Attached Installation Address Schedule

**Customer's Authorized Representative:** [Name & telephone number of Customer's contact for managing this Project]

**Lisa Rider**  
952-707-2050

**Seller/Installer:**

**Ideal Energies, LLC**  
Chris Psihos t. (612)928-5008  
chris.psihos@idealenergies.com  
5810 Nicollet Avenue Minneapolis, MN 55419

**Project Electrician(s):**

**Green<sup>2</sup> Electric, LLC**  
Russell Goetze t. (612)928-5008 f: (612)928-5009  
5810 Nicollet Avenue Minneapolis, MN 55419  
License EA719118

**Oxbow Sunworks**  
Morgan Southard t. (651)408-3962  
5633 Memorial Ave. No. Stillwater, MN 55082  
License EA691504

## **SCHEDULE C**

### **Scope of Work**

#### **A. Design Scope**

1. Seller will prepare structural and electrical Design Documents describing the Project.
2. Seller will comply with all building codes and, as necessary, obtain any code variances.
3. Seller will ensure that the Energy System installation meets then current National Electrical Code requirements.
4. Seller will apply for all permits, and complete inspections to close such permits after Project Completion.
5. Seller will apply for interconnection of the Energy System and net metering with the local utility.

#### **B. Installation**

1. Seller will furnish and install all required material or equipment for a complete installation.
2. Seller will connect the Energy System to Customer's electric panel.
3. Seller will commission and test the Energy System after installation.
4. Electrical interconnections will be performed by licensed electricians.
5. Except as provided in the Purchase Agreement, the Parties agree that Seller will not be liable for any indirect or consequential losses incurred by Customer as a result of the Energy System installation. Such losses may result from disruption of operations, interruption of electrical service, suspension of mechanical services and other interruptions reasonably related to standard Energy System installation of the size and type contemplated by the Project.

#### **C. Safety**

1. Seller will adhere to all current safety laws including without limitation federal, state and local safety regulations.
2. Seller's workers will conform to standard OSHA safety practices and procedures during installation.

#### **D. General**

1. Seller will provide all required design, engineering, construction, administration and management services necessary to complete the Project.
2. Seller will take all action reasonably necessary or required to bring the Project to commercial operation.
3. Seller will provide to Customer copies of all operating and maintenance manuals and third party warranties.
4. Customer is responsible for scheduling and completing, if necessary, the energy audit required for purposes of the Rebates.

## SCHEDULE D

### Seller's Warranties

**Engineering and Design Services Warranty** Seller warrants that it will perform the engineering and design services in a professional and workmanlike manner using the degree of care, skill, prudence, judgment and diligence that a reasonable, qualified and competent provider of similar services would exercise. Except as otherwise provided herein, during the period beginning on the Final Project Completion date and ending five years later (the "**Warranty Period**"), it is shown that there was an error in such engineering and design services as a result of Seller's failure to meet those standards, and if Customer properly notifies Seller within the Warranty Period, Seller will, at its own expense and at no cost to Customer, re-perform such services to remedy such error within a reasonable timeframe.

**Installation Services Warranty** Seller warrants that it will perform the installation services in a professional and workmanlike manner using the degree of care, skill, prudence, judgment and diligence that a reasonable, qualified and competent provider of similar services would exercise. Except as otherwise provided herein, if during the Warranty Period it is shown that there was an error in such installation services as a result of Seller's failure to meet those standards, and if Customer properly notifies Seller within the Warranty Period, Seller will, at its own expense and at no cost to Customer, re-perform such services to remedy such error within a reasonable timeframe.

**Limited System Components Warranty** Seller warrants that the System Components will be new and not physically damaged by Seller at the time of Final Project Completion. If Customer notifies Seller within a reasonable timeframe after Final Project Completion that any System Components were not new or are physically damaged by Seller at the time of Final Project Completion, Seller shall replace such System Components within a reasonable timeframe with System Components that are new and undamaged.

**Roof Warranty** Except as otherwise provided herein, if during the Warranty Period it is shown that the roof leaks solely as a result of Seller's installation of the Energy System, and if Customer properly notifies Seller within the Warranty Period, Seller will, at its own expense and at no cost to Customer, promptly repair the roof so that it does not leak; provided that such leaking is not due to normal wear and tear.

**Limitation on Warranties** The above warranties do NOT cover damage, malfunctions or services failures to the extent caused by:

1. Failure to follow the any applicable operations or maintenance manual or any other maintenance instructions provided by Seller or the manufacturer of the System Components, or failure to maintain or operate the Energy System;
2. Repair, modification, maintenance, movement or relocation of the Energy System or the System Components by someone other than a service technician approved by Seller or the manufacturer of the System Components;
3. Attachment or connection to the Energy System of any equipment not supplied by Seller, or the use of the Energy System for a purpose for which the Project was not intended;
4. Abuse, misuse or acts of Customer or any third person (other than Seller or its employees or agents), including intentional damage, theft or vandalism; or
5. Damage or deteriorated performance of the Energy System or Site caused by electrical surges, building settling, building component failure, work done on the building or adjacent structures, use of machinery or vehicle in the area, winds in excess of the system design rating, lightning, fire, flood, extreme weather conditions, pests, tornadoes, hurricanes, hail, storms, explosions, earthquakes, ground subsidence, falling debris, accidental breakages (not caused by Seller or its employees or agents), normal wear and tear, and other events or accidents outside the reasonable control of Seller.

**Customer's Right to Remedy** In the event that Seller fails to remedy any breach of warranty within the prescribed timeframe under this Schedule D or such breach threatens imminent harm to Customer or its property, Customer shall have the right to employ any reasonable means necessary to remedy such breach, and Seller shall reimburse Customer for all expenses incurred by Customer in carrying out such remedy.

## Facility Lease Agreement

39.680 kW DC Heliene 320P MIM,  
40.10 kW AC SolarEdge SE20K Inverters,  
SolarEdge P700 Power Optimizers &  
PR2, PRB, or Unirac Ballasted Racking or equivalent @  
approximately 10 degrees

### Made in MN Rebate

This **FACILITY LEASE AGREEMENT** (this "Agreement"), dated **May 4, 2017**, is between **GREEN SKY LEASING, LLC**, a Minnesota limited liability company, whose principal place of business is located at **5810 Nicollet Avenue, Minneapolis, MN 55419** ("Tenant"), and **ISD 191 - BURNSVILLE PUBLIC SCHOOLS**, a MN Public School, whose principal place of business is located at **200 W. Burnsville Parkway Burnsville, MN 55337** ("Customer"). The Tenant and Customer are sometimes also referred to in this Agreement jointly as "**Parties**", or individually as a "**Party**".

### RECITALS

- A. Customer is the owner or lessee of certain real property located at **\*\* SEE ATTACHED INSTALLATION ADDRESS SCHEDULE** (the "**Installation Location**") presently used as a **\*\* See Attached Installation Address Schedule** (the "**Property**"); and
- B. Tenant desires to lease from Customer, and Customer desires and is authorized to lease to Tenant, subject to the terms and conditions of this Agreement, a portion of the Property for the construction, operation and maintenance of a photovoltaic solar electric system ("**Energy System**") as defined in that certain Purchase Agreement (the "**Purchase Agreement**") between Customer and **Ideal Energies, LLC** ("**Seller**") of even date herewith; and
- C. Customer has or will be the **legal owner of the Energy System upon purchasing it from Ideal Energies, LLC**, and Customer desires to lease the same to Tenant subject to the terms and conditions of this Agreement; and
- D. Tenant and Customer will, in connection with this Agreement, enter into a **Power Purchase Agreement** (the "**Power Purchase Agreement**") pursuant to which Tenant will sell power generated by the Energy System to Customer; and
- E. For federal tax purposes, Customer and Tenant will treat this Agreement as a transfer of the ownership of the Energy System from Customer to Tenant; and
- F. Tenant should be eligible to receive a Federal Tax Credit from the U.S. Treasury pursuant to the terms of this Lease equal to **30%** of the Energy System's eligible Installation Cost ("**Tax Credit**") for Energy Systems put into service during **2017, 2018 or 2019**.

### AGREEMENT

**NOW, THEREFORE**, in consideration of the foregoing Recitals, the mutual promises of the Parties hereto and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Contingency. THE PARTIES PERFORMANCE UNDER THIS AGREEMENT IS CONTINGENT ON THE FINAL PROJECT COMPLETION (AS DEFINED IN THE PURCHASE AGREEMENT) OCCURRING IN**

<b>Customer / Owner</b>	<b>ISD 191 - Burnsville Public Schools</b>
<b>Installation Location</b>	<b>** See Attached Installation Address Schedule</b>
<b>Xcel Premise #</b>	<b>** See Attached Installation Address Schedule</b>

### **ACCORDANCE WITH THE TERMS OF THE PURCHASE AGREEMENT.**

2. **Energy System and Leased Space.** Customer hereby leases to Tenant and Tenant hereby leases from Customer the following: (a) the Energy System and (b) all roof/ground space required for the installation and operation of the Energy System on the Property ("**Leased Space**") as generally prescribed on the Plan View drawing included herewith as **Schedule A**, including rights to place wiring to the point of electrical interconnection. The Energy System and the Leased Space together constitute the leased property ("**Leased Property**"). The final As-Built Plan View drawing provided by Seller in its Operations Manual is hereby incorporated into **Schedule A** of this Agreement by reference.
3. **System Payments, Tax Ownership.**
  - a. **Installation Cost Payment.** Tenant hereby assumes in full and agrees to pay Customer's Installation Cost (as defined in the Purchase Agreement between Customer and Ideal Energies, LLC) on the Final Project Completion date and in accordance with the terms of the Purchase Agreement.
  - b. **Transfer of Tax Ownership.** The Parties shall treat the Energy System as having been sold to the Tenant for federal tax purposes in consideration of the payments made under Section 3(a) above.
4. **Rebate.** The Rebate, as defined in the Purchase Agreement, including any increase resulting from Seller's substitution of panel with a greater Rebate, (the "Rebate") is irrevocably assigned to Tenant as additional consideration and will be treated by Tenant as a fee earned for services. In the event the actual Rebate received is greater or less than the expected Rebate described in the Purchase Agreement's Section 9a, there will be no adjustment to the Rebate or the terms of this Agreement, and each Party waives its right to recover any surplus or deficiency from the other Party.
5. **Access to Leased Space.** Customer grants to Tenant the right to access the Leased Space via reasonable route or routes over and across the Property upon reasonable prior notice to Customer. Customer will cooperate with Tenant to access the meter or any other part of the Energy System which are not located within the Leased Property.
6. **Permitted Use of Leased Space.** During the Term (as defined below), Tenant shall have the exclusive right to use the Leased Space for the construction, installation, operation, maintenance, repair, replacement, relocation, reconfiguration, removal, alteration, modification, improvement, use and enjoyment of the Energy System and other necessary and incidental uses for the operation of the Energy System to fulfill Tenant's obligations under the Power Purchase Agreement (the "**Permitted Uses**"). Tenant may not erect any other facilities or use any other equipment on the Leased Space that is not expressly permitted under the terms of this

- Agreement without first obtaining Customer's written consent, which consent shall not be unreasonably withheld, delayed or conditioned provided the other facilities or equipment are necessary for the operation of the Energy System and are not likely, in Customer's reasonable opinion, to damage the Property or interfere with Customer's business.
7. **Term.** The term (the "**Term**") of this Agreement shall begin on the date that Final Project Completion occurs, and shall expire on the date that is **twenty (20) years** after Final Project Completion occurs.
  8. **Rent of Leased Space.** Beginning on the first anniversary of the Final Project Completion and continuing on each and every anniversary thereof throughout the Term, Tenant shall pay to Customer rent for the Leased Space in the amount of **\$90.00** per year.
  9. **Rent of Energy System.** Beginning on the first anniversary of the Final Project Completion and continuing on each and every anniversary thereof throughout the Term, Tenant shall pay to Customer rent for the Energy System in the amount of **\$10.00** per year.
  10. **Holdover.** If Tenant holds over its tenancy after expiration of the Term, such tenancy shall be month-to-month subject to the terms and conditions of this Agreement. Either Party may terminate such month-to-month tenancy at any time upon the giving to the other Party no less than thirty (30) days written notice.
  11. **Operating Permits.** Tenant shall, at its sole expense, maintain in full force and effect all certificates, permits and other approvals ("**Operating Permits**") required by any federal, state or local authorities ("**Governmental Authorities**") having jurisdiction over Tenant or the Leased Property.
  12. **Ownership and Maintenance of Energy System.** The Parties agree that legal title to any and all fixtures, equipment, improvements or personal property of whatsoever nature at any time constructed or placed on or affixed to the Leased Space by Tenant, including without limitation the Energy System, shall be and remain with Customer. Tenant shall leave the Energy System at the end of the Term in substantially the same condition as existed on the Final Project Completion date plus any improvements, ordinary wear and tear and casualty damage excepted.
  13. **Energy System Operation and Maintenance.**
    - a. **Tenant will Maintain System.** Tenant will at its sole cost and expense operate the Energy System and monitor the system's performance and keep and maintain the Energy System in good condition and repair, utilizing the Maintenance List provided in **Exhibit B** herewith as a guideline, with strict adherence hereto not expected by the parties. Tenant shall prevent any liens from attaching to the Leased Space or Property resulting from its maintenance activities, and shall defend, indemnify, and hold Customer harmless from the same. In the event Seller fails to meet such obligation, Customer may discharge, satisfy, or settle such liens and Tenant shall, within 15 days of a written request by Customer, reimburse Customer for all costs and expenses incurred by Customer, including but not limited to attorney's fees. In the case of casualty, Tenant agrees to repair the Energy System to the extent available insurance proceeds are received resulting from such casualty, along with any deductible due under said policies that Customer will pay Tenant in accordance with Section 17.a. Tenant shall repair any damage to the Property, with contractors approved by Customer (such approval not to be unreasonably withheld), that results from the Energy System's repair, reconfiguration, alteration, modification or replacement. Customer is solely responsible for pursuing any available warranties on System Components against the manufacturer at its own expense, and may look only to such manufacturer, and not to Tenant, for any warranty with respect thereto. Tenant will assist Customer in resolving any warranties relating to System Components on a time and material basis.
    - b. **Operation and Maintenance Standard of Care.** Tenant will use commercially reasonable efforts to identify, respond to, and complete necessary maintenance and repairs and to operate the Energy System, to maximize the Energy System's production. Notwithstanding the foregoing, the Parties understand that delays may be caused by multiple causes including without limitation delay in the identification of operational issues, troubleshooting issues, warranty replacement, warranty procurement, parts availability, parts delivery, crew availability, equipment defects, equipment performance, and similar causes.
  14. **Repair of Leased Space During Term.** Customer shall have the right at any time to access the Leased Space to inspect, maintain, replace or repair items and components thereof, excluding the Energy System. Customer, at its own cost, and using Seller or another third party approved by Tenant, shall temporarily remove such components of the Energy System as will interfere with Customer's inspection, maintenance or repair of the roof, and shall replace such components upon completion of their work. Customer shall provide thirty (30) days prior notice to Tenant of any such maintenance or repair work to be done, unless in an emergency, in which case Customer shall give such notice as soon as possible. Customer will reimburse Tenant for any lost Rebate revenue resulting from the Energy System being non-operational during Customer's repairs. Reimbursement under this Section is only due where the total cumulative downtime over the Term of the Lease exceeds 30 days.
  15. **Utilities/taxes.** Tenant shall pay all taxes and assessments levied after Final Project Completion upon the Energy System and other personal property located and/or installed on the Customer's Real Property by Tenant that are related and attributed to consideration paid to Customer by Tenant for the Leased Space and Energy System.
  16. **Interference.**
    - a. **Interference by Tenant.** Tenant shall operate the Energy System in a manner that will not unreasonably interfere with any existing operations or equipment located, operated or owned by Customer or any other permitted occupants as of the date of this Agreement ("**Existing Operations**"). All operations by Tenant shall be lawful and in material compliance with all regulations and requirements of the Minnesota Public Utilities Commission, as well as any other applicable state, federal or local regulations and requirements ("**Legal Requirements**") and any applicable agreements with, or tariffs of, the local utility.
    - b. **Interference by Customer.** Following installation of the Energy System, Customer shall not, and shall not cause or permit any other persons or parties to, install equipment or facilities or construct or allow any construction of a structure or structures ("**New Construction**") near the Leased Space if such New

Construction will interfere with the Energy System. Customer shall not move, modify, remove, adjust, alter, change, replace, reconfigure or operate the Energy System, or any part of it, during the term of the Agreement, without prior written direction or approval of Tenant, except if there is an occurrence reasonably deemed by Customer to be a bona fide emergency, in which case Customer will immediately notify Tenant of such emergency and Customer's proposed actions. Customer shall be responsible for, and promptly notify Tenant, of any damage to the Energy System caused by the Customer or its employees, invitees or agents, and shall promptly pay Tenant the costs to repair such damage to the Energy System, along with any lost Rebate revenue.

## 17. Insurance.

- a. **General Liability and Property Insurance.** Customer shall keep the Energy System insured against loss by fire, theft, hail and wind and such other hazard as Tenant shall reasonably require with an insurance company acceptable to Tenant in its reasonable discretion and at all times an amount equal to the Installation Cost (as defined in the Purchase Agreement). The insurance policy(ies) shall name Tenant as an additional insured and be payable to Customer and Tenant as their interests may appear. Customer shall also secure and maintain adequate comprehensive general liability insurance against liability related to the Energy System. Customer shall provide Tenant with evidence of having acquired such insurance coverages prior to the date of Final Project Completion and on an annual basis thereafter. The loss, injury or destruction of the Energy System shall not release Customer from payment as provided in this Agreement. Any insurance policies obtained by Customer shall provide that such policy of insurance cannot be terminated or cancelled by the insurer without 30 days prior written notice to Tenant. Customer is responsible for any deductibles due under the insurance policies for losses, and will pay Tenant said deductible along with insurance proceeds to repair the Energy System.
- b. **Workers' Compensation Insurance and Employers' Liability Insurance.** In accordance with Minnesota state law, Tenant shall maintain in force workers' compensation insurance for all of its employees. Tenant shall also maintain employer's liability coverage in an amount of not less than One Million Dollars (\$1,000,000.00) per accident. Tenant shall also secure and maintain adequate comprehensive general liability insurance against liability related to the Leased Premises. Upon request, Tenant will provide Customer with a Certificate of Insurance naming Customer as an additional insured.

## 18. Indemnification

- a. Tenant shall indemnify and hold harmless Customer and its officers, directors, members, consultants, representatives, agents, employees and affiliates against any damages, liabilities, losses, costs and expenses, including reasonable attorney fees and costs (collectively, "Damages") incurred or suffered by any of them in any way arising out of, relating to, or in connection with (i) any breach of this Agreement by Tenant, or (ii) the negligence, gross negligence or willful misconduct of Tenant or its employees or agents in connection with the transactions contemplated by this Agreement.

- b. Tenant, to the extent permitted by law, shall indemnify Customer from any mechanic's, materialman's, or other lien with respect to the Property or the Leased Property to the extent such lien is attributable to Tenant's failure to pay the Installation Cost.
- c. Customer shall indemnify and hold harmless Tenant and its officers, directors, members, consultants, representatives, agents, employees and affiliates against any Damages incurred or suffered by any of them in any way arising out of, relating to, or in connection with (i) any breach of this Agreement by Customer, or (ii) the negligence, gross negligence or willful misconduct of Customer or its employees or agents in connection with the transactions contemplated by this Agreement.
- d. A Party claiming indemnification will give the other Party prompt notice of the relevant claim and will reasonably cooperate with the indemnifying Party, at the indemnifying Party's expense, in the defense of such claim. The indemnifying Party shall control the defense and settlement of such claim; provided however that the indemnifying Party shall not agree to any settlement that affects the indemnified Party without the prior written consent of the indemnified Party, which approval shall not be unreasonably withheld. The indemnified Party may, at its option and its own expense, participate in the defense of any such claim with legal counsel of its own choice.

## 19. General.

- a. **Subordination to Utility Rebate Agreement.** No portion of this Agreement is intended to conflict with any Utility Rebate Agreements (the "Utility Rebate Agreements") to which Tenant or Customer is a party. In the case of a conflict between the terms or conditions of this Agreement and the Utility Rebate Agreements, the terms and conditions of Utility Rebate Agreements shall control. The Utility, or its successors and assigns, is a third-party beneficiary of the provision of this paragraph. Nothing in this Agreement shall prevent the Utility, from fully enforcing the terms and conditions of Utility Rebate Agreements.
- b. **Relationship of the Parties.** The Parties shall for all purposes be considered independent contractors with respect to each other, and neither shall be considered an employee, employer, agent, principal, partner or joint venturer of the other.
- c. **Entire Agreement.** This Agreement and the Schedules hereto, together with any agreement reference herein, constitute the entire agreement and understanding of the Parties relative to the subject matter hereof. The Parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.
- d. **Survival of Representations.** All representations, warranties, covenants and agreements of the Parties contained in this Agreement, or in any instrument, certificate, exhibit or other writing provided for in it, shall survive the execution of this Agreement and the consummation of the transactions contemplated herein.
- e. **Amendment.** This Agreement may be amended or modified only by a writing executed by the Parties to this Agreement. No custom or practice of the Parties at variance with the terms hereof shall have any effect.

- f. **Notices.** All notices to be given under this Agreement shall be in writing and shall be effectively given upon personal delivery, facsimile or email transmission (with confirmation of receipt), delivery by overnight delivery service or three days following deposit in the United States Mail (certified or registered mail, postage prepaid, return receipt requested).
- g. **No Delay.** No delay or failure on the part of any Party hereto to exercise any right, power or privilege hereunder shall operate as a waiver thereof.
- h. **Force Majeure.** Neither Party will be liable to the other Party for any delay, error, failure in performance or interruption of performance resulting from causes beyond its reasonable control, including without limitation fires, flood, accidents, explosions, sabotage, strikes or other labor disturbances, civil commotion, riots, invasions, wars, acts of God, terrorism or any cause (whether similar or dissimilar to the foregoing) beyond the reasonable control of the Party.
- i. **Governing Law / Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without regard to its conflicts of laws principals.
- j. **Severability.** If any word or provision of this Agreement shall violate any applicable statute, ordinance or rule of law in any jurisdiction in which it is used, such provision shall be ineffective to the extent of such violation without invalidating any other provision of this Agreement.
- k. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement, or any portion thereof, without the prior written consent of the other Party. Any attempted assignment or transfer without such prior written consent of the other Party shall be of no force or effect. As to any permitted assignment: (a) reasonable prior notice of any such assignment shall be given to the other Party; and (b) any assignee shall expressly assume the assignor's obligations hereunder, unless otherwise agreed to by the other Party in writing. Notwithstanding the foregoing, as may be required for Tenant to avoid being classified as a Public Utility under

Minnesota Statutes Chapter 216B.02, Subd. 4., or to leverage tax benefits as tax owner, Tenant may, at its sole discretion, assign and/or sublease all or part of its full interest under this Agreement to a controlled affiliate of Tenant, assign its rights under the Power Purchase Agreement a controlled affiliate of Tenant, or assign this Agreement in connection with any sale of any or all of its Assets to a third party or Bank.

- l. **Quiet Possession.** Customer agrees that upon compliance with the terms and conditions of this Agreement, Tenant shall peaceably and quietly have, hold and enjoy the Leased Space for the Term and any extensions thereof.
- m. **Mortgage.** Tenant may not mortgage its interests in this Lease without the written consent of Customer.

The Parties acknowledge they have read this Agreement, understand it and agree to be bound by its terms and conditions as of the date first set forth above.

Tenant:  
**Green Sky Leasing, LLC**

By: \_\_\_\_\_  
Andy Nooleen, its VP Operations

Dated: \_\_\_\_\_

Customer:  
**ISD 191 - Burnsville Public Schools**

By: \_\_\_\_\_  
Lisa Rider, its Executive Director of Business

Dated: \_\_\_\_\_



## **SCHEDULE A**

### **Site Plan**

Facility Plan View Drawing Indicating the Final Location of the Energy System on the Leased Space and the point of interconnection of the Energy System with the electrical system at the Property

[The above document is provided by Seller, and is included in the Owner's Manual that is provided to the Customer after Final Project Completion]

## **SCHEDULE B**

### Maintenance Items

- A. Weekly performance monitoring via online monitoring system to validate performance of panels and inverters, energy production; benchmark performance vs. similar systems for validation
- B. Identify any defective equipment via on-line monitoring system
- C. Semi-annual site audits of system performing the following tasks
  - i. Inspect panels, inverters, and racking for physical damage
  - ii. Clean any debris on or under the solar arrays
  - iii. Ensure labels are intact
  - iv. Check for loose hanging wires, repair as necessary
  - v. Check electrical connections; tighten/torque as necessary
  - vi. Check for corrosion of electrical enclosures, repair as necessary
  - vii. Ensure roof drainage is adequate, that roof drains are not clogged, and confirm there are no signs of pooling water in the vicinity of the solar array
- D. Management of System Component Warranty Claims

# Power Purchase Agreement

39.680 kW DC Heliene 320P MIM,  
 40.10 kW AC SolarEdge SE20K Inverters,  
 SolarEdge P700 Power Optimizers &  
 PR2, PRB, or Unirac Ballasted Racking or equivalent @  
 approximately 10 degrees

## Made in MN Rebate

This **POWER PURCHASE AGREEMENT** (this "Agreement"), dated **May 4, 2017**, is between **GREEN SKY LEASING, LLC** a Minnesota limited liability company, whose principal place of business is located at **5810 Nicollet Avenue, Minneapolis, MN 55419** ("Tenant"), and **ISD 191 - BURNSVILLE PUBLIC SCHOOLS**, a MN Public School, whose principal place of business is located at **200 W. Burnsville Parkway Burnsville, MN 55337** ("Customer"). Tenant and Customer are sometimes also referred to in this Agreement jointly as "**Parties**", or individually as a "**Party**".

## RECITALS

- A. Tenant leases, operates and maintains Customer's photovoltaic solar electric system (the "**Energy System**") (as located at the Installation Location (the "**Installation Location**") described above as defined in that certain **Purchase Agreement** (the "**Purchase Agreement**") between Customer and **Ideal Energies, LLC** of even date herewith) pursuant to a Facility Lease Agreement (the "**Lease**") between the Parties of even date herewith; and
- B. Tenant desires to sell renewable electric power inclusive of all rights to its available environmental attributes to Customer, and Customer desires to purchase from Tenant all such electricity which is produced by the Energy System; and
- C. Tenant or its affiliate has, or will, apply for the "**Rebate**" (as defined in the Purchase Agreement)) on behalf of Customer. After award of the Rebate and before Final Project Completion (as defined in the Purchase Agreement), Customer will enter into an agreement ("**Utility Agreement**") with the local utility ("**Utility**"), pursuant to which Customer will assign all renewable energy credits ("**RECs**") for electricity produced by the Energy System during the term of the Rebate to the Utility in exchange for the Rebate; and
- D. Customer should be eligible to participate in the Utility's **Net Metering Program**. Under this program, the energy generated from the Energy System is available for use and reduces the total amount of energy that needs to be purchased from the Utility. Under this program, for months where the Energy System produces more kWh than the site consumes, the Utility will compensate Customer at the applicable rate; and
- E. Pursuant to the Lease, Tenant should be eligible to receive a Federal Tax Credit from the U.S. Treasury equal to **30%** of the Energy Systems eligible Installation Cost ("**Tax Credit**") for Energy Systems put into service during **2017, 2018 or 2019**.

## AGREEMENT

**NOW, THEREFORE**, in consideration of the foregoing Recitals, the mutual promises of the Parties hereto and for other good and valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the Parties agree as follows:

1. **Contingency. THE PARTIES PERFORMANCE UNDER THIS AGREEMENT IS CONTINGENT ON THE FINAL PROJECT COMPLETION (AS DEFINED IN THE**

<b>Customer / Owner</b>	<b>ISD 191 - Burnsville Public Schools</b>
<b>Installation Location</b>	** See Attached Installation Address Schedule
<b>Xcel Premise #</b>	** See Attached Installation Address Schedule

## **PURCHASE AGREEMENT) OCCURRING IN ACCORDANCE WITH THE TERMS OF THE PURCHASE AGREEMENT.**

**Power Purchase.** Tenant shall deliver all power generated from the Energy System to Customer at the point of interconnection shown on Schedule A to the Lease. Customer will pay Tenant for all the power generated from the Energy System and delivered to the interconnection point by making the payments specified in **Schedule A** (the "Power Payments"). The Power Payments are due monthly beginning on the first day of the first month following the Final Project Completion date and continuing each month until expiration of the Term (as defined below) of this Agreement. Power payments do not include any sales tax. Sales tax will be added to the Power Payments based on Customer's applicable sales tax rate. Customer authorizes Tenant, and Anchor Bancorp, to debit Customer's checking or savings account to collect Power Payments when due under this Agreement until all Power Payments are received in full. Where Tenant does not collect payments via debiting Customer's account, Customer will either mail or wire payments to Tenant as provided below.

<b>Mail</b>	<b>ACH</b>
Green Sky Leasing, LLC	Anchor Bancorp
5810 Nicollet Avenue	Routing #: 096015232
Minneapolis MN 55419	Acct #: 100164476

2. **Ownership of Renewable Energy Credits.** Customer will convey to the Utility pursuant to the Utility Agreement, all RECs generated by the Energy System for the term specified in the Utility Agreement. For purposes of this Agreement, RECs include all attributes of an environmental or other nature that are created or otherwise arise from the Energy System, including without limitation tags, certificates or similar projects or rights associated with solar energy as a "green" or "renewable" electric generation resource. RECs shall also include any other environmental attribute intended to be transferred to the Utility under the Utility Agreement.
3. **Term.** The term (the "**Term**") of this Agreement shall begin on the date that Final Project Completion occurs, and shall expire on the date that is twenty (20) years after Final Project Completion occurs.
4. **Late Charge/Costs of Collection.** In the event Customer fails to make any Power Payment when due, Customer agrees that the greater of \$50, or interest due based on an interest rate not to exceed the lesser of one and one-half percent (1-1/2%) per month or the rate established by Minnesota Statutes §549.09, may be charged as a late charge on a monthly basis on the amount of any Power Payment remaining unpaid more than 10 days after it is due from the due date until paid in full.
5. **Grant of Security Interest.** In order to secure the payment and performance of all of Customer's liabilities, obligations and covenants under this Agreement or the Lease, Customer

hereby grants to Tenant a security interest in all Rebates and the Energy System, together with all attachments, accessories or replacement parts and labor placed upon the Energy System, and proceeds thereof. Upon the request of Tenant, Customer shall promptly obtain a subordination agreement in favor of Tenant from any third party lienholder who may have a lien in the Energy System. Customer irrevocably assigns the right to receive Rebates to Tenant and Tenant may exercise this right upon default of Customer. Tenant's security interest and other rights under this Section 8 shall be extinguished upon the later of termination of this Agreement and the Lease and performance of all of Customer's obligations hereunder and thereunder, and Tenant shall execute and file any evidence of such extinguishment reasonably requested by Customer.

6. **Insurance.** Customer shall keep the Energy System insured against loss by fire, theft, hail and wind and such other hazards as required by the Lease.

7. **Events of Default.** Each of the following shall constitute an event of default ("**Event of Default**"):

- a. Customer shall fail to make any undisputed payment to Tenant when due hereunder, Tenant has notified the Customer of such failure, and the failure has continued without cure by Customer or written waiver by Tenant for a period of thirty (30) days after the notice of failure;
- b. Customer shall breach any representation, warranty or covenant contained in this Agreement in any material respect, Tenant has notified Customer of the breach, and the breach has continued without cure by Customer or written waiver by Tenant for a period of thirty (30) days after the notice of breach;
- c. Customer shall cease to do business, become insolvent, make an assignment for the benefit of creditors or file any petition under bankruptcy, reorganization, insolvency or moratorium law, or any other law for the relief of debtors;
- d. Any involuntary petition shall be filed under any bankruptcy statute against Customer or any receiver, trustee, or similar official shall be appointed to take possession of the properties of Customer unless such petition or appointment ceases to be in effect within 30 days of such filing or appointment; or
- e. The Customer fails to comply with any of its obligations under any of Customer's agreements with the Utility.

8. **Remedies.**

- a. If an Event of Default shall occur, Tenant may, at its option, exercise any one or more of the following remedies:
  - i. Declare all amounts due or to become due under this Agreement immediately due and payable;
  - ii. Recover any additional damages and expenses sustained by Tenant by reason the Event of Default;
  - iii. Enforce the security interest granted hereunder, in which event Customer agrees to make the Energy System available to Tenant at a place or places acceptable to Tenant and Tenant shall have the right to take possession of the Energy System without legal process for which purpose Tenant may enter any premises where the Energy System may be found without legal process and without breaching the peace, provided that in such case the fair market value of the Energy System shall offset any amounts due under this Agreement;

- iv. Retain all payments made by Customer as liquidated damages for the non-performance of this Agreement, for use of the Energy System and for depreciation thereof; and
- v. Exercise any other remedies available under law, including those under Article 9 of the UCC.

b.

- c. The remedies provided herein shall be cumulative and may be exercised singularly, concurrently or successively with and in addition to all other remedies in law or equity. If either Party fails to perform any of its obligations under this Agreement, the other Party may (but need not) at any time thereafter perform such obligation, and the expenses incurred in connection therewith shall be payable in full by the nonperforming Party upon demand. In addition, the nonperforming Party agrees to pay the other Party's reasonable attorney's fees and costs of collection in pursuing any remedies.

9. **Annual Energy Production Not Guaranteed.** THE PARTIES UNDERSTAND AND AGREE THE ANNUAL ENERGY PRODUCTION FROM THE ENERGY SYSTEM MAY VARY FROM ANNUAL PROJECTIONS FOR REASONS BEYOND THE PARTIES CONTROL INCLUDING WITHOUT LIMITATION SEASON WEATHER VARIATIONS, ROUTINE AND NON-ROUTINE MAINTENANCE CAUSING DOWNTIME, EQUIPMENT PERFORMANCE, PROCESSING ANY EQUIPMENT WARRANTIES FOR MALFUNCTIONING EQUIPMENT, FORCED MAJEURE, ETC. THE PARTIES UNDERSTAND THAT THE REBATES AND UTILITY BILL CREDITS ARE PAID PROPORTIONALLY WITH ENERGY SYSTEM ENERGY PRODUCTION, AND THAT THE ACTUAL AMOUNTS RECEIVED BY CUSTOMER WILL VARY ACCORDINGLY. TENANT DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, THAT PRODUCTION WILL MATCH PROJECTIONS, AND CUSTOMER AND TENANT ASSUME, AT THEIR SOLE RISK, THE VARIABILITY OF ANNUAL ENERGY PRODUCTION AND VARIATIONS FROM ANY FINANCIAL PROJECTIONS RELATING TO UTILITY BILL CREDITS AND REBATES.

10. **Customer's Maximum Payment Obligation.** Customer's maximum payment obligation to Tenant under this Agreement is the sum of all the Power Purchase Payments listed in **Schedule A**.

11. **Power Production Adjustment.** In any 12 month period beginning with the Final Project Completion Date that the solar array does not produce at least 1000 kWh per KW DC. Tenant will reimburse Customer within 60 days after the then applicable twelve month period as follows: Total payments made over the then applicable 12 month period \* (1 - (actual kWh/kWDC / 1000 kWh/kWDC)). For Example, a 40 kWDC Energy System produces 900 kWh/kWDC and power payments equaling \$3000 are paid during the applicable 12 month period. A \$300 cash reimbursement will be paid to the Customer that is calculated as follows: \$3000 \* (1-900/1000) = \$300.

12. **Miscellaneous.**

- a. **Subordination to Utility Rebate Agreement.** No portion of this Agreement is intended to conflict with any

Utility Rebate Agreements (the “Utility Rebate Agreements”) to which Tenant or Customer is a party. In the case of a conflict between the terms or conditions of this Agreement and the Utility Rebate Agreements, the terms and conditions of Utility Rebate Agreements shall control. The Utility, or its successors and assigns, is a third-party beneficiary of the provision of this paragraph. Nothing in this Agreement shall prevent the Utility, from fully enforcing the terms and conditions of Utility Rebate Agreements.

- b. **Relationship of the Parties.** The Parties shall for all purposes be considered independent contractors with respect to each other, and neither shall be considered an employee, employer, agent, principal, partner or joint venturer of the other.
- c. **Entire Agreement.** This Agreement and the **Schedules** hereto, together with any agreement reference herein, constitute the entire agreement and understanding of the Parties relative to the subject matter hereof. The Parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.
- d. **Survival of Representations.** All representations, warranties, covenants and agreements of the Parties contained in this Agreement, or in any instrument, certificate, exhibit or other writing provided for in it, shall survive the execution of this Agreement and the consummation of the transactions contemplated herein.
- e. **Amendment.** This Agreement may be amended or modified only by a writing executed by the Parties to this Agreement. No custom or practice of the Parties at variance with the terms hereof shall have any affect.
- f. **Notices.** All notices to be given under this Agreement shall be in writing and shall be effectively given upon personal delivery, facsimile or email transmission (with confirmation of receipt), delivery by overnight delivery service or three days following deposit in the United States Mail (certified or registered mail, postage prepaid, return receipt requested).
- g. **No Delay.** No delay or failure on the part of any Party hereto to exercise any right, power or privilege hereunder shall operate as a waiver thereof.
- h. **Force Majeure.** Neither Party will be liable to the other Party for any delay, error, failure in performance or interruption of performance resulting from causes beyond its reasonable control, including without limitation fires, flood, accidents, explosions, sabotage, strikes or other labor disturbances, civil commotion, riots, invasions, wars, acts of God or any cause (whether similar or dissimilar to the foregoing) beyond the reasonable control of the Party.
- i. **Governing Law / Venue.** This Agreement shall be governed by and construed in accordance with the laws

of the State of Minnesota without regard to its conflicts of laws principals. Any lawsuit brought in connection with this Agreement shall be brought only in a court of general jurisdiction in Hennepin County, Minnesota.

- j. **Severability.** If any word or provision of this Agreement shall violate any applicable statute, ordinance or rule of law in any jurisdiction in which it is used, such provision shall be ineffective to the extent of such violation without invalidating any other provision of this Agreement.
- k. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement, or any portion thereof, without the prior written consent of the other Party. Any attempted assignment or transfer without such prior written consent of the other Party shall be of no force or effect. As to any permitted assignment: (a) reasonable prior notice of any such assignment shall be given to the other Party; and (b) any assignee shall expressly assume the assignor’s obligations hereunder, unless otherwise agreed to by the other Party in writing. Notwithstanding the foregoing, as may be required for Tenant to avoid being classified as a Public Utility under Minnesota Statutes Chapter 216B.02, Subd. 4., or to leverage tax benefits as tax owner, Tenant may, at its sole discretion, assign and/or sublease all or part of its full interest under the Lease Agreement to a controlled affiliate of Tenant, assign its rights under this Power Purchase Agreement a controlled affiliate of Tenant, or assign this Agreement in connection with any sale of any or all of its Assets to a third party or Bank
- l. **Time is of the Essence.** Time is of the essence with respect to all of the terms of this Agreement.

The Parties acknowledge they have read this Agreement, understand it and agree to be bound by its terms and conditions as of the date first set forth above.

Tenant:  
**Green Sky Leasing, LLC**

By: \_\_\_\_\_  
Andy Nooleen, its VP Operations

Dated: \_\_\_\_\_

Customer:  
**ISD 191 - Burnsville Public Schools**

By: \_\_\_\_\_  
Lisa Rider, its Executive Director of Business

Dated: \_\_\_\_\_



**Schedule A  
Power Purchase Payment Schedule**

39.680 kW DC Heliene 320P MIM, 40.10 kW AC SolarEdge SE20K Inverters, SolarEdge P700 Power Optimizers & PR2, PRB, or Unirac Ballasted Racking or equivalent @ approximately 10 degrees

YEAR	Green Sky Leasing, LLC Utility Bill Expense			
	Lease Runs Full Term (Power Purchase Expense)		Put Or Call Is Exercised (Power Purchase Expense)	
	(\$/Year)	(\$/Month)	(\$/Year)	(\$/Month)
1	\$ 3740.24	\$ 311.68	\$ 3740.24	\$ 311.68
2	\$ 3809.44	\$ 317.45	\$ 3809.44	\$ 317.45
3	\$ 3979.91	\$ 331.65	\$ 3979.91	\$ 331.65
4	\$ 4158.01	\$ 346.50	\$ 4158.01	\$ 346.50
5	\$ 4344.08	\$ 362.00	\$ 4344.08	\$ 362.00
6	\$ 4538.48	\$ 378.20	\$ 4538.48	\$ 378.20
7	\$ 4741.58	\$ 395.13	\$ 4741.58	\$ 395.13
8	\$ 4953.77	\$ 412.81	\$ 4953.77	\$ 412.81
9	\$ 5175.45	\$ 431.28	\$ 5175.45	\$ 431.28
10	\$ 5407.05	\$ 450.58	\$ 5407.05	\$ 450.58
11	\$ 5649.01	\$ 470.75	\$ 5649.01	\$ 470.75
12	\$ 5901.81	\$ 491.81	\$ 5901.81	\$ 491.81
13	\$ 2280.00	\$ 190.00	\$	\$
14	\$ 2280.00	\$ 190.00	\$	\$
15	\$ 2280.00	\$ 190.00	\$	\$
16	\$ 2280.00	\$ 190.00	\$	\$
17	\$ 2280.00	\$ 190.00	\$	\$
18	\$ 2280.00	\$ 190.00	\$	\$
19	\$ 2280.00	\$ 190.00	\$	\$
20	\$ 2280.00	\$ 190.00	\$	\$
<b>Total</b>	<b>\$ 74638.90</b>		<b>\$ 56398.90</b>	

## Put and Call Agreement

39.680 kW DC Heliene 320P MIM,  
40.10 kW AC SolarEdge SE20K,  
SolarEdge P700 Power Optimizers &  
PR2, PRB, or Unirac Ballasted Racking or equivalent @  
approximately 10 degrees

### Made in MN Rebate

This **PUT AND CALL AGREEMENT** (this “**Agreement**”), dated **May 4, 2017** is between **Green Sky Leasing, LLC**, a Minnesota limited liability company, whose principal place of business is located at **5810 Nicollet Avenue, Minneapolis, MN 55419** (“**Tenant**”), and **ISD 191 - Burnsville Public Schools**, a MN Public School, whose principal place of business is located at **200 W. Burnsville Parkway Burnsville, MN 55337** (“**Customer**”). Tenant and Customer are sometimes also referred to in this Agreement jointly as “**Parties**”, or individually as a “**Party**”.

### RECITALS

- A. Customer is the purchaser of a photovoltaic solar electric system (the “**Energy System**”) located at the Installation Location described above (the “**Installation Location**”) (and as defined in the Purchase Agreement between Customer and **Ideal Energies, LLC** (“**Seller**”) of even date herewith (the “**Purchase Agreement**”)); and
- B. Tenant is the lessee of the Energy System and associated rights under the **Facility Lease Agreement** with Customer (the “**Lease**”) of even date herewith, and Tenant sells the Energy System generated from the Energy System pursuant to a Power Purchase Agreement with Customer (the “**Power Purchase Agreement**”) of even date herewith (Tenant's interests in the Lease and **Power Purchase Agreement** is referred to herein as the “**Interest**”); and
- C. The Parties hereto now desire to enter into this Agreement to set forth the terms and conditions upon which Tenant has an option to put its Interest to the Customer and upon which Customer has an option to call Tenant's Interest from Tenant.

### AGREEMENT

**NOW, THEREFORE**, in consideration of the foregoing Recitals, the mutual promises of the Parties hereto and for other good and valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the Parties hereby agree as follows:

1. **Contingency. THE PARTIES PERFORMANCE UNDER THIS AGREEMENT IS CONTINGENT ON THE FINAL PROJECT COMPLETION (AS DEFINED IN THE PURCHASE AGREEMENT) OCCURRING IN ACCORDANCE WITH THE TERMS OF THE PURCHASE AGREEMENT.**
2. **Put of Tenant's Interest.** Commencing on **the 12 year anniversary of the Final Project Completion Date**, and for a period of **six (6) months thereafter** (the “**Put Period**”), Tenant shall have the right and option to require Customer to purchase all, but not less than all, of Tenant's Interest (the “**Put**”). Tenant may exercise the Put by delivering notice of exercise of such option in writing to Customer during the Put Period. If exercised, Tenant shall be obligated to sell, and Customer shall be obligated to purchase, all of the Interests

<b>Customer / Owner</b>	<b>ISD 191 - Burnsville Public Schools</b>
<b>Installation Location</b>	** See Attached Installation Address Schedule
<b>Xcel Premise #</b>	** See Attached Installation Address Schedule

owned by Tenant. The purchase price for the Interest shall be **\$1.00** (the “**Put Price**”). The date of the Put closing will be thirty (30) days following the notice of exercise of the Put, or such earlier date as the Parties may agree in writing (the “**Put Closing Date**”). The Put Price shall be paid by Customer to Tenant in cash on the Put Closing Date. Each Party shall remain liable for any obligations arising under the Lease prior to the Put Closing Date.

3. **Call of Tenant's Interest.** For a period of **one (1) year beginning the day following the last day of the Put Period** (the “**Call Period**”), Customer shall have the right and option to purchase all, but not less than all, of Tenant's Interest (the “**Call**”). Customer may exercise the Call by delivering notice of exercise of such option to Tenant during the Call Period. If exercised, Customer shall be obligated to purchase, and Tenant shall be obligated to sell, all of the Interest owned by Tenant. The purchase price for the Interest pursuant to the Call shall be an amount equal to the fair market value (the “**Fair Market Value Price**”) of such Interest and the Energy System as agreed by the Parties and if no agreement is possible, then by an independent qualified appraiser selected by the Customer and the cost of which is paid for by the Tenant (the “**Call Price**”). The Parties agree that a reasonable method of establishing the Fair Market Value Price is to use a discounted cash flow value. As of the date hereof, the Parties believe that a discount rate of 15% is reasonable. The date of the Call closing shall be thirty (30) days following delivery of the notice of exercise of the Call, or such earlier date as the Parties may agree in writing (the “**Call Closing Date**”). The Call Price shall be paid by Customer to Tenant in cash on the Call Closing Date. Each Party shall remain liable for any obligations arising under the Lease prior to the Call Closing Date.
4. **Obligations following exercise of Put or Call.**
  - a. **Tenant.** After the transfer and assignment of the Interest pursuant to the Put or Call, Tenant shall have no further obligations in connection with the Interest.
  - b. **Customer.** After the transfer and assignment of the Interest pursuant to the Put or Call, Customer shall make, if not already paid, the Power Payments described in Schedule A of the Power Purchase Agreement between the Parties of even date herewith beginning with the month after Project Completion through and including the month of the Put or Call Closing date. Customer is not obligated to pay Tenant any Power Purchase Payments after the Put or Call Closing date through the end of the Term specified in the Power Purchase Agreement.
5. **Miscellaneous.**
  - a. **Subordination to Utility Rebate Agreement.** No portion of this Agreement is intended to conflict with any Utility Rebate Agreements (the “**Utility Rebate Agreements**”) to which Tenant or Customer is a party. In the case of a conflict between the terms or conditions of this Agreement and the Utility Rebate Agreements, the

terms and conditions of Utility Rebate Agreements shall control. The utility, or its successors and assigns, is a third-party beneficiary of the provision of this paragraph. Nothing in this Agreement shall prevent the utility, from fully enforcing the terms and conditions of Utility Rebate Agreements.

- b. **Relationship of the Parties.** The Parties shall for all purposes be considered independent contractors with respect to each other, and neither shall be considered an employee, employer, agent, principal, partner or joint venturer of the other.
- c. **Entire Agreement.** This Agreement and the Schedules hereto, together with any agreement reference herein, constitute the entire agreement and understanding of the Parties relative to the subject matter hereof. The Parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.
- d. **Survival of Representations.** All representations, warranties, covenants and agreements of the Parties contained in this Agreement, or in any instrument, certificate, exhibit or other writing provided for in it, shall survive the execution of this Agreement and the consummation of the transactions contemplated herein.
- e. **Amendment.** This Agreement may be amended or modified only by a writing executed by the Parties to this Agreement. No custom or practice of the Parties at variance with the terms hereof shall have any effect.
- f. **Notices.** All notices to be given under this Agreement shall be in writing and shall be effectively given upon personal delivery, facsimile or email transmission (with confirmation of receipt), delivery by overnight delivery service or three days following deposit in the United States Mail (certified or registered mail, postage prepaid, return receipt requested).
- g. **No Delay.** No delay or failure on the part of any Party hereto to exercise any right, power or privilege hereunder shall operate as a waiver thereof.
- h. **Force Majeure.** Neither Party will be liable to the other Party for any delay, error, failure in performance or interruption of performance resulting from causes beyond its reasonable control, including without limitation fires, flood, accidents, explosions, sabotage, strikes or other labor disturbances, civil commotion, riots, invasions, wars, acts of God, terrorism or any cause (whether similar or dissimilar to the foregoing) beyond the reasonable control of the Party.
- i. **Governing Law / Venue.** This Agreement shall be governed by and construed in accordance with the laws

of the State of Minnesota without regard to its conflicts of laws principals. Any lawsuit brought in connection with this Agreement shall be brought only in a court of general jurisdiction in Hennepin County, Minnesota.

- j. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement, or any portion thereof, without the prior written consent of the other Party. Any attempted assignment or transfer without such prior written consent of the other Party shall be of no force or effect. As to any permitted assignment: (a) reasonable prior notice of any such assignment shall be given to the other Party; and (b) any assignee shall expressly assume the assignor's obligations hereunder, unless otherwise agreed to by the other Party in writing.
- k. Notwithstanding the foregoing, as may be required for Tenant to avoid being classified as a Public Utility under Minnesota Statutes Chapter 216B.02, Subd. 4., or to leverage tax benefits as tax owner, Tenant may, at its sole discretion, assign and/or sublease all or part of its full interest under the Lease Agreement to a controlled affiliate of Tenant, assign its rights under the Power Purchase Agreement a controlled affiliate of Tenant, assign its rights under this Agreement a controlled affiliate of Tenant, or assign this Agreement in connection with any sale of any or all of its Assets to a third party or Bank
- l. **Time is of the Essence.** Time is of the essence with respect to all of the terms of this Agreement.

The Parties acknowledge they have read this Agreement, understand it and agree to be bound by its terms and conditions as of the date first set forth above.

Tenant:  
**Green Sky Leasing, LLC**

By: \_\_\_\_\_  
Andy Nooleen, its VP Operations

Dated: \_\_\_\_\_

Customer:  
**ISD 191 - Burnsville Public Schools**



By: \_\_\_\_\_  
Lisa Rider, its Executive Director of Business

Dated: \_\_\_\_\_

### Exhibit 1

#### Installation Location Schedule

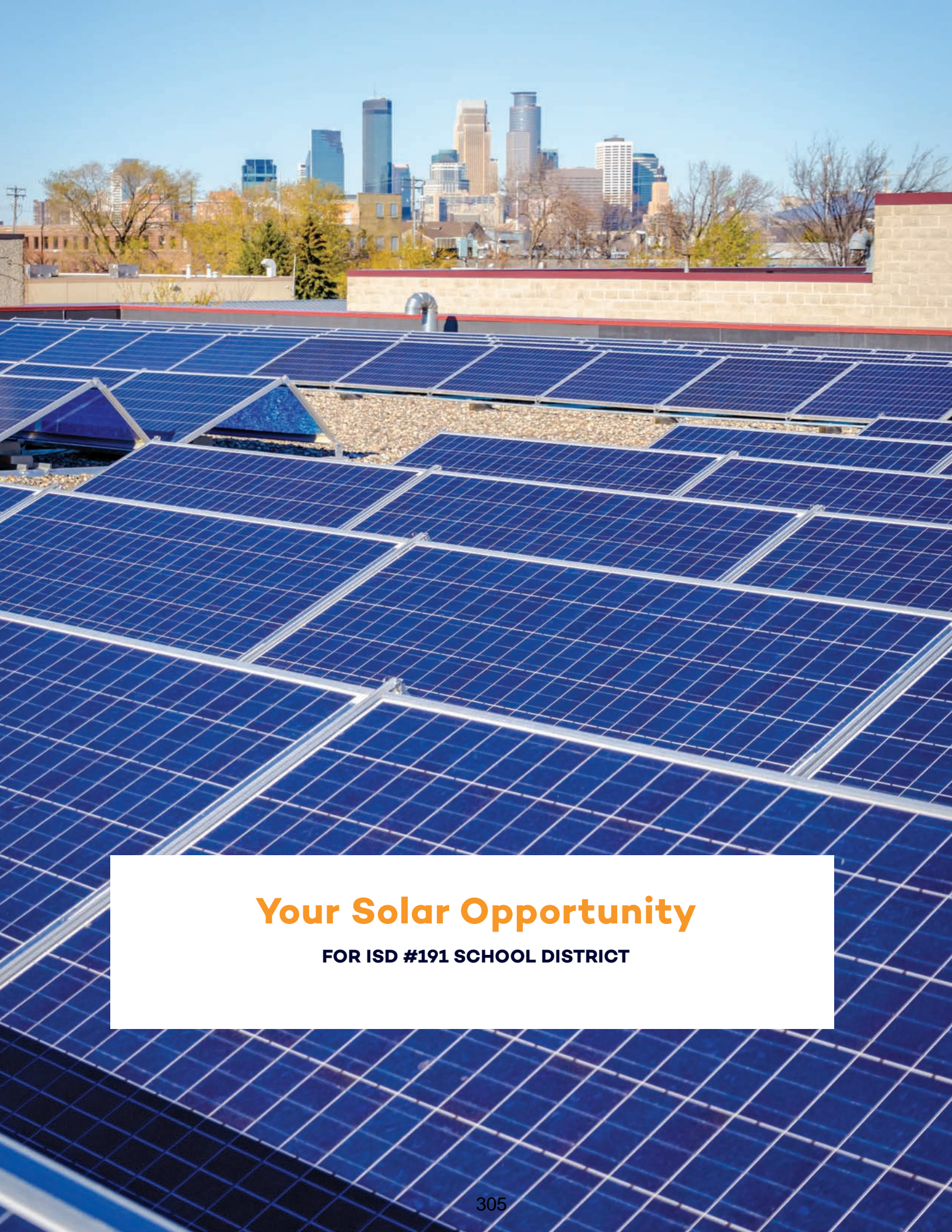
<b>Original Agreement Date</b>	<b>Installation Address</b>	<b>Solar Array Type</b>
February 27, 2017	High School 600 East Highway 13 Burnsville, MN 55337	Ballasted 10 degree
February 27, 2017	Marion W. Savage Elementary 4819 West 126 <sup>th</sup> Street Savage, MN 55378	Ballasted 10 degree



**iDEAL ENERGIES**  
— A GREEN<sup>2</sup> COMPANY —

## **Your Solar Opportunity**

**FOR ISD #191 SCHOOL DISTRICT**



# Your Solar Opportunity

**FOR ISD #191 SCHOOL DISTRICT**



**iDEAL ENERGIES**  
— A GREEN<sup>2</sup> COMPANY —

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# ABOUT US

# MINNESOTA'S PREMIER COMMERCIAL SOLAR DEVELOPER



## IDEAL'S SOLAR FINANCING PROGRAM

**\$0**  
DOWN

**100%**  
FINANCING

**\$+**  
CASHFLOW  
POSITIVE

**+25**  
YEAR PANEL, INVERTER  
& OPTIMIZER WARRANTY

## Who We Are

### Minnesota's Premier Commercial Solar Developer

**iDEAL Energies** is the premier Minneapolis-based commercial solar energy developer with over 160+ commercial systems currently in operation. We design, install, finance, and operate turnkey solar energy systems for commercial for-profit businesses, non-profit businesses, schools, churches, REIT's, and ESOP's.



### Green<sup>2</sup>: Make Money. Save the Planet.™

We take a unique partnership approach for helping businesses achieve their renewable energy initiatives by focusing only on what we know best – improving your bottom line. By marrying our technical expertise with a combination of tax incentives, state and utility grants, multiple financing options, and our low-cost capital, we provide our clients cash-flow positive projects from day one that are designed to maximize our client's outcomes.

**Coupled with sustainability, we have outcomes that Make Money & Save the Planet.™**

# WHY WE ARE YOUR IDEAL PARTNER

## What sets us apart?

### What motivates us

Our greatest asset is our **Clients**. We operate within a code of conduct that places significant value on integrity, quality, and accountability as the foundation for everything we do so that we earn and keep our client's trust.

### Our resources

At **IDEAL**, we have the know-how to capitalize on all available incentives to help fund our client's projects. When coupled with our expertise and our multiple variety low-cost financing options, **IDEAL** delivers exceptional outcomes.

### Turnkey solar solutions

We offer a comprehensive solar energy solution. We design, install, and finance solar energy systems using premium materials, professionally engineered designs, and safe construction practices. We maintain and operate systems, and validate system performance using web-based monitoring systems. We work with our clients over the long-term to assure their projects are successful.

## The top accredited experts, designers & installers



## Our partners...



# **COMPANY STRUCTURE & EXPERIENCE**

# MANAGEMENT & COMPANY ORGANIZATION

## The iDEAL Strategy



## Subcontractors

MEYER | BORGMAN | JOHNSON

STRUCTURAL DESIGN + ENGINEERING

Our experienced contractor  
structural engineering partner

*Oxbow Sunwörks*

Our experienced general  
contracting partner

# DEVELOPMENT EXPERIENCE

## Current Clients

### Business Service

Cutting Edge Property Maintenance, Inc  
Frana Companies  
Innovative Chemical  
Lake Region Storage  
Lovegreen Industrial Services  
Property Resources Corporation/Budget Truck  
Renovation Systems  
Service Master  
Twin City Twisters  
NuSource Financial

### Education

Byron Elementary  
Columbia Heights Public Schools  
Lakeview Public Schools  
Richfield Schools  
Minneapolis Public Schools-Folwell Elementary  
Minneapolis Public Schools-Franklin Middle School  
Minneapolis Public Schools-Green Central Elementary  
Minneapolis Public Schools-Jordan Park  
Minneapolis Public Schools-Kenny Elementary  
Minneapolis Public Schools-Kenwood Elementary  
Minneapolis Public Schools-Lake Harriet Lower  
Minneapolis Public Schools-Lake Harriet Upper  
Minneapolis Public Schools-Longfellow  
Minneapolis Public Schools-Loring Elementary  
Minneapolis Public Schools-Lucy Laney School  
Minneapolis Public Schools-North High School  
Minneapolis Public Schools-Olson Middle School  
Minneapolis Public Schools-Pillsbury Elementary  
Minneapolis Public Schools-Ramsery Middle School  
Minneapolis Public Schools-Southwest High School  
Minneapolis Public Schools-Washburn High School

### Environmental

Belwin Conservancy  
Gopher Resources  
Tangletoen Garden

### Food

Dragon Star Oriental Foods  
Dragon Star Supermarket  
Fresh and Natural Foods  
Karlsburger Foods, Inc  
Pan-O-Gold (Country Hearth)  
Royal Vending  
Russ Davis Wholesale, Inc  
Star Ocean Foods  
Sun Foods

### Logistics/Distribution

BI (Business Incentives)  
Murphy Central

### Marketing/Sales/Printing

Alvin E McQuinn (Seachange Printing)  
Ambassador Press  
Ball-Pro  
Graphic Systems  
Johnstone (Craw)  
Papercut Converting, Inc

### Real Estate

15400 Associates, LLC  
Artspace Grainbelt, LLC  
Donald Tyler Enterprises  
East Gate 1, LL  
Florida West Partners  
JGM Properties  
Lofts on Arts Avenue  
Martin Luther Manor  
Phoenix Ventures  
P3, LLC  
Space Center  
Ted Glasrud Associates MN, LLC  
Valley Office Partners

### Retail/Wholesale/Manufacturing

2445 Associates LLP  
Advantage Scaffold & Ladders  
Air Quality Engineering  
AR North America  
Beauty Craft  
Brainerd Entertainment (Mann Theaters)  
Brotex Inc  
Bredemus Hardware  
Clean Air Products  
Commercial Transload of MN  
Condux International  
Cottens Automotive  
Goldcom Inc  
Goodin Company  
HAF Equipment  
Hirshfields  
Hoglund Body and Equipment  
Innovative Chemical Corporation  
JN Johnson Fire and Safety  
Michel Sales Agency  
Mikros Engineering  
McCormick Computer Resale, Inc.  
Minnesota Equipment/Scharber and Sons  
Plymouth Foam  
Rochford Supply  
Schadegg Mechanical  
Schneiderman's Furniture  
Service Ideas, Inc,  
Specialty Engineering  
Spiral Leasing  
Thorud Manufacturing  
Twin City Hardware  
Twincom, Inc (The Winston Company)  
Warners Stellan  
Wolf Equities (Motion Tech)

**School Projects**

School	City	Contact	Title	Phone #
Byron PreK-2	Byron	Jennifer Walsh	Business Manager	507-624-0395
Byron Elementary	Byron	Jennifer Walsh	Business Manager	507-624-0395
Minneapolis Public Schools - Lake Harriet Lower	Minneapolis	Mark Bollinger	Deputy COO	612-668-0285
Minneapolis Public Schools - Olson Middle School	Minneapolis	Mark Bollinger	Deputy COO	612-668-0286
Minneapolis Public Schools - Folwell Elementary	Minneapolis	Mark Bollinger	Deputy COO	612-668-0287
Minneapolis Public Schools - Green Central Elementary	Minneapolis	Mark Bollinger	Deputy COO	612-668-0288
Minneapolis Public Schools - Ramsey Middle School	Minneapolis	Mark Bollinger	Deputy COO	612-668-0289
Minneapolis Public Schools - Washburn High School	Minneapolis	Mark Bollinger	Deputy COO	612-668-0290
Minneapolis Public Schools - Kenny Elementary	Minneapolis	Mark Bollinger	Deputy COO	612-668-0291
Minneapolis Public Schools - North High School	Minneapolis	Mark Bollinger	Deputy COO	612-668-0292
Minneapolis Public Schools - Lucy Laney School	Minneapolis	Mark Bollinger	Deputy COO	612-668-0293
Minneapolis Public Schools - Pillsbury Elementary	Minneapolis	Mark Bollinger	Deputy COO	612-668-0294
Minneapolis Public Schools - Kenwood Elementary	Minneapolis	Mark Bollinger	Deputy COO	612-668-0295
Minneapolis Public Schools - Lake Harriet Upper	Minneapolis	Mark Bollinger	Deputy COO	612-668-0296
Minneapolis Public Schools - Jordan Park	Minneapolis	Mark Bollinger	Deputy COO	612-668-0297
Minneapolis Public Schools - Franklin Middle School	Minneapolis	Mark Bollinger	Deputy COO	612-668-0298
Minneapolis Public Schools - Southwest High School	Minneapolis	Mark Bollinger	Deputy COO	612-668-0299
Minneapolis Public Schools - Loring Elementary	Minneapolis	Mark Bollinger	Deputy COO	612-668-0300
Minneapolis Public Schools - Longfellow School	Minneapolis	Mark Bollinger	Deputy COO	612-668-0301
Minneapolis Public Schools - Hale	Minneapolis	Mark Bollinger	Deputy COO	612-668-0302
Minneapolis Public Schools - Lyndale	Minneapolis	Mark Bollinger	Deputy COO	612-668-0303
Minneapolis Public Schools - Bethune	Minneapolis	Mark Bollinger	Deputy COO	612-668-0304
Minneapolis Public Schools - Seward	Minneapolis	Mark Bollinger	Deputy COO	612-668-0305
Richfield High School	Richfield	Not Available	N/A	N/A
Richfield Middle School	Richfield	Not Available	N/A	N/A
Richfield STEM School	Richfield	Not Available	N/A	N/A
Aurora Charter School	Minneapolis	Matt Cisewski	Executive Director	612-200-9580
ISD 881 - Maple Lake Schools	Maple Lake	Mark Redemske	Superintendent	320-963-3114
ISD 272 Eden Prairie Schools - Cedar Ridge Elementary	Eden Prairie	Jason Mutzenberger	Executive Director of Business Services	952-975-7072
ISD 272 Eden Prairie Schools - Eden Lake Elementary	Eden Prairie	Jason Mutzenberger	Executive Director of Business Services	952-975-7072
ISD 272 Eden Prairie Schools - High School	Eden Prairie	Jason Mutzenberger	Executive Director of Business Services	952-975-7072
ISD 272 Eden Prairie Schools - Prairie View Elementary	Eden Prairie	Jason Mutzenberger	Executive Director of Business Services	952-975-7072
ISD 272 Eden Prairie Schools - Transportation Center	Eden Prairie	Jason Mutzenberger	Executive Director of Business Services	952-975-7072
ISD 272 Eden Prairie Schools - Admin Services Center	Eden Prairie	Jason Mutzenberger	Executive Director of Business Services	952-975-7072
ISD 272 Eden Prairie Schools - Central Middle School	Eden Prairie	Jason Mutzenberger	Executive Director of Business Services	952-975-7072
ISD 272 Eden Prairie Schools - Forest Hills Elementary	Eden Prairie	Jason Mutzenberger	Executive Director of Business Services	952-975-7072
ISD 272 Eden Prairie Schools - Oak Point Elementary	Eden Prairie	Jason Mutzenberger	Executive Director of Business Services	952-975-7072
ISD 13 - Columbia Heights Schools - Columbia Academy	Columbia Heights	Bill Holmgren	Director of Finance and Operations	763-528-4411
ISD 13 - Columbia Heights Schools - High School	Columbia Heights	Bill Holmgren	Director of Finance and Operations	763-528-4411
ISD 13 - Columbia Heights Schools - North Park Elementary	Columbia Heights	Bill Holmgren	Director of Finance and Operations	763-528-4411
Lakeview Public Schools	Cottonwood	Chris Fenske	Superintendent	507-423-5164

# EXECUTIVE SUMMARY

# THE EXECUTIVE SUMMARY

## The iDEAL Strategy



### Capitalize on a Sun-Setting Opportunity

Minnesota has the best solar incentives in the United States and iDEAL helps our clients obtain the full value of these incentives. The 2017 Minnesota Legislature has passed a bill ending the Made in MN solar incentive program. Projects that have received funding in 2017 are the last projects to receive funding under this program. The incentive rate under this program provides the highest possible return for projects of this size in the state so take advantage of this great opportunity now!

## Minnesota's Incentive Programs



### MN Department of Commerce's Made in Minnesota Lottery

- Up to 40 kW DC
- Incentive is Lottery based
- Offers a slightly higher rebate than Solar Rewards
- Xcel Energy, Minnesota Power, and Otter Tail Power customers



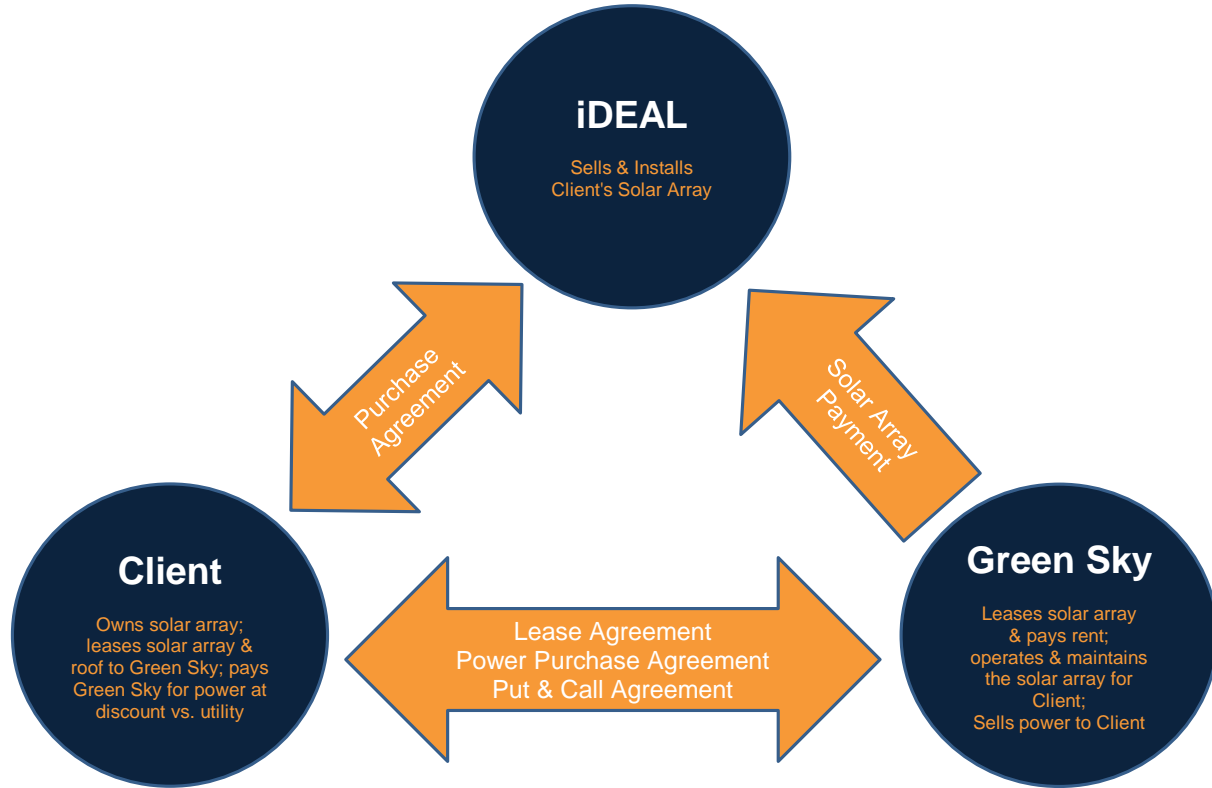
### Xcel Energy's Solar Rewards Program

- Up to 20 kW DC
- Incentive is issued on a first come, first serve basis
- Rebates are currently available
- Xcel Energy customers

### We are here to help you navigate the solar landscape

Our goal is to provide our clients with turnkey solar installations that utilize all available incentives to deliver the highest return on their investment. For commercial buildings with available roof or ground space, the highest return is achieved by combining the two incentive programs offered by the MN Department of Commerce and Xcel Energy, respectively.

# CAPITAL LEASE HOW IT WORKS



## Purchase, Lease-back, and Power Purchase Highlights

### Client

1. Receives rent from Green Sky
2. Pays Green Sky for energy at discounted rate
3. Insures the Solar Array

### Green Sky

1. Pays rent to Client
2. Receives and uses tax benefits
3. Receives rebates
4. Operates and maintains solar array for Client

#### Ownership:

Our Client purchases their solar array from Ideal Energies and immediately owns it outright. **(Client is the fee title owner)**

#### Power Purchase:

The Client pays Green Sky for the energy generated from the solar array at a discount vs. utility rates.

#### Lease:

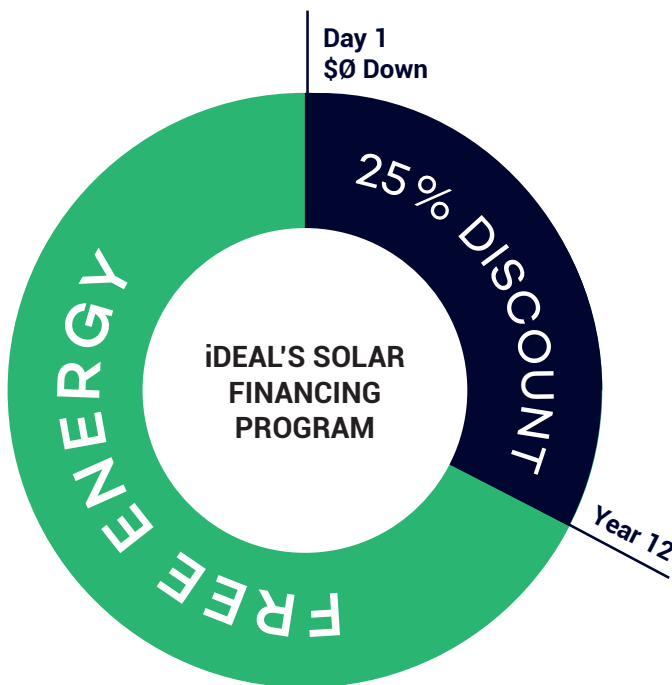
Under the lease, Green Sky pays Ideal Energies for the solar array, and becomes the tax owner so they can leverage tax benefits on the Client's behalf. The lease also assigns any rebates to Green Sky to help pay for the solar array. Immediately after the purchase, the Client Leases the solar array to Green Sky for annual lease payments, and Green Sky operates and maintains the solar array on the Client's behalf.

#### Put & Call:

If either party elects to terminate their Put Option (GreenSky requires the Client to purchase Green Sky's remaining interest for \$1) or Call Option (the Client requires GreenSky to sell its remaining interest to the Client at fair market value), your power purchase payments will stop and you will receive free Energy from your Solar Array thereafter!

# THE EXECUTIVE SUMMARY

## How your system pays for itself



### Day 1: Client-Owned/\$0 Down

You own your solar array upon purchase. You are able to receive the full benefits of owning your solar array.

### Years 1-12:

#### Discounted Energy Rate

You purchase the energy generated from the solar array at a ~25% discounted rate vs. current utility rates. This produces an immediate and significant energy expense savings for twelve years.

### Years 12+:

#### 100% Free Energy

After twelve years and exercising the put or call, you receive all the energy produced from your solar array system. This helps you generate expense savings as the solar array produces reduced cost or free energy for decades to come.

## Financing 100% by iDEAL

iDEAL's Capital Lease Program is designed to answer the unique needs of our non-profit clients. **Simply put:** you own it, we maintain it, you pay no upfront \$, save on your energy expense over the short-term, then receive the upside of free energy over the long-term. This program is designed to provide substantial expense savings for our non-profit clients from day one helping their bottom-line and freeing up valuable dollars to champion their missions. With a quick payback, and tremendous energy savings over the long term, **iDEAL's Solar Financing Program** is the best solar opportunity for non-profits available in the marketplace.

# MADE IN MN & SR SOLAR OPPORTUNITY SUMMARY

**Day 1:** You Own your Solar Array (*title*)

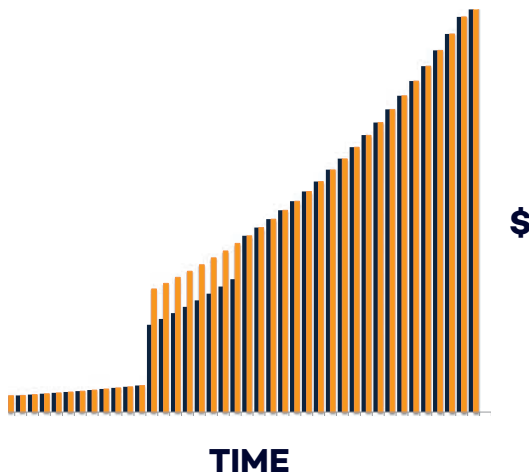
**Years 1-12:** ~25% Discounted Energy Rate

**Years 12+:** 100% Utility Bill Expense Savings-Free Energy!

## Made in Minnesota

39.68 kW DC MIM Panels

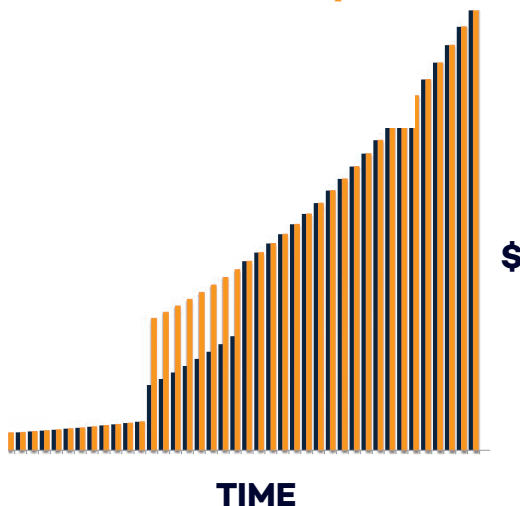
### Your MIM Total Annual Expense Savings



## Solar Rewards

19.84 kW DC Silfab

### Your SR Total Annual Expense Savings



The **orange bars** extending above the dark blue bars on the graph represent the **Total Additional Annual Energy Expense Savings** achieved when the Put or Call is used to terminate the Lease early.

## Total Cumulative Annual Energy Expense Savings

	MIM	SR	TOTAL	
<b>25% Discount</b>	\$1,047	\$523	\$1,570	
	\$2,111	\$1,055	\$3,166	
	\$3,225	\$1,613	\$4,838	
	\$4,393	\$2,196	\$6,589	
	\$5,616	\$2,808	\$8,424	
	\$6,898	\$3,449	\$10,346	
	\$8,240	\$4,120	\$12,360	
	\$9,647	\$4,823	\$14,470	
	\$11,121	\$5,560	\$16,681	
	\$12,664	\$6,332	\$18,997	
	\$14,282	\$7,141	\$21,423	
	\$15,976	\$7,988	\$23,964	
	\$23,817	\$11,908	\$35,725	
	<b>Free Energy</b>	\$32,018	\$16,009	\$48,027
		\$40,595	\$20,298	\$60,893
		\$49,567	\$24,783	\$74,350
		\$58,949	\$29,475	\$88,424
		\$68,762	\$34,381	\$103,143
		\$79,025	\$39,512	\$118,537
		\$89,757	\$44,878	\$134,635
		\$100,980	\$50,490	\$151,470
		\$112,717	\$56,358	\$169,075
		\$124,990	\$62,495	\$187,484
	\$137,823	\$68,912	\$206,735	
	\$151,243	\$75,622	\$226,865	
\$165,275	\$82,638	\$247,913		
\$179,948	\$89,974	\$269,921		
\$195,364	\$97,682	\$293,046		
\$211,481	\$105,740	\$317,221		
\$228,330	\$114,165	\$342,495		
\$245,945	\$122,972	\$368,917		
\$264,359	\$132,180	\$396,539		
\$283,609	\$141,805	\$425,414		
\$303,733	\$151,866	\$455,599		
\$324,788	\$162,394	\$487,183		
\$346,798	\$173,399	\$520,197		
\$369,805	\$184,903	\$554,708		
\$393,854	\$196,927	\$590,781		
\$418,992	\$209,496	\$628,488		
\$445,268	\$222,634	\$667,901		

# HOW WE DO IT

## Our Turnkey Process



### 1 Consultation

We analyze your site's suitability for solar, determine your true energy costs, and gauge your solar energy savings potential. This involves an audit of energy bills and a brief site assessment. We then analyze this information, navigate all available incentives, and design a customized solar solution to maximize return on investment.

### 2 Financing

By leveraging utility rebates, tax credits, utility expense savings, and in-house financing, we create one seamless package. We offer the most competitive financing option available in the market to match up sources and uses, so that we deliver a net cash positive investment, every year of the payback.

### 3 Engineering

Our in-house engineers partner with top Minneapolis engineering firms to analyze each proposed solar location, and design solar arrays that conform to electrical, building and other code requirements. This assures the system is designed correctly and will be structurally and electrically sound throughout its operating life.

### 4 Installation

Our **iDEAL** construction team efficiently installs and commissions your system, and connects your system to the electrical grid. We are committed to making sure your solar array produces its full potential energy output to maximum your return on investment.

### 5 Monitoring

Our **iDEAL** team uses the latest monitoring technology along with our own proprietary software to oversee your system's performance and make sure your system is performing optimally.

# DETAILED CASHFLOW

# Made in Minnesota

# A GREEN<sup>2</sup> OPPORTUNITY

Make Money. Save the Planet.

## Cashflow Summary

ISD 191

Capital Lease - Solar for Minnesota Schools & Non-Profit Organizations

Made in MN Rebate  
General Service Rate Plan

Rooftop Ballasted Solar Array (39.68 KW Heliene Solar Panels @ 10 degrees w/ SolarEdge)



# iDEAL Energies Deliverables - A Turnkey Service

Rooftop Ballasted Solar Array (39.68 KW Heliene Solar Panels @ 10 degrees w/ SolarEdge)

Made in MN Rebate  
General Service Rate Plan

## Project Task & Deliverables

Solar Survey  
Site Electrical Systems Review  
System Layout and Electrical Engineering  
Structural Engineering & Analytical Testing (review of roof / soil adequacy to support the system)  
Rebate Application, Procurement, and Processing Fees, if any  
Utility Interconnection Agreement(s)  
Solar Array Equipment  
Solar Array Installation  
Electrical Connection – connect system to your building's electrical switchgear  
System monitoring equipment and software for web based monitoring  
Building Permit & Inspection  
Electrical Permit & Inspection  
Project Management  
Training  
Start-up  
Solar Array Supporting Documentation  
Federal Tax Credit Documentation  
All Other Required Deliverables

**System Cost**

**\$**

**181,500**

# Solar Array Technical Information

Rooftop Ballasted Solar Array (39.68 KW Heliene Solar Panels @ 10 degrees w/ SolarEdge)

Made in MN Rebate  
General Service Rate Plan

## Solar Array Specification (Typical)

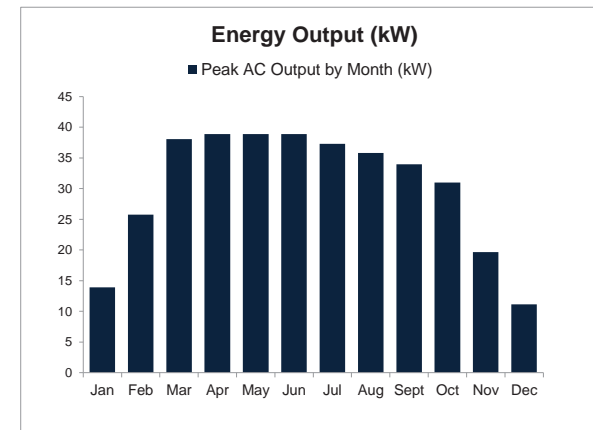
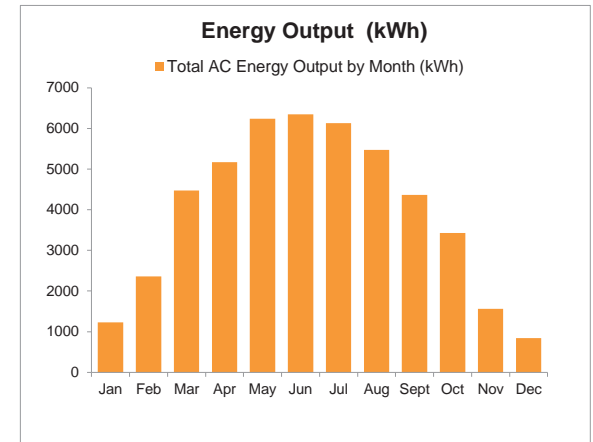
System Size (kW DC)	39.68
Inversion Ratio (DC / AC)	0.99
Maximum AC Output of Inverters (AC KW)	40.1
Maximum Peak AC Output including AC line losses (kW)	38.9
Expected Energy Production (kWh/kW DC)	1200
Expected Energy Production (kWh/Year)	47616

### Expected Solar Array Production (kWh)

Typical Solar Array Energy Production (kWh) using NREL modeling, Helioscope or PV Syst modelling tools with average adjusted historical weather conditions in Minneapolis, MN using TMY3 Weather Data. <http://www.nrel.gov> Estimated performance is based on information including but not limited to the equipment used, the solar array's kW DC size, AC/DC line losses, standard rectangular configuration, and the array pointing due south. Your System's energy production will vary with actual equipment, layout and weather conditions. Expected Energy Production above does not include annual degradation in solar panel DC output.

### Expected Energy Production

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Total AC Energy Output by Month (kWh)	1232	2358	4477	5168	6238	6345	6130	5469	4367	3430	1563	841	<b>47616</b>
Peak AC Output by Month (kW)	14	26	38	39	39	39	37	36	34	31	20	11	
	35.8%	66.3%	97.9%	100.0%	100.0%	100.0%	95.9%	92.1%	87.3%	79.6%	50.6%	28.6%	



# Utility Bill Savings

## Net Metering - Energy and Demand Charge Savings

Rooftop Ballasted Solar Array (39.68 KW Heliene Solar Panels @ 10 degrees w/ SolarEdge)

Made in MN Rebate  
General Service Rate Plan

System Sizing & Energy Assumptions	
Solar system size (kW DC)	39.68
Year 1 system production (kWh/year)	47616
Year 1 degradation - reduction in kWh output (% / year)	3.00%
Year 2+ degradation - reduction in kWh output (% / year)	0.50%
Ten year average increase in utility costs (% / year)	5.00%

Energy Expense Savings (kWh) - Energy Reduction	
<b>Utility Billing Plan</b>	<b>General Service Rate Plan A14</b>
Year 1 annual energy expense savings (\$)	\$ 3,368
Year 1 utility cost (\$ / kWh)	\$ 0.0707

Demand Expense Savings (kW) - Demand Reduction	
Peak AC output available for reducing demand (kW)	38.90
Estimated AC output that reduces demand charges (%)	25%
Year 1 demand reduction realized (kW AC)	9.7
Year 1 average demand charge cost (\$ / kW)	\$ 13.87
Year 1 annual demand charge savings (\$)	\$ 1,619
Year 1 demand charge savings per kWh (\$ / kWh)	\$ 0.0340

Combined Energy & Demand Expense Savings	
Year 1 energy charge expense utility bill savings (\$/kWh)	\$ 0.0707
Year 1 demand charge expense utility bill savings (\$/kWh)	\$ 0.0340
<b>Year 1 combined utility bill expense savings (\$/kWh)</b>	<b>\$ 0.1047</b>

For documentation on the above assumptions, please refer to the product information documents and support documents available from your iDEAL salesperson. If you would like to use different assumptions, please ask.

Utility Bill Savings					
Year	Electricity Produced (kWh/year)	Annual Savings		Total Savings	
		Energy Expense Savings (\$/year)	Demand Expense Savings (\$/year)	Annual Savings (\$)	Cumulative Annual Savings (\$)
1	47616	\$ 3,368	\$ 1,619	\$ 4,987	\$ 4,987
2	46188	\$ 3,431	\$ 1,649	\$ 5,079	\$ 10,066
3	45957	\$ 3,584	\$ 1,722	\$ 5,307	\$ 15,373
4	45727	\$ 3,745	\$ 1,799	\$ 5,544	\$ 20,917
5	45498	\$ 3,912	\$ 1,880	\$ 5,792	\$ 26,709
6	45271	\$ 4,087	\$ 1,964	\$ 6,051	\$ 32,760
7	45044	\$ 4,270	\$ 2,052	\$ 6,322	\$ 39,082
8	44819	\$ 4,461	\$ 2,144	\$ 6,605	\$ 45,687
9	44595	\$ 4,661	\$ 2,240	\$ 6,901	\$ 52,588
10	44372	\$ 4,869	\$ 2,340	\$ 7,209	\$ 59,797
11	44150	\$ 5,087	\$ 2,445	\$ 7,532	\$ 67,329
12	43929	\$ 5,315	\$ 2,554	\$ 7,869	\$ 75,199
13	43710	\$ 5,553	\$ 2,668	\$ 8,221	\$ 83,420
14	43491	\$ 5,801	\$ 2,788	\$ 8,589	\$ 92,009
15	43274	\$ 6,061	\$ 2,913	\$ 8,973	\$ 100,982
16	43057	\$ 6,332	\$ 3,043	\$ 9,375	\$ 110,357
17	42842	\$ 6,616	\$ 3,179	\$ 9,795	\$ 120,152
18	42628	\$ 6,912	\$ 3,321	\$ 10,233	\$ 130,385
19	42415	\$ 7,221	\$ 3,470	\$ 10,691	\$ 141,076
20	42203	\$ 7,544	\$ 3,625	\$ 11,169	\$ 152,245
21	41992	\$ 7,882	\$ 3,787	\$ 11,669	\$ 163,914
22	41782	\$ 8,234	\$ 3,957	\$ 12,191	\$ 176,105
23	41573	\$ 8,603	\$ 4,134	\$ 12,737	\$ 188,842
24	41365	\$ 8,988	\$ 4,319	\$ 13,307	\$ 202,149
25	41158	\$ 9,390	\$ 4,512	\$ 13,902	\$ 216,051
26	40952	\$ 9,810	\$ 4,714	\$ 14,524	\$ 230,575
27	40748	\$ 10,249	\$ 4,925	\$ 15,174	\$ 245,750
28	40544	\$ 10,708	\$ 5,145	\$ 15,853	\$ 261,603
29	40341	\$ 11,187	\$ 5,376	\$ 16,563	\$ 278,166
30	40139	\$ 11,688	\$ 5,616	\$ 17,304	\$ 295,470
31	39939	\$ 12,211	\$ 5,868	\$ 18,078	\$ 313,548
32	39739	\$ 12,757	\$ 6,130	\$ 18,887	\$ 332,436
33	39540	\$ 13,328	\$ 6,405	\$ 19,733	\$ 352,168
34	39343	\$ 13,924	\$ 6,691	\$ 20,616	\$ 372,784
35	39146	\$ 14,548	\$ 6,991	\$ 21,538	\$ 394,322
36	38950	\$ 15,199	\$ 7,303	\$ 22,502	\$ 416,824
37	38755	\$ 15,879	\$ 7,630	\$ 23,509	\$ 440,333
38	38562	\$ 16,589	\$ 7,972	\$ 24,561	\$ 464,894
39	38369	\$ 17,332	\$ 8,328	\$ 25,660	\$ 490,554
40	38177	\$ 18,107	\$ 8,701	\$ 26,808	\$ 517,363



# Capital Lease Financing Summary

Rooftop Ballasted Solar Array (39.68 KW Heliene Solar Panels @ 10 degrees w/ SolarEdge)

Made in MN Rebate  
General Service Rate Plan

## Utility Expense Savings with the Solar Array

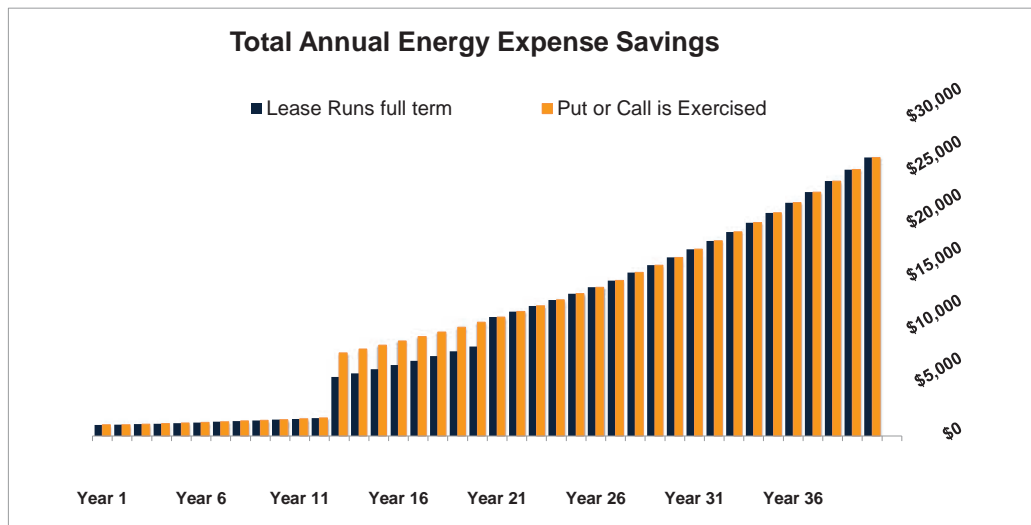
Year	Utility Bill Expense Savings (Utility bill expense avoidance)	Green Sky Utility Bill Expense		Green Sky Utility Bill Expense Savings Put or Call is Exercised	
		Lease Runs Full Term (Power Purchase Expense)	Put or Call is Exercised (Power Purchase Expense)	(Annual Utility Bill Expense Savings)	Equivalent PPA Rate (\$/kWh)
1	\$4,987	\$3,740	\$3,740	\$1,247	\$0.079
2	\$5,079	\$3,809	\$3,809	\$1,270	\$0.082
3	\$5,307	\$3,980	\$3,980	\$1,327	\$0.087
4	\$5,544	\$4,158	\$4,158	\$1,386	\$0.091
5	\$5,792	\$4,344	\$4,344	\$1,448	\$0.095
6	\$6,051	\$4,538	\$4,538	\$1,513	\$0.100
7	\$6,322	\$4,742	\$4,742	\$1,581	\$0.105
8	\$6,605	\$4,954	\$4,954	\$1,651	\$0.111
9	\$6,901	\$5,175	\$5,175	\$1,725	\$0.116
10	\$7,209	\$5,407	\$5,407	\$1,802	\$0.122
11	\$7,532	\$5,649	\$5,649	\$1,883	\$0.128
12	\$7,869	\$5,902	\$5,902	\$1,967	\$0.134
13	\$8,221	\$2,280		\$8,221	\$0.052
14	\$8,589	\$2,280		\$8,589	\$0.052
15	\$8,973	\$2,280		\$8,973	\$0.053
16	\$9,375	\$2,280		\$9,375	\$0.053
17	\$9,795	\$2,280		\$9,795	\$0.053
18	\$10,233	\$2,280		\$10,233	\$0.053
19	\$10,691	\$2,280		\$10,691	\$0.054
20	\$11,169	\$2,280		\$11,169	\$0.054
<b>Total</b>	<b>\$152,245</b>	<b>\$74,639</b>	<b>\$56,399</b>	<b>\$95,846</b>	

Assuming that the **20** year lease is terminated early by the put or call after year **12**

you will receive approximately... **25.0%** Utility Bill Expense Savings during years **1 to 12**

Assuming an Average Annual Utility Expense Escallation of **5.00%**

**Thereafter**, you will receive **ALL of the ENERGY** generated from the solar array for **FREE!**



The **orange bars** extending above the **dark blue bars** represent the **Total Additional Annual Energy Expense Savings Achieved** when the Put or Call is used to terminate the Lease early

## Capital Lease - 40 Year Customer Cash Flow Example - Net Metering Utility Bill Savings

Rooftop Ballasted Solar Array (39.68 KW Heliene Solar Panels @ 10 degrees w/ SolarEdge)

Made in MN Rebate  
General Service Rate Plan

Year	Customer's Utility Savings and Rent Income		
	Utility Bill Savings	Rent Revenue	Total Annual Customer Revenue
Year 1	\$ 4,987	\$ 100	\$ 5,087
Year 2	\$ 5,079	\$ 100	\$ 5,179
Year 3	\$ 5,307	\$ 100	\$ 5,407
Year 4	\$ 5,544	\$ 100	\$ 5,644
Year 5	\$ 5,792	\$ 100	\$ 5,892
Year 6	\$ 6,051	\$ 100	\$ 6,151
Year 7	\$ 6,322	\$ 100	\$ 6,422
Year 8	\$ 6,605	\$ 100	\$ 6,705
Year 9	\$ 6,901	\$ 100	\$ 7,001
Year 10	\$ 7,209	\$ 100	\$ 7,309
Year 11	\$ 7,532	\$ 100	\$ 7,632
Year 12	\$ 7,869	\$ 100	\$ 7,969
Year 13	\$ 8,221	\$ -	\$ 8,221
Year 14	\$ 8,589	\$ -	\$ 8,589
Year 15	\$ 8,973	\$ -	\$ 8,973
Year 16	\$ 9,375	\$ -	\$ 9,375
Year 17	\$ 9,795	\$ -	\$ 9,795
Year 18	\$ 10,233	\$ -	\$ 10,233
Year 19	\$ 10,691	\$ -	\$ 10,691
Year 20	\$ 11,169	\$ -	\$ 11,169
Year 21	\$ 11,669	\$ -	\$ 11,669
Year 22	\$ 12,191	\$ -	\$ 12,191
Year 23	\$ 12,737	\$ -	\$ 12,737
Year 24	\$ 13,307	\$ -	\$ 13,307
Year 25	\$ 13,902	\$ -	\$ 13,902
Year 26	\$ 14,524	\$ -	\$ 14,524
Year 27	\$ 15,174	\$ -	\$ 15,174
Year 28	\$ 15,853	\$ -	\$ 15,853
Year 29	\$ 16,563	\$ -	\$ 16,563
Year 30	\$ 17,304	\$ -	\$ 17,304
Year 31	\$ 18,078	\$ -	\$ 18,078
Year 32	\$ 18,887	\$ -	\$ 18,887
Year 33	\$ 19,733	\$ -	\$ 19,733
Year 34	\$ 20,616	\$ -	\$ 20,616
Year 35	\$ 21,538	\$ -	\$ 21,538
Year 36	\$ 22,502	\$ -	\$ 22,502
Year 37	\$ 23,509	\$ -	\$ 23,509
Year 38	\$ 24,561	\$ -	\$ 24,561
Year 39	\$ 25,660	\$ -	\$ 25,660
Year 40	\$ 26,808	\$ -	\$ 26,808
<b>TOTAL</b>	<b>\$ 517,363</b>	<b>\$ 1,200</b>	<b>\$ 518,563</b>

Customer's Expenses		
Energy Payment to GreenSky (subject to sales tax)	Insurance Expense & Utility Fees	Total Annual Expenses
\$ (3,740)	\$ (300)	\$ (4,040)
\$ (3,809)	\$ (306)	\$ (4,115)
\$ (3,980)	\$ (312)	\$ (4,292)
\$ (4,158)	\$ (318)	\$ (4,476)
\$ (4,344)	\$ (325)	\$ (4,669)
\$ (4,538)	\$ (331)	\$ (4,870)
\$ (4,742)	\$ (338)	\$ (5,079)
\$ (4,954)	\$ (345)	\$ (5,298)
\$ (5,175)	\$ (351)	\$ (5,527)
\$ (5,407)	\$ (359)	\$ (5,766)
\$ (5,649)	\$ (366)	\$ (6,015)
\$ (5,902)	\$ (373)	\$ (6,275)
\$ -	\$ (380)	\$ (380)
\$ -	\$ (388)	\$ (388)
\$ -	\$ (396)	\$ (396)
\$ -	\$ (404)	\$ (404)
\$ -	\$ (412)	\$ (412)
\$ -	\$ (420)	\$ (420)
\$ -	\$ (428)	\$ (428)
\$ -	\$ (437)	\$ (437)
\$ -	\$ (446)	\$ (446)
\$ -	\$ (455)	\$ (455)
\$ -	\$ (464)	\$ (464)
\$ -	\$ (473)	\$ (473)
\$ -	\$ (483)	\$ (483)
\$ -	\$ (492)	\$ (492)
\$ -	\$ (502)	\$ (502)
\$ -	\$ (437)	\$ (437)
\$ -	\$ (446)	\$ (446)
\$ -	\$ (455)	\$ (455)
\$ -	\$ (464)	\$ (464)
\$ -	\$ (473)	\$ (473)
\$ -	\$ (483)	\$ (483)
\$ -	\$ (492)	\$ (492)
\$ -	\$ (502)	\$ (502)
\$ -	\$ (512)	\$ (512)
\$ -	\$ (522)	\$ (522)
\$ -	\$ (533)	\$ (533)
<b>\$ (56,399)</b>	<b>\$ (16,896)</b>	<b>\$ (73,295)</b>

Annual Savings	
Total Annual Energy Expense Savings	Total Cumulative Annual Energy Expense Savings
\$ 1,047	\$ 1,047
\$ 1,064	\$ 2,111
\$ 1,115	\$ 3,225
\$ 1,168	\$ 4,393
\$ 1,223	\$ 5,616
\$ 1,282	\$ 6,898
\$ 1,343	\$ 8,240
\$ 1,407	\$ 9,647
\$ 1,474	\$ 11,121
\$ 1,544	\$ 12,664
\$ 1,617	\$ 14,282
\$ 1,694	\$ 15,976
\$ 7,841	\$ 23,817
\$ 8,201	\$ 32,018
\$ 8,578	\$ 40,595
\$ 8,971	\$ 49,567
\$ 9,383	\$ 58,949
\$ 9,813	\$ 68,762
\$ 10,262	\$ 79,025
\$ 10,732	\$ 89,757
\$ 11,223	\$ 100,980
\$ 11,737	\$ 112,717
\$ 12,273	\$ 124,990
\$ 12,834	\$ 137,823
\$ 13,420	\$ 151,243
\$ 14,032	\$ 165,275
\$ 14,672	\$ 179,948
\$ 15,416	\$ 195,364
\$ 16,117	\$ 211,481
\$ 16,849	\$ 228,330
\$ 17,615	\$ 245,945
\$ 18,414	\$ 264,359
\$ 19,250	\$ 283,609
\$ 20,123	\$ 303,733
\$ 21,056	\$ 324,788
\$ 22,010	\$ 346,798
\$ 23,007	\$ 369,805
\$ 24,049	\$ 393,854
\$ 25,138	\$ 418,992
\$ 26,276	\$ 445,268
<b>\$ 445,268</b>	

Assumes Put and Call is exercised per the transaction documents. This Cashflow summary is intended only as an example.

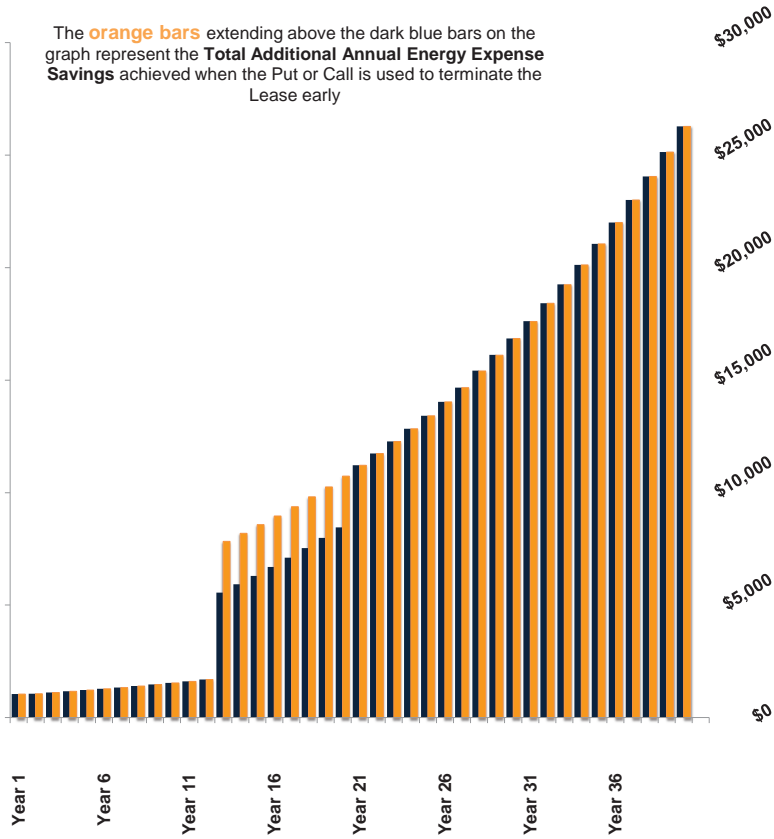
**Capital Lease - 40 Year Customer Cash Flow Example - Net Metering Utility Bill Savings**  
**Rooftop Ballasted Solar Array (39.68 KW Heliene Solar Panels @ 10 degrees w/ SolarEdge)**

Made in MN Rebate  
 General Service Rate Plan

**Total Annual Energy Expense Savings**

■ Lease Runs full term      ■ Put or Call is Exercised

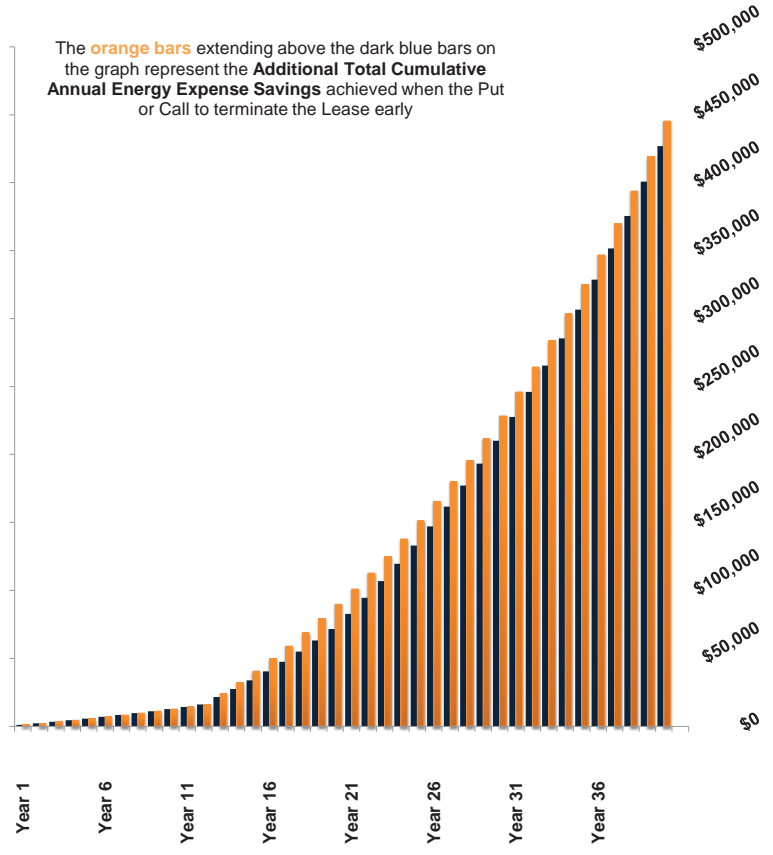
The **orange bars** extending above the dark blue bars on the graph represent the **Total Additional Annual Energy Expense Savings** achieved when the Put or Call is used to terminate the Lease early



**Total Cumulative Annual Energy Expense Savings**

■ Lease Runs full term      ■ Put or Call is Exercised

The **orange bars** extending above the dark blue bars on the graph represent the **Additional Total Cumulative Annual Energy Expense Savings** achieved when the Put or Call is used to terminate the Lease early



## Capital Lease Outcome Summary - Lease Runs Full Term, Green Sky Exercises its Put Option, or Customer Exercises its Call Option

Rooftop Ballasted Solar Array (39.68 KW Heliene Solar Panels @ 10 degrees w/ SolarEdge)  
Made in MN Rebate

Year	Utility Bill Expense Savings	Utility Bill Expense Green Sky		
		Lease Runs Full Term	If the Put is Exercised	If the Call is Exercised
	Utility Bill Expense Reduction	Power Purchase Expense	Power Purchase Expense	Power Purchase Expense
1	\$4,987	\$3,740	\$3,740	\$3,740
2	\$5,079	\$3,809	\$3,809	\$3,809
3	\$5,307	\$3,980	\$3,980	\$3,980
4	\$5,544	\$4,158	\$4,158	\$4,158
5	\$5,792	\$4,344	\$4,344	\$4,344
6	\$6,051	\$4,538	\$4,538	\$4,538
7	\$6,322	\$4,742	\$4,742	\$4,742
8	\$6,605	\$4,954	\$4,954	\$4,954
9	\$6,901	\$5,175	\$5,175	\$5,175
10	\$7,209	\$5,407	\$5,407	\$5,407
11	\$7,532	\$5,649	\$5,649	\$5,649
12	\$7,869	\$5,902	\$5,902	\$5,902
13	\$8,221	\$2,280	\$1	\$8,661
14	\$8,589	\$2,280	\$0	\$0
15	\$8,973	\$2,280	\$0	\$0
16	\$9,375	\$2,280	\$0	\$0
17	\$9,795	\$2,280	\$0	\$0
18	\$10,233	\$2,280	\$0	\$0
19	\$10,691	\$2,280	\$0	\$0
20	\$11,169	\$2,280	\$0	\$0
21	\$11,669	\$0	\$0	\$0
22	\$12,191	\$0	\$0	\$0
23	\$12,737	\$0	\$0	\$0
24	\$13,307	\$0	\$0	\$0
25	\$13,902	\$0	\$0	\$0
26	\$14,524	\$0	\$0	\$0
27	\$15,174	\$0	\$0	\$0
28	\$15,853	\$0	\$0	\$0
29	\$16,563	\$0	\$0	\$0
30	\$17,304	\$0	\$0	\$0
31	\$18,078	\$0	\$0	\$0
32	\$18,887	\$0	\$0	\$0
33	\$19,733	\$0	\$0	\$0
34	\$20,616	\$0	\$0	\$0
35	\$21,538	\$0	\$0	\$0
36	\$22,502	\$0	\$0	\$0
37	\$23,509	\$0	\$0	\$0
38	\$24,561	\$0	\$0	\$0
39	\$25,660	\$0	\$0	\$0
40	\$26,808	\$0	\$0	\$0
	<b>\$517,363</b>	<b>\$74,639</b>	<b>\$56,400</b>	<b>\$65,059</b>

Utility Bill Savings Green Sky					
Lease Runs Full Term		If the Put is Exercised by Green Sky		If the Call is Exercised by Customer	
Power Purchase Expense Savings	Cumulative Savings	Power Purchase Expense Savings	Cumulative Savings	Power Purchase Expense Savings	Cumulative Savings
\$1,247	\$1,247	\$1,247	\$1,247	\$1,247	\$1,247
\$1,270	\$2,517	\$1,270	\$2,517	\$1,270	\$2,517
\$1,327	\$3,843	\$1,327	\$3,843	\$1,327	\$3,843
\$1,386	\$5,229	\$1,386	\$5,229	\$1,386	\$5,229
\$1,448	\$6,677	\$1,448	\$6,677	\$1,448	\$6,677
\$1,513	\$8,190	\$1,513	\$8,190	\$1,513	\$8,190
\$1,581	\$9,771	\$1,581	\$9,771	\$1,581	\$9,771
\$1,651	\$11,422	\$1,651	\$11,422	\$1,651	\$11,422
\$1,725	\$13,147	\$1,725	\$13,147	\$1,725	\$13,147
\$1,802	\$14,949	\$1,802	\$14,949	\$1,802	\$14,949
\$1,883	\$16,832	\$1,883	\$16,832	\$1,883	\$16,832
\$1,967	\$18,800	\$1,967	\$18,800	\$1,967	\$18,800
\$5,941	\$24,741	\$8,220	\$27,020	(\$439)	\$18,360
\$6,309	\$31,050	\$8,589	\$35,609	\$8,589	\$26,949
\$6,693	\$37,743	\$8,973	\$44,582	\$8,973	\$35,923
\$7,095	\$44,839	\$9,375	\$53,958	\$9,375	\$45,298
\$7,515	\$52,353	\$9,795	\$63,752	\$9,795	\$55,093
\$7,953	\$60,306	\$10,233	\$73,985	\$10,233	\$65,325
\$8,411	\$68,717	\$10,691	\$84,676	\$10,691	\$76,016
\$8,889	\$77,606	\$11,169	\$95,845	\$11,169	\$87,186
\$11,669	\$89,275	\$11,669	\$107,514	\$11,669	\$98,855
\$12,191	\$101,466	\$12,191	\$119,705	\$12,191	\$111,046
\$12,737	\$114,203	\$12,737	\$132,442	\$12,737	\$123,783
\$13,307	\$127,510	\$13,307	\$145,749	\$13,307	\$137,089
\$13,902	\$141,412	\$13,902	\$159,651	\$13,902	\$150,992
\$14,524	\$155,937	\$14,524	\$174,176	\$14,524	\$165,516
\$15,174	\$171,111	\$15,174	\$189,350	\$15,174	\$180,690
\$15,853	\$186,964	\$15,853	\$205,203	\$15,853	\$196,544
\$16,563	\$203,527	\$16,563	\$221,766	\$16,563	\$213,107
\$17,304	\$220,831	\$17,304	\$239,070	\$17,304	\$230,411
\$18,078	\$238,910	\$18,078	\$257,149	\$18,078	\$248,489
\$18,887	\$257,797	\$18,887	\$276,036	\$18,887	\$267,376
\$19,733	\$277,529	\$19,733	\$295,768	\$19,733	\$287,109
\$20,616	\$298,145	\$20,616	\$316,384	\$20,616	\$307,725
\$21,538	\$319,683	\$21,538	\$337,922	\$21,538	\$329,263
\$22,502	\$342,185	\$22,502	\$360,424	\$22,502	\$351,765
\$23,509	\$365,694	\$23,509	\$383,933	\$23,509	\$375,274
\$24,561	\$390,255	\$24,561	\$408,494	\$24,561	\$399,835
\$25,660	\$415,915	\$25,660	\$434,154	\$25,660	\$425,495
\$26,808	\$442,724	\$26,808	\$460,963	\$26,808	\$452,303
	<b>\$442,724</b>		<b>\$460,963</b>		<b>\$452,303</b>

Year	Estimated Call Price Based on Tenant's Estimated Net Cashflow Over Remaining Lease Term and Stated Discount		
	Tenant's Power Sales Income	Tenant's Expense	Tenant's Net Cashflow
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13	\$2,280	-\$350	<b>\$1,930</b>
14	\$2,280	-\$350	<b>\$1,930</b>
15	\$2,280	-\$350	<b>\$1,930</b>
16	\$2,280	-\$350	<b>\$1,930</b>
17	\$2,280	-\$350	<b>\$1,930</b>
18	\$2,280	-\$350	<b>\$1,930</b>
19	\$2,280	-\$350	<b>\$1,930</b>
20	<u>\$2,280</u>	<u>-\$350</u>	<b>\$1,930</b>
	\$18,240	-\$2,800	<b>\$15,440</b>
	Discount Rate		<b>15%</b>
	<b>Call Price</b>		<b>\$8,661</b>
	<b>Put Price</b>		<b>\$1.00</b>

- Default** - If neither party exercises their Put or Call Options, the Lease, Power Purchase and Maintenance agreements run full-term unless Green Sky and Customer mutually agree to terminate the arrangement early.
- Green Sky's Put Option** - Green Sky can require the Customer to purchase its remaining interest for the Put Price.
- Customer's Call Option** - If Green Sky does not exercise its Put Option, the Customer can require Green Sky to sell its remaining interest to the Customer for \$1.00.

Assumes Put and Call is exercised per the transaction documents. This summary is intended only as an example.

# Solar Rewards

# A GREEN<sup>2</sup> OPPORTUNITY

Make Money. Save the Planet.

## Cashflow Summary

ISD 191

Capital Lease - Solar for Minnesota Schools & Non-Profit Organizations

Xcel Solar Rewards  
General Service Rate Plan

Rooftop Ballasted Solar Array (19.84 KW Silfab Solar Panels @ 10 degrees w/ SolarEdge)



# iDEAL Energies Deliverables - A Turnkey Service

Rooftop Ballasted Solar Array (19.84 KW Silfab Solar Panels @ 10 degrees w/ SolarEdge)

Xcel Solar Rewards  
General Service Rate Plan

## Project Task & Deliverables

Solar Survey  
Site Electrical Systems Review  
System Layout and Electrical Engineering  
Structural Engineering & Analytical Testing (review of roof / soil adequacy to support the system)  
Rebate Application, Procurement, and Processing Fees, if any  
Utility Interconnection Agreement(s)  
Solar Array Equipment  
Solar Array Installation  
Electrical Connection – connect system to your building's electrical switchgear  
System monitoring equipment and software for web based monitoring  
Building Permit & Inspection  
Electrical Permit & Inspection  
Project Management  
Training  
Start-up  
Solar Array Supporting Documentation  
Federal Tax Credit Documentation  
All Other Required Deliverables

**System Cost**

\$

**81,500**

# Solar Array Technical Information

Rooftop Ballasted Solar Array (19.84 KW Silfab Solar Panels @ 10 degrees w/ SolarEdge)

Xcel Solar Rewards  
General Service Rate Plan

## Solar Array Specification (Typical)

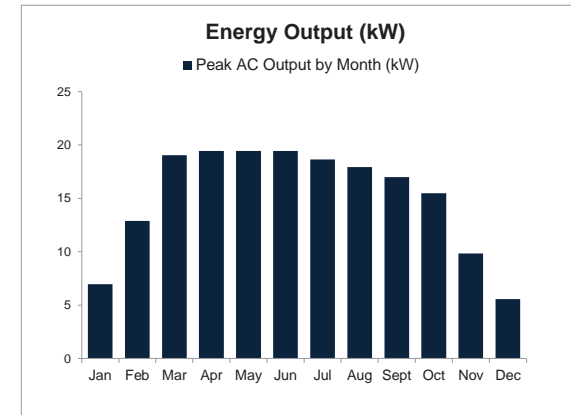
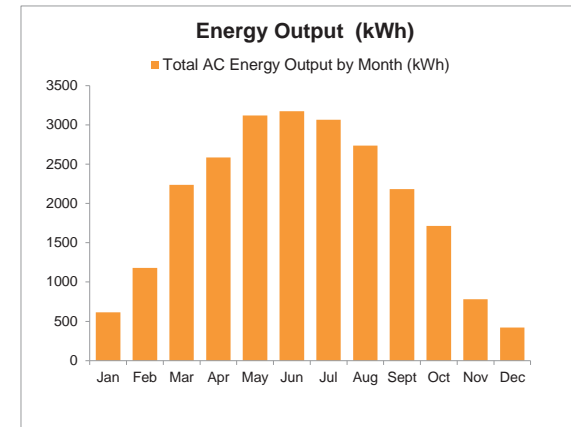
System Size (kW DC)	19.84
Inversion Ratio (DC / AC)	0.99
Maximum AC Output of Inverters (AC KW)	20.1
Maximum Peak AC Output including AC line losses (kW)	19.4
Expected Energy Production (kWh/kW DC)	1200
Expected Energy Production (kWh/Year)	23808

### Expected Solar Array Production (kWh)

Typical Solar Array Energy Production (kWh) using NREL modeling, Helioscope or PV Syst modelling tools with average adjusted historical weather conditions in Minneapolis, MN using TMY3 Weather Data. <http://www.nrel.gov> Estimated performance is based on information including but not limited to the equipment used, the solar array's kW DC size, AC/DC line losses, standard rectangular configuration, and the array pointing due south. Your System's energy production will vary with actual equipment, layout and weather conditions. Expected Energy Production above does not include annual degradation in solar panel DC output.

### Expected Energy Production

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
<b>Total AC Energy Output by Month (kWh)</b>	616	1179	2238	2584	3119	3173	3065	2735	2183	1715	782	420	<b>23808</b>
	2.6%	5.0%	9.4%	10.9%	13.1%	13.3%	12.9%	11.5%	9.2%	7.2%	3.3%	1.8%	<b>100%</b>
<b>Peak AC Output by Month (kW)</b>	7	13	19	19	19	19	19	18	17	15	10	6	
	35.8%	66.3%	97.9%	100.0%	100.0%	100.0%	95.9%	92.1%	87.3%	79.6%	50.6%	28.6%	



# Utility Bill Savings

## Net Metering - Energy and Demand Charge Savings

Rooftop Ballasted Solar Array (19.84 KW Silfab Solar Panels @ 10 degrees w/ SolarEdge)

Xcel Solar Rewards  
General Service Rate Plan

System Sizing & Energy Assumptions	
Solar system size (kW DC)	19.84
Year 1 system production (kWh/year)	23808
Year 1 degradation - reduction in kWh output (% / year)	3.00%
Year 2+ degradation - reduction in kWh output (% / year)	0.50%
Ten year average increase in utility costs (% / year)	5.00%

Energy Expense Savings (kWh) - Energy Reduction	
<b>Utility Billing Plan</b>	<b>General Service Rate Plan A14</b>
Year 1 annual energy expense savings (\$)	\$ 1,684
Year 1 utility cost (\$ / kWh)	\$ 0.0707

Demand Expense Savings (kW) - Demand Reduction	
Peak AC output available for reducing demand (kW)	19.45
Estimated AC output that reduces demand charges (%)	25%
Year 1 demand reduction realized (kW AC)	4.9
Year 1 average demand charge cost (\$ / kW)	\$ 13.87
Year 1 annual demand charge savings (\$)	\$ 809
Year 1 demand charge savings per kWh (\$ / kWh)	\$ 0.0340

Combined Energy & Demand Expense Savings	
Year 1 energy charge expense utility bill savings (\$/kWh)	\$ 0.0707
Year 1 demand charge expense utility bill savings (\$/kWh)	\$ 0.0340
<b>Year 1 combined utility bill expense savings (\$/kWh)</b>	<b>\$ 0.1047</b>

For documentation on the above assumptions, please refer to the product information documents and support documents available from your iDEAL salesperson. If you would like to use different assumptions, please ask.

Utility Bill Savings					
Year	Electricity Produced (kWh/year)	Annual Savings		Total Savings	
		Energy Expense Savings (\$/year)	Demand Expense Savings (\$/year)	Annual Savings (\$)	Cumulative Annual Savings (\$)
1	23808	\$ 1,684	\$ 809	\$ 2,493	\$ 2,493
2	23094	\$ 1,715	\$ 824	\$ 2,540	\$ 5,033
3	22978	\$ 1,792	\$ 861	\$ 2,653	\$ 7,686
4	22863	\$ 1,872	\$ 900	\$ 2,772	\$ 10,458
5	22749	\$ 1,956	\$ 940	\$ 2,896	\$ 13,354
6	22635	\$ 2,044	\$ 982	\$ 3,026	\$ 16,380
7	22522	\$ 2,135	\$ 1,026	\$ 3,161	\$ 19,541
8	22410	\$ 2,231	\$ 1,072	\$ 3,303	\$ 22,844
9	22298	\$ 2,330	\$ 1,120	\$ 3,450	\$ 26,294
10	22186	\$ 2,435	\$ 1,170	\$ 3,605	\$ 29,899
11	22075	\$ 2,544	\$ 1,222	\$ 3,766	\$ 33,665
12	21965	\$ 2,658	\$ 1,277	\$ 3,935	\$ 37,599
13	21855	\$ 2,776	\$ 1,334	\$ 4,111	\$ 41,710
14	21746	\$ 2,901	\$ 1,394	\$ 4,295	\$ 46,004
15	21637	\$ 3,030	\$ 1,456	\$ 4,487	\$ 50,491
16	21529	\$ 3,166	\$ 1,521	\$ 4,688	\$ 55,179
17	21421	\$ 3,308	\$ 1,590	\$ 4,897	\$ 60,076
18	21314	\$ 3,456	\$ 1,661	\$ 5,116	\$ 65,192
19	21207	\$ 3,610	\$ 1,735	\$ 5,345	\$ 70,538
20	21101	\$ 3,772	\$ 1,813	\$ 5,585	\$ 76,122
21	20996	\$ 3,941	\$ 1,894	\$ 5,835	\$ 81,957
22	20891	\$ 4,117	\$ 1,978	\$ 6,096	\$ 88,053
23	20786	\$ 4,301	\$ 2,067	\$ 6,368	\$ 94,421
24	20682	\$ 4,494	\$ 2,159	\$ 6,653	\$ 101,074
25	20579	\$ 4,695	\$ 2,256	\$ 6,951	\$ 108,026
26	20476	\$ 4,905	\$ 2,357	\$ 7,262	\$ 115,288
27	20374	\$ 5,125	\$ 2,463	\$ 7,587	\$ 122,875
28	20272	\$ 5,354	\$ 2,573	\$ 7,927	\$ 130,802
29	20171	\$ 5,594	\$ 2,688	\$ 8,281	\$ 139,083
30	20070	\$ 5,844	\$ 2,808	\$ 8,652	\$ 147,735
31	19969	\$ 6,105	\$ 2,934	\$ 9,039	\$ 156,774
32	19870	\$ 6,379	\$ 3,065	\$ 9,444	\$ 166,218
33	19770	\$ 6,664	\$ 3,202	\$ 9,866	\$ 176,084
34	19671	\$ 6,962	\$ 3,346	\$ 10,308	\$ 186,392
35	19573	\$ 7,274	\$ 3,495	\$ 10,769	\$ 197,161
36	19475	\$ 7,599	\$ 3,652	\$ 11,251	\$ 208,412
37	19378	\$ 7,939	\$ 3,815	\$ 11,754	\$ 220,167
38	19281	\$ 8,295	\$ 3,986	\$ 12,281	\$ 232,447
39	19184	\$ 8,666	\$ 4,164	\$ 12,830	\$ 245,277
40	19088	\$ 9,054	\$ 4,351	\$ 13,404	\$ 258,681



# Capital Lease Financing Summary

Rooftop Ballasted Solar Array (19.84 KW Silfab Solar Panels @ 10 degrees w/ SolarEdge)

Xcel Solar Rewards  
General Service Rate Plan

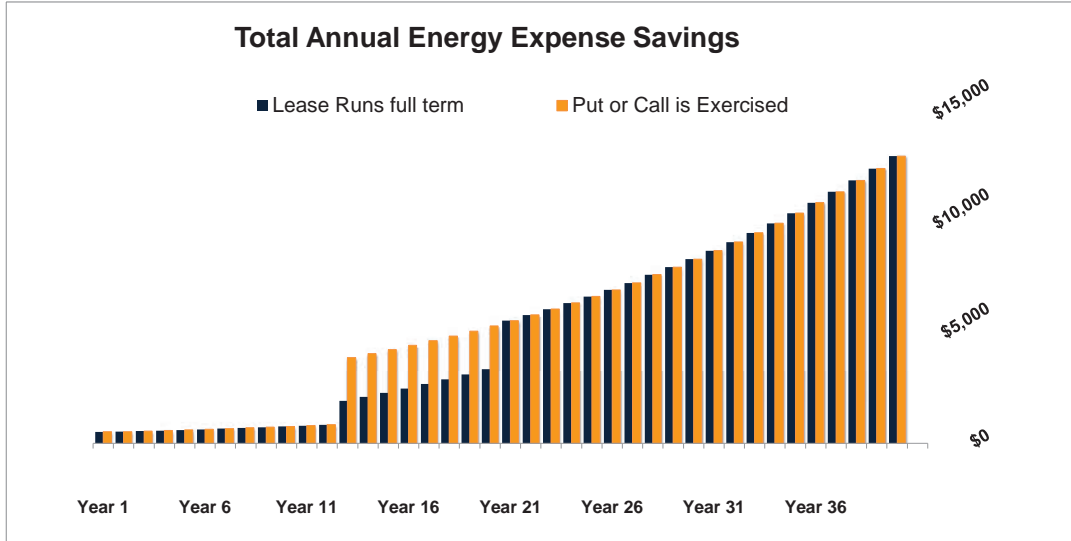
## Utility Expense Savings with the Solar Array

Year	Utility Bill Expense Savings (Utility bill expense avoidance)	Green Sky Utility Bill Expense		Green Sky Utility Bill Expense Savings	
		Lease Runs Full Term (Power Purchase Expense)	Put or Call is Exercised (Power Purchase Expense)	Put or Call is Exercised (Annual Utility Bill Expense Savings)      Equivalent PPA Rate (\$/kWh)	
1	\$2,493	\$1,870	\$1,870	\$623	\$0.079
2	\$2,540	\$1,905	\$1,905	\$635	\$0.082
3	\$2,653	\$1,990	\$1,990	\$663	\$0.087
4	\$2,772	\$2,079	\$2,079	\$693	\$0.091
5	\$2,896	\$2,172	\$2,172	\$724	\$0.095
6	\$3,026	\$2,269	\$2,269	\$756	\$0.100
7	\$3,161	\$2,371	\$2,371	\$790	\$0.105
8	\$3,303	\$2,477	\$2,477	\$826	\$0.111
9	\$3,450	\$2,588	\$2,588	\$863	\$0.116
10	\$3,605	\$2,704	\$2,704	\$901	\$0.122
11	\$3,766	\$2,825	\$2,825	\$942	\$0.128
12	\$3,935	\$2,951	\$2,951	\$984	\$0.134
13	\$4,111	\$1,980		\$4,111	\$0.091
14	\$4,295	\$1,980		\$4,295	\$0.091
15	\$4,487	\$1,980		\$4,487	\$0.092
16	\$4,688	\$1,980		\$4,688	\$0.092
17	\$4,897	\$1,980		\$4,897	\$0.092
18	\$5,116	\$1,980		\$5,116	\$0.093
19	\$5,345	\$1,980		\$5,345	\$0.093
20	\$5,585	\$1,980		\$5,585	\$0.094
<b>Total</b>	<b>\$76,122</b>	<b>\$44,039</b>	<b>\$28,199</b>	<b>\$47,923</b>	

Assuming that the **20** year lease is terminated early by the put or call after year **12** you will receive approximately... **25.0%** Utility Bill Expense Savings during years **1 to 12**

Assuming an Average Annual Utility Expense Escalation of **5.00%**

**Thereafter**, you will receive **ALL** of the **ENERGY** generated from the solar array for **FREE!**



The **orange bars** extending above the **dark blue bars** represent the **Total Additional Annual Energy Expense Savings Achieved** when the Put or Call is used to terminate the Lease early



Xcel Solar Rewards  
General Service Rate Plan

Year	Customer's Utility Savings and Rent Income		
	Utility Bill Savings	Rent Revenue	Total Annual Customer Revenue
Year 1	\$ 2,493	\$ 50	\$ 2,543
Year 2	\$ 2,540	\$ 50	\$ 2,590
Year 3	\$ 2,653	\$ 50	\$ 2,703
Year 4	\$ 2,772	\$ 50	\$ 2,822
Year 5	\$ 2,896	\$ 50	\$ 2,946
Year 6	\$ 3,026	\$ 50	\$ 3,076
Year 7	\$ 3,161	\$ 50	\$ 3,211
Year 8	\$ 3,303	\$ 50	\$ 3,353
Year 9	\$ 3,450	\$ 50	\$ 3,500
Year 10	\$ 3,605	\$ 50	\$ 3,655
Year 11	\$ 3,766	\$ 50	\$ 3,816
Year 12	\$ 3,935	\$ 50	\$ 3,985
Year 13	\$ 4,111	\$ -	\$ 4,111
Year 14	\$ 4,295	\$ -	\$ 4,295
Year 15	\$ 4,487	\$ -	\$ 4,487
Year 16	\$ 4,688	\$ -	\$ 4,688
Year 17	\$ 4,897	\$ -	\$ 4,897
Year 18	\$ 5,116	\$ -	\$ 5,116
Year 19	\$ 5,345	\$ -	\$ 5,345
Year 20	\$ 5,585	\$ -	\$ 5,585
Year 21	\$ 5,835	\$ -	\$ 5,835
Year 22	\$ 6,096	\$ -	\$ 6,096
Year 23	\$ 6,368	\$ -	\$ 6,368
Year 24	\$ 6,653	\$ -	\$ 6,653
Year 25	\$ 6,951	\$ -	\$ 6,951
Year 26	\$ 7,262	\$ -	\$ 7,262
Year 27	\$ 7,587	\$ -	\$ 7,587
Year 28	\$ 7,927	\$ -	\$ 7,927
Year 29	\$ 8,281	\$ -	\$ 8,281
Year 30	\$ 8,652	\$ -	\$ 8,652
Year 31	\$ 9,039	\$ -	\$ 9,039
Year 32	\$ 9,444	\$ -	\$ 9,444
Year 33	\$ 9,866	\$ -	\$ 9,866
Year 34	\$ 10,308	\$ -	\$ 10,308
Year 35	\$ 10,769	\$ -	\$ 10,769
Year 36	\$ 11,251	\$ -	\$ 11,251
Year 37	\$ 11,754	\$ -	\$ 11,754
Year 38	\$ 12,281	\$ -	\$ 12,281
Year 39	\$ 12,830	\$ -	\$ 12,830
Year 40	\$ 13,404	\$ -	\$ 13,404
<b>TOTAL</b>	<b>\$ 258,681</b>	<b>\$ 600</b>	<b>\$ 259,281</b>

Customer's Expenses		
Energy Payment to GreenSky (subject to sales tax)	Insurance Expense & Utility Fees	Total Annual Expenses
\$ (1,870)	\$ (150)	\$ (2,020)
\$ (1,905)	\$ (153)	\$ (2,058)
\$ (1,990)	\$ (156)	\$ (2,146)
\$ (2,079)	\$ (159)	\$ (2,238)
\$ (2,172)	\$ (162)	\$ (2,334)
\$ (2,269)	\$ (166)	\$ (2,435)
\$ (2,371)	\$ (169)	\$ (2,540)
\$ (2,477)	\$ (172)	\$ (2,649)
\$ (2,588)	\$ (176)	\$ (2,763)
\$ (2,704)	\$ (179)	\$ (2,883)
\$ (2,825)	\$ (183)	\$ (3,007)
\$ (2,951)	\$ (187)	\$ (3,137)
\$ -	\$ (190)	\$ (190)
\$ -	\$ (194)	\$ (194)
\$ -	\$ (198)	\$ (198)
\$ -	\$ (202)	\$ (202)
\$ -	\$ (206)	\$ (206)
\$ -	\$ (210)	\$ (210)
\$ -	\$ (214)	\$ (214)
\$ -	\$ (219)	\$ (219)
\$ -	\$ (223)	\$ (223)
\$ -	\$ (227)	\$ (227)
\$ -	\$ (232)	\$ (232)
\$ -	\$ (237)	\$ (237)
\$ -	\$ (241)	\$ (241)
\$ -	\$ (246)	\$ (246)
\$ -	\$ (251)	\$ (251)
\$ -	\$ (219)	\$ (219)
\$ -	\$ (223)	\$ (223)
\$ -	\$ (227)	\$ (227)
\$ -	\$ (232)	\$ (232)
\$ -	\$ (237)	\$ (237)
\$ -	\$ (241)	\$ (241)
\$ -	\$ (246)	\$ (246)
\$ -	\$ (241)	\$ (241)
\$ -	\$ (246)	\$ (246)
\$ -	\$ (251)	\$ (251)
\$ -	\$ (256)	\$ (256)
\$ -	\$ (261)	\$ (261)
\$ -	\$ (266)	\$ (266)
<b>\$ (28,199)</b>	<b>\$ (8,448)</b>	<b>\$ (36,648)</b>

Annual Savings	
Total Annual Energy Expense Savings	Total Cumulative Annual Energy Expense Savings
\$ 523	\$ 523
\$ 532	\$ 1,055
\$ 557	\$ 1,613
\$ 584	\$ 2,196
\$ 612	\$ 2,808
\$ 641	\$ 3,449
\$ 671	\$ 4,120
\$ 703	\$ 4,823
\$ 737	\$ 5,560
\$ 772	\$ 6,332
\$ 809	\$ 7,141
\$ 847	\$ 7,988
\$ 3,920	\$ 11,908
\$ 4,101	\$ 16,009
\$ 4,289	\$ 20,298
\$ 4,486	\$ 24,783
\$ 4,691	\$ 29,475
\$ 4,906	\$ 34,381
\$ 5,131	\$ 39,512
\$ 5,366	\$ 44,878
\$ 5,612	\$ 50,490
\$ 5,868	\$ 56,358
\$ 6,137	\$ 62,495
\$ 6,417	\$ 68,912
\$ 6,710	\$ 75,622
\$ 7,016	\$ 82,638
\$ 7,336	\$ 89,974
\$ 7,708	\$ 97,682
\$ 8,059	\$ 105,740
\$ 8,425	\$ 114,165
\$ 8,807	\$ 122,972
\$ 9,207	\$ 132,180
\$ 9,625	\$ 141,805
\$ 10,062	\$ 151,866
\$ 10,528	\$ 162,394
\$ 11,005	\$ 173,399
\$ 11,503	\$ 184,903
\$ 12,024	\$ 196,927
\$ 12,569	\$ 209,496
\$ 13,138	\$ 222,634
<b>222,634</b>	<b>222,634</b>

Assumes Put and Call is exercised per the transaction documents. This Cashflow summary is intended only as an example.

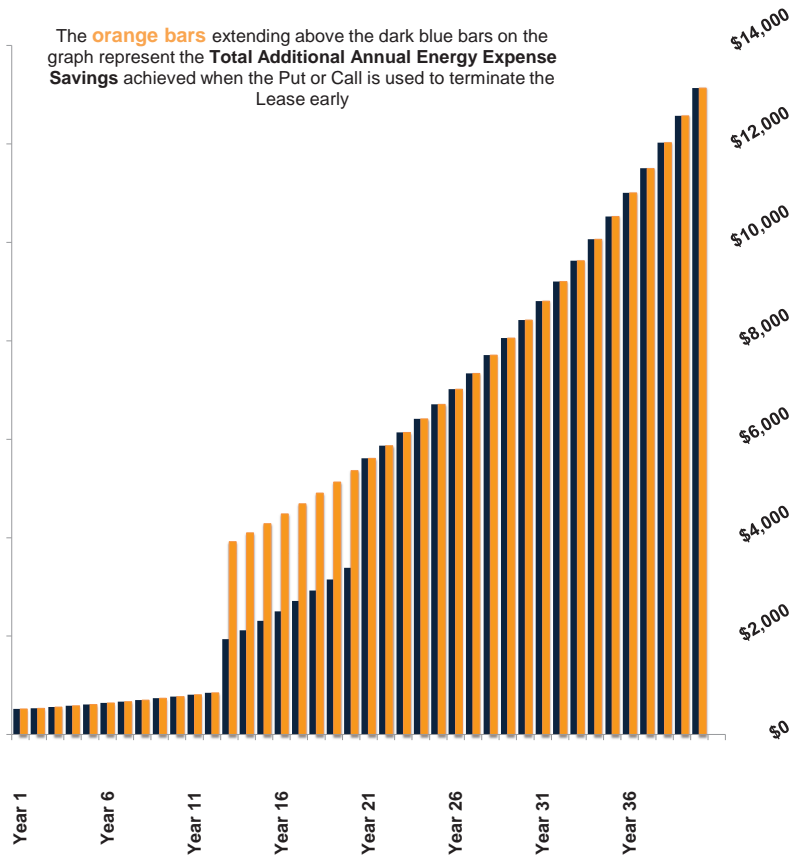
Capital Lease - 40 Year Customer Cash Flow Example - Net Metering Utility Bill Savings  
Rooftop Ballasted Solar Array (19.84 KW Silfab Solar Panels @ 10 degrees w/ SolarEdge)

Xcel Solar Rewards  
General Service Rate Plan

Total Annual Energy Expense Savings

■ Lease Runs full term    ■ Put or Call is Exercised

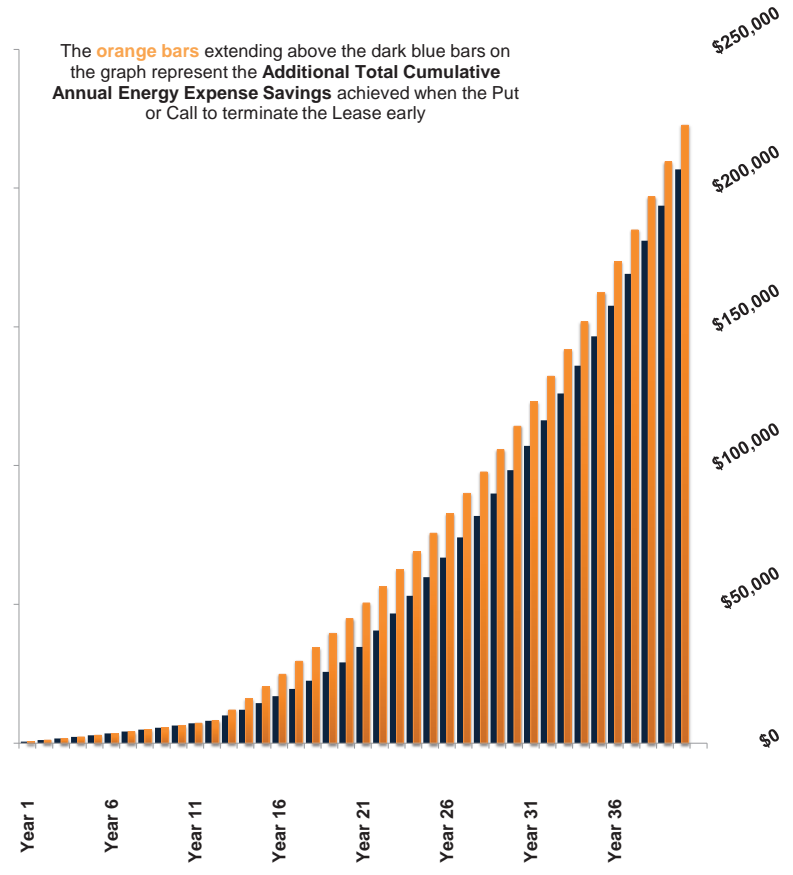
The orange bars extending above the dark blue bars on the graph represent the Total Additional Annual Energy Expense Savings achieved when the Put or Call is used to terminate the Lease early



Total Cumulative Annual Energy Expense Savings

■ Lease Runs full term    ■ Put or Call is Exercised

The orange bars extending above the dark blue bars on the graph represent the Additional Total Cumulative Annual Energy Expense Savings achieved when the Put or Call to terminate the Lease early



## Capital Lease Outcome Summary - Lease Runs Full Term, Green Sky Exercises its Put Option, or Customer Exercises its Call Option

Year	Utility Bill Expense Savings	Utility Bill Expense Green Sky		
		Lease Runs Full Term	If the Put is Exercised	If the Call is Exercised
	Utility Bill Expense Reduction	Power Purchase Expense	Power Purchase Expense	Power Purchase Expense
1	\$2,493	\$1,870	\$1,870	\$1,870
2	\$2,540	\$1,905	\$1,905	\$1,905
3	\$2,653	\$1,990	\$1,990	\$1,990
4	\$2,772	\$2,079	\$2,079	\$2,079
5	\$2,896	\$2,172	\$2,172	\$2,172
6	\$3,026	\$2,269	\$2,269	\$2,269
7	\$3,161	\$2,371	\$2,371	\$2,371
8	\$3,303	\$2,477	\$2,477	\$2,477
9	\$3,450	\$2,588	\$2,588	\$2,588
10	\$3,605	\$2,704	\$2,704	\$2,704
11	\$3,766	\$2,825	\$2,825	\$2,825
12	\$3,935	\$2,951	\$2,951	\$2,951
13	\$4,111	\$1,980	\$1	\$7,314
14	\$4,295	\$1,980	\$0	\$0
15	\$4,487	\$1,980	\$0	\$0
16	\$4,688	\$1,980	\$0	\$0
17	\$4,897	\$1,980	\$0	\$0
18	\$5,116	\$1,980	\$0	\$0
19	\$5,345	\$1,980	\$0	\$0
20	\$5,585	\$1,980	\$0	\$0
21	\$5,835	\$0	\$0	\$0
22	\$6,096	\$0	\$0	\$0
23	\$6,368	\$0	\$0	\$0
24	\$6,653	\$0	\$0	\$0
25	\$6,951	\$0	\$0	\$0
26	\$7,262	\$0	\$0	\$0
27	\$7,587	\$0	\$0	\$0
28	\$7,927	\$0	\$0	\$0
29	\$8,281	\$0	\$0	\$0
30	\$8,652	\$0	\$0	\$0
31	\$9,039	\$0	\$0	\$0
32	\$9,444	\$0	\$0	\$0
33	\$9,866	\$0	\$0	\$0
34	\$10,308	\$0	\$0	\$0
35	\$10,769	\$0	\$0	\$0
36	\$11,251	\$0	\$0	\$0
37	\$11,754	\$0	\$0	\$0
38	\$12,281	\$0	\$0	\$0
39	\$12,830	\$0	\$0	\$0
40	\$13,404	\$0	\$0	\$0
	<b>\$258,681</b>	<b>\$44,039</b>	<b>\$28,200</b>	<b>\$35,514</b>

Utility Bill Savings Green Sky					
Lease Runs Full Term		If the Put is Exercised by Green Sky		If the Call is Exercised by Customer	
Power Purchase Expense Savings	Cumulative Savings	Power Purchase Expense Savings	Cumulative Savings	Power Purchase Expense Savings	Cumulative Savings
\$623	\$623	\$623	\$623	\$623	\$623
\$635	\$1,258	\$635	\$1,258	\$635	\$1,258
\$663	\$1,922	\$663	\$1,922	\$663	\$1,922
\$693	\$2,615	\$693	\$2,615	\$693	\$2,615
\$724	\$3,339	\$724	\$3,339	\$724	\$3,339
\$756	\$4,095	\$756	\$4,095	\$756	\$4,095
\$790	\$4,885	\$790	\$4,885	\$790	\$4,885
\$826	\$5,711	\$826	\$5,711	\$826	\$5,711
\$863	\$6,574	\$863	\$6,574	\$863	\$6,574
\$901	\$7,475	\$901	\$7,475	\$901	\$7,475
\$942	\$8,416	\$942	\$8,416	\$942	\$8,416
\$984	\$9,400	\$984	\$9,400	\$984	\$9,400
\$1,131	\$11,530	\$4,110	\$13,509	(\$3,204)	\$6,196
\$2,315	\$13,845	\$4,295	\$17,804	\$4,295	\$10,491
\$2,507	\$16,352	\$4,487	\$22,291	\$4,487	\$14,977
\$2,708	\$19,059	\$4,688	\$26,978	\$4,688	\$19,665
\$2,917	\$21,977	\$4,897	\$31,876	\$4,897	\$24,562
\$3,136	\$25,113	\$5,116	\$36,992	\$5,116	\$29,679
\$3,365	\$28,478	\$5,345	\$42,337	\$5,345	\$35,024
\$3,605	\$32,083	\$5,585	\$47,922	\$5,585	\$40,609
\$5,835	\$37,918	\$5,835	\$53,757	\$5,835	\$46,443
\$6,096	\$44,013	\$6,096	\$59,852	\$6,096	\$52,539
\$6,368	\$50,382	\$6,368	\$66,221	\$6,368	\$58,907
\$6,653	\$57,035	\$6,653	\$72,874	\$6,653	\$65,561
\$6,951	\$63,986	\$6,951	\$79,825	\$6,951	\$72,512
\$7,262	\$71,248	\$7,262	\$87,087	\$7,262	\$79,774
\$7,587	\$78,835	\$7,587	\$94,674	\$7,587	\$87,361
\$7,927	\$86,762	\$7,927	\$102,601	\$7,927	\$95,288
\$8,281	\$95,044	\$8,281	\$110,883	\$8,281	\$103,569
\$8,652	\$103,696	\$8,652	\$119,535	\$8,652	\$112,221
\$9,039	\$112,735	\$9,039	\$128,574	\$9,039	\$121,260
\$9,444	\$122,178	\$9,444	\$138,017	\$9,444	\$130,704
\$9,866	\$132,045	\$9,866	\$147,884	\$9,866	\$140,570
\$10,308	\$142,353	\$10,308	\$158,192	\$10,308	\$150,878
\$10,769	\$153,122	\$10,769	\$168,961	\$10,769	\$161,647
\$11,251	\$164,373	\$11,251	\$180,212	\$11,251	\$172,898
\$11,754	\$176,127	\$11,754	\$191,966	\$11,754	\$184,653
\$12,281	\$188,408	\$12,281	\$204,247	\$12,281	\$196,933
\$12,830	\$201,238	\$12,830	\$217,077	\$12,830	\$209,763
\$13,404	\$214,642	\$13,404	\$230,481	\$13,404	\$223,168
	<b>\$214,642</b>		<b>\$230,481</b>		<b>\$223,168</b>

Year	Estimated Call Price Based on Tenant's Estimated Net Cashflow Over Remaining Lease Term and Stated Discount		
	Tenant's Power Sales Income	Tenant's Expense	Tenant's Net Cashflow
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13	\$1,980	-\$350	\$1,630
14	\$1,980	-\$350	\$1,630
15	\$1,980	-\$350	\$1,630
16	\$1,980	-\$350	\$1,630
17	\$1,980	-\$350	\$1,630
18	\$1,980	-\$350	\$1,630
19	\$1,980	-\$350	\$1,630
20	\$1,980	-\$350	\$1,630
	\$15,840	-\$2,800	\$13,040
	Discount Rate		15%
	<b>Call Price</b>		<b>\$7,314</b>

**Put Price**  
\$1.00

1 **Default** - If neither party exercises their Put or Call Options, the Lease, Power Purchase and Maintenance runs full-term unless Green Sky and Customer **mutually agree** to terminate the arrangement early.

2 **Green Sky's Put Option** - Green Sky can require the Customer to purchase its remaining interest for the Put Price.

3 **Customer's Call Option** - If Green Sky does not exercise its Put Option, the **Customer can** require Green Sky to sell its remaining interest to the Customer for the Call Price.

Assumes Put and Call is exercised per the transaction documents. This summary is intended only as an example.

# MECHANICS & SUPPORT INFO

### Proposed Changes for Monthly Electricity Base Rates

This chart shows the current and proposed electricity base rates for each customer type.

#### AVERAGE MONTHLY BILLS

Customer type	Average monthly kWh usage	Current monthly cost	2016 Interim monthly increase	Proposed 2017 monthly increase	Proposed 2018 monthly increase
Residential - Overhead line service	544	\$71.11	\$4.20	\$7.92	\$9.24
Residential - Underground line service	800	\$102.82	\$6.04	\$10.71	\$12.59
Energy-Controlled (Dual Fuel)	1,050	\$82.58	\$3.87	\$3.70	\$4.90
Small General Service	923	\$112.24	\$6.41	\$6.04	\$7.95
Small General Time-of-Day Service	1,417	\$147.06	\$7.89	\$11.45	\$13.91
General Service	17,014	\$1,677.48	\$89.86	\$103.54	\$130.74
General Time-of-Day Service	168,653	\$13,535.11	\$667.95	\$879.51	\$1,081.99
Peak-Controlled Service	66,550	\$8,200.22	\$467.83	\$524.81	\$670.09
Peak-Controlled Time-of-Day Service	582,250	\$56,211.88	\$2,961.60	\$3,768.58	\$4,681.73
Small Municipal Pumping	658	\$82.89	\$4.80	\$4.88	\$6.31
Municipal Pumping	4,826	\$557.31	\$31.53	\$32.88	\$42.40

**Note:** Proposed lighting rate changes vary according to the type of lighting. The proposed final increase is 15.9 percent for full service street lighting, 8.6 percent for energy-only street lighting service, and 11.2 percent for residential and commercial protective lighting.

#### MONTHLY CUSTOMER CHARGES

Customer type	Current	Proposed 2017	Proposed 2018
<b>Residential</b>			
Overhead line	\$8.00	\$10.00	\$10.20
Overhead line - electric heating	\$10.00	\$12.00	\$12.24
Underground line	\$10.00	\$12.00	\$12.24
Underground line - electric heating	\$12.00	\$14.00	\$14.28
<b>Small Commercial</b>			
Small General	\$10.00	\$12.00	\$12.24
Small General Time-of-Day	\$12.00	\$14.00	\$14.28
<b>Commercial and Industrial</b>			
General	\$25.75	\$25.78	\$26.30
General Time-of-Day	\$29.75	\$29.78	\$30.38
Peak-Controlled	\$55.00	\$55.00	\$56.11
Peak-Controlled Time-of-Day	\$55.00	\$55.00	\$56.11

**Note:** For 2018 rates, Xcel Energy proposed a 2.026 percent General Rate Surcharge instead of an increase to the per kWh energy rates and the per kW demand rates. If approved, this will be applied to rate components specified in the "General Rate Adjustment Surcharge Rider" to service provided beginning January 1, 2018.

#### ENERGY (PER KWH) AND DEMAND (PER KW) RATES

Customer type	Current	Proposed 2017	Proposed 2018
<b>Residential</b>			
Energy: Summer (June-September)	9.395 ¢	10.865 ¢	11.085 ¢
Energy: Winter (Other months)	8.040 ¢	9.285 ¢	9.473 ¢
Energy: Winter - electric heating	5.819 ¢	6.394 ¢	6.524 ¢
<b>Small General</b>			
Energy: Summer	8.787 ¢	9.655 ¢	9.851 ¢
Energy: Winter	7.432 ¢	8.076 ¢	8.240 ¢
<b>Small General Time-of-Day</b>			
Energy: On-Peak Summer	15.123 ¢	15.443 ¢	15.756 ¢
Energy: On-Peak Winter	12.280 ¢	12.118 ¢	12.364 ¢
Energy: Off-Peak Summer	3.015 ¢	4.420 ¢	4.510 ¢
Energy: Off-Peak Winter	3.015 ¢	4.420 ¢	4.510 ¢
<b>General</b>			
Energy	3.201 ¢	3.619 ¢	3.692 ¢
Demand: Summer	\$14.07	\$15.79	\$16.11
Demand: Winter	\$9.96	\$11.09	\$11.31
<b>General Time-of-Day</b>			
Energy: On-Peak	4.482 ¢	5.158 ¢	5.263 ¢
Energy: Off-Peak	2.233 ¢	2.487 ¢	2.537 ¢
Demand: Summer	\$14.07	\$15.79	\$16.11
Demand: Winter	\$9.96	\$11.09	\$11.31

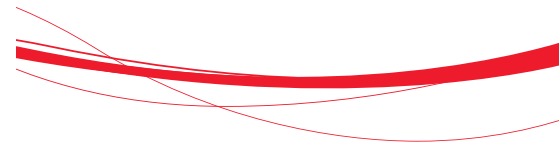


## XCEL ENERGY MINNESOTA ELECTRIC PRICES

**Interim Change in Electric Rates Starting January 1, 2016**

*Until Final Decision is Made*

**XCEL ENERGY MINNESOTA ELECTRIC PRICES**



## XCEL ENERGY HISTORICAL UTILITY RATE INCREASES

Year	Commercial	Industrial	Average Retail Rate
2005	10.01%	9.54%	9.47%
2006	4.04%	13.09%	6.91%
2007	9.34%	6.91%	8.67%
2008	2.89%	2.42%	2.66%
2009	-1.66%	0.32%	-0.25%
2010	5.84%	2.04%	4.57%
2011	2.21%	5.08%	3.43%
2012	3.84%	0.15%	2.74%
2013	4.97%	12.59%	6.90%
2014	2.64%	-0.91%	1.87%
Ten Year Average	4.41%	5.12%	4.70%

## SOLAR PANEL OUTPUT

### Initial Degradation Year 1

Upon interconnection and installation and through the end of year 1, silicon in the solar panels typically degrades 1-3% due to Light Induced Degradation. <sup>1</sup> We have assumed a first year degradation (reduction in output) rate of 3.0% in our energy production estimates. The 3.0% degradation conforms with manufacturer performance warranties.

<sup>1</sup> Sample (European Commission, Dg Jrc, Institute For Energy, Ispra, Italy), Tony. "Failure Modes and Degradation Rates from Field-Aged Crystalline Silicon Modules." Failure Modes and Degradation Rates from Field-Aged Crystalline Silicon Modules (n.d.): n. pag. Failure Modes and Degradation Rates from Field-Aged Crystalline Silicon Modules. European Institute for Energy, Jan.-Feb. 2011. Web. 2 Dec. 2015.


### Degradation Year 2+

After the first year, silicon continues to degrade more slowly at an average rate of 0.5%/year for polycrystalline solar panels. <sup>1</sup> We have assumed a year 2+ degradation rate of 0.5%/year in our energy production estimates. This is slightly less conservative than manufacturer performance warranties of 0.7%/year.

<sup>1</sup> Jordan, D. C., and S. R. Kurtz. "Photovoltaic Degradation Rates-an Analytical Review." Prog. Photovolt: Res. Appl. Progress in Photovoltaics: Research and Applications 21.1 (2011): 12-29. Web. 2 Dec. 2015. <<http://www.nrel.gov/docs/fy12osti/51664.pdf>>.

# UNDERSTANDING YOUR ELECTRIC BILL WITH SOLAR

PAGE 1 of 4



MAILING ADDRESS		ACCOUNT NUMBER	DUE DATE
JOHN E. CUSTOMER 1234 ELECTRIC AVENUE TAKUHIER, CO 00000-0000		53-1234567890-1	1/20/2014
STATEMENT NUMBER	STATEMENT DATE	AMOUNT DUE	
0123456789	MM/DD/YYYY	<b>\$2708.32</b>	

SERVICE ADDRESS: 1234 ELECTRIC AVE, MINNEAPOLIS, MN 00000-0000  
NEXT READ DATE: 1/20/14

**ELECTRICITY SERVICE DETAILS**  
PREMISES NUMBER: 1234567890  
INVOICE NUMBER: 1235689

**METER READING INFORMATION**  
METER 00000000 Read Dates: 11/18/13 - 12/21/13 (33 Days)

DESCRIPTION	CURRENT READING	PREVIOUS READING	USAGE
Total DG System Production	44946 Actual	43617 Actual	1329 kWh

**METER READING INFORMATION**  
METER 11111111 - Multiplier x 160 Read Dates: 11/18/13 - 12/21/13 (33 Days)

DESCRIPTION	CURRENT READING	PREVIOUS READING	MEASURED USAGE	BILLED USAGE
Total Delivered by Xcel	395 Actual	220 Actual	175	28000 kWh
Total Delivered by Customer	0 Actual	0 Actual	0	0 kWh
Net Delivered by Xcel	175 Actual	Actual	175	28000 kWh
Net Generated by Customer	0 Actual	Actual	0	0 kWh
Reactive	59 Actual	44 Actual	25	4000 kVAh
Demand	Actual			70.4 kW
Billable Demand				70 kW
Power Factor Demand	98.96%			

**ELECTRICITY CHARGES** RATE: Net Energy Billing Svc

DESCRIPTION	USAGE UNITS	RATE	CHARGE
Basic Service Chg			\$25.30
Basic Service Chg			\$6.40
Energy Charge Winter	0 kWh	-\$0.060090	\$0.00
Energy Charge	10181.82 kWh	\$0.028310	\$288.25
Energy Charge	17818.18 kWh	\$0.029810	\$531.16
Fuel Cost Charge	28000 kWh	\$0.031848	\$891.75
Demand Charge Winter	25.45 kW	\$8.340000	\$212.25
Demand Charge Winter	44.55 kW	\$8.980000	\$400.06
Affordability Chrg			\$2.44
Resource Adjustment			\$101.31
Interim Rate Adj			\$28.89
<b>Subtotal</b>			<b>\$2,487.81</b>
City Fees			\$40.00
Transit Improvement Tax		0.25%	\$6.20
County Tax		0.15%	\$3.72
State Tax		6.875%	\$170.59
<b>Total</b>			<b>\$2,708.32</b>

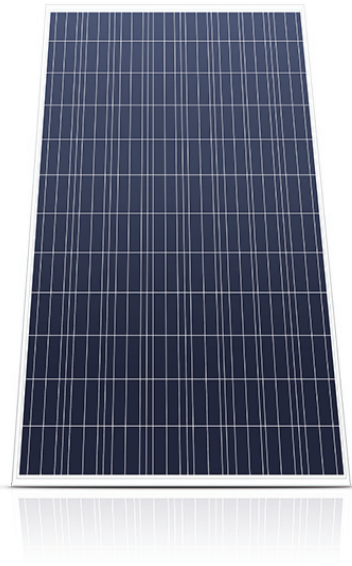
DAILY AVERAGES	Last Year	This Year
Temperature	32° F	19° F
Electricity kWh	835.8	888.8
Electricity Cost	\$284.92	\$82.07

TOTAL ENERGY USE PER MONTH = A + B  
ENERGY YOU ARE CHARGED FOR = B

# PRODUCT/WARRANTY INFO

# SOLAR MODULE INFORMATION

## HELIENE MODULES



**HELIENE**  
PHOTOVOLTAICS  
MODULES

## SILFAB MODULES



All solar panels offered by **iDEAL Energies** used in the Made in MN Solar Incentive Program and the Solar Rewards program have a warranty that carry at a minimum the following:

- 10 Year Limited Product Warranty (*defects in manufacturing*)
- 25 Year Limited Linear Performance Guarantee (*guaranteed minimum energy production*)

**Additional warranty information available here: <http://www.idealenergies.com/products-and-warranties/>**

# INVERTER INFORMATION



## SolarEdge Three Phase Inverters For North America

SE9KUS (208V) / SE10KUS (480V) / SE20KUS (480V)



INVERTERS

### The best choice for SolarEdge enabled systems

- Integrated arc fault protection (Type 1) for NEC 2011 690.11 compliance
- Superior efficiency (98%)
- Small, lightweight and easy to install on provided bracket
- Built-in module-level monitoring
- Internet connection through Ethernet or Wireless
- Outdoor and indoor installation
- Fixed voltage inverter, DC/AC conversion only
- Integrated Safety Switch

Additional warranty information available here: <http://www.idealenergies.com/products-and-warranties/>



## Three Phase Inverters for North America SE9KUS (208V) / SE10KUS (480V) / SE20KUS (480V)

	SE9KUS	SE10KUS	SE20KUS	
<b>OUTPUT</b>				
Rated AC Power Output	9000	10000	20000	VA
Maximum AC Power Output	9000	10000	20000	VA
AC Output Line Connections	4-wire WYE (L1-L2-L3-N) plus PE			
AC Output Voltage Minimum-Nominal- Maximum <sup>(1)</sup> (L-N)	105-120-132.5	244-277-305		Vac
AC Output Voltage Minimum-Nominal- Maximum <sup>(1)</sup> (L-L)	183-208-229	422.5-480-529		Vac
AC Frequency Min-Nom-Max	59.3 - 60 - 60.5 (with HI country setting 57 - 60 - 60.5)			
Max. Continuous Output Current (per Phase)	25	12	24	A
GFDI Threshold		1		A
Utility Monitoring, Islanding Protection, Country Configurable Set Points	Yes			
<b>INPUT</b>				
Maximum DC Power (Module STC)	12150	13500	27000	W
Transformer-less, Ungrounded	Yes			
Maximum Input Voltage DC to Gnd	250		490	Vdc
Maximum Input Voltage DC+ to DC-	500		980	Vdc
Nominal Input Voltage DC to Gnd	200		425	Vdc
Nominal Input Voltage DC+ to DC-	400		850	Vdc
Maximum Input Current	26.5	13.5	26.5	Adc
Reverse-Polarity Protection	Yes			
Ground-Fault Isolation Detection	1MΩ Sensitivity			
Maximum Inverter Efficiency	97.1	98.2	98.1	%
CEC Weighted Efficiency	96.5	98	98	%
Night-time Power Consumption	< 3			
<b>ADDITIONAL FEATURES</b>				
Supported Communication Interfaces	RS485, RS232, Ethernet, ZigBee (optional)			
Rapid Shutdown – NEC 2014 690.12	Functionality enabled when SolarEdge rapid shutdown kit is installed <sup>(2)</sup>			
<b>STANDARD COMPLIANCE</b>				
Safety	UL1741, UL1699B, UL1998, CSA 22.2			
Grid Connection Standards	IEEE1547			
Emissions	FCC part15 class B			
<b>INSTALLATION SPECIFICATIONS</b>				
AC output conduit size / AWG range	3/4" minimum / 12-6 AWG			
DC input conduit size / # of strings / AWG range	3/4" minimum / 1-2 strings / 12-6 AWG			
Dimensions (HxWxD)	21 x 12.5 x 10.5 / 540 x 315 x 260			in/mm
Dimensions with Safety Switch (HxWxD)	30.5 x 12.5 x 10.5 / 775 x 315 x 260			in/mm
Weight	73.2 / 33.2			lb/kg
Weight with Safety Switch	79.7 / 36.2			lb/kg
Cooling	Fans (user replaceable)			
Noise	< 50			
Operating Temperature Range	-13 to +140 / -25 to +60 (-40 to +60 version available) <sup>(3)</sup>			
Protection Rating	NEMA3R			

<sup>(1)</sup> For other regional settings please contact SolarEdge support.

<sup>(2)</sup> Rapid shutdown kit P/N: SE1000-RSD-S2 for SE9KUS, SE1000-RSD-S3 for SE10KUS and SE20KUS.

<sup>(3)</sup> -40 version P/Ns: SE9K-US028NNU4 and SExxK-US048NNU4.



# RoHS

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**iDEAL ENERGIES**  
A GREEN COMPANY

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# OPTIMIZER INFORMATION



## SolarEdge Power Optimizer

Module Add-On for Commercial Installations  
for North America P600 / P700



POWER OPTIMIZER

**PV power optimization at the module-level**  
**The most cost effective solution for commercial and large field installations**

- Up to 25% more energy
- Superior efficiency (99.5%)
- Balance of System cost reduction; 50% less cables, fuses and combiner boxes, over 2x longer string lengths possible
- Fast installation with a single bolt
- Next generation maintenance with module-level monitoring
- Module-level voltage shutdown for installer and firefighter safety
- Use with two PV modules connected in series

Additional warranty information available here: <http://www.idealenergies.com/products-and-warranties/>



## SolarEdge Power Optimizer Module Add-On For Commercial Installations for North America P600 / P700

	P600 (for 2 x 60-cell PV modules)	P700 (for 2 x 72-cell PV modules)	
<b>INPUT</b>			
Rated Input DC Power <sup>(1)</sup>	600	700	W
Absolute Maximum Input Voltage (Voc at lowest temperature)	96	125	Vdc
MPPT Operating Range	12.5 - 80	12.5 - 105	Vdc
Maximum Short Circuit Current (Isc)		10	Adc
Maximum DC Input Current		12.5	Adc
Maximum Efficiency		99.5	%
Weighted Efficiency		98.6	%
Overvoltage Category		II	
<b>OUTPUT DURING OPERATION (POWER OPTIMIZER CONNECTED TO OPERATING SOLAREEDGE INVERTER)</b>			
Maximum Output Current		15	Adc
Maximum Output Voltage		85	Vdc
<b>OUTPUT DURING STANDBY (POWER OPTIMIZER DISCONNECTED FROM SOLAREEDGE INVERTER OR SOLAREEDGE INVERTER OFF)</b>			
Safety Output Voltage per Power Optimizer		1	Vdc
<b>STANDARD COMPLIANCE</b>			
EMC	FCC Part15 Class B, IEC61000-6-2, IEC61000-6-3		
Safety	IEC62109-1 (class II safety), UL1741		
RoHS	Yes		
<b>INSTALLATION SPECIFICATIONS</b>			
Compatible SolarEdge Inverters	Three phase inverters		Vdc
Maximum Allowed System Voltage	1000		
Dimensions (W x L x H)	Pxxx-2 series	143 x 210 x 45 / 5.63 x 8.26 x 1.75	
	Pxxx-5 series	128 x 152 x 43 / 5 x 5.97 x 1.69   128 x 152 x 48 / 5 x 5.97 x 1.89	
Weight (including cables)	Pxxx-2 series	1100 / 2.4	
	Pxxx-5 series	930 / 2.05	
Input Connector	MC4 Compatible		
Output Wire Type / Connector	Double Insulated; MC4 Compatible		
Output Wire Length	1.8 / 5.9	2.1 / 6.9	m / ft
Operating Temperature Range <sup>(2)</sup>	-40 - +85 / -40 - +185		°C / °F
Protection Rating	Pxxx-2 series	IP65 / NEMA4	
	Pxxx-5 series	IP68 / NEMA6P	
Relative Humidity	0 - 100		%

<sup>(1)</sup> Rated combined STC power of 2 modules connected in series. Module of up to +5% power tolerance allowed.

<sup>(2)</sup> For ambient temperature above +70°C / +158°F power de-rating is applied. Refer to Power Optimizers Temperature De-Rating Application Note for more details.

PV SYSTEM DESIGN USING A SOLAREEDGE INVERTER <sup>(3)(4)</sup>		THREE PHASE 208V	THREE PHASE 480V
Compatible Power Optimizers		P600 & P700 <sup>(5)</sup>	P600 & P700
Minimum String Length	Power Optimizers	8	13
	PV Modules	16	26
Maximum String Length	Power Optimizers	30	30
	PV Modules	60	60
Maximum Power per String		6000	12750
Parallel Strings of Different Lengths or Orientations		Yes	

<sup>(3)</sup> P600 and P700 can be mixed in one string. It is not allowed to mix P600/P700 with P300/P400 in one string.

<sup>(4)</sup> In a case of odd number of PV Modules in one string it is allowed to install one P600/P700 power optimizer connected to one PV Module.

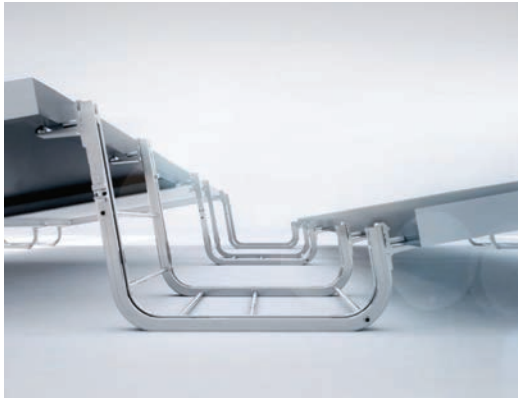
<sup>(5)</sup> P700 design with three phase 208V inverters is limited. Use the SolarEdge Site Designer for verification.



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# RACKING INFORMATION

## Ballasted Racking



Unirac Model #: RM



Ecolibrium #: Ecofoot2+



Polar Model #: PR2



Polar Racking #: Panel Claw

Additional warranty information available here: <http://www.idealenergies.com/products-and-warranties/> or upon request.

# SYSTEM MONITORING

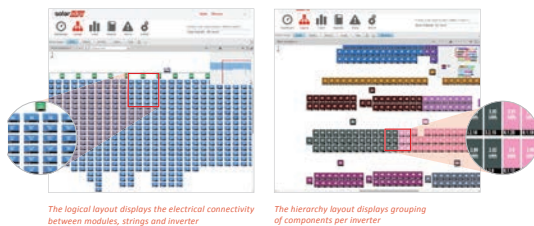
# MONITORING YOUR SOLAR ARRAY PERFORMANCE



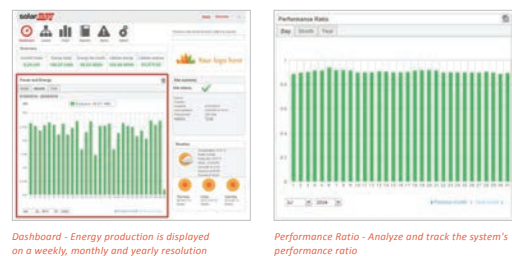
**iDEAL** provides a web-based monitoring system with every solar array that is used to monitor their operation and performance. Our monitoring systems provide instantaneous and historical production information that can be drilled down to the circuit and solar panel level providing abundant information for performing diagnostics and analyzing performance. Web-based monitoring is provided at no charge to **iDEAL's** clients.

After start-up, **iDEAL's** monitoring team will perform a detailed review your solar array on a weekly basis, and benchmark your system's performance against its peers to make sure it working properly and performing optimally. Should any issue arise, **iDEAL** will promptly identify it, and our field engineers are available and ready to mobilize to our client's site and promptly resolve them. This is part of **iDEAL's** commitment to our clients to assure the long term success of their projects.

- 1 Real-time remote monitoring at the module, string and system levels.



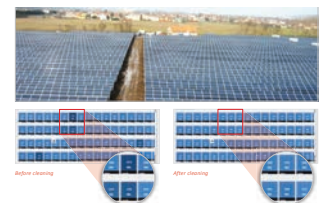
- 2 Comprehensive analytics tracking and reports of energy yield, system uptime, performance ratio, and financial performance.



- 3 Pinpointed and automatic alerts for immediate fault detection, accurate maintenance, and rapid response. The alerts show the specific fault location, fault description, and fault status.



- 4 Accurate and remote troubleshooting for fast and efficient resolution with minimal and shortened on site visits. Examples of identifying under performing modules.



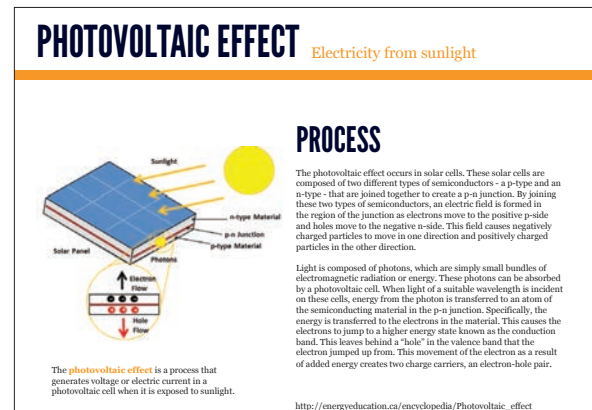
# EDUCATIONAL MATERIALS

# EDUCATIONAL PROGRAM

## OBJECTIVE: STUDENT EDUCATION

### PROGRAM GOAL:

To teach students about renewable energy using written and tangible (hands-on) materials to give students a foothold in the emerging energy economy as youth.



### WHAT WE DO NOW...

For each site, we provide site:

- Specific educational materials featuring the school's actual solar array
- Electronic web based monitoring system – for live performance & teaching opportunities
- Site specific Elementary and Secondary Program Educational (advanced) materials
  - Basics concepts of solar energy & photovoltaics
  - Ongoing collaboration with School Science Staff
- GoSolar Kids
  - Existing summer camp & after-school program for teaching students about solar



### WHAT WE CAN DO WITH YOU

Work with your school to further develop learning opportunities for its students

- Refine and improve upon existing teaching materials with additional input of school staff
- Introduce and utilize third party professionally prepared training materials relating to renewable energy / solar to supplement existing materials
  - Curriculum specific to solar energy for all levels of education
  - Lesson plans, activities, worksheets, games, and puzzles
  - Available science kits
- Provide tangible teaching opportunities
  - IDEAL would like to introduce and provide tangible hands on learning experiences for students
    - Solar building kits
    - Opportunities for hands-on learning

# OPPORTUNITIES FOR TANGIBLE MATERIAL

## EXAMPLE SCIENCE KITS



# GO SOLAR! KIDS AFTER SCHOOL PROGRAM

iDEAL has sponsored After School Programs like **GO SOLAR! Kids** and would like the opportunity to bring more summer camps and after-school programs to your school.



# OPPORTUNITY TO INTRODUCE THIRD-PARTY EDUCATIONAL MATERIAL

**iDEAL** would like to work further opportunity with your school to introduce additional training materials.

Free online resources, such as **Need.org**, offer students and educators a comprehensive curriculum to learn more about energy. Here are some examples of available education material:

- Standardized curriculum specific to solar energy for all levels of education
- Teacher's Guide
- Lesson plans, activities, worksheets, games, and puzzles
- Powerpoint presentations
- Curriculum specific for schools that go solar
- Student award program opportunity
- Available science kits

More information at: <http://www.need.org/>



# OPPORTUNITY TO INTRODUCE THIRD-PARTY EDUCATIONAL MATERIAL

## EXAMPLE TEACHER'S GUIDE



### Teacher Guide

#### Background

*The Sun and Its Energy* is an inquiry-based unit for primary students. Hands-on investigations and explorations introduce primary students to the basic concepts of solar energy. This all-inclusive guide contains activity sheets for students, a teacher guide, teacher background information, and student text that can be read aloud or copied for strong readers. This guide can also be downloaded as a PDF or an e-reader document for readers with tablet or computer access. *The Sun and Its Energy* Kit contains most of the materials necessary to complete the investigations that reinforce student learning about solar energy.

#### ★ Concepts

- The sun produces radiant energy (light) that travels through space to the Earth.
- The sun's energy makes life possible on Earth.
- We use the sun's energy to see.
- Plants convert the sun's energy to sugars to provide food for growth and life.
- We use the sun's energy to produce heat.
- Radiant energy from the sun powers the water cycle and produces wind.
- It is difficult to capture the sun's energy because it is spread out—not concentrated in any one area. We can capture solar energy with solar collectors that convert the energy into heat.
- Photovoltaic (solar) cells convert radiant energy directly into electricity.

#### Time

Twelve 15-30 minute class periods.

#### Preparation

- Familiarize yourself with the information in the guide. Highlight the information and discussion questions on pages 25, 29, 35, 40, and 43 that you want to use with your students.
- Familiarize yourself with the materials included in the kit. Gather any materials needed for the activities using the materials chart on page 6.
- Prepare the cardboard box to look like a house before the *Solar House* activity (see page 44).
- Vocabulary cards related to solar energy can be found on pages 18-23. Copy the cards onto card stock and incorporate these into an existing energy word wall, or start a new one.

#### Grade Level

- Primary, grades K-2

#### Additional Resources

The following guides can be used to enhance and extend your solar energy unit and can be downloaded from [www.NEED.org](http://www.NEED.org):

- *Primary Energy Infobook*
- *Primary Energy Infobook Activities*
- *Energy Stories and More*
- *Energy Games and Icebreakers*

#### Web Resources

**American Solar Energy Society**  
[www.ases.org](http://www.ases.org)

**Energy Schema**  
**Solar Energy Animations**  
[www.NEED.org/solar](http://www.NEED.org/solar)

**Energy Information Administration**  
[www.eia.gov](http://www.eia.gov)

**EIA Energy Kids**  
[www.eia.gov/kids](http://www.eia.gov/kids)

**National Renewable Energy Laboratory**  
[www.nrel.gov/solar](http://www.nrel.gov/solar)

**U.S. Department of Energy, Solar Energy**  
<http://energy.gov/science-innovation/energy-sources/renewable-energy/solar>

**U.S. Department of Energy Sun Shot Initiative**  
<http://energy.gov/eere/sun-shot/sunshot-initiative>

# OPPORTUNITY TO INTRODUCE THIRD-PARTY EDUCATIONAL MATERIAL

## EXAMPLE ACTIVITIES

### Electricity

Write the word that best describes each definition in the blank space. Use each word only once.

- A device that changes voltage \_\_\_\_\_
- A device that changes linear motion into circular motion \_\_\_\_\_
- Allowing competition in the power industry \_\_\_\_\_
- Managing how and when consumers use electricity \_\_\_\_\_
- The total amount of electricity a power plant can deliver \_\_\_\_\_
- Times when many customers need electricity \_\_\_\_\_
- How well a utility delivers electricity at all times \_\_\_\_\_
- Electricity produced at all times to meet basic demand \_\_\_\_\_
- A merged network of electric utilities \_\_\_\_\_
- Reducing energy usage through behavioral changes \_\_\_\_\_
- A measurement of the amount of electricity used by consumers \_\_\_\_\_
- Power plants that burn fuel to produce electricity \_\_\_\_\_
- A material with little resistance to electric current \_\_\_\_\_
- A device measuring electricity consumption that allows for two-way wireless communication between the utility and consumer \_\_\_\_\_
- A source of energy that requires another source to produce it \_\_\_\_\_
- Manufacturing a product and producing electricity \_\_\_\_\_
- Reducing the amount of energy consumed by devices through advances in technology \_\_\_\_\_

**Word Bank**

transformer	efficiency	resistor
generator	generator	smart meter
transmission	hydroelectric	hydroelectric
transmission	grid demand	resistor
transmission management	smart grid	hydroelectric
transmission	hydroelectric	resistor

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### Solar Crossword

**ACROSS**

- \_\_\_\_\_, which flows, has special equipment.
- Element produced in nuclear fission in the sun's core.
- Element produced in nuclear fission in the sun's core.
- Light can convert to \_\_\_\_\_ when it is absorbed.
- Solar cell.
- Visible infrared energy.
- Direction PV cells and solar collectors should face in the U.S.
- Form of energy measuring heat.
- Measure of electricity.

**DOWN**

- A solar \_\_\_\_\_ gathers radiant energy and turns it into thermal energy.
- A solar collector can heat \_\_\_\_\_ for showers.
- The sun \_\_\_\_\_ on earth solar energy at the time.
- PV cells convert solar energy into \_\_\_\_\_.
- Solar houses without special equipment to collect sunlight.
- Containing nuclei of atoms.
- Pushing incoming light.

22 Intermediate Energy Reference Guide

### How to Make a Pizza Box Solar Oven

**Materials**

- 1 Small pizza box
- Plastic wrap
- Aluminum foil
- 1 Wood skewer
- Marker
- Ruler
- Scissors
- Tape
- 1 Sheet black construction paper
- Food to cook
- Paper plate

**Procedure**

- On the top lid of the pizza box, use a marker to draw a square one inch from all sides of the box. See Diagram 1.
- Use scissors to cut along the front and sides of the square you just drew. Leave the fourth side along the box's hinge uncut, as indicated on Diagram 1.
- Tape aluminum foil to the inside surface of the open flap you just cut, with the shiny side visible. Smooth out any wrinkles. See Diagram 2.
- Tape elastic string over the hole you cut into the lid. Seal all four of the edges with tape. See Diagram 2.
- Open the entire box lid and tape black construction paper to the bottom of the inside of the box to help absorb the incoming sunlight. See Diagram 2.
- Cover any air leaks around the box edges with tape. Make sure that the box cap will be opened to place food inside or remove it later.
- Go outside in the sunlight and place the box on a flat, level surface.
- Place food on a paper plate and place inside the box.
- Tape one end of the skewer to the reflector lid, and attach the other end to the pizza box to adjust the reflector. See Diagram 3.
- Let food cook, and check the reflector angle periodically to make sure sunlight is getting inside the solar oven.

16 The Sun and Its Energy

### Review Questions

- Identify and explain the nuclear reaction in the sun that produces radiant energy.
- Define renewable energy. Explain why solar energy is considered renewable.
- Explain why a car parked in the sun becomes hot inside.
- Why is a solar cell called a PV cell? What does the word photovoltaic mean?
- Explain the conversion efficiency of a PV cell. How efficient are PV cells today?
- How do new thin-film technologies compare to conventional PV cells?
- Explain briefly how a PV cell converts radiant energy into electricity.
- Do PV modules produce AC or DC current? Which type of current do most appliances use? What device converts DC to AC current?
- Define the following electrical measures and the unit of measurement for each:
  - voltage
  - current
  - resistance
  - power
- What is the average cost of a kilowatt-hour of electricity for U.S. residential customers?

14 Learning/Performance

**WE USE SOLAR ENERGY IN MANY WAYS**  
 All day, we use sunlight to see what we're doing and where we're going.  
 Sunlight turns into heat where it hits things.  
 Without the sun, we couldn't live on the Earth—it would be too cold.  
 We use the sun's energy to heat water and dry clothes.

### Solar Kits

**ENERGY FROM THE SUN AND KIT**  
 Grades 6-8

Intermediate students learn about solar energy through investigations that explore radiant energy transforming into thermal energy, kinetic energy, chemical energy, and electricity. The kit includes a Teacher Guide, a set of 20 Student Guides, and the materials necessary to conduct the activities.

Level: Intermediate  
 Number of Student Guides: 20  
 Energy From the Sun Kit: \$ 275.00  
 One Set of 20 Student Guides: \$ 150.00

Check out the 2016-2017 Resource Catalog and Planning Guide for more information on our solar kits.  
[http://www.nead.org/files/curriculum/guides/Catalog2016\\_17.pdf](http://www.nead.org/files/curriculum/guides/Catalog2016_17.pdf)

**OTHER SOLAR KITS**

- THE SUN AND ITS ENERGY
- POWER OF THE SUN
- RENEWABLE PHOTOVOLTAICS

54 Intermediate Energy Reference Guide

### Solar 1

**Objective**  
 How do solar PV modules in an array vary in electrical output? Think about which one has more current or voltage.

**Key Questions**  
 Develop hypotheses to address the question.

**Materials**

Wright Light Meter	PV array
4-Digitizer (40)	2-Digitizer (40)
Micro-logger (40)	Micro-logger (40)

**Procedure**

- Test each PV module in the array by connecting the electrical lead to each cell.
- With the micrologger, measure the current and voltage of each PV module in the array. Identify external conditions.
- Record the data before and compare.
- Calculate the power (watts) or wattage of each cell. Record results in the chart below.

**Observations**

**Data**

LEFT PV MODULE	CURRENT (A)	VOLTAGE (V)	POWER (W)
CENTER PV MODULE			
RIGHT PV MODULE			

**Conclusions**

**Reflections**  
 How do the output currents of the PV modules compare?  
 How do the output voltages of the PV modules compare to one another?

18 Learning/Performance

# OPPORTUNITY TO INTRODUCE THIRD-PARTY EDUCATIONAL MATERIAL

## EXAMPLE POWERPOINT PRESENTATIONS

This screenshot shows a PowerPoint presentation window. The main slide features a large image of solar panels on a roof under a blue sky. The title 'Exploring Solar Energy' is centered at the bottom of the slide, with a blue link that says 'Click to add text'. In the bottom right corner of the slide, there is a logo for 'NEED National Energy Education Development'. On the left side of the window, a 'Slides' pane shows an outline of the presentation with six slides. Slide 1 is the current slide, 'Exploring Solar Energy'. Slide 2 is 'Review Atomic Structure', Slide 3 is 'Radiant Energy', Slide 4 is 'Spring', Slide 5 is 'Average Daily Solar Insolation Per Month', and Slide 6 is 'Major Uses of Solar Energy'.

This screenshot shows a PowerPoint presentation window focused on a slide titled 'PV Cell'. The slide content includes a legend for 'PHOTOVOLTAIC CELL' with symbols for: a yellow circle for 'A location that can accept an electron', a minus sign for 'Free electron', a plus sign for 'Proton', and a circle with a plus sign for 'Tightly-held electron'. Below the legend are four steps illustrating the process: Step 1 shows an n-layer (negative charge) and a p-layer (positive charge); Step 2 shows an n-p junction with negative charge on the n-layer and positive charge on the p-layer; Step 3 shows photons from the sun hitting the n-p junction, creating free electrons and positive charges; Step 4 shows the sun's photons hitting a circuit with a load, causing free electrons to flow. To the right of the text are two images of a solar cell: one showing the blue textured surface and another showing the cell on a silver substrate with electrical contacts. At the bottom of the slide, it says 'ExploringSolar-1/23/17 - © The NEED Project'. The 'Slides' pane on the left shows slide 22 as the current slide, with slide 23 being 'N-type', slide 24 'P-type', slide 25 'P-N Junction', slide 26 'Electrical Cell', and slide 27 'Conversion Efficiency'.

# OPPORTUNITY TO INTRODUCE THIRD-PARTY EDUCATIONAL MATERIAL

## EXAMPLE SOLAR FOR SCHOOLS MATERIAL

### Schools Going Solar

Data driven lessons and activities to support and incorporate installed photovoltaic systems into the classroom learning environment.





**Grade Levels:**  
 Intermediate  Secondary

**Subject Areas:**  
 Science  Social Studies  
 Math  Language Arts  
 Technology

**NEED**  
 National Energy Education Development Project

Name: \_\_\_\_\_ Date: \_\_\_\_\_



### Data Analysis 2

In the graphs below, students compared PV output for three different schools, each with a 1.1 kilowatt system. Answer the following questions in your science notebook or on a separate piece of paper.

- Write two sentences summarizing the data in the triple line graph and the bar graph.
- How does representing the data in the triple line graph differ from a bar graph? Compare and contrast.
- Have a discussion about the PV output of these three schools. Record your observations of this data.

**LINE GRAPH**


#### PV OUTPUT FOR THREE SCHOOLS OVER THREE DAYS

**BAR GRAPH**

#### TOTAL PV GENERATION FOR THREE SCHOOLS OVER ONE MONTH

School	Total PV Generation (Kilowatt-hours)
Clearlake	152.8 kW
Redwood	177.5 kW
Orlino	118.2 kW

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### Can Solar Energy Meet Your Electricity Demands?

**Part One: How much energy do you need per day?**

- How much electricity does your family consume each month (in kilowatt hours, kWh)? \_\_\_\_\_ kWh
- What is your daily electricity use in kWh? \_\_\_\_\_ kWh
- What is your daily electricity use in watt-hours? \_\_\_\_\_ watt-hours

**Part Two: How much energy can a module produce on an average day where YOU live?**

- Peak sun hours are the number of hours per day where solar irradiation equals 5,000 watts/square meter. (Use the U.S. Solar Resource Map to determine how many peak sun hours your home city receives each day.) \_\_\_\_\_ peak sun hours
- How much energy will one 250-watt solar module generate on the average day?  
 $250 \text{ watts} \times \text{peak sun hours} = \text{watt-hours daily production per module}$

**Part Three: How big does your system need to be for where you live?**


- How many 250-watt solar modules would you need to produce enough electricity for your home?  
 Answer: \_\_\_\_\_ modules
- If each module costs \$775.00 installed, how much would it cost for the number of solar modules you need? Answer: \$ \_\_\_\_\_

**Part Four: How many years will it take before the system has paid for itself?**

- Calculate your current cost for electricity (multiply your monthly total kWh use by the rate in your city/home).
- A) How much do you pay each month? \$ \_\_\_\_\_ B) How much do you pay each year? \$ \_\_\_\_\_
- The payback period is the time it will take for your system prior to be offset by the electrical energy bills that will be avoided. Divide the total system cost (Part 3, Step 2) by your annual cost for electricity (Part 4, Step 2B).  
 Answer: \_\_\_\_\_ years


**Part Five: Reflect**

- What are the different factors that impact payback period?
- Under what circumstances is it NOT worth installing a solar generating system?
- Think about when you use the most electricity. Do these hours coincide with peak sun hours? What would you need in order to use solar energy around the clock?



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## YOUTH AWARD PROGRAM




### Youth Awards Program for Energy Achievement

All NEED schools have outstanding classroom-based programs in which students learn about energy. Does your school have student leaders who extend these activities into their communities? To recognize outstanding achievement and reward student leadership, The NEED Project conducts the National Youth Awards Program for Energy Achievement.

This program combines academic competition with recognition to acknowledge everyone involved in NEED during the year—and to recognize those who achieve excellence in energy education in their schools and communities.

**What's Involved?**  
 Students and teachers set goals and objectives, and keep a record of their activities. Students create a digital project to submit for judging. In April, digital projects should be uploaded to the online submission site.

Want more info? Check out [www.NEED.org/Youth-Awards](http://www.NEED.org/Youth-Awards) for more application and program information, previous winners, and photos of past events.



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**ONE91**  
Burnsville · Eagan · Savage



# 2017-18 Student Handbook and Discipline Workshop

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

# Goals for the Workshop:

1. Revisit philosophy and components of Student Handbook
2. Know changes to this year's Handbook
3. Address themes from Board Listening sessions

# Thinking behind Handbook

- MN Student Survey and Longitudinal Behavioral Data
- Relationship of Code of Conduct to our beliefs
- Adaptive change: starting with the adults
- Based on research in improving achievement
- Aligns with work of being a Culturally Proficient School System
- Reflects current work being done and approaches being used in the buildings
- Should not lower our expectations for behavior or diminish consequences we use as responses

# Beliefs

- Explicitly teaching expected behaviors
- Active supervision
- Promoting equitable practices
- Restorative practices focused on repairing relationships moving forward
- Positive Behavior Intervention Systems

# Goals

- Engage all learners
- Develop consistent school-wide expectations
- Teach and promote desired behavior
- Support strengthened relationships between adults and students, adults and adults, and students and classmates

# Included in the Handbook

- Letter from Superintendent
- Summary of required policies
- General District Information
- Foundational beliefs and explanation of PBIS
- Explanation of roles and procedural requirements
- Types of responses
- Response matrix

# Changes from 2016-17

- Update of the Title page,
- Update of the table of contents
- Addition eight district policies that were identified as needing to be included in the handbook
- Minor mechanical edits

# Communication of the Handbook

- Shared with students at the building level
- Shared with parents/guardians at the building level
- Posted on our website
- Communications working with EL and equity to ensure additional means for families to access information and understanding

# Moving forward...

- Aligned to Strategic Roadmap
  - Close Gaps and Raise Achievement for All Students
  - Create A Culturally Proficient School System
- Supports Vision One91
- Supports becoming a Culturally Proficient School System
- Needs continued development for staff in implementing a tiered behavior intervention model
- Requires strong PBIS models in all schools

1. How do we apply the Code of Conduct in our sites?
2. Have we been told we cannot suspend students/Have we been told not to discipline black students?
3. When disciplining a student with disabilities, what factors come into play?
4. Please provide an overview of the process when considering a student for expulsion.
5. Why would teachers communicate that they don't know what happens to students who get in trouble?
6. When student causes destruction of school or other students' property, how do we respond?
7. What are your thoughts on improving behavior in our schools?

# What questions do you have?





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

# **Parent/~~Student~~ Handbook** **2017~~6~~-18~~7~~**



## Letter from the Interim Superintendent

Dear Students, Parents/Guardians,

Welcome to the 2017-18 school year in Burnsville-Eagan-Savage School District 191.

Over the past few years, we have experienced tremendous change. Thanks to powerful partnerships and a clear strategic roadmap and vision, those changes have brought new opportunities to our students, strengthened the skills and knowledge of our staff, and brought us closer together as the One91 Community.

Going forward, we will continue to be guided by our core values — holding high expectations, respecting ourselves and others, acting with integrity, and working in partnership — so that we can deliver on our mission of ensuring all students are real-world ready. You'll see those values reflected everywhere in the District, including in this handbook, as the foundation for safe and successful learning environments.

I hope you share my excitement for this new year in District 191 and for all our students will achieve. Because we are Community Strong, our students will be Future Ready.

Sincerely,

~~Dr. Joe Gothard~~ Cindy Amoroso, Interim Superintendent



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# Important District Policies to Know

This page includes summaries of several Burnsville-Eagan-Savage School District 191 policies regarding student behavior and ensuring a safe and positive learning environment at our schools. The complete text of these and other District 191 policies can be found online at [www.isd191.org/policies](http://www.isd191.org/policies) or upon request from a school or district office. Questions regarding district policies or this handbook can be directed to the building principal, program director or superintendent's office at 952-707-2005.

## POLICY 404: EMPLOYEE BACKGROUND CHECKS

District 191 places a high priority on ensuring a safe and healthy learning environment for students. As part of this, all applicants who have been offered employment with the district must complete a criminal background check before they start. This process meets legal requirements.

## POLICY 413: HARASSMENT AND VIOLENCE

District 191 is committed to creating safe and supportive spaces where students can learn, and employees can work, without fear of harassment or violence. Any harassing or violent behavior is strictly prohibited in District 191 schools and other buildings, on district property and during district events. We take all complaints of harassment or violence very seriously. We will investigate all complaints and take disciplinary action against any student, teacher, administrator or other school employee who violates this policy.

## POLICY 419: TOBACCO- AND SMOKE-FREE ENVIRONMENT

As part of our work to keep a healthful learning environment for students and working environment for our employees, tobacco use of any kind – including electronic cigarettes and tobacco-related devices – is prohibited in all of our schools. This applies to all students, teachers, administrators and other District 191 employees.

## POLICY 501: SCHOOL WEAPONS POLICY

No person is allowed to possess, use or distribute a weapon on school property, with specific exceptions. We will enforce this policy and discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

## POLICY 502: SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

School lockers are the property of the district and we maintain exclusive control of lockers provided for the convenience of students. Because of this, we may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant. However, a student's personal possessions within a school locker or being carried by that student may be searched only when school employees have a reasonable suspicion that the search will reveal evidence of a violation of law or school rules.

## POLICY 505: DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

District 191 is committed to protecting students' and employees' rights to free speech while also maintaining effective learning environments. To maintain this balance, we allow students and employees to distribute non-school-sponsored materials on school property as long as it is done at a reasonable time and place and in a reasonable manner. Complete guidelines are available in the online policy manual. If you are interested in distributing materials on school grounds, you must place a request with and get permission from your school principal or administrator.

## POLICY 506: STUDENT DISCIPLINE

Students are expected to behave appropriately so that our schools are positive learning environments for all. When students do not follow expected behavior guidelines, schools administrators will take appropriate disciplinary action.

## POLICY 514: BULLYING PROHIBITION POLICY

District 191 knows that a safe and civil learning environment is essential for all students to achieve to their highest capabilities. Therefore, bullying, whether by an individual or a group, is expressly prohibited in District 191 schools, on school property, at school events and activities, and on school transportation. Condoning or supporting another student's act of bullying is also prohibited. Although we cannot monitor all students' actions at all times, we will investigate and respond to any bullying behavior that negatively affects the school environment and educational rights of other students. This includes cyberbullying.

## POLICY 520: STUDENT SURVEYS

Occasionally, we will use surveys to gather student opinions and information about students. These surveys will be to help the district better achieve its mission.

**POLICY 524: INTERNET ACCEPTABLE USE AND SAFETY POLICY**

We understand the importance of students being able to access resources on the internet, both for current educational work and to help ensure students have the skills they need for future study and work. We provide students access to our computer system, including the internet, expressly for educational purposes, including classroom activities, research and college/career readiness activities. Students are expected to use our system in a safe manner and for these appropriate purposes. If the system is used in an unacceptable manner, students may face consequences as outlined in this policy.

**POLICY 526: HAZING PROHIBITION**

Hazing activities of any type are prohibited at all times whether they happen on or off school property, during or after school hours. Hazing activities can mean doing something to a student or coercing a student to do something that could cause harm in order for that student join or be part of a group or organization. More details about what constitutes hazing can be found in the online policy manual.

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

Students are allowed the limited use and parking of motor vehicles in district locations in accordance with district policy. Students permitted to park at a district location do so as a privilege, not a right.

**POLICY 529: STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

We are committed to maintaining safe learning and working environments for our students and staff. As part of this commitment, we provide classroom teachers and other school staff members notice about students' history of violent behavior. Before we do so, we will inform the student's parent or guardian.

# General District Information

## **FEES**

District 191 families who qualify for free or reduced meal benefits can apply for a waiver from fees that may be assessed at the buildings. Applications are available online at <http://www.schoollunchapp.com>. Families qualifying for free or reduced meal benefits should keep their approval letter in a safe place. Families must provide the approval letter they receive once qualified.

## **FIELD TRIPS**

Students take both transported and walking field trips to broaden their educational experiences. Parents are often asked to help with supervision. An informational letter and permission form will be sent home and this must be completed and returned to the school before a student may go on a field trip.

## **FOOD POLICY**

The State Department of Health requires that food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Families must adhere to the district's Wellness [Policy 533](#) and must also check with school staff before sending in treats for a party or other event.

## **HUMAN GROWTH AND DEVELOPMENT**

Each school year, 4th (girls only), 5th and 6th grade students receive Human Growth and Development classes. A licensed school nurse teaches these classes which are designed to promote a healthy attitude toward maturing bodies and an awareness of the physical and emotional changes that occur during the adolescent years. Boys and girls are instructed separately at each grade level. The school nurse will also be teaching the state-mandated Human Immunodeficiency Virus (HIV) education along with communicable disease education to 6th grade students. Dates for these classes are communicated through newsletters and websites. Parents or guardians must contact the school if they do not want their child to participate. Children not participating in this class will take part in other health classes led by a classroom teacher. Questions related to human growth and development and Human Immunodeficiency Virus (HIV)/communicable disease education may be directed to the school nurse.

## **ILLNESS AND INJURY**

In case of illness or significant injury at school, a parent or guardian will be notified by the Health Office staff. Transportation home and all medical care is the responsibility of the parent or guardian. If a parent or guardian cannot be reached, the emergency contact will be called. The person designated as an emergency contact must be able and willing to provide transportation and supervision for the student. It is important that the emergency contact information is current for all students. If emergency contact cannot be reached, 911 will be called as necessary.

In most cases, children should remain at home for 24 hours after antibiotics have been started. Students should be fever free for 24 hours before returning to school. Please see the district health services website for more information regarding "Is My Child Too Sick for School Today?" which will provide general guidelines regarding if your child should attend school when ill. If a student becomes ill with a communicable disease, please notify the school.

## **IMMUNIZATION RECORDS**

In order for students to enroll or remain enrolled in elementary or secondary schools, Minnesota state law requires documentation of required immunizations or written proof of exemption. Students will not be allowed to start school until this information or an appropriately signed legal exemption is provided to the district. A list of the required immunizations, the entire District 191 Immunization [Policy 530](#) and immunization forms are available on the district website, [www.isd191.org](http://www.isd191.org), or in the school health office.

## **LATEX-SAFE SCHOOLS**

To safeguard the health of students and staff who have latex allergies, all schools take steps to minimize exposure to natural rubber latex. No latex balloons are allowed. Students with latex allergies should notify the building nurse at their school so that accommodations can be made.

## **LOCKERS (SECONDARY SCHOOLS)**

All lockers are school property and may be opened at any time by school officials. The school is not responsible for replacing lost or stolen student property. Replacement costs will be assessed for school property reported missing from a student's locker unless forced entry can be demonstrated. Lockers should always be locked properly and kept in good condition. Theft from lockers should be reported immediately to the police liaison officer or the main office. Students should not tell anyone their locker combination. If a locker is not operating properly, report it to the attendance desk.

Students enrolled in physical education are assigned a locker. Students are encouraged to mark all of their personal clothing and equipment with appropriate identification. These lockers must be cleared of all clothing and equipment as directed by school staff at the end of scheduled terms. The school will not assume responsibility for the return or condition of student equipment or clothing left in lockers.

Students may also be assigned athletic lockers for use during a specific athletic season. On the date that equipment is due at season's end, all locks and belongings must be removed.

### **MEDICATIONS**

If a student needs to take medicine at school, a parent must contact the school nurse. Teachers cannot be responsible for a child's medication. Rather, medications must be sent to the school nurse in the original prescription bottle or original packaging along with a note from the parent/guardian providing permission for the medication to be administered during the school day. All medications dispensed at school require a doctor's order. This includes over-the-counter medications. Please refer to the district website for the medication [Policy 516](#). For more information, contact the school nurse.

### **PERMITTED ACTIONS**

As allowed by Minnesota state law, there are some instances when reasonable force may be used toward a student without the student's permission. This includes when a parent/guardian, teacher or other caretaker needs to restrain or correct the student, to keep the student from injuring himself/herself or others, or to prevent the student from damaging property.

For more information, please review MN Statute §609.379.

### **REPORTING CHILD ABUSE/NEGLECT**

District 191 will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, truancy or sexual abuse. All district employees are required by state law to report suspected misconduct toward children and to maintain the confidentiality of such data. [Policy 414](#)

### **SCREENING**

Every school year, students participate in grade level vision screening. Students also receive hearing and/or vision screening upon request from their parents or guardians or if the teacher suspects that there may be a hearing or vision concern that is affecting the student's ability to learn. Please visit the Health Services webpage on the district website for a list of the grade level screenings. *If you do not wish for your child to receive health screening, please inform your school health office.*

### **SECTION 504**

Section 504, a provision of the Federal Rehabilitation Act, ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability. A student may qualify for a 504 plan if he or she has a mental or physical condition for which reasonable accommodations are necessary in order to make progress in school. Questions about Section 504 services may be directed to the building 504 contact or Individualized Student Services Department (952) 707-2082.

### **SPECIAL EDUCATION**

Students with disabilities who have been evaluated and found to be eligible for special education receive specialized instruction and supports based on their identified needs. Licensed special education teachers provide services that are identified on a student's Individual Education Program (IEP) plan including, when necessary, services from speech, occupational, and physical therapists; nurses, school psychologists, and school social workers. Prior to a referral for a special education evaluation by a general education teacher at least two evidence based interventions are implemented to see if the student makes academic and/or behavioral progress. If a parent/guardian believes their child has a disability that is interfering with progress in the general education classroom, they may request a special education evaluation by contacting the building principal.

### **STUDENT DATA PRIVACY POLICY**

The District 191 Board of Education [Policy 515](#) requires the district to comply with the Federal Family Rights and Privacy Act and the Minnesota Government Data Practices Act.

In District 191, educational data are recorded on individual students in areas related to health, academic progress, attendance, testing and special education. Most information in education records is considered private and available only to the student, the student's parents/guardians if the student is not yet 18 years old, and to the school staff who need the data to provide services to the student, unless permission is granted by the student or parent/guardian.

However, according to state and federal guidelines, information that is considered to be directory information may be released to the public without permission of the student or parent/guardian. This includes:

- Student's name;
- Gender;
- Address;
- Telephone number;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees and awards received;
- Photographs for school-approved publications, newspapers and videotapes.

If a student or parent/guardian does not wish any or all of this information to be made public, he or she can "opt out" by notifying his or her school principal in writing.

If the decision is made to opt out, then the student will be excluded from all published information including:

- Honor rolls;
- Programs for concerts and theater performances;
- Athletic programs;
- Yearbooks;
- Press releases, etc.

# District 191 Beliefs about Behavior in School

District 191 discipline policies and this student handbook are based on research regarding what is working well across the country. Our most important responsibility is to support the success of all our students while they are in school. We also want to prepare them for successful lives after graduation.

We must teach, grow and enhance our students' experiences in four main areas: academic achievement; connection to school and community; social-emotional learning, and college and career readiness.

With this in mind, we will:

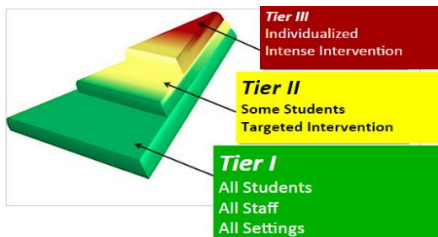
- Have consistent school-wide expectations and make sure students and adults know them.
- Teach and encourage desired behaviors so students know what is expected of them.
- Focus on rewarding positive behavior rather than just punishing negative actions.
- Create expectations and rules that address the diverse cultural needs of our students and staff members.
- Promote equitable actions and always look for ways to be more responsive to the cultures of our students.
- Understand all viewpoints when responding.
- Build stronger relationships between students and their classmates, and between students and school staff members.
- Include students instead of excluding.
- Restore and repair relationships when needed.

## Explanation of PBIS

All District 191 schools use Positive Behavioral Interventions and Supports (PBIS) as a way to teach school-wide expectations and to let students know when they have met those expectations.

### PBIS shows that:

- Students learn better when they are taught the school expectations and given the chance to practice them.
- Students are more likely to follow the school expectations when they are recognized for doing what they are supposed to be doing.
- Some students need extra support when it comes to behavior. PBIS has three steps to help support them.



### Students who need additional support may benefit from:

- Additional lessons or instruction on the expected behavior, or skills that will help them meet the expected behavior (refocusing, self-control, self-advocacy, etc.).
- More opportunities to practice the behavior.
- Increased supervision by adults.
- Looking at what has worked for the student in the past, and doing it again.

# Explanation of Roles

It is the responsibility of all stakeholders to promote a safe and inclusive learning environment.

## All students:

shall be held individually responsible for their behavior and for knowing and following the Code of Student Conduct and related district policies.

Students should...

- Build and maintain positive, respectful relationships with school staff and caregivers. Have a go-to adult in the building.
- Observe and follow the routines and expectations taught by school staff and administrators.
- Understand the behavior response matrix of expectations and display behaviors in accordance with its content.
- Accept redirection and have open communication with adults.
- Be responsible and accountable for individual academic and social success.
- Do the right thing, even when no one is looking.
- Adhere to all Board policies.

## All parents and legal guardians:

shall be held responsible for the behavior of their children as determined by law and community practice. All parents and legal guardians are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Parents and guardians should...

- Establish a positive relationship with someone at the school where communication can readily occur.
- Partner with the school in regard to rules and policies.
- Show and model respect for other students and families.
- Work with staff in a mutually respectful manner focusing on the success of your student.
- Emphasize the importance of being prepared for school, both physically and emotionally. Teach and model skills for following routines and expectations in order to achieve academic and social success.
- Ask for help or information from the school when necessary.

## All teachers:

shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall promote use of the Code of Student Conduct.

Teachers should...

- Develop a classroom community and learning environment that provides for academic and social success for ALL.
- Build and maintain positive, respectful relationships with all students and their families.
- Hold high expectations for behavior and academics for all students.
- Teach and model expectations in accordance with the school's Positive Behavioral Interventions and Supports (PBIS) matrix.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.
- Communicate and partner with caregiver(s) in a positive, consistent, proactive, and culturally respectful manner.
- Acknowledge, honor and respond to both positive and negative behaviors.
- Maintain a positive attitude and professional learning environment for ALL.

## **Building principals:**

are given the responsibility and authority to formulate building rules and regulations necessary to enforce this Handbook. The principal shall give direction and support to all school personnel performing their duties within the framework of this Handbook.

Building principals should...

- Create a warm, welcoming and positive learning environment for ALL.
- Hold high expectations for students and staff.
- Teach and model expectations in accordance with the school's PBIS matrix.
- Lead/support building development that improves classroom management skills of teachers and promotes a positive learning environment.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.
- Communicate regularly with caregiver(s) in a positive, consistent, proactive and culturally respectful manner.
- Acknowledge, honor and respond to both positive and negative behaviors.

## **Other school district personnel:**

shall be held responsible to work with building administration under the guidance of the superintendent to foster a positive, safe environment.

Other school district personnel should...

- Contribute to a positive, safe, atmosphere that provides learning opportunities for ALL.
- Accept responsibilities as related to school behavior under the direction of the superintendent.
- Work to support building principals in setting and supporting the school Code of Conduct.
- Model and adhere to the school Code of Conduct and lead an equitable model of behavioral management which contributes to increased learning.
- Hold high expectations for all staff and students.

## **Superintendent:**

shall be responsible for designing, enhancing, and overseeing all behavior policies and enforcement subject to School Board approval. The superintendent will give direction and support to building principals and other district personnel to perform their duties within the framework of this handbook.

The superintendent should...

- Ensure policy is aligned with best practices and the Strategic Roadmap as outlined by the Board of Education
- Lead/support building principals and other district personnel to improve classroom management processes and promote a positive learning environment.
- Ensure building principals and other district personnel are seeking to treat all students equitably and design policy accordingly.
- Hold high expectations for all staff and students.

## **School Board:**

is given the responsibility and authority to govern and oversee all policies relating to behavior management. The School Board will ensure behavior policy can allow for positive, safe, and productive learning environments in all district schools.

School Board members should...

- Approve all district policies related to behavior management systems.
- Seek to provide equitable outcomes for all students in the district.
- Support and provide guidance to the superintendent in designing policies related to behavior management systems.
- Support all personnel with implementing best practices.
- Hold high expectations for all students and staff.

# Procedural Requirements

## ■ Application of the Code of Conduct

The disciplinary responses set forth in the District 191 code of conduct apply to students at all times while they are on District 191 property or while attending a District 191 event. District 191 property means any school or other facility, including grounds owned or operated by District 191, buses and other District 191 vehicles, bus stops, and the facility and grounds of any District 191 activity involving students. Student conduct occurring outside school hours and away from school property may be subject to disciplinary action if the administration believes reasonably that the conduct threatens the health or safety of students or staff in the school setting or if conduct causes or is reasonably expected to cause substantial disruption or material interference with school activities.

A student can never be punished physically.

## ■ Factors Impacting Discipline Decisions

District 191 staff shall make disciplinary decisions using clear, developmentally appropriate criteria, ensuring that consequences applied are proportional and consistent with:

1. The student's age;
2. Previous severe disciplinary infractions, including the nature of prior misconduct, the number of prior instances of misconduct and the progressive disciplinary measures implemented for such misconduct;

3. Cultural or linguistic factors that may provide context to understand student behavior;
4. The circumstances, including the nature and seriousness of the offense, surrounding the incident ;
5. Other mitigating or aggravating circumstances;

Factors and circumstances will be considered, at the district's discretion, on a case-by-case basis.

## ■ Disciplinary Responses

District 191 uses a continuum of instructional strategies and disciplinary responses to support student development and positive school environments.

The pages that follow establish levels of responses to defined disciplinary infractions, as follows:

- Responses to Behavior;
- Levels of Intervention for Behavior;
- Disciplinary Response Matrix;

## ■ Rights to Continued Access to Instruction

Absences from class due to disciplinary action are excused absences.

Each student suspended in excess of five days, or who has been expelled out of school and has not enrolled in another district, shall receive daily classwork and assignments from each teacher that shall be requested from teachers by administration or designee.

# Responses to Behavior

<b>Behavioral Contract</b>	Correcting inappropriate or disruptive student behavior through a formal plan designed by school staff to offer positive behavioral interventions, strategies, and supports.
<b>Check-in with School Counselor/Resource Specialists</b>	Prompting a student to have an informal check-in with a school counselor, resource teacher, school psychologist, school social worker or coach who has a relationship with the student.
<b>Classroom-based Responses</b>	Prompting a student to reflect on his/her behavior using classroom strategies such as time-out, teacher–student conference, reflection, redirection (e .g., role play), seat change, call home, loss of classroom privilege or apology letter, and re-teaching expectations.
<b>Classroom Removal (limited to one class period)</b>	Removing a student from the classroom setting in order to reintroduce the student in a successful way. This intervention shall not exceed one class period or otherwise determined by an administrator/designee.
<b>Classroom Removal (more than one class period)</b>	Removing a student from the classroom setting to work with assigned support staff in order to reintroduce the student in a successful way. This intervention shall not exceed three class periods or otherwise determined by an administrator/designee. In no case may a student be prohibited from attending a class or activity period of time exceeding five days under this response.
<b>Community Service</b>	Recommending student to participate in an activity that serves and benefits others in the school or broader community (e .g. working at a soup kitchen, cleaning up public spaces, or helping at a facility for the elderly).
<b>Conflict Resolution</b>	Using strategies to assist students in taking responsibility for resolving conflicts peacefully. Students, parents, guardians, teachers, school staff, and/or principals engage in activities that promote problem- solving skills and techniques, such as conflict and anger management, active listening, and effective communication.
<b>Detention</b>	Requiring a student to report to a designated classroom before school, during a free period, after school or on the weekend for a set period of time.
<b>Dismissal</b>	Denying of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
<b>Exclusion</b>	Action taken by the School Board preventing enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.
<b>Expulsion</b>	School Board action prohibiting an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.
<b>Loss of Privileges</b>	Temporarily denying of a student privilege.

<b>Mentoring Program</b>	Pairing students with mentors (e.g. counselor, teacher, fellow student, or community member) who help with their personal, academic, and social development.
<b>Parent Outreach</b>	Informing parents/guardians of their children's behavior and seeking their assistance in correcting inappropriate or disruptive behavior.
<b>Plan for Success/Contract</b>	Developing an agreement between the student, school and family to create opportunities for change.
<b>Referral to an Alternative Education Setting</b>	Recommending a student to a building administrator(s) for placement in an alternative education school, alternative education program, or alternative education placement.
<b>Referral to Community-based Organizations</b>	In consultation with principal or designee, referring students for a variety of services, including after-school programming, individual or group counseling, leadership development, conflict resolution, tutoring, and/or truancy.
<b>Removal from School</b>	Removing a student from classes for more than one class period, but less than one day.
<b>Restitution</b>	A consequence that results in restoring and improving an environment, formally apologizing, or compensating for loss, damage, or injury; community services.
<b>Restorative Practices</b>	Proactively establishing and maintaining a positive school climate and establish a structured approach to teaching appropriate social skills. Employing interventions, responses, and practices designed to identify and address the harm caused by an incident, including harm to a victim, and developing a plan for the student who caused the harm to heal and correct the situation.
<b>Suspension</b>	Action taken by school administration, under rules promulgated by the School Board, prohibiting a pupil from attending school for a period of no more than ten school days. Suspension does not include dismissal from school for one school day or less, except as provided in federal law for a student with a disability. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

# Levels of Intervention for Behavior

## LEVEL 1 – Teacher Initiated Response

*An Office Discipline Referral would not be typically completed at this stage.* These responses aim to change the conditions contributing to the negative behavior and typically will be instituted in a graduated fashion; however, a teacher may exercise discretion to tailor a response to a particular situation:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, break/processing, daily progress);
- Classroom detention (Additional dedicated skill building time);
- Restorative practices;
- Loss of privileges connected to the infraction;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- Collaboration with support staff (EA, Case Manager, School Counselor, Mentor, Coach, Family Support Worker, etc.);
- Collaboration with Community Based Organizations.

## LEVEL 2 – Teacher Initiated Response with Office Support

*An Office Discipline Referral would be created in this situation but would include ongoing Level 1 interventions. Partnership with teacher and administration.* These responses are designed to teach behavior and reinforce appropriate behavior. Many of these responses engage the student's support system in order to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, break/processing, daily progress);
- Plan for Success/Contract;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- School-based or outside facilitated conflict resolution;
- Detention (Additional dedicated skill building time);
- Temporary classroom removal;
- Parent/Guardian conference;
- Home visits;
- Informal and/or preventative school-based mentoring;
- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;<sup>1</sup>
- Referral to mental/chemical/emotional services;
- Loss of privileges connected to the infraction;
- Collaboration with Community Based Organizations;
- Notification to extra-curricular supervisor;
- Restorative practices;
- Restitution.

## LEVEL 3 – Support and Administrative Responses

*An Office Discipline Referral would be completed and the administrator would coordinate interventions.* These responses engage the student's support system to ensure successful learning and to alter conditions that contribute to the student's

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<sup>1</sup> These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.

inappropriate or disruptive behavior. These responses intent is to intervene in an intense, collaborative, and significant way in order to alter the behavior without removing the student from school. These responses may include short-term removal of a student but should be inclusive and practical in nature in order to change the long-term outcomes:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, daily progress);
- Plan for Success;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- School-based or outside facilitated conflict resolution;
- Detention (Additional dedicated skill building time);
- Temporary classroom removal;
- Parent/Guardian conference;
- Home visits;
- Informal and/or preventative school-based mentoring;
- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;<sup>2</sup>
- Referral to mental/chemical/emotional services;
- Loss of privileges;
- Notification to extra-curricular supervisor;
- Restorative practices;
- Restitution;
- Classroom removal;
- In-school suspension;
- In-school intervention;
- Collaboration with Community Based Organizations.

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<sup>2</sup> *These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.*

## LEVEL 4 – Support, Administrative and Removal Responses

*Immediate notification would be made to the office in this situation. Administration would be working collaboratively with each other to collect information and make a determination for placement.* These responses address serious, safety-related instances. When necessary, due to the nature of the behavior or potential implications for future harm, a student may be removed from the school environment for a period of time.

- Parent/Guardian and Student conference [with administrator(s)];
- Involvement of School Resource Officer;
- Loss of privileges/removal from extracurricular activities (referral to Athletic Director);
- Restitution;
- Manifestation Determination<sup>3</sup> ~~(for students with an IEP/504 plan);~~
- Formal mentoring program;
- Classroom removal;
- In-school suspension;
- Suspension;
- Referral to an alternative education setting;
- Recommendation for expulsion;
- Collaboration with Community Based Organizations.

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<sup>3</sup> *These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.*

# Behavior Response Matrix

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Although progressive discipline is preferred, the district, nonetheless, has the authority to bypass levels on a case-by-case basis. These examples are to clarify some behaviors but do not represent all behavior that may lead to disciplinary action. School Board [Policy 506](#) gives the broad language regarding unacceptable behaviors and disciplinary action. Additional, related policies are referenced below, and in [Policy 506](#).

Behavior	Lowest level should be considered first, followed by progressively more intensive consequences.			
	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
<b>Scholastic Dishonesty/ Misrepresentation</b>  <a href="#">Policy 506</a>	Plagiarizing (taking someone else’s work or ideas for students in grades 6-12), forgery (faking a signature; electronic or actual) of a teacher or parent/guardian); or cheating.			
		Tampering with, or assisting another to tamper with student information or assessment systems.		
<b>Alcohol</b>  <a href="#">Policies 417, 418</a>			Being under the influence.	
			Using or possessing alcohol.	
			Distributing/selling alcohol.	
<b>Arson</b>  <a href="#">Policy 506</a>	Setting or attempting to set a fire or helping others to set a fire.			
<b>Assault</b>  <a href="#">Policies 413, 506</a>		Engaging in behavior that intentionally causes or threatens.		
<b>Bullying</b>  <a href="#">Policy 514</a>	Inappropriately targeting another student over a pattern of events where a perceived imbalance of power exists.			
	Materially, substantially interfering with another student’s right to learn or participate in school activities.			

**Lowest level should be considered first, followed by progressively more intensive consequences.**

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
			Using electronic communication that significantly disrupts another student's right to learn or participate in school activities.	
<b>Bus Misconduct</b> <a href="#">Policies 506, 709</a>	Breaking any bus and/or school rules while waiting for, riding, and leaving the bus. In addition to possible loss of transportation (privilege), misbehavior on district buses will be addressed in accordance with the consequences outlined for the specific behaviors.			
<b>Destruction of Property</b>  <a href="#">Policy 506</a>	Causing accidental damage.			
		Causing intentional damage to property.		
<b>Disrespect</b>  <a href="#">Policy 506</a>	Making inappropriate gestures, verbal or written comments, or symbols to others.			
<b>Disruption</b>  <i>Includes, but is not limited to the actions listed in this matrix</i>  <a href="#">Policy 506</a>	Engaging in minor behavior that distracts from the learning environment.			
	Persistently or habitually engaging in minor behavior that distracts from the learning environment (e.g. talking out of turn, throwing small items, horseplay).			
	Engaging in moderate to serious behavior that distracts from teaching and learning and directly affects the safety of others; gang symbols, drawings/messages, or any other type of insignia to display association with an organization that is disruptive to the learning environment.			
	Possessing or using any object that causes distraction, such as wallet chains, lighters, radios, squirt guns, games, laser pointers, etc., is prohibited. If a nuisance object is used in a manner which constitutes a threat, physical assault and/or a weapon violation, the appropriate consequences will be applied.			

**Lowest level should be considered first, followed by progressively more intensive consequences.**

Behavior	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
		Engaging in an inappropriate behavior of a sexual nature.  Engaging in intentional, negative actions that significantly disrupt the rights of other students and/or school community members to learn and be safe.  Filming or recording in any manner the conduct or activities of other students or staff on district property without permission. In addition, any distribution, transmission, sharing or broadcasting of such activities/conduct on social media or elsewhere is prohibited. This prohibition does not apply to public events held on district property.		
<b>Dress Code</b> <a href="#">Policies 504, 506</a>	Displaying dress or personal grooming that presents a danger to student’s health or safety, provides inadequate coverage or is suggestive, causes an interference with work, or creates classroom or school distraction is not allowed during school or at school-sponsored events. Such attire includes, but is not limited to, chains, clothing with drugs, weapons and/or alcohol, sexually explicit or suggestive messages, or representations that are inappropriate or demeaning to any groups, or that shows gang affiliation.			
<b>Driving</b> <a href="#">Policy 506</a>			Carelessly or recklessly operating a vehicle; operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.	
<b>Explosives/Bomb Threat</b>	Possessing an incendiary or explosive device, material, or any combination of combustible or explosive substance, other than a firearm, that can cause harm to people or property (e.g., firecrackers, smoke bombs, flares; but NOT "snap pops," which should be treated as a disruption).			

**Lowest level should be considered first, followed by progressively more intensive consequences.**

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
<a href="#">Policies 501, 506</a>				Detonating or possessing and/or threatening to detonate an incendiary device or material, as described above.
<b>Fighting</b> <a href="#">Policy 506</a>	Engaging in shoving, pushing, or otherwise being physically aggressive toward others (e.g. intentional bumping, body checking, pushing).			
	Engaging in a fight.			
	Engaging in a fight that extends beyond staff interference.			
<b>Firearms</b> <a href="#">Policy 501</a>				Possessing a firearm as defined by school district/state policy.
<b>Harassment</b> <a href="#">Policies 413, 506</a>	Engaging in intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion or other characteristics, and that interfere with a student's ability to participate in or benefit from the school's educational programs.			
	Unwelcome sexual advances; requests for sexual favors; and/or other inappropriate verbal, written, or physical conduct of a sexual nature; directed toward others. (Consideration would need to be particularly given to the age, grade, developmental level, prior offenses, intentionality and circumstances in determining an appropriate course of action and responses.)			

Lowest level should be considered first, followed by progressively more intensive consequences.				
Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
		Creating an intimidating, hostile, or offensive academic environment; substantially or unreasonably interfering with an individual's academic performance; or, otherwise adversely affecting an individual's academic		
<b>Hazing</b> <a href="#">Policy 526</a>			Committing an act against another 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.	
<b>Illegal Drugs/ Controlled Substances</b> <a href="#">Policies 417, 418</a>			Unauthorized use of, possession of, or being under the influence of a controlled substance or look-alike substance not prescribed by a physician.	Using, possessing (including paraphernalia) or being under the influence of illegal drugs.
			Distributing or selling non-illegal drugs or look-alike substances.	Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to a risk of harm.
<b>Inappropriate Use of Personal Electronic Devices</b> <a href="#">Policies 506, 524</a>	Using or displaying a personal electronic device that causes a disruption.			

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
<b>Insubordination</b> <a href="#">Policy 506</a>	Repeatedly or persistently defying or refusing to follow directions of teachers, staff, or administrators.			
<b>Other Firearms/ Weapons/ Knives</b> <a href="#">Policy 501</a>	Possessing, using, or threatening to use a look-alike gun or facsimile (e.g. water gun).			
	Possessing, using, or threatening to use a non-firearm gun.			
	Possessing ammunition, a knife or other implement that could cause serious bodily harm, without intent to use as a weapon.			
	Possessing a knife or anything that could cause serious bodily harm with intent to use as a weapon.			
	Using or threatening to use, a knife or other implement as a weapon with intent to cause serious bodily harm.  Distributing or selling weapons.			
<b>Tardiness</b> <a href="#">Policies 503, 506</a>	Arriving late to the assigned school locations (class).			
Persistently (more than three times) arriving late to class or school without an excuse.				

**Lowest level should be considered first, followed by progressively more intensive consequences.**

Behavior	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
<b>Theft</b> <a href="#">Policy 506</a>	Taking or obtaining property of another without permission and/or knowledge of the owner.			
			Persistently or habitually taking or obtaining property of another without permission and/or knowledge of the owner.	
			Taking or obtaining property of another without permission and/or knowledge of the owner, where the theft is over \$200 or defined as burglary by law enforcement.	
<b>Tobacco</b> <a href="#">Policies 419, 506</a>				Using or possessing tobacco/tobacco related devices.
<b>Truancy</b> <a href="#">Policies 503, 506</a>	Being willfully absent from class without lawful excuse for one or more class periods on seven different school days.			
<b>Verbal Abuse</b> <a href="#">Policy 506</a>	Engaging in verbal behavior that involves an expressed or implied threat to interfere with an individual’s personal safety, academic efforts, employment, or participating in school-sponsored activities which would cause a reasonable person to have a reasonable apprehension that such harm is about to occur, or “fighting words” that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener to the speaker is prohibited.			

For information about this handbook, contact District 191  
at (952) 707-2000 or [info@isd191.org](mailto:info@isd191.org).



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

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