



Future Ready. Community Strong.

Regular Meeting Agenda

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

June 22, 2017

6:30 PM

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

I. Call to Order

- A. Welcome Public
- B. Pledge of Allegiance
- C. Public Recognition for Superintendent Joe Gothard

II. Business Meeting

A. Approval of Agenda

B. Consent Agenda

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

- 1. Approve Meeting Minutes 3
- 2. Approve Personnel Recommendations 7
- 3. Adopt a Resolution to Accept Donations 8
- 4. Approve Payroll, Expenditures, Receipts and Investments 10
- 5. Accept Budget Analysis 50
- 6. Authorize the Release of June and July Checks Covering District Obligations Due and Payable for June and July Business 57
- 7. Approve, on a Second Reading Basis, Non-substantive Changes to Policy 58
423: Employee Student Relationships

III. New Business

- A. Approve Contract for Solar Arrays 62
Presenter: Lisa Rider, Executive Director of Business Services
- B. Approve Burnsville Promise Agreement 105
Presenter: Dr. Kathy Funston, Director of Strategic Partnerships and Pathways, and Gail Morrison, Executive Director of Foundation and Community Relations, Inver Hills Community College
- C. Approve the Naming of Fields 120
Presenter: Jeff Marshall, Athletic and Activity Director

D. Receive a Report on Donations Presenter: Dr. Joe Gothard, Superintendent	121
E. Approve 2017-18 Student Handbook Presenter: Dave Watkins, Director of Secondary Programming	135
F. Approve 2017-18 ECSE Handbook Presenter: Stephanie Corbey, Exec. Dir. of Individualized Student Services	169
G. Approve 2017-18 BEST Program Handbook Presenter: Stephanie Corbey, Exec. Dir. of Individualized Student Services	177
H. Approve Contract for Property, Casualty and Liability Insurance for 2017-18 Presenter: Lisa Rider, Executive Director of Business Services	184
I. Adopt a Resolution Modifying Combined Polling Places for School District Elections Not Held on the Day of a Statewide Election Presenter: Lisa Rider, Executive Director of Business Services	185
J. Adopt Resolution Approving Intermediate District No. 917's Long-Term Facility Maintenance Program Budget Presenter: Lisa Rider, Executive Director of Business Services	191
K. Approve Long-Term Facilities Maintenance Revenue Application Presenter: Lisa Rider, Executive Director of Business Services	195
L. Approve Committed Fund Balance for FY17 Presenter: Lisa Rider, Executive Director of Business Services	216
M. Approve FY18 Adopted Budget Presenter: Lisa Rider, Executive Director of Business Services	217
N. Approve Middle School Chromebook Purchase Presenter: Lisa Rider, Executive Director of Business Services and Rachel Gorton, Instructional Technology Coordinator	408
IV. Committee Reports	410
V. Adjourn to Board Workshop Regarding Possible Ballot Language Followed by a Closed Session, as Permitted by M.S. 13D.05, to Discuss Negotiation Strategies	

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 June 8, 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, VandenBoom, Currier, Luth, Schatz, Miller and Chair Alt. Others in attendance were Superintendent Gothard, Student Representative Haddorff, administrators, staff, and members of the public.

Attendance

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

Pledge of Allegiance

Public recognition was given to Metcalf Middle School Quiz Bowl and Burnsville High School Robotics.

Public Recognition

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

Agenda

Moved by Currier, seconded by Luth, to approve the consent agenda:
 -Approve minutes of the May 25, 2017 regular board meeting and closed session.

Consent Agenda Minutes

-Approve personnel recommendations for D. Watkins, A. Piotrowski, and A. Jaryan.

Personnel Recommendations
 Donations
 Financial Audit

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

-Contract with the firm of Clifton Larson Allen to perform the 2016-17 financial audit. Field work and final reporting will occur during the fall/winter of 2017-18 school year.

Agent of Record

-Approve the property, casualty, liability agent of record agreement with the Kraus-Anderson Insurance Agency for the 2017-18 fiscal year.

-Appoint OneDigital as agent of record for group medical, life, long term disability and dental insurance for the 2017-18 fiscal year.

-Approve the workers' compensation agent of record agreement with Anderson Insurance & Investment Agency, Inc., for the 2017-18 fiscal year.

Motion carried unanimously (7, 0).

-Renew the district's membership in the Minnesota School Boards Association (MSBA).

Membership in MSBA, MSHSL and AMSD

- Approve a Resolution for Membership in the Minnesota State High School League for the 2017-2018 school year.

- Renew the district's membership in the Association of Metropolitan School Districts (AMSD).

-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

IOWA

beginning July 1, 2017. Jami Kenney's role as IOWA will be to add pre-authorizations and review authorizations.

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

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

- Approve a formal/final request for approval of an extended field trip for Burnsville High School 9th grade students to travel to England June 12-23, 2017.

- Approve scheduling a Board Retreat on Wednesday, June 14, 2017 at 4:00 p.m. The purpose of the retreat is Board planning: Fall levy.

Motion carried unanimously (7, 0).

Received 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.

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

Moved by Schatz, seconded by Miller, to approve the 2018-19 and 2019-20 school calendars. Motion carried unanimously after discussion (7, 0).

Moved by Schmid, seconded by VandenBoom, to 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. Motion carried after discussion (7, 0).

Moved by Luth, seconded by Currier, to approve 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. Motion carried unanimously after discussion (7, 0).

Received a report on FY18 Adopted Budget proposed by Lisa Rider.

Moved by Currier, seconded by Miller, to 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. Motion carried unanimously after discussion (7, 0).

Received verbal reports from Student Representative Haddorf; Superintendent Gothard; and Directors Currier, VandenBoom, Luth, Schmid and Chair Alt.

Policy 514 and 526

Policy 423

Extended Field Trip

Board Retreat

Report on Library Partnerships

Report on Q Comp

Calendars

Award Bid on Annex

2016-17 Revised Budget

Report on FY18 Adopted Budget

PSEO Contract with Normandale

Reports

Moved by Schmid, seconded by VandenBoom, to adjourn at 9:06 p.m. to a board workshop. Motion carried unanimously (7, 0).

The workshop began at 9:11 p.m. and adjourned at 11:50 p.m. The purpose of the workshop was Solar Energy Opportunities and Student Handbook.

Adjourn to Board
Workshop

Workshop

Jim Schmid, clerk

June 22, 2017
Date Approved

DRAFT

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
June 14, 2017

The retreat of the Board of Education was called to order by Chair Alt at 4:10 p.m. at the Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN, 55337.

Call to Order

Members present: Directors Miller, Currier, VandenBoom and Chair Alt. Schmid and Schatz were absent. Luth arrived at 5:31 p.m.

Attendance

Superintendent Gothard, P. Leatherman, L. Rider, B. Nicol, R. Dunn, C. Amoroso, D. Watkins, J. Kenney were also at the meeting.

Purpose

Adjourn

The purpose of the retreat was board planning: Fall Levy.

The retreat adjourned at 7:46 p.m.

June 22, 2017

Jim Schmid, clerk

Date Approved

June 22, 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 22, 2017 FINAL

RE: Recommended Personnel Changes

7

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	FTE	EFFECTIVE DATE
Certified	Change of Assignment		Emily Challans	*	Diamondhead Education Center	Teacher - ECFE	.85 FTE	8/28/2017
Certified	Change of Assignment		Jordan Taylor	*	Diamondhead Education Center	Teacher - ECFE	1.0 FTE	8/28/2017
Certified	Resignation		Oluwatoni Adedeji		Sioux Trail Elementary School	Teacher	1.0 FTE	6/9/2017
Certified	Resignation		Kelli Green		Hidden Valley Elementary	Teacher - SPED	1.0 FTE	6/9/2017
Certified	Resignation		Laura Moran		Hidden Valley Elementary	Teacher - SPED	1.0 FTE	6/9/2017
Certified	Resignation		Jennifer Bordonaro		Nicollett Middle School	Teacher	1.0 FTE	6/9/2017
Certified	Resignation		Sara Baumbauer		Burnsville High School	Teacher	1.0 FTE	6/9/2017
Certified	Resignation		Kristine Schwintek	*	Eagle Ridge Middle School	Teacher	1.0 FTE	6/9/2017
Certified	Recall		Kevin Sayers		Eagle Ridge Middle School	Teacher	1.0 FTE	8/28/2017
Certified	Recall		Kathryn Decker		Eagle Ridge Middle School	Teacher	.33 FTE	8/28/2017
Certified	Recall		Abby Young		Eagle Ridge Middle School	Teacher	.33 FTE	8/28/2017
Certified	Recall		Kelsey Christensen	*	Nicollett Middle School	Teacher	1.0 FTE	6/21/2017
Classified	Appointment	Replacement	Julie Struck	*	Diamondhead Education Center	Clerical IV	8 hrs/day	7/3/2017
Classified	Resignation		Michelle Sullivan		Rahn Elementary School	EA Level IV	7.25 hrs/day	6/8/2017
Classified	Resignation		Katherine Kelson		ECSE Center	EA Level IV	3.75 hrs/day	6/8/2017
Classified	Resignation		Sarah Calvo		Diamondhead Education Center	CE Supervisor	8 hrs/day	6/8/2017
Classified	Resignation		Vicki Tucker		Diamondhead Education Center	CE Program Associate	4 hrs/day	6/8/2017
Classified	Resignation		Caleb Willis		Metcalf Middle School	EA Level III	7 hrs/day	6/8/2017
Classified	Retirement		Gregory Wendorf		District-wide	Custodian	8 hrs/day	10/31/2017
Classified	Probationary Release		Bobbi Jo Edberg		Eagle Ridge Middle School	Food Service Assocaite	3.75 hrs/day	6/9/2017



**Agenda II.B.3.
June 22, 2017**

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

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

Date: June 15, 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 22, 2017.

Jim Schmid
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
12/15/2016	Ordway Theatre	Vista View Elementary	to support the arts	bus reimbursement so students could attend
6/5/2017	Gideon Pond PTO	Gideon Pond Elementary	Copier and paper use for school year 2016-17	\$250.00
6/5/2017	Gideon Pond PTO	Gideon Pond Elementary	Playground equipment	\$8,000.00
5/10/2017	Teresa Tollerud	Hidden Valley Elementary	Instrument for students to play	Vic Furth percussion kit
10/1/2016	Chipotle	Vista View Elementary	to help provide additional instructional materials for the kindg. classes	\$946.05
6/1/2017	Vista View PTO	Vista View Elementary	support classroom teachers with curriculum needs and classroom material needs	curriculum & materials support for classroom
5/10/2017	Krista Teigen	Eagle Ridge Middle School	For student use	King trumpet Serial #5692671
6/8/2017	Minnesota Vikings Football	Gideon Pond Elementary	Playground Grant	\$25,000.00

Total monetary contributions to accept: **\$34,196.05**



**Agenda II.B.4
June 13, 2017**

TO: Dr. Joe Gothard, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: June 22, 2017
RE: May Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves May payroll checks numbered 718758-718774 and Direct Deposit notices numbered 645038-648051 in the net amount of \$3,893,609.60. May & Jun claims to date represented by checks numbered 452888-453372, 1017952-1018167, and 101983-102020 and wire transfers and adjustments totaling \$7,560,543.38. Also, that the Board accepts May receipts of \$19,407,350.62 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$50,329,930.42 as of May 31, 2017.

May payroll, wire transfers, claims and receipts have been prepared under the direction of Gordon Winterlin, Director of Accounting, and are presented for approval by the School Board.

LKR/mw

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

Cash Receipts

Receipts		\$19,407,350.62
Miscellaneous Adjustments		

TOTAL MAY CASH RECEIVED

19,407,350.62

CASH DISBURSEMENTS

May

Regular Payroll Checks	718758-718774	\$3,893,609.60
Direct Deposit Notices	645038-648051	

Apr payables previously approved:		\$581,373.02
May Claims previously approved:		\$1,286,467.43

May Claims:	452888-453054	\$956,064.36
	1017952-1018084	
	101983-102006	

May Wire Transfers		\$5,376,771.14
Miscellaneous Adjustments		\$18,624.09

TOTAL MAY CASH DISBURSED

12,112,909.64

TOTAL EXPENSES TO BE APPROVED

May Cash Disbursed		\$12,112,909.64
Less: Items Previously Approved		-\$1,867,840.45

Plus: May Payables	453055-453144	\$323,946.60
Checks	453292-453351	

June Claims:	453145-453291	\$885,137.19
Checks	453352-453372	
	1018085-1018167	
	102007-102020	

TOTAL TO BE APPROVED

11,454,152.98

	<u>Money Market</u>	<u>(Original Cost)</u> <u>Investments</u>	<u>Total 5/31/2017</u>
GENERAL FUND	\$9,712,432.45	\$18,925,432.80	\$28,637,865.25
OPEB	\$157,426.10	\$9,535,862.00	\$9,693,288.10
OPEB EQUITY INV THROUGH APRIL 30, 2017	\$19,146.11	\$4,452,766.54	\$4,471,912.65
2015A SCHOOL BUILDING BONDS	\$985,205.39	\$5,750,000.00	\$6,735,205.39
2012A ALT FACILITIES	\$750,279.66	\$0.00	\$750,279.66
	<u>\$11,624,489.71</u>	<u>\$38,664,061.34</u>	<u>\$50,288,551.05</u>

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



Total Portfolio Report CAR

As of: 05/31/17

PMA Financial Network, Inc.

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

BURNSVILLE ISD 191 / GENERAL FUND

2960

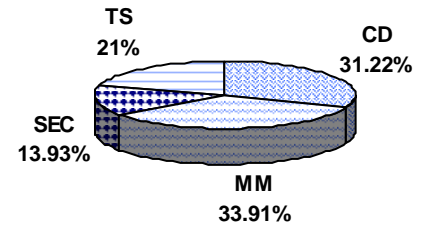
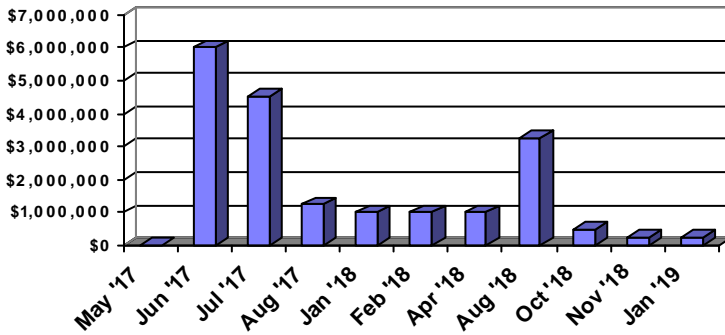
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$9,712,432.45	\$9,712,432.45	
TS	238537	1	05/01/17	06/01/17	MN TRUST TERM SERIES	\$6,004,841.10	\$6,000,000.00	0.950
SEC	36587	1	11/24/15	07/14/17	Federal Home Loan Mortgage Corporation Note	\$1,500,000.00	\$1,499,932.80	0.753
CD	223056	1	04/07/16	07/26/17	PENTAGON FEDERAL CREDIT UNION (183 day and out)	\$3,023,435.80	\$3,000,000.00	0.600
CD	230002	1	08/17/16	08/17/17	STATE BANK OF INDIA (NY)	\$249,921.25	\$248,400.00	0.612
CD	230003	1	08/17/16	08/17/17	HIGH PLAINS BANK	\$248,586.03	\$247,100.00	0.601
CD	230004	1	08/17/16	08/17/17	GRANITE COMMUNITY BANK / FIRST NB OF COLD SPRING	\$249,964.92	\$248,400.00	0.630
CD	230005	1	08/17/16	08/17/17	BANK OF SPRINGFIELD	\$248,812.53	\$247,300.00	0.612
SEC	38091	1	09/01/16	08/31/17	Safra National Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.600
CD	223724	1	05/02/16	01/26/18	PREMIER BANK	\$249,908.02	\$246,900.00	0.701
CD	223725	1	05/02/16	01/26/18	REPUBLIC BANK OF CHICAGO	\$249,902.04	\$246,900.00	0.700
CD	230000	1	08/17/16	01/26/18	CFG COMMUNITY BANK	\$249,974.65	\$247,500.00	0.693
CD	230001	1	08/17/16	01/26/18	BANK OF THE OZARKS	\$249,895.85	\$247,600.00	0.649
CD	229998	1	08/17/16	02/09/18	EAST BOSTON SAVINGS BANK	\$249,945.22	\$247,200.00	0.749
CD	229999	1	08/17/16	02/09/18	CAPITAL BANK NA	\$249,966.87	\$247,400.00	0.700
CD	229997	1	08/17/16	02/20/18	TBK BANK, SSB / THE NATIONAL BANK	\$247,169.61	\$244,400.00	0.749
SEC	38090	1	08/31/16	02/28/18	Independence Bank Of Kentucky Certificate of Deposit	\$249,000.00	\$249,000.00	0.701
CD	232867	1	10/18/16	04/18/18	US METRO BANK	\$249,977.02	\$247,200.00	0.750
CD	232868	1	10/18/16	04/18/18	EAGLEBANK / VIRGINIA HERITAGE BANK	\$249,977.43	\$247,200.00	0.750
SEC	38699	1	10/26/16	04/26/18	Capital One, National Association Certificate of Deposit	\$248,000.00	\$248,000.00	0.985
SEC	38701	1	10/28/16	04/27/18	Synovus Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.818
CD	229994	1	08/17/16	08/17/18	PACIFIC WESTERN BANK	\$249,849.36	\$244,900.00	1.011
CD	229995	1	08/17/16	08/17/18	FARMERS & MERCHANTS UNION BANK	\$249,879.07	\$245,500.00	0.892
CD	229996	1	08/17/16	08/17/18	INDEPENDENCE BANK- MT	\$249,957.57	\$246,300.00	0.743
CD	230012	1	08/18/16	08/21/18	SOLARITY CREDIT UNION	\$1,521,540.91	\$1,500,000.00	0.720
SEC	38088	1	08/24/16	08/24/18	Yadkin Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.738
SEC	38086	1	08/25/16	08/27/18	Bankunited, NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.851
SEC	38087	1	08/31/16	08/31/18	Wells Fargo Bank, NA - Sd Certificate of Deposit	\$249,000.00	\$249,000.00	0.951
SEC	38089	1	08/31/16	08/31/18	Guaranty Bank And Trust Company Certificate of Deposit	\$249,000.00	\$249,000.00	0.751
CD	232865	1	10/18/16	10/25/18	ACB BANK	\$249,961.39	\$245,500.00	0.900
CD	232866	1	10/18/16	10/25/18	FREEMPORT STATE BANK	\$249,979.96	\$245,800.00	0.842
SEC	39527	1	05/10/17	11/13/18	American Express Centurion Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.435
SEC	39192	1	01/31/17	01/31/19	BMW Bank Of North America Certificate of Deposit	\$248,000.00	\$248,000.00	1.417

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>						Total Amount -->	\$28,739,879.05	\$28,637,865.25

Time and Dollar Weighted Portfolio Yield: 0.827 %

Weighted Average Portfolio Maturity: 109.73 Days

MM: 33.91%
CD's: 31.22%
CP: 0.00%
SEC: 13.91%



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 05/31/17

PMA Financial Network, Inc.

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

BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

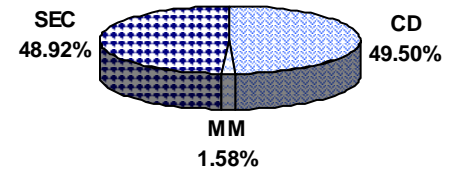
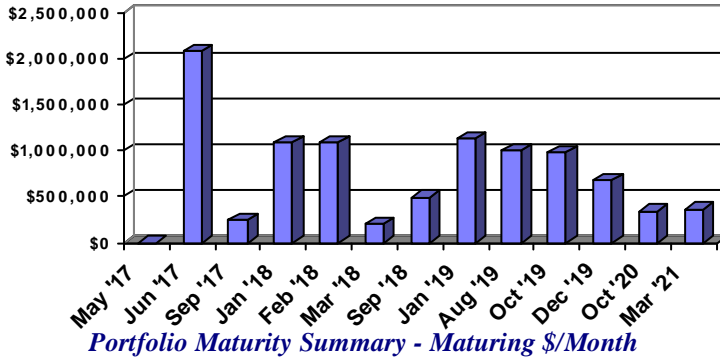
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$157,426.10	\$157,426.10	
CD	230007	1	08/18/16	06/30/17	ALLIANT CREDIT UNION	\$248,797.62	\$247,600.00	0.559
CD	230008	1	08/18/16	06/30/17	LANDMARK COMMUNITY BANK	\$248,882.70	\$247,700.00	0.552
CD	230009	1	08/18/16	06/30/17	BOFI FEDERAL BANK	\$249,984.92	\$248,800.00	0.550
CD	230010	1	08/18/16	06/30/17	USAMERIBANK	\$248,881.85	\$247,700.00	0.551
CD	230011	1	08/18/16	06/30/17	ENERBANK USA	\$248,881.96	\$247,700.00	0.551
CD	233847	1	12/02/16	06/30/17	PRUDENTIAL SAVINGS BANK	\$249,246.30	\$248,400.00	0.592
CD	233848	1	12/02/16	06/30/17	FINANCIAL FEDERAL BANK	\$249,988.57	\$249,200.00	0.550
CD	235539	1	02/02/17	06/30/17	BANK OF EAST ASIA	\$85,919.27	\$85,700.00	0.631
CD	235540	1	02/02/17	06/30/17	BREMER BANK, NA	\$249,957.06	\$249,300.00	0.650
SEC	30736	1	09/25/13	09/25/17	Cit Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.508
CD	205079	1	01/08/15	01/08/18	FIRST FREEDOM BANK	\$164,252.21	\$159,400.00	1.012
CD	205080	1	01/08/15	01/08/18	TRUSTONE FINANCIAL FEDERAL CREDIT UNION	\$249,684.73	\$241,600.00	1.111
CD	205081	1	01/08/15	01/08/18	HIBERNIA BANK	\$207,054.62	\$201,000.00	1.003
CD	192888	1	01/13/14	01/16/18	INDUSTRIAL & COMMERCIAL BANK OF CHINA	\$210,686.40	\$200,000.00	1.332
SEC	33742	1	01/14/15	01/16/18	Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,000.00	1.404
CD	205817	1	02/03/15	02/05/18	ADIRONDACK BANK	\$240,475.35	\$234,000.00	0.921
CD	205818	1	02/03/15	02/05/18	FIRST NB OF MCGREGOR	\$102,681.43	\$100,000.00	0.891
CD	205819	1	02/03/15	02/05/18	FIRST NATIONAL BANK	\$249,815.96	\$243,000.00	0.932
SEC	33857	1	02/05/15	02/05/18	Ally Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.154
CD	182782	1	02/15/13	02/15/18	PLAINS COMMERCE BANK	\$249,902.70	\$236,400.00	1.142
CD	208034	1	03/24/15	03/26/18	PEAPACK-GLADSTONE BANK	\$208,860.51	\$203,000.00	0.960
SEC	30731	1	09/25/13	09/25/18	Discover Bank Certificate of Deposit	\$247,000.00	\$247,000.00	2.013
SEC	30738	1	09/25/13	09/25/18	Compass Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.962
CD	192886	1	01/13/14	01/14/19	M.Y. SAFRA BANK	\$248,142.42	\$228,500.00	1.717
CD	192887	1	01/13/14	01/14/19	STEARNS BANK NA (N)	\$248,500.88	\$230,700.00	1.542
SEC	28287	1	10/09/12	01/15/19	Lakewood Township NJ Ref	\$630,000.00	\$630,000.00	1.580
SEC	28397	1	11/15/12	08/15/19	DENTON TX INDEP SCH DIST TXBL -REF - SER C	\$1,000,000.00	\$1,000,000.00	1.520
CD	232809	1	10/14/16	10/15/19	GBC INTERNATIONAL BANK	\$249,730.21	\$241,800.00	1.092
CD	232810	1	10/14/16	10/15/19	LUANA SAVINGS BANK	\$237,251.62	\$230,000.00	1.050
CD	232811	1	10/14/16	10/15/19	CITIZENS STATE BANK OF LA CROSSE	\$106,113.69	\$103,200.00	0.940
SEC	28316	1	10/15/12	10/15/19	ABERDEEN TWP NJ REF	\$390,000.00	\$390,000.00	1.570
SEC	28317	1	10/16/12	12/01/19	FAIRFIELD & UNION OH LOCAL SCH DIST	\$330,000.00	\$294,162.00	1.620
SEC	28355	1	10/19/12	12/01/19	COOK CNTY IL HIGH SCH DIST #205 THORNTON TWP	\$350,000.00	\$350,000.00	1.939
SEC	38171	1	09/02/16	10/01/20	City of New York NY	\$345,000.00	\$345,000.00	1.300
SEC	38170	1	09/02/16	03/01/21	City of Rochester NH	\$365,000.00	\$365,000.00	1.340

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>						Total Amount -->	\$9,858,119.08	\$9,693,288.10

Time and Dollar Weighted Portfolio Yield: 1.439 %

Weighted Average Portfolio Maturity: 484.13 Days

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



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 05/31/17

PMA Financial Network, Inc.

2135 CityGate Lane

7th Floor

Naperville, Illinois 60563

Telephone . 630-657-6400

Facsimile . 630-718-8701

BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$985,205.39	\$985,205.39	
TS	238538	1	05/01/17	06/01/17	MN TRUST TERM SERIES	\$5,254,235.96	\$5,250,000.00	0.950
TS	238905	1	05/12/17	06/14/17	MN TRUST TERM SERIES	\$500,429.45	\$500,000.00	0.950
Total Amount -->						\$6,739,870.80	\$6,735,205.39	

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

Time and Dollar Weighted Portfolio Yield: 0.950 %

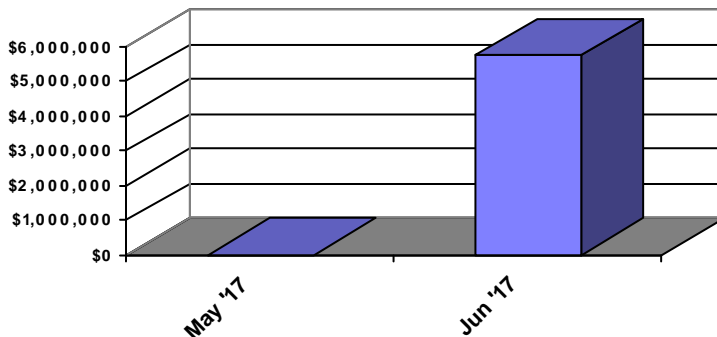
Weighted Average Portfolio Maturity: 1.82 Days

MM: 14.63%

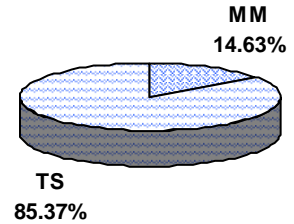
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 05/31/17

PMA Financial Network, Inc.

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

BURNSVILLE ISD 191 / 2012A ALT FACILITY

5070

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					Savings Deposit Account - ASSOCIATED BANK, NA	\$750,279.66	\$750,279.66	

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

Total Amount --> \$750,279.66 \$750,279.66

Time and Dollar Weighted Portfolio Yield: 0.750 %

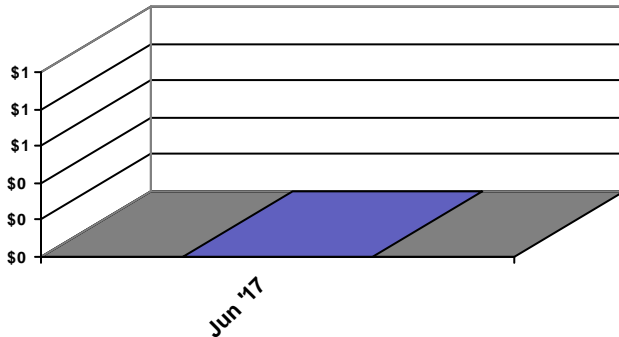
Weighted Average Portfolio Maturity: 1.00 Days

MM: 100.00%

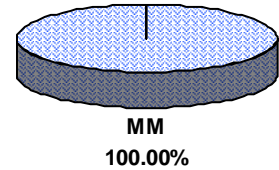
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

May 2017

Wire Transfers

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>For</u>
050117	MSDLAF	Internal Revenue Service	799,775.16	4/28/17 Payroll - Federal Taxes
050117	MSDLAF	State of Minnesota	130,665.71	4/28/17 Payroll - State Taxes
050117	MSDLAF	State of Minnesota	2,151.10	4/28/17 Payroll - Child Support
050117	MSDLAF	Neopost	5,000.00	Postage
050117	MSDLAF	Preferred One	327,834.26	Health Insurance
050317	State of Minnesota	MSDLAF	39,594.55	MN State - MMB
050417	MSDLAF	Delta Dental	17,549.05	Dental Insurance
050517	MSDLAF	Corporate Health	2,558.84	Medical Claims
050517	MSDLAF	Corporate Health	19,448.10	Flex Claims
050817	MSDLAF	Corporate Health	156.84	Flex Claims
050817	MSDLAF	Preferred One	298,128.34	Health Insurance
051017	MSDLAF	Delta Dental	15,203.17	Dental Insurance
051117	State of Minnesota	MSDLAF	24,125.54	MN State - MMB
051117	MSDLAF	PERA	113,624.28	4/28/17 Payroll - PERA
051117	MSDLAF	TRA	352,441.12	4/28/17 Payroll - TRA
051217	MSDLAF	Corporate Health	7,573.29	Medical Claims
050817	MSDLAF	Corporate Health	27,240.99	Flex Claims
051517	MSDLAF	People's Bank	187,138.03	5/15/17 Payroll - TSA Wire
051517	MSDLAF	Teacher's Federal Credit Union	39,291.25	5/15/17 Payroll - Teacher's Dues
051517	State of Minnesota	MSDLAF	5,348,141.62	MN State - MMB
051517	MSDLAF	Preferred One	400,502.16	Health Insurance
051617	MSDLAF	Internal Revenue Service	764,735.46	5/15/17 Payroll - Federal Taxes
051617	MSDLAF	State of Minnesota	126,282.11	5/15/17 Payroll - State Taxes
051617	MSDLAF	State of Minnesota	2,157.00	5/15/17 Payroll - Child Support
051717	State of Minnesota	MSDLAF	18,977.88	MN State - MMB
051717	MSDLAF	US Bank	227,000.00	US Bank P-Card prefunding wire
051717	MSDLAF	Delta Dental	17,982.37	Dental Insurance
051817	State of Minnesota	MSDLAF	43,334.09	MN State - MMB

May 2017

Wire Transfers

Date	From	To	Amount	For
051917	MSDLAF	Corporate Health	8,089.24	Medical Claims
051717	MSDLAF	Corporate Health	23,191.99	Flex Claims
052217	MSDLAF	Healthy Savings	2,897.34	Healthy Savings Program
052217	MSDLAF	Preferred One	435,948.32	Health Insurance
052217	MSDLAF	Wells Fargo	42,843.45	Athletic Field at BHS
052417	Dakota County	MSDLAF	6,352,574.00	Dakota County Taxes
052417	Scott County	MSDLAF	2,178,291.27	Scott County Taxes
052517	MSDLAF	Delta Dental	17,701.52	Dental Insurance
052517	State of Minnesota	MSDLAF	1,073,297.00	MN State - MMB
052617	MSDLAF	PERA	115,175.43	5/15/17 Payroll - PERA
052617	MSDLAF	TRA	356,646.40	5/15/17 Payroll - TRA
052617	MSDLAF	State of Minnesota	13,901.11	04/28/17 Payroll - Unemployment
052617	MSDLAF	Corporate Health	9,236.89	Medical Claims
052617	MSDLAF	Corporate Health	6,683.73	Flex Claims
053017	State of Minnesota	MSDLAF	3,486,445.60	MN State - MMB
053017	MSDLAF	Preferred One	233,552.52	Health Insurance
053117	MSDLAF	People's Bank	186,858.85	5/31/17 Payroll - TSA Wire
053117	MSDLAF	Teacher's Federal Credit Union	39,180.52	5/31/17 Payroll - Teacher's Dues

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1017952		\$11.13	May 17, 2017	88888	6452	BERG, JANET
1	1017953		\$56.61	May 17, 2017	88888	8255	HILL, KARI L
1	1017954		\$6.69	May 17, 2017	88888	8797	KNOTT, KELLY S
1	1017955		\$91.81	May 17, 2017	88888	9267	HOLDEN, MATTHEW J
1	1017956		\$11.13	May 17, 2017	88888	11234	CARLSON, KEITH A
1	1017957		\$55.59	May 17, 2017	88888	12336	LOGAN, KARI M
1	1017958		\$163.72	May 17, 2017	88888	12806	CORBAY, STEPHANIE A
1	1017959		\$185.27	May 17, 2017	88888	13406	ALLEN, SUSAN M
1	1017960		\$59.71	May 17, 2017	88888	13495	BROWN, CHRISTOPHER M
1	1017961		\$128.19	May 17, 2017	88888	14112	HARTL, ARAN J
1	1017962		\$16.98	May 17, 2017	88888	14112	HARTL, ARAN J
1	1017963		\$19.96	May 17, 2017	88888	14112	HARTL, ARAN J
1	1017964		\$50.51	May 17, 2017	88888	14147	KLINNERT, ELIZABETH
1	1017965		\$50.56	May 17, 2017	88888	15381	KRAL, MELISSA M
1	1017966		\$14.88	May 17, 2017	88888	15977	HEIM, WILLIAM V
1	1017967		\$215.66	May 17, 2017	88888	16244	GILBERTSON, SHERRY A
1	1017968		\$76.31	May 17, 2017	88888	16667	KEULER, LORI J
1	1017969		\$21.19	May 17, 2017	88888	16823	BUNKERS, KATHLEEN K
1	1017970		\$206.28	May 17, 2017	88888	16826	BARR, BARBARA M
1	1017971		\$9.42	May 17, 2017	88888	17156	BOMSTA, LYLE J
1	1017972		\$122.38	May 17, 2017	88888	17175	FUNSTON, KATHY L
1	1017973		\$43.13	May 17, 2017	88888	17216	CHOUANARD, MARY E
1	1017974		\$66.34	May 17, 2017	88888	17540	BARRY, AMBER LEIGH
1	1017975		\$15.94	May 17, 2017	88888	17742	BUCK, REBECCA L
1	1017976		\$68.75	May 17, 2017	88888	17983	ANDREWS, JEFFREY G
1	1017977		\$71.24	May 17,	88888	18662	BRANCH, NANCY C

20

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
1	1017978		\$31.73	May 17, 2017	88888	18691	GULDEN, JANET
1	1017979		\$49.33	May 17, 2017	88888	5573	WEILER, ROBERT M
1	1017980		\$37.99	May 17, 2017	88888	5573	WEILER, ROBERT M
1	1017981		\$93.85	May 17, 2017	88888	6874	STEAD, AMY JO
1	1017982		\$35.75	May 17, 2017	88888	7858	WARMKA, CHERI R
1	1017983		\$452.00	May 17, 2017	88888	8182	SMITH-LOSSIAH, SHARON KAY
1	1017984		\$312.31	May 17, 2017	88888	8627	ORTH, STEVEN D. R.
1	1017985		\$6.79	May 17, 2017	88888	10287	TANBERG, TERESA L
1	1017986		\$62.97	May 17, 2017	88888	10890	RETHLAKE-HOMOLKA, PAM
1	1017987		\$125.00	May 17, 2017	88888	10911	SILVERS, KATHRYN
1	1017988		\$58.90	May 17, 2017	88888	13381	NESVIG, ERIKA
1	1017989		\$102.19	May 17, 2017	88888	13692	NIEMIEC, ALICIA
1	1017990		\$61.58	May 17, 2017	88888	14961	SPRY, KARIE
1	1017991		\$60.00	May 17, 2017	88888	15580	MOFFITT, LESLIE ALLAN
1	1017992		\$59.04	May 17, 2017	88888	15697	OLSON, KIMBERLY LENORA
1	1017993		\$210.00	May 17, 2017	88888	17324	MALONE, MEGGAN J
1	1017994		\$122.03	May 17, 2017	88888	17431	QUINTANA, MARIANA
1	1017995		\$34.27	May 17, 2017	88888	17565	PETRI, KATHRYN E
1	1017996		\$76.03	May 17, 2017	88888	17608	RICHARDSON, SARAH ANN SCHLETTY
1	1017997		\$52.85	May 17, 2017	88888	17608	RICHARDSON, SARAH ANN SCHLETTY
1	1017998		\$43.07	May 17, 2017	88888	17719	NIERENGARTEN, BRIANNA L
1	1017999		\$76.43	May 17, 2017	88888	17882	VOGT, KENDRA M
1	1018000		\$80.14	May 17, 2017	88888	18215	WATKINS, DAVID
1	1018001		\$563.09	May 17, 2017	88888	18612	MALLINGER, MELINDA
1	1018002		\$156.28	May 17, 2017	88888	18612	MALLINGER, MELINDA

21

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1018003		\$22.41	May 17, 2017	88888	18657	MCINNIS, MARNIE JO
1	1018004		\$170.00	May 17, 2017	88888	18789	MOUSA, ABDULRAHMAN
1	1018005		\$24.45	May 17, 2017	88888	18876	WOJCIK, HARRISON J
1	1018006		\$28.43	May 17, 2017	88888	18945	SCHMID, NATHAN J
1	1018007		\$45.74	May 17, 2017	88888	19739	WARNER, JOCQUE A
1	1018008		\$12.85	May 24, 2017	88888	5087	LEON, STEVEN F
1	1018009		\$105.56	May 24, 2017	88888	7269	BARTH, TAMI RAE
1	1018010		\$50.67	May 24, 2017	88888	7388	KNUTSEN, HEIDI
1	1018011		\$35.00	May 24, 2017	88888	7399	GILES, SHARI M THEIS
1	1018012		\$168.74	May 24, 2017	88888	7490	LEAKE, DONALD L
1	1018013		\$26.95	May 24, 2017	88888	8217	DWIRE, MELINDA
1	1018014		\$33.98	May 24, 2017	88888	8274	HOLT, CLAYTON B
1	1018015		\$287.83	May 24, 2017	88888	8309	HENDRIX, EUGENIA M
1	1018016		\$31.92	May 24, 2017	88888	12303	LOESCH, JAKE
1	1018017		\$46.63	May 24, 2017	88888	13256	FANDRICH, KARI M
1	1018018		\$139.22	May 24, 2017	88888	15982	ANDERSON, BJORN RS
1	1018019		\$27.19	May 24, 2017	88888	15983	BAGGOT, LYNN
1	1018020		\$149.99	May 24, 2017	88888	16001	FRITZ, KIMBERLY A
1	1018021		\$77.04	May 24, 2017	88888	16015	EICHTEN, HEIDI J
1	1018022		\$125.95	May 24, 2017	88888	16049	BRIGGS, LORI A
1	1018023		\$51.84	May 24, 2017	88888	16244	GILBERTSON, SHERRY A
1	1018024		\$55.03	May 24, 2017	88888	17731	KIBLER, CHRISTIAN D
1	1018025		\$49.64	May 24, 2017	88888	18158	ABDULLAHI, SAHRO
1	1018026		\$15.94	May 24, 2017	88888	18297	KOCH, REBECCA M
1	1018027		\$76.99	May 24, 2017	88888	18374	GROVER, HOPE A
1	1018028		\$160.00	May 24,	88888	18374	GROVER, HOPE A

22

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
1	1018029		\$17.00	May 24, 2017	88888	18802	CRAIG, SARA J
1	1018030		\$147.38	May 24, 2017	88888	18882	AMMERMAN, ELISABETH A
1	1018031		\$56.77	May 24, 2017	88888	18943	HUGHES, RACHEL J
1	1018032		\$80.00	May 24, 2017	88888	7284	QUIRK, KATHLEEN
1	1018033		\$114.83	May 24, 2017	88888	7838	MOULSOFF, NORINE L
1	1018034		\$12.90	May 24, 2017	88888	8791	OMODT, JANE
1	1018035		\$12.63	May 24, 2017	88888	9223	REIHER, PAM
1	1018036		\$43.92	May 24, 2017	88888	9501	MOSEY, PATRICIA
1	1018037		\$43.53	May 24, 2017	88888	11073	MEYER, CHAD
1	1018038		\$40.45	May 24, 2017	88888	16491	VITALI, ALICIA F
1	1018039		\$31.38	May 24, 2017	88888	18008	TOMALA, CRYSTAL M
1	1018040		\$100.05	May 24, 2017	88888	18144	MILINOVICH, TRACY
1	1018041		\$134.12	May 24, 2017	88888	18353	MORRISSEY, MICHELLE M
1	1018042		\$513.44	May 24, 2017	88888	18639	PIOTROWSKI, AMY
1	1018043		\$28.89	May 24, 2017	88888	18903	PERSONS, MELISSA B
1	1018044		\$61.10	May 24, 2017	88888	18983	SANTOS, MIYA D
1	1018045		\$2,556.33	May 30, 2017	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1018046		\$9.10	May 30, 2017	88888	5747	CORDAHL, AMBER
1	1018047		\$32.53	May 30, 2017	88888	15209	GRANT, HEIDI A
1	1018048		\$12.52	May 30, 2017	88888	16377	ALEXON, BETH J
1	1018049		\$24.00	May 30, 2017	88888	16451	LOPEZ, MARIA T
1	1018050		\$22.40	May 30, 2017	88888	16826	BARR, BARBARA M
1	1018051		\$91.82	May 30, 2017	88888	17246	CANTON, EMILIE J
1	1018052		\$95.70	May 30, 2017	88888	17464	EDMONSON, SUSAN L
1	1018053		\$400.00	May 30, 2017	88888	17994	GOTHARD, JOSEPH M

23

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1018054		\$200.00	May 30, 2017	88888	18043	AMOROSO, CYNTHIA
1	1018055		\$6.63	May 30, 2017	88888	18381	DEROUIN, JILL
1	1018056		\$200.00	May 30, 2017	88888	18391	JOHNSON, DOUGLAS A
1	1018057		\$137.18	May 30, 2017	88888	18702	AKERSON, REBECCA D
1	1018058		\$182.97	May 30, 2017	88888	19081	FREEBURG, KELLY
1	1018059		\$29.96	May 30, 2017	88888	19081	FREEBURG, KELLY
1	1018060		\$2,190.00	May 30, 2017	88888	8086	NEPSUND, JEFF L
1	1018061		\$39.11	May 30, 2017	88888	10805	MEUSER, TERESA
1	1018062		\$15.00	May 30, 2017	88888	11212	PROEHEL, WENDY
1	1018063		\$259.16	May 30, 2017	88888	12647	WALLER MCDEVITT, JENNIFER
1	1018064		\$203.00	May 30, 2017	88888	13583	TOFTE, ALEXANDER J
1	1018065		\$8.89	May 30, 2017	88888	13651	SEXTON, MARCIA
1	1018066		\$81.96	May 30, 2017	88888	14671	SMITH, TRACY J
1	1018067		\$284.62	May 30, 2017	88888	15911	WILLSON, DAWN M
1	1018068		\$31.73	May 30, 2017	88888	15925	SAMPERS, KAREN M
1	1018069		\$200.00	May 30, 2017	88888	16166	RIDER, LISA K
1	1018070		\$208.05	May 30, 2017	88888	16573	WEILER, TIFFANY M
1	1018071		\$33.45	May 30, 2017	88888	16712	QUAST, LUCIA JANE
1	1018072		\$200.00	May 30, 2017	88888	17487	SOVINE, STACEY
1	1018073		\$81.48	May 30, 2017	88888	17759	TAYLOR, DAVID
1	1018074		\$48.94	May 30, 2017	88888	17852	SPIELER, VICKI J
1	1018075		\$37.51	May 30, 2017	88888	17898	SPONSEL, KAY
1	1018076		\$21.81	May 30, 2017	88888	18144	MILINOVICH, TRACY
1	1018077		\$88.79	May 30, 2017	88888	18372	MUNDY, ANNA J
1	1018078		\$200.00	May 30, 2017	88888	18405	WINTERLIN, GORDON D
1	1018079		\$100.10	May 30,	88888	18605	WERNER-DEMPSEY, ANNE

24

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
1	1018080		\$127.55	May 30, 2017	88888	18651	NURMINEN, KARI J
1	1018081		\$39.43	May 30, 2017	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1018082		\$19.94	May 30, 2017	88888	18909	SAYERS, KEVIN
1	1018083		\$9.79	May 30, 2017	88888	18945	SCHMID, NATHAN J
1	1018084		\$109.00	May 30, 2017	88888	19744	TUSHAUS, RACHEL L
1	1018085		\$22.68	Jun 7, 2017	88888	4467	BARLAGE, SUSAN
1	1018086		\$27.77	Jun 7, 2017	88888	7304	GOSSMAN, LISA ANN
1	1018087		\$35.64	Jun 7, 2017	88888	7304	GOSSMAN, LISA ANN
1	1018088		\$72.72	Jun 7, 2017	88888	7314	GAMBUCCI, ANN MARIE
1	1018089		\$140.28	Jun 7, 2017	88888	7314	GAMBUCCI, ANN MARIE
1	1018090		\$14.24	Jun 7, 2017	88888	8189	BRAUN, JEAN C
1	1018091		\$3.48	Jun 7, 2017	88888	8189	BRAUN, JEAN C
1	1018092		\$37.77	Jun 7, 2017	88888	9302	BOHR, JENNIFER L
1	1018093		\$17.45	Jun 7, 2017	88888	9363	BIEN, BERNADETTE L
1	1018094		\$13.58	Jun 7, 2017	88888	10841	CENCI, BARB
1	1018095		\$74.36	Jun 7, 2017	88888	11817	ALVEY, HEATHER
1	1018096		\$67.62	Jun 7, 2017	88888	11966	HANSON, LISA
1	1018097		\$79.93	Jun 7, 2017	88888	12301	HJERMSTAD, HEATHER
1	1018098		\$17.55	Jun 7, 2017	88888	12319	CIN, STEPHANIE P
1	1018099		\$29.69	Jun 7, 2017	88888	12319	CIN, STEPHANIE P
1	1018100		\$54.71	Jun 7, 2017	88888	12432	KLUBBERUD, MICHAEL
1	1018101		\$16.64	Jun 7, 2017	88888	13288	LUTZ, AMANDA J
1	1018102		\$27.18	Jun 7, 2017	88888	13288	LUTZ, AMANDA J
1	1018103		\$22.48	Jun 7, 2017	88888	13396	HUTCHINSON, JENNIFER L
1	1018104		\$97.12	Jun 7, 2017	88888	14006	GRIFFIN, LYNDY K
1	1018105		\$51.73	Jun 7, 2017	88888	14624	JORDAN, JOANNA
1	1018106		\$314.39	Jun 7, 2017	88888	14751	KELLER, KATIE
1	1018107		\$1,400.00	Jun 7, 2017	88888	14984	JENSEN, AMANDA LYNN
1	1018108		\$136.16	Jun 7, 2017	88888	15044	COOPER, KIRENZA I
1	1018109		\$16.05	Jun 7, 2017	88888	15516	FRANK, SHARON M
1	1018110		\$61.04	Jun 7, 2017	88888	16004	JORGENSON, SHANNON E
1	1018111		\$70.73	Jun 7, 2017	88888	16186	LAUER, LISA N
1	1018112		\$36.97	Jun 7, 2017	88888	16313	HANSON, DEBRA A
1	1018113		\$63.88	Jun 7, 2017	88888	16448	HENRICH, SARAH L
1	1018114		\$97.91	Jun 7, 2017	88888	16633	CLOUTIER, DANA M
1	1018115		\$51.09	Jun 7, 2017	88888	16789	KRONABETTER, JULIE R
1	1018116		\$63.12	Jun 7, 2017	88888	17175	FUNSTON, KATHY L
1	1018117		\$100.58	Jun 7, 2017	88888	17283	ERBES, SARAH L

25

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1018118		\$100.00	Jun 7, 2017	88888	17322	CZAPAR, KELLY N
1	1018119		\$72.97	Jun 7, 2017	88888	17540	BARRY, AMBER LEIGH
1	1018120		\$33.33	Jun 7, 2017	88888	17764	COZAD, PATRICIA M
1	1018121		\$25.04	Jun 7, 2017	88888	17901	KENNEY, JAMI
1	1018122		\$429.59	Jun 7, 2017	88888	17904	ERICKSON, SHELLY L
1	1018123		\$31.12	Jun 7, 2017	88888	17904	ERICKSON, SHELLY L
1	1018124		\$17.98	Jun 7, 2017	88888	17981	BLOOD, KELSEY JO
1	1018125		\$159.79	Jun 7, 2017	88888	18025	HENDERSON, MICHELLE A
1	1018126		\$133.11	Jun 7, 2017	88888	18025	HENDERSON, MICHELLE A
1	1018127		\$10.59	Jun 7, 2017	88888	18216	HALL, JENNIFER J
1	1018128		\$37.06	Jun 7, 2017	88888	18297	KOCH, REBECCA M
1	1018129		\$8.88	Jun 7, 2017	88888	18646	ALBERSHEIM-CARTER, MARCINA
1	1018130		\$65.81	Jun 7, 2017	88888	18919	ARMSTRONG, NICHOLAS G
1	1018131		\$26.48	Jun 7, 2017	88888	6326	NEPSUND, CYNTHIA J
1	1018132		\$65.00	Jun 7, 2017	88888	6968	SODERHOLM, WM ERIC
1	1018133		\$200.63	Jun 7, 2017	88888	7268	MESARCHIK, MARY L
1	1018134		\$38.72	Jun 7, 2017	88888	7858	WARMKA, CHERI R
1	1018135		\$41.89	Jun 7, 2017	88888	8281	PLASCHKO, MARY BETH
1	1018136		\$29.92	Jun 7, 2017	88888	8371	MEAGHER, LORI A
1	1018137		\$60.10	Jun 7, 2017	88888	8937	SAMPERS, CYNTHIA
1	1018138		\$177.09	Jun 7, 2017	88888	9670	ROBOLE, VICKI M
1	1018139		\$70.31	Jun 7, 2017	88888	9771	PLUCINAK, JODY L
1	1018140		\$41.88	Jun 7, 2017	88888	9771	PLUCINAK, JODY L
1	1018141		\$83.41	Jun 7, 2017	88888	9771	PLUCINAK, JODY L
1	1018142		\$89.98	Jun 7, 2017	88888	9802	O'NEILL-MAGER, JENNIFER
1	1018143		\$154.58	Jun 7, 2017	88888	9802	O'NEILL-MAGER, JENNIFER
1	1018144		\$25.56	Jun 7, 2017	88888	9802	O'NEILL-MAGER, JENNIFER
1	1018145		\$27.83	Jun 7, 2017	88888	9802	O'NEILL-MAGER, JENNIFER
1	1018146		\$61.88	Jun 7, 2017	88888	9820	ORLANDO, KARI R
1	1018147		\$45.00	Jun 7, 2017	88888	10313	OLSON, AMY
1	1018148		\$150.00	Jun 7, 2017	88888	10972	WITTNEBEL, KATHY
1	1018149		\$15.72	Jun 7, 2017	88888	11543	RUHLAND, MARIA
1	1018150		\$8.83	Jun 7, 2017	88888	12009	STENE, BARBARA
1	1018151		\$56.60	Jun 7, 2017	88888	13381	NESVIG, ERIKA
1	1018152		\$14.97	Jun 7, 2017	88888	13569	SAWDEY, MARY E
1	1018153		\$360.00	Jun 7, 2017	88888	13583	TOFTE, ALEXANDER J
1	1018154		\$25.68	Jun 7, 2017	88888	13898	TORGERSEN, SHERRY LYNN
1	1018155		\$10.97	Jun 7, 2017	88888	15386	ORLICH-SULLIVAN, MEGAN
1	1018156		\$187.67	Jun 7, 2017	88888	15803	RIGGS, JEANINE L
1	1018157		\$38.95	Jun 7, 2017	88888	17183	VOIGT, PAMELA M
1	1018158		\$70.04	Jun 7, 2017	88888	17240	SCHNOBRICH, ANGELA M
1	1018159		\$129.47	Jun 7, 2017	88888	17557	WALKER, RYAN M

26

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1018160		\$9.84	Jun 7, 2017	88888	17565	PETRI, KATHRYN E
1	1018161		\$51.04	Jun 7, 2017	88888	17885	WENZ, RACHEL M
1	1018162		\$28.25	Jun 7, 2017	88888	18071	MCPARLAND, SHANNON
1	1018163		\$87.36	Jun 7, 2017	88888	18612	MALLINGER, MELINDA
1	1018164		\$19.88	Jun 7, 2017	88888	18679	MEYER, JESSICA M
1	1018165		\$108.71	Jun 7, 2017	88888	18847	MELQUIST, MICHELLE
1	1018166		\$960.00	Jun 7, 2017	88888	18874	WHITE, ERICA E
1	1018167		\$69.66	Jun 7, 2017	88888	18945	SCHMID, NATHAN J
Check Count	216	Grand Total	\$25,007.54				

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452888	Clear	\$177.30	May 19, 2017	02623	1	ACCO BRANDS USA LLC
4	452889	Clear	\$660.00	May 19, 2017	26089	0	ADAGIO DJAY ENTERTAINMENT
4	452890	Clear	\$15,594.89	May 19, 2017	28551	0	ADVANCED IMAGING SOLUTIONS
4	452891	Clear	\$129.00	May 19, 2017	06215	0	AIRPORT TAXI, INC.
4	452892	Clear	\$214.00	May 19, 2017	27125	0	ALLEN, DARIEL J.
4	452893	Clear	\$691.38	May 19, 2017	00428	0	ARAMARK
4	452894	Clear	\$3,226.25	May 19, 2017	29475	0	ATOMIC DATA, LLC
4	452895		\$800.00	May 19, 2017	22108	0	AYAQUICA, SHERI
4	452896	Clear	\$3,681.94	May 19, 2017	24972	0	BIBLIOTHECA, LLC
4	452897	Void	\$175.00	May 19, 2017	00722	3	BLOOMINGTON JEFFERSON HIGH SCHOOL
4	452898		\$150.00	May 19, 2017	00673	0	BURNSVILLE, CITY OF
4	452899	Clear	\$276.00	May 19, 2017	28973	0	CASPERSON, JULIE
4	452900	Clear	\$3,931.08	May 19, 2017	02519	0	CENTERPOINT ENERGY
4	452901	Clear	\$789.79	May 19, 2017	27279	1	COLE PAPERS INC.
4	452902	Clear	\$386.86	May 19, 2017	28540	0	CORE BEVERAGE
4	452903		\$179.00	May 19, 2017	00502	0	CORNERSTONE COPY CENTER
4	452904	Clear	\$84.00	May 19, 2017	22013	0	CUSTOM WATER WORKS
4	452905	Clear	\$59,444.99	May 19, 2017	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	452906	Clear	\$9,347.62	May 19, 2017	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	452907	Clear	\$75.00	May 19, 2017	01006	0	EDINA HIGH SCHOOL
4	452908	Clear	\$1,803.12	May 19, 2017	00862	5	HERFF JONES GRADUATE SERVICES
4	452909	Clear	\$124.10	May 19, 2017	00862	3	HERFF JONES, INC.
4	452910	Clear	\$29,326.78	May 19, 2017	01324	0	HORIZON EQUIPMENT, LLC
4	452911	Clear	\$1,850.00	May 19, 2017	24432	0	I GOT SKILLS
4	452912	Clear	\$55,440.00	May 19, 2017	24406	0	IDENTITY AUTOMATION, LP
4	452913	Clear	\$210.00	May 19,	20540	0	INTELLIGERE, INC

28

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452914	Clear	\$23,220.11	May 19, 2017	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	452915	Clear	\$290.59	May 19, 2017	03003	2	J.W. PEPPER & SON INC.
4	452916	Clear	\$258.00	May 19, 2017	29479	0	JAMERSON, FELICIA
4	452917	Clear	\$98.00	May 19, 2017	28209	0	LAURSEN PIANO SERVICE
4	452918	Clear	\$583.00	May 19, 2017	24350	0	LOCKRIDGE GRINDAL NAUEN, PLLP.
4	452919	Clear	\$244.00	May 19, 2017	24921	0	MECA SPORTSWEAR
4	452920	Clear	\$190.00	May 19, 2017	08865	5	METRO ECSU
4	452921	Clear	\$167.00	May 19, 2017	26335	0	NATIONAL ACADEMIC QUIZ TOURNAMENTS, LLC
4	452922	Clear	\$1,000.00	May 19, 2017	03268	0	PACER CENTER, INC.
4	452923	Clear	\$1,137.00	May 19, 2017	27076	0	PROFORMA
4	452924	Clear	\$4,920.00	May 19, 2017	26796	0	SAFEBAY DRIVING SCHOOL
4	452925	Clear	\$557.45	May 19, 2017	03532	2	SCHMITT MUSIC
4	452926	Void	\$300.00	May 19, 2017	06455	1	SHAKOPEE HIGH SCHOOL
4	452927	Clear	\$69.00	May 19, 2017	29476	0	SMITH, MARTIN "MARTY"
4	452928	Clear	\$990.00	May 19, 2017	22453	0	SOUTHERN PLAINS ED. COOP.
4	452929		\$58.50	May 19, 2017	00016	2337	SWANSON, DAVID & MARCY
4	452930	Clear	\$3,938.73	May 19, 2017	29345	1	T-MOBILE
4	452931	Clear	\$135.10	May 19, 2017	28502	0	THE MCDOWELL AGENCY, INC.
4	452932	Clear	\$483.00	May 19, 2017	26627	0	THE PLAYS THE THING PRODUCTIONS
4	452933	Clear	\$62,456.97	May 19, 2017	04417	1	US FOODS INC
4	452934	Unissued	\$0.00	May 19, 2017	04417	1	US FOODS INC
4	452935	Unissued	\$0.00	May 19, 2017	04417	1	US FOODS INC
4	452936	Unissued	\$0.00	May 19, 2017	04417	1	US FOODS INC
4	452937	Unissued	\$0.00	May 19, 2017	04417	1	US FOODS INC
4	452938	Clear	\$500.00	May 19, 2017	29483	0	BEDEAU, ROBIN

29

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452939	Clear	\$500.00	May 19, 2017	29482	0	DEARLY, JERRY M.
4	452940	Clear	\$500.00	May 19, 2017	29481	0	LABLANC, CHASKE
4	452941	Clear	\$500.00	May 19, 2017	27847	0	LAPOINTE, WAKINYAN
4	452942	Clear	\$57.00	May 23, 2017	06215	0	AIRPORT TAXI, INC.
4	452943	Clear	\$2,250.00	May 23, 2017	29297	0	AMPLIFIED IT, LLC
4	452944		\$400.00	May 23, 2017	29487	0	BREWER, KATHERINE
4	452945	Clear	\$642.24	May 23, 2017	02519	0	CENTERPOINT ENERGY
4	452946	Clear	\$1,013.53	May 23, 2017	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	452947	Clear	\$150.00	May 23, 2017	29488	0	CULLOTON, MELISSA
4	452948	Clear	\$500.00	May 23, 2017	29491	0	DECORY, TRAVIS
4	452949	Clear	\$158.40	May 23, 2017	09272	2	ECM PUBLISHERS, INC.
4	452950	Clear	\$210.00	May 23, 2017	20540	0	INTELLIGERE, INC
4	452951	Clear	\$7,520.00	May 23, 2017	08356	1	KENNEDY & GRAVEN, CHARTERED
4	452952	Clear	\$6,095.55	May 23, 2017	08682	2	LIFETOUCH
4	452953	Clear	\$3,022.50	May 23, 2017	24523	0	MIDWEST LANGUAGE BANC, INC.
4	452954		\$1,800.00	May 23, 2017	25725	1	MILWAUKEE SCHOOL OF ENGINEERING
4	452955	Clear	\$508.00	May 23, 2017	02613	0	MN ZOO
4	452956	Clear	\$1,000.00	May 23, 2017	02136	0	NORMANDALE COMMUNITY COLLEGE
4	452957	Clear	\$4,950.00	May 23, 2017	24438	0	NUTRISLICE, INC.
4	452958	Clear	\$3,985.02	May 23, 2017	06477	0	OFFICE OF MN IT SERVICES
4	452959		\$156.50	May 23, 2017	24473	0	PROFESSIONAL BEVERAGE SYSTEMS
4	452960		\$200.00	May 23, 2017	29490	0	SAVVY PRODUCTIONS
4	452961		\$15,304.42	May 23, 2017	28095	0	SPED FORMS, INC.
4	452962		\$25.00	May 23, 2017	00016	3255	STRAUB, LINDA
4	452963	Clear	\$1,752.41	May 23, 2017	29345	1	T-MOBILE
4	452964	Clear	\$5,145.44	May 23,	03802	0	TRIO SUPPLY

30

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	452965	Unissued	\$0.00	May 23, 2017	03802	0	TRIO SUPPLY
4	452966	Clear	\$997.18	May 23, 2017	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	452967	Unissued	\$0.00	May 23, 2017	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	452968	Clear	\$20,286.88	May 23, 2017	04417	1	US FOODS INC
4	452969	Unissued	\$0.00	May 23, 2017	04417	1	US FOODS INC
4	452970		\$77.00	May 26, 2017	29194	0	ALLMAN, WILLIAM ANDREW
4	452971		\$77.00	May 26, 2017	26161	0	BEHRENS, MARSHALL
4	452972		\$69.00	May 26, 2017	26160	0	BELL, THOMAS M.
4	452973		\$78.00	May 26, 2017	25320	0	BORCHERS, WILLIAM S
4	452974		\$78.00	May 26, 2017	29469	0	BOUMAN, JEFFREY
4	452975		\$262.00	May 26, 2017	26589	0	BRANDT, BEN
4	452976	Clear	\$798.06	May 26, 2017	02781	5	CENTURYLINK
4	452977		\$60.00	May 26, 2017	28260	0	CHOY, SERGIO R.
4	452978		\$160.00	May 26, 2017	00016	3268	CHUDECKE, KARA
4	452979	Clear	\$120.00	May 26, 2017	25919	0	CORDOVA, LETICIA
4	452980		\$131.00	May 26, 2017	26136	0	CUZZO, JOHN
4	452981		\$220.00	May 26, 2017	00905	0	DODGE NATURE CENTER
4	452982	Clear	\$277.21	May 26, 2017	09272	2	ECM PUBLISHERS, INC.
4	452983	Clear	\$69.00	May 26, 2017	25961	0	EDWARDS, WILSON
4	452984	Clear	\$131.00	May 26, 2017	09162	0	ENGELKING, JAMES
4	452985		\$69.00	May 26, 2017	28103	0	EVANS, DANIEL
4	452986		\$2,155.94	May 26, 2017	28651	0	FOOD GROUP
4	452987		\$77.00	May 26, 2017	26158	0	FOX, JON
4	452988		\$200.00	May 26, 2017	29465	0	FROST III, ROBERT
4	452989	Clear	\$77.00	May 26, 2017	24296	0	FULTON, STEVE

31

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	452990		\$75.00	May 26, 2017	20715	0	GAGSTETTER, MARK
4	452991	Clear	\$60.00	May 26, 2017	26554	0	GANADO, CESAR
4	452992		\$1,013.79	May 26, 2017	07139	0	HASTINGS BUS COMPANY
4	452993	Clear	\$131.00	May 26, 2017	26133	0	HINRICHS, PETER
4	452994		\$131.00	May 26, 2017	29196	0	HOLLAND, TIM
4	452995		\$60.00	May 26, 2017	29182	0	HUTSAL, OLEKSANDRA
4	452996	Clear	\$210.00	May 26, 2017	20540	0	INTELLIGERE, INC
4	452997		\$2,770.40	May 26, 2017	26911	0	INTERNATIONAL GYMNASTICS OF MN, LLC
4	452998	Unissued	\$0.00	May 26, 2017	26911	0	INTERNATIONAL GYMNASTICS OF MN, LLC
4	452999		\$48.99	May 26, 2017	03003	2	J.W. PEPPER & SON INC.
4	453000		\$379.89	May 26, 2017	26743	0	KIDCREATE STUDIO
4	453001		\$77.00	May 26, 2017	00079	0	KOZIK, BILL
4	453002	Clear	\$1,751.70	May 26, 2017	25512	0	MAYER ARTS, INC.
4	453003	Clear	\$77.00	May 26, 2017	29218	0	MEACHAM, NICHOLAS
4	453004		\$77.00	May 26, 2017	29484	0	MEYER, BRENT
4	453005	Clear	\$794.70	May 26, 2017	03029	1	MINNESOTA ENERGY RESOURCES
4	453006		\$35.00	May 26, 2017	08543	7	MN DEPT OF HEALTH
4	453007		\$100.00	May 26, 2017	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	453008		\$67.80	May 26, 2017	02540	0	MN SCHOOL BOARDS ASSOCIATION (MSBA)
4	453009		\$428.75	May 26, 2017	22324	0	MULTILINGUAL WORD, INC.
4	453010		\$120.00	May 26, 2017	24243	0	MUNOZ, MARIBEL
4	453011	Clear	\$200.00	May 26, 2017	28829	0	NAGLE, SEAN
4	453012		\$10.98	May 26, 2017	00000	1599	PEDERSEN, NORMA
4	453013		\$930.00	May 26, 2017	29333	0	PEDIATECH NURSING, LLC
4	453014		\$1,020.00	May 26, 2017	24879	0	PEREZ, MELISSA M.
4	453015	Unissued	\$0.00	May 26,	24879	0	PEREZ, MELISSA M.

32

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453016	Clear	\$231.00	May 26, 2017	28451	0	PIGEON, THOMAS
4	453017		\$78.00	May 26, 2017	29485	0	POKELA, KEITH
4	453018	Clear	\$2,285.58	May 26, 2017	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	453019	Clear	\$2,921.90	May 26, 2017	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	453020	Clear	\$403.20	May 26, 2017	28168	0	ROARK, RICHARD JEFFREY
4	453021	Clear	\$16.10	May 26, 2017	03532	2	SCHMITT MUSIC
4	453022		\$31.00	May 26, 2017	26552	3	SCHOOL NUTRITION ASSOCIATION
4	453023		\$77.00	May 26, 2017	27415	0	SCHUMER, PAT
4	453024		\$158.46	May 26, 2017	27209	0	SOCCERCHILI
4	453025		\$377.50	May 26, 2017	28053	1	SODEXO, INC. & AFFILIATES
4	453026	Clear	\$488.50	May 26, 2017	25227	0	SOLBERG, STACY
4	453027		\$69.00	May 26, 2017	24450	0	SORENSEN, LON
4	453028		\$69.00	May 26, 2017	24449	0	SORENSEN, MARTHA
4	453029		\$234.00	May 26, 2017	26921	0	SOUTH SUBURBAN CONFERENCE
4	453030		\$312.10	May 26, 2017	00016	3267	STEFANICH, ANGELA
4	453031	Clear	\$131.00	May 26, 2017	29486	0	THAMERT, NIC
4	453032	Clear	\$38,278.08	May 26, 2017	24486	0	THE HARTFORD
4	453033		\$1,862.30	May 26, 2017	28855	0	USA INFLATABLES
4	453034		\$77.00	May 26, 2017	26134	0	VAN GUILDER, BRUCE
4	453035	Clear	\$60.00	May 26, 2017	25560	0	WARSAME, KADRA
4	453036		\$69.00	May 26, 2017	22327	0	WOLLAN, TOM SR.
4	453037		\$2,103.13	May 26, 2017	28252	0	WOODWARD YOUTH CORPORATION
4	453038		\$44,389.00	May 30, 2017	05017	0	AP EXAMS
4	453039		\$34,064.04	May 30, 2017	23784	1	BOYER TRUCKS
4	453040		\$285.37	May 30, 2017	02519	0	CENTERPOINT ENERGY

33

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453041		\$750.00	May 30, 2017	24984	0	CORY, BRENT
4	453042		\$193.06	May 30, 2017	09272	2	ECM PUBLISHERS, INC.
4	453043		\$66.76	May 30, 2017	00016	3222	HOLLOWAY, MARIAH
4	453044		\$15,300.00	May 30, 2017	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	453045		\$216.00	May 30, 2017	09589	2	NEOPOST USA INC
4	453046		\$60.00	May 30, 2017	24879	0	PEREZ, MELISSA M.
4	453047		\$30.67	May 30, 2017	21190	0	TROUSIL, WANDA
4	453048		\$7,000.00	May 30, 2017	04153	1	U.S. POSTMASTER
4	453049		\$32,222.33	May 30, 2017	04417	1	US FOODS INC
4	453050	Unissued	\$0.00	May 30, 2017	04417	1	US FOODS INC
4	453051	Unissued	\$0.00	May 30, 2017	04417	1	US FOODS INC
4	453052	Unissued	\$0.00	May 30, 2017	04417	1	US FOODS INC
4	453053		\$672.00	May 30, 2017	08340	0	VALLEYFAIR
4	453054	Void	\$300.00	May 30, 2017	24404	0	WELCH, VICTORIA
4	453055		\$200.00	Jun 1, 2017	00049	0	ADA BADMINTON & TENNIS
4	453056		\$10,365.57	Jun 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453057	Unissued	\$0.00	Jun 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453058	Unissued	\$0.00	Jun 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453059	Unissued	\$0.00	Jun 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453060	Unissued	\$0.00	Jun 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453061	Unissued	\$0.00	Jun 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453062	Unissued	\$0.00	Jun 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453063	Unissued	\$0.00	Jun 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453064		\$425.68	Jun 1, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	453065	Unissued	\$0.00	Jun 1, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	453066		\$3,940.00	Jun 1,	00249	1	APPLE COMPUTER INC.

34

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453067		\$1,225.26	Jun 1, 2017	00106	0	AQUA ENGINEERING, INC.
4	453068		\$110.97	Jun 1, 2017	00428	0	ARAMARK
4	453069		\$800.00	Jun 1, 2017	25449	2	AUTOMATED LOGIC CONTRACTING SERVICES
4	453070		\$1,880.19	Jun 1, 2017	00386	1	BARNES & NOBLE, INC.
4	453071		\$2,785.00	Jun 1, 2017	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	453072		\$13,355.39	Jun 1, 2017	00477	0	BIX PRODUCE COMPANY
4	453073	Unissued	\$0.00	Jun 1, 2017	00477	0	BIX PRODUCE COMPANY
4	453074	Unissued	\$0.00	Jun 1, 2017	00477	0	BIX PRODUCE COMPANY
4	453075	Unissued	\$0.00	Jun 1, 2017	00477	0	BIX PRODUCE COMPANY
4	453076	Unissued	\$0.00	Jun 1, 2017	00477	0	BIX PRODUCE COMPANY
4	453077		\$56.44	Jun 1, 2017	00172	1	BLICK ART MATERIALS
4	453078		\$4,499.28	Jun 1, 2017	00397	0	BRO-TEX, INC.
4	453079		\$4,416.00	Jun 1, 2017	29306	0	C.G.T. LIMITED
4	453080		\$73.40	Jun 1, 2017	29269	1	CAPSTONE CLASSROOM
4	453081		\$2,368.75	Jun 1, 2017	00707	1	CARRIER CORPORATION
4	453082		\$1,802.42	Jun 1, 2017	20289	1	CDW GOVERNMENT, INC.
4	453083		\$352.50	Jun 1, 2017	23509	0	COOL AIR MECHANICAL, INC.
4	453084		\$143.11	Jun 1, 2017	00645	0	CUB FOODS
4	453085		\$6.56	Jun 1, 2017	00645	2	CUB FOODS
4	453086		\$2,365.80	Jun 1, 2017	29228	1	CUMMINS NPOWER LLC
4	453087		\$15,634.77	Jun 1, 2017	04186	1	DALCO
4	453088	Unissued	\$0.00	Jun 1, 2017	04186	1	DALCO
4	453089	Unissued	\$0.00	Jun 1, 2017	04186	1	DALCO
4	453090		\$1,952.74	Jun 1, 2017	00837	1	DEMCO, INC.
4	453091		\$4,381.68	Jun 1, 2017	00279	0	DIVERSIFIED SNACK DISTRIBUTION

35

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453092	Unissued	\$0.00	Jun 1, 2017	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	453093		\$184.80	Jun 1, 2017	01062	1	EDUCATORS PUBLISHING SERVICE
4	453094		\$25.00	Jun 1, 2017	01078	0	ELECTRO WATCHMAN, INC.
4	453095		\$643.80	Jun 1, 2017	01237	0	ENABLING DEVICES TOYS FOR SPECIAL CHILDREN
4	453096		\$399.00	Jun 1, 2017	26949	0	FAIRFIELD GLASS & WINDOW, INC.
4	453097		\$4.83	Jun 1, 2017	23054	1	FASTENAL
4	453098		\$2,622.56	Jun 1, 2017	01458	1	GOPHER
4	453099		\$1,189.06	Jun 1, 2017	04387	1	GRAINGER
4	453100		\$40.50	Jun 1, 2017	27750	0	GRAPHIC SPECIALTIES, INC.
4	453101		\$55.00	Jun 1, 2017	01436	2	HEINEMANN EDUCATIONAL BOOKS
4	453102		\$1,567.24	Jun 1, 2017	09046	0	HI TECH REFRIGERATION, INC
4	453103		\$1,148.00	Jun 1, 2017	09318	1	HILLYARD INC - MINNEAPOLIS
4	453104		\$4,714.03	Jun 1, 2017	26668	1	HM RECEIVABLES CO LLC
4	453105		\$21.42	Jun 1, 2017	27550	1	HUBERT COMPANY
4	453106		\$64.97	Jun 1, 2017	02203	0	LAKESHORE LEARNING MATERIALS
4	453107		\$259.95	Jun 1, 2017	27439	1	LEARNING A-Z
4	453108		\$120.00	Jun 1, 2017	05077	0	LOCKSAFE INC.
4	453109		\$5,607.65	Jun 1, 2017	02196	0	MACKIN EDUCATIONAL RESOURCES
4	453110		\$612.10	Jun 1, 2017	24496	0	MARKET DISTRIBUTION, INC.
4	453111		\$40.00	Jun 1, 2017	22012	0	MIDWEST PLAYSCAPES INC
4	453112		\$339.20	Jun 1, 2017	23914	0	MIDWEST VENDING
4	453113		\$2,087.01	Jun 1, 2017	07752	0	MILLER ELECTRIC, INC.
4	453114		\$498.00	Jun 1, 2017	08999	1	MINNESOTA ELEVATOR INC
4	453115		\$100.00	Jun 1, 2017	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	453116		\$138.04	Jun 1, 2017	03519	0	NAPA AUTO PARTS
4	453117		\$12.64	Jun 1,	02704	0	NASCO

36

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453118		\$1,866.03	Jun 1, 2017	25372	4	NCS PEARSON INC
4	453119		\$2,860.00	Jun 1, 2017	20320	0	NORTHERN AIR CORPORATION (NAC)
4	453120		\$386.10	Jun 1, 2017	02489	1	OFFICE DEPOT COMPANY
4	453121		\$142.50	Jun 1, 2017	27700	0	OLYMPIC COMMUNICATIONS INC.
4	453122		\$1,850.00	Jun 1, 2017	24471	0	OPG-3 INC.
4	453123		\$672.90	Jun 1, 2017	26290	0	PERFORMANCE APPAREL, LLC
4	453124		\$157.95	Jun 1, 2017	28785	1	PRODOCON, INC
4	453125		\$58.00	Jun 1, 2017	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	453126		\$181.27	Jun 1, 2017	07235	0	REALLY GOOD STUFF
4	453127		\$450.25	Jun 1, 2017	23374	0	RECYCLE TECHNOLOGIES, INC.
4	453128		\$370.90	Jun 1, 2017	25729	0	RENT N' SAVE PORTABLE SERVICES
4	453129		\$500.00	Jun 1, 2017	25756	1	ROCHESTER 100, INC.
4	453130		\$357.00	Jun 1, 2017	28528	0	ROCK HARD LANDSCAPE SUPPLY
4	453131		\$1,822.25	Jun 1, 2017	23241	0	RYAN MECHANICAL, INC.
4	453132		\$1,310.57	Jun 1, 2017	03196	3	SCHOLASTIC INC.
4	453133		\$133.11	Jun 1, 2017	25097	1	SCHOOL SPECIALTY INC
4	453134		\$270.64	Jun 1, 2017	03745	2	SHERWIN-WILLIAMS
4	453135		\$765.00	Jun 1, 2017	02217	1	SIEMENS INDUSTRY, INC.
4	453136		\$540.68	Jun 1, 2017	07154	0	SKYLINE DISPLAYS MIDWEST, INC.
4	453137		\$551.59	Jun 1, 2017	03689	0	STATE SUPPLY CO., INC.
4	453138		\$4,189.00	Jun 1, 2017	28140	0	SUPERIOR STRIPING, INC.
4	453139		\$247.50	Jun 1, 2017	00826	1	TIERNEY BROTHERS, INC.
4	453140		\$58,197.17	Jun 1, 2017	08203	1	TIES
4	453141		\$328.42	Jun 1, 2017	22123	1	TOTAL FILTRATION SERVICES, INC.
4	453142		\$93.76	Jun 1, 2017	04037	1	TRIARCO ARTS & CRAFTS

37

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453143		\$645.31	Jun 1, 2017	03802	0	TRIO SUPPLY
4	453144		\$263.48	Jun 1, 2017	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	453145		\$220.00	Jun 2, 2017	26043	0	ACADEMY OF HOLY ANGELS
4	453146		\$500.00	Jun 2, 2017	00778	0	ARMSTRONG, MAUREEN
4	453147		\$55.00	Jun 2, 2017	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	453148		\$1,500.00	Jun 2, 2017	24437	0	BHS GIRLS GOLF BOOSTER CLUB
4	453149		\$1,822.00	Jun 2, 2017	28404	0	BOOTH LAW GROUP PLLC
4	453150		\$20.00	Jun 2, 2017	00001	1732	BOZHINOV, EMIL
4	453151		\$400.00	Jun 2, 2017	29499	0	BRAA, DAWN
4	453152		\$1,898.50	Jun 2, 2017	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	453153		\$14,326.57	Jun 2, 2017	02519	0	CENTERPOINT ENERGY
4	453154		\$77.00	Jun 2, 2017	29496	0	CERNEY, JON
4	453155		\$485.00	Jun 2, 2017	29040	0	COMPREHENSIVE REPAIR, INC.
4	453156		\$240.00	Jun 2, 2017	25919	0	CORDOVA, LETICIA
4	453157		\$130.00	Jun 2, 2017	00502	0	CORNERSTONE COPY CENTER
4	453158		\$478.00	Jun 2, 2017	26840	0	DAKOTA PRINTING, INC.
4	453159		\$220.00	Jun 2, 2017	22199	0	DELASALLE HIGH SCHOOL
4	453160		\$200.14	Jun 2, 2017	00016	3273	DERUSHA, JESSALYNN
4	453161		\$180.00	Jun 2, 2017	20524	0	DEWALD, RINA C.
4	453162		\$4,086.81	Jun 2, 2017	00930	3	DRIVER AND VEHICLE SERVICES DIVISION
4	453163		\$156.00	Jun 2, 2017	25222	0	EAGAN ROTARY CLUB
4	453164		\$149.00	Jun 2, 2017	07092	0	EAGAN SHIRT WERKS
4	453165		\$3,537.82	Jun 2, 2017	01002	0	EAGAN, CITY OF
4	453166		\$110.00	Jun 2, 2017	06734	1	EASTVIEW HIGH SCHOOL
4	453167		\$145.00	Jun 2, 2017	28531	0	EDUCATION MINNESOTA
4	453168		\$651.22	Jun 2,	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC

38

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453169		\$145.83	Jun 2, 2017	28202	0	FOUNDATION 191
4	453170		\$122.00	Jun 2, 2017	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	453171		\$150.00	Jun 2, 2017	29458	0	GRIER, ROBERT
4	453172		\$523.49	Jun 2, 2017	00862	3	HERFF JONES, INC.
4	453173		\$69.00	Jun 2, 2017	29495	0	HOLZEMER, THOMAS
4	453174		\$285.00	Jun 2, 2017	04113	0	J&D TROPHY
4	453175		\$24.60	Jun 2, 2017	00001	1733	JACKSON, ANDREW
4	453176		\$350.00	Jun 2, 2017	29497	0	JASA, SARAH
4	453177		\$124,515.51	Jun 2, 2017	27633	0	KELLY SERVICES, INC.
4	453178		\$131.00	Jun 2, 2017	29494	0	KIM, IN-JAE
4	453179		\$105.00	Jun 2, 2017	29397	0	LE, SARAH
4	453180		\$131.00	Jun 2, 2017	29493	0	LEAVELL, SEAN
4	453181		\$220.00	Jun 2, 2017	08893	5	MINNEAPOLIS SOUTHWEST HIGH SCHOOL
4	453182		\$100.43	Jun 2, 2017	03029	1	MINNESOTA ENERGY RESOURCES
4	453183		\$9,780.00	Jun 2, 2017	00421	0	MUSIC THEATRE INTERNATIONAL
4	453184		\$112.00	Jun 2, 2017	08769	0	NCPERS MINNESOTA
4	453185		\$110.00	Jun 2, 2017	29502	0	NOVA CLASSICAL ACADEMY
4	453186		\$61.18	Jun 2, 2017	05409	0	PAPER DIRECT INC
4	453187		\$600.00	Jun 2, 2017	24879	0	PEREZ, MELISSA M.
4	453188		\$3,012.00	Jun 2, 2017	26064	0	PRINTEEZ & PROMOTION
4	453189		\$525.00	Jun 2, 2017	21458	0	PRIOR LAKE HIGH SCHOOL
4	453190		\$7.40	Jun 2, 2017	00016	3270	REBERS, CRAIG
4	453191		\$33.60	Jun 2, 2017	28168	0	ROARK, RICHARD JEFFREY
4	453192		\$20.00	Jun 2, 2017	09588	4	SAVAGE, CITY OF
4	453193		\$26.00	Jun 2, 2017	26552	3	SCHOOL NUTRITION ASSOCIATION

39

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453194		\$7,880.10	Jun 2, 2017	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	453195		\$1,460.28	Jun 2, 2017	29500	0	SHERBURNE NOTHERN WRIGHT SPECIAL EDUCATION
4	453196		\$162.26	Jun 2, 2017	20103	0	SKY OAKS ELEMENTARY PTO
4	453197		\$4,650.00	Jun 2, 2017	27742	0	STRATEGIC SOURCE INC
4	453198		\$16.71	Jun 2, 2017	00016	3271	THOMPSON, TRACY
4	453199		\$59,452.87	Jun 2, 2017	08203	1	TIES
4	453200		\$2,000.00	Jun 2, 2017	29498	0	UGAS, ADAM
4	453201		\$137.00	Jun 2, 2017	02813	7	US DEPARTMENT OF EDUCATION
4	453202		\$90.00	Jun 2, 2017	23463	18	US DEPT OF TREASURY
4	453203		\$400.00	Jun 2, 2017	24404	0	WELCH, VICTORIA
4	453204		\$14.79	Jun 2, 2017	02776	0	XCEL ENERGY
4	453205		\$717.25	Jun 6, 2017	00386	1	BARNES & NOBLE, INC.
4	453206		\$510.00	Jun 6, 2017	29504	0	BECOME WELLNESS LLC
4	453207		\$324.00	Jun 6, 2017	24487	0	CADE, STEPHANIE
4	453208		\$4.10	Jun 6, 2017	26565	1	COMCAST
4	453209		\$44.56	Jun 6, 2017	09272	2	ECM PUBLISHERS, INC.
4	453210		\$1,200.00	Jun 6, 2017	29503	0	FACTS, INC.
4	453211		\$1,500.00	Jun 6, 2017	27973	0	GENERAL SPORTS CORPORATION
4	453212		\$225.99	Jun 6, 2017	00575	0	GROTH MUSIC COMPANY
4	453213		\$293.85	Jun 6, 2017	00862	3	HERFF JONES, INC.
4	453214		\$23,244.11	Jun 6, 2017	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	453215		\$31.20	Jun 6, 2017	04113	0	J&D TROPHY
4	453216		\$120.00	Jun 6, 2017	24542	0	JAMA, SAFIYO
4	453217		\$9.97	Jun 6, 2017	00000	8283	KNOKE, BARB
4	453218		\$90.00	Jun 6, 2017	03814	0	MINNESOTA COMMUNITY EDUCATION ASSOC (MCEA)
4	453219		\$15,940.03	Jun 6,	07448	0	MINNESOTA VALLEY ELECTRIC

40

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			COOPERATIVE
4	453220		\$280.00	Jun 6, 2017	22324	0	MULTILINGUAL WORD, INC.
4	453221		\$4,405.55	Jun 6, 2017	04476	0	NATIONAL TREASURE KUNG FU INC
4	453222		\$1,350.00	Jun 6, 2017	02136	0	NORMANDALE COMMUNITY COLLEGE
4	453223		\$881.00	Jun 6, 2017	29333	0	PEDIATECH NURSING, LLC
4	453224		\$720.00	Jun 6, 2017	24879	0	PEREZ, MELISSA M.
4	453225	Unissued	\$0.00	Jun 6, 2017	24879	0	PEREZ, MELISSA M.
4	453226		\$732.00	Jun 6, 2017	00488	0	REGION 3AA
4	453227		\$5,048.83	Jun 6, 2017	09588	0	SAVAGE, CITY OF
4	453228		\$1,056.72	Jun 6, 2017	03196	3	SCHOLASTIC INC.
4	453229		\$10.00	Jun 6, 2017	26552	3	SCHOOL NUTRITION ASSOCIATION
4	453230		\$20,225.63	Jun 6, 2017	24346	0	STRATEGIC BEHAVIORAL SOLUTIONS
4	453231		\$27,961.89	Jun 6, 2017	04417	1	US FOODS INC
4	453232	Unissued	\$0.00	Jun 6, 2017	04417	1	US FOODS INC
4	453233	Unissued	\$0.00	Jun 6, 2017	04417	1	US FOODS INC
4	453234	Unissued	\$0.00	Jun 6, 2017	04417	1	US FOODS INC
4	453235		\$304.64	Jun 6, 2017	04204	4	VIRCO INC
4	453236		\$850.00	Jun 9, 2017	29506	0	A-PLUS ROOFING COMPANY
4	453237		\$177.30	Jun 9, 2017	02623	1	ACCO BRANDS USA LLC
4	453238		\$3,908.04	Jun 9, 2017	28551	0	ADVANCED IMAGING SOLUTIONS
4	453239		\$1,435.00	Jun 9, 2017	28518	1	AUDIOLOGY SYSTEMS INC
4	453240		\$169.84	Jun 9, 2017	00016	2541	BOOS, KRISTA
4	453241		\$2,234.59	Jun 9, 2017	29442	0	BRANDWEIN, MICHAEL
4	453242		\$2,205.00	Jun 9, 2017	02422	5	BURNSVILLE YMCA
4	453243		\$3,500.00	Jun 9, 2017	29505	0	CAMPBELL, KIM
4	453244		\$266.02	Jun 9, 2017	02781	5	CENTURYLINK

41

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453245		\$60.00	Jun 9, 2017	28260	0	CHOY, SERGIO R.
4	453246		\$4,162.50	Jun 9, 2017	06392	0	COMPAS, INC.
4	453247		\$435.00	Jun 9, 2017	25919	0	CORDOVA, LETICIA
4	453248		\$26.00	Jun 9, 2017	00000	8985	DAWSON, MONICA
4	453249		\$360.00	Jun 9, 2017	20524	0	DEWALD, RINA C.
4	453250		\$3,061.94	Jun 9, 2017	02333	1	EARTHGRAINS BAKING CO. INC.
4	453251		\$44.00	Jun 9, 2017	00000	7326	EBBENGA, DIANNE
4	453252		\$178.20	Jun 9, 2017	09272	2	ECM PUBLISHERS, INC.
4	453253		\$725.32	Jun 9, 2017	28651	0	FOOD GROUP
4	453254		\$6,481.95	Jun 9, 2017	26194	0	FREEMOTION FITNESS, INC.
4	453255		\$90.00	Jun 9, 2017	26554	0	GANADO, CESAR
4	453256		\$23.00	Jun 9, 2017	00016	3274	GIGSTAD, CHRISTIN
4	453257		\$1,656.84	Jun 9, 2017	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	453258		\$192.00	Jun 9, 2017	29479	0	JAMERSON, FELICIA
4	453259		\$20.00	Jun 9, 2017	00000	7321	MCNABB, MICHAEL
4	453260		\$77.00	Jun 9, 2017	29218	0	MEACHAM, NICHOLAS
4	453261		\$2,628.00	Jun 9, 2017	00624	0	MN HISTORICAL SOCIETY
4	453262		\$87.50	Jun 9, 2017	22324	0	MULTILINGUAL WORD, INC.
4	453263		\$195.00	Jun 9, 2017	28020	0	MURPHY MANAGEMENT CONSULTANTS
4	453264		\$3.00	Jun 9, 2017	00000	3386	NADON, SANDRA
4	453265		\$5.00	Jun 9, 2017	00000	7324	NELSON, MILDRED
4	453266		\$1,363.50	Jun 9, 2017	29012	0	PACHABELLY DANCE
4	453267		\$930.00	Jun 9, 2017	29333	0	PEDIATECH NURSING, LLC
4	453268		\$77.00	Jun 9, 2017	28498	0	PETERSEN, DOUGLAS H
4	453269		\$295.00	Jun 9, 2017	00000	7320	PHAM, TOMMY
4	453270		\$35.00	Jun 9,	21343	0	RAMACHER, THUY

42

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453271		\$5.00	Jun 9, 2017	00000	4601	RHODES, BETTY
4	453272		\$78.00	Jun 9, 2017	28794	0	ROCKWOOD, GRANT
4	453273		\$102.27	Jun 9, 2017	09588	4	SAVAGE, CITY OF
4	453274		\$75.00	Jun 9, 2017	20491	0	SAVAGE, DAWN
4	453275		\$8.68	Jun 9, 2017	03532	2	SCHMITT MUSIC
4	453276		\$26.00	Jun 9, 2017	26552	3	SCHOOL NUTRITION ASSOCIATION
4	453277		\$22,325.15	Jun 9, 2017	23848	0	SFM
4	453278		\$31.20	Jun 9, 2017	27563	0	SHRED RIGHT
4	453279		\$69.00	Jun 9, 2017	26580	0	SIMONSEN, BLAIR
4	453280		\$77.00	Jun 9, 2017	21548	0	SMITH, MICHAEL W
4	453281		\$186.00	Jun 9, 2017	03413	0	SOUTH METRO SPORTS
4	453282		\$2,333.20	Jun 9, 2017	28611	0	SOUTHWEST METRO INTERMEDIATE
4	453283		\$11,000.00	Jun 9, 2017	28810	0	THE MORRIS LEATHERMAN COMPANY
4	453284		\$220.00	Jun 9, 2017	03986	0	THE TROPHY HOUSE, INC.
4	453285		\$10.00	Jun 9, 2017	00000	7322	TOLLEFSON, DARREL
4	453286		\$5.00	Jun 9, 2017	00000	7325	TORRALDO, LINDA
4	453287		\$195.50	Jun 9, 2017	27429	1	TRANSWORLD SYSTEMS, INC.
4	453288		\$5.00	Jun 9, 2017	00000	7323	TURPIN, RAFIE
4	453289		\$466.33	Jun 9, 2017	04417	1	US FOODS INC
4	453290		\$77.00	Jun 9, 2017	25666	0	WEIS, HENRY MARK
4	453291		\$77.00	Jun 9, 2017	01731	0	WITTERSCHEIN, JOE
4	453292		\$10,997.68	Jun 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453293	Unissued	\$0.00	Jun 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453294	Unissued	\$0.00	Jun 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453295	Unissued	\$0.00	Jun 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA

43

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453296	Unissued	\$0.00	Jun 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453297	Unissued	\$0.00	Jun 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453298	Unissued	\$0.00	Jun 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453299	Unissued	\$0.00	Jun 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453300		\$340.50	Jun 16, 2017	29460	0	ALL CITY ELEVATOR, INC.
4	453301		\$610.18	Jun 16, 2017	03503	0	AMERICAN TIME & SIGNAL
4	453302		\$356.75	Jun 16, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	453303	Unissued	\$0.00	Jun 16, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	453304		\$399.00	Jun 16, 2017	00249	1	APPLE COMPUTER INC.
4	453305		\$26.63	Jun 16, 2017	00428	0	ARAMARK
4	453306		\$2,429.84	Jun 16, 2017	23412	1	B&H PHOTO-VIDEO
4	453307		\$425.53	Jun 16, 2017	00386	1	BARNES & NOBLE, INC.
4	453308		\$18,530.53	Jun 16, 2017	00477	0	BIX PRODUCE COMPANY
4	453309	Unissued	\$0.00	Jun 16, 2017	00477	0	BIX PRODUCE COMPANY
4	453310	Unissued	\$0.00	Jun 16, 2017	00477	0	BIX PRODUCE COMPANY
4	453311	Unissued	\$0.00	Jun 16, 2017	00477	0	BIX PRODUCE COMPANY
4	453312	Unissued	\$0.00	Jun 16, 2017	00477	0	BIX PRODUCE COMPANY
4	453313	Unissued	\$0.00	Jun 16, 2017	00477	0	BIX PRODUCE COMPANY
4	453314		\$3,924.97	Jun 16, 2017	26720	0	BLUE BELL ENTERPRISES, INC.
4	453315		\$224.64	Jun 16, 2017	24466	1	CENTER FOR THE COLLABORATIVE CLASSROOM
4	453316		\$56.00	Jun 16, 2017	00647	0	CROWN RENTAL, INC.
4	453317		\$97.96	Jun 16, 2017	00645	0	CUB FOODS
4	453318		\$11.47	Jun 16, 2017	00645	2	CUB FOODS
4	453319		\$10,005.71	Jun 16, 2017	04186	1	DALCO
4	453320	Unissued	\$0.00	Jun 16, 2017	04186	1	DALCO
4	453321		\$1,723.56	Jun 16,	00279	0	DIVERSIFIED SNACK DISTRIBUTION

44

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453322		\$205.00	Jun 16, 2017	01078	0	ELECTRO WATCHMAN, INC.
4	453323		\$594.91	Jun 16, 2017	04387	1	GRAINGER
4	453324		\$279.55	Jun 16, 2017	09046	0	HI TECH REFRIGERATION, INC
4	453325		\$837.57	Jun 16, 2017	09318	1	HILLYARD INC - MINNEAPOLIS
4	453326		\$1,915.00	Jun 16, 2017	28929	0	JOHN'S SEWER AND DRAIN CLEANING, INC.
4	453327		\$532.25	Jun 16, 2017	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	453328		\$603.00	Jun 16, 2017	05077	0	LOCKS SAFE INC.
4	453329		\$1,117.28	Jun 16, 2017	02196	0	MACKIN EDUCATIONAL RESOURCES
4	453330		\$233.05	Jun 16, 2017	24496	0	MARKET DISTRIBUTION, INC.
4	453331		\$2,755.80	Jun 16, 2017	08999	1	MINNESOTA ELEVATOR INC
4	453332		\$144.00	Jun 16, 2017	28041	0	MIXMI BRANDS INC.
4	453333		\$126.62	Jun 16, 2017	03519	0	NAPA AUTO PARTS
4	453334		\$299.00	Jun 16, 2017	25372	4	NCS PEARSON INC
4	453335		\$301.10	Jun 16, 2017	02489	1	OFFICE DEPOT COMPANY
4	453336		\$1,295.00	Jun 16, 2017	24471	0	OPG-3 INC.
4	453337		\$1,301.00	Jun 16, 2017	26086	0	ORKIN COMMERCIAL SERVICES
4	453338		\$2,856.00	Jun 16, 2017	28785	1	PRODOCON, INC
4	453339		\$299.00	Jun 16, 2017	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	453340		\$3,080.50	Jun 16, 2017	29492	1	PURELAND SUPPLY LLC
4	453341		\$340.82	Jun 16, 2017	21851	0	RED WING SHOE STORE
4	453342		\$5,793.75	Jun 16, 2017	28849	0	SCENARIO LEARNING, LLC
4	453343		\$57,552.00	Jun 16, 2017	09331	0	SCHMITTY & SONS SCHOOL BUSES, INC.
4	453344		\$7,135.21	Jun 16, 2017	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	453345		\$126.42	Jun 16, 2017	25097	1	SCHOOL SPECIALTY INC
4	453346		\$702.00	Jun 16, 2017	02217	1	SIEMENS INDUSTRY, INC.

45

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453347		\$715.15	Jun 16, 2017	03587	1	SIMPLEX GRINNELL
4	453348		\$262.21	Jun 16, 2017	02899	0	TESSMAN COMPANY
4	453349		\$420.00	Jun 16, 2017	04060	0	TRANS-MISSISSIPPI BIOLOGICAL SUPPLY
4	453350		\$7,114.77	Jun 16, 2017	03802	0	TRIO SUPPLY
4	453351	Unissued	\$0.00	Jun 16, 2017	03802	0	TRIO SUPPLY
4	453352		\$755.07	Jun 13, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	453353		\$338.60	Jun 13, 2017	29306	0	C.G.T. LIMITED
4	453354		\$5,600.00	Jun 13, 2017	21968	0	CEL PUBLIC RELATIONS, INC.
4	453355		\$60.00	Jun 13, 2017	25919	0	CORDOVA, LETICIA
4	453356		\$173.50	Jun 13, 2017	00502	0	CORNERSTONE COPY CENTER
4	453357		\$22.90	Jun 13, 2017	00645	0	CUB FOODS
4	453358		\$131.00	Jun 13, 2017	26136	0	CUZZO, JOHN
4	453359		\$10,335.75	Jun 13, 2017	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	453360		\$77.00	Jun 13, 2017	24296	0	FULTON, STEVE
4	453361		\$1,514.34	Jun 13, 2017	00862	3	HERFF JONES, INC.
4	453362		\$29.32	Jun 13, 2017	00016	3222	HOLLOWAY, MARIAH
4	453363		\$78.00	Jun 13, 2017	29457	0	IVERSON, ADAM
4	453364		\$131.00	Jun 13, 2017	03574	0	JESSEN, CHRIS
4	453365		\$1,394.00	Jun 13, 2017	08356	1	KENNEDY & GRAVEN, CHARTERED
4	453366		\$131.00	Jun 13, 2017	23607	0	KENNEY, PATRICK
4	453367		\$77.00	Jun 13, 2017	27681	0	LEE, TERRY
4	453368		\$49.30	Jun 13, 2017	00016	1397	MILLER, BETH
4	453369		\$1,570.00	Jun 13, 2017	04656	2	MSNA
4	453370		\$960.00	Jun 13, 2017	24879	0	PEREZ, MELISSA M.
4	453371		\$369.26	Jun 13, 2017	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	453372		\$120.00	Jun 13,	25560	0	WARSAME, KADRA

46

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
Check Count	485	Grand Total	\$1,351,070.85				

47

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101983	Clear	\$414.00	May 19, 2017	00216	2	ALPHA VIDEO & AUDIO, INC.
3	101984	Clear	\$9,595.00	May 19, 2017	22015	0	CM CONSTRUCTION COMPANY, INC.
3	101985	Clear	\$1,199.00	May 19, 2017	01774	1	HALDEMAN-HOMME, INC.
3	101986	Clear	\$1,854.00	May 19, 2017	27063	0	MIDWEST BLINDS
3	101987	Clear	\$4,935.85	May 19, 2017	02217	1	SIEMENS INDUSTRY, INC.
3	101988	Clear	\$6,524.00	May 19, 2017	29177	0	TWIN CITY OUTDOOR SERVICES, INC.
3	101989	Clear	\$2,090.00	May 26, 2017	28491	0	A.J. MOORE ELECTRIC, INC.
3	101990		\$2,733.45	May 26, 2017	26468	0	ARROW LIFT
3	101991		\$35,186.00	May 26, 2017	29362	0	COMMERCIAL DRYWALL, INC.
3	101992		\$97,332.25	May 26, 2017	29358	0	EL-JAY PLUMBING & HEATING, INC
3	101993	Clear	\$3,928.90	May 26, 2017	01078	0	ELECTRO WATCHMAN, INC.
3	101994		\$22,950.85	May 26, 2017	29389	0	FLOORS BY BECKERS, INC.
3	101995		\$24,947.32	May 26, 2017	29368	0	GEORGE F COOK CONSTRUCTION CO
3	101996		\$1,641.60	May 26, 2017	01774	1	HALDEMAN-HOMME, INC.
3	101997		\$1,212.20	May 26, 2017	01774	1	HALDEMAN-HOMME, INC.
3	101998		\$4,371.90	May 26, 2017	29371	0	KENDELL DOORS & HARDWARE, INC.
3	101999		\$1,621.25	May 26, 2017	29372	0	LAWRENCE SIGN
3	102000		\$19,690.20	May 26, 2017	26837	0	LLOYD'S CONSTRUCTION SERVICES, INC.
3	102001	Clear	\$38,781.85	May 26, 2017	26112	1	NORTHERN ESCROW, INC.
3	102002	Clear	\$1,250.00	May 26, 2017	29318	0	NORTHLAND CONCRETE & MASONRY, LLC
3	102003		\$25,080.00	May 26, 2017	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	102004	Clear	\$1,033.00	May 26, 2017	26662	1	RAPTOR TECHNOLOGIES
3	102005		\$22,000.00	May 26, 2017	02217	1	SIEMENS INDUSTRY, INC.
3	102006		\$37,157.00	May 26, 2017	29316	0	WELLS CONCRETE
3	102007		\$20,188.00	Jun 2, 2017	29460	0	ALL CITY ELEVATOR, INC.
3	102008		\$91,700.00	Jun 2,	23509	0	COOL AIR MECHANICAL, INC.

48

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
3	102009		\$4,755.00	Jun 2, 2017	02217	1	SIEMENS INDUSTRY, INC.
3	102010		\$380.00	Jun 2, 2017	29373	1	THYSSENKRUPP ELEVATOR CORPORATION
3	102011		\$664.00	Jun 9, 2017	29306	0	C.G.T. LIMITED
3	102012		\$1,995.00	Jun 9, 2017	22015	0	CM CONSTRUCTION COMPANY, INC.
3	102013		\$2,901.00	Jun 9, 2017	01774	1	HALDEMAN-HOMME, INC.
3	102014		\$3,115.00	Jun 9, 2017	02094	0	MIDWEST MECHANICAL SOLUTIONS
3	102015		\$6,280.00	Jun 9, 2017	23241	0	RYAN MECHANICAL, INC.
3	102016		\$66,025.00	Jun 9, 2017	23848	0	SFM
3	102017		\$25,800.00	Jun 9, 2017	22872	0	SYLVANDER HEATING, INC.
3	102018		\$315.00	Jun 9, 2017	29373	1	THYSSENKRUPP ELEVATOR CORPORATION
3	102019		\$131,397.14	Jun 9, 2017	29165	0	WENCK CONSTRUCTION, INC.
3	102020		\$66,025.00	Jun 9, 2017	22848	0	PEOPLES ELECTRIC COMPANY, INC
Check Count	38	Grand Total	\$789,069.76				

49



**Agenda II.B.5
 June 15, 2017**

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

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

DATE: June 22, 2017

RE: Budget Analysis for the Month Ending May 31, 2017

RECOMMENDATION: That the Board accepts the Budget Analysis for the month ending May 31, 2017

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

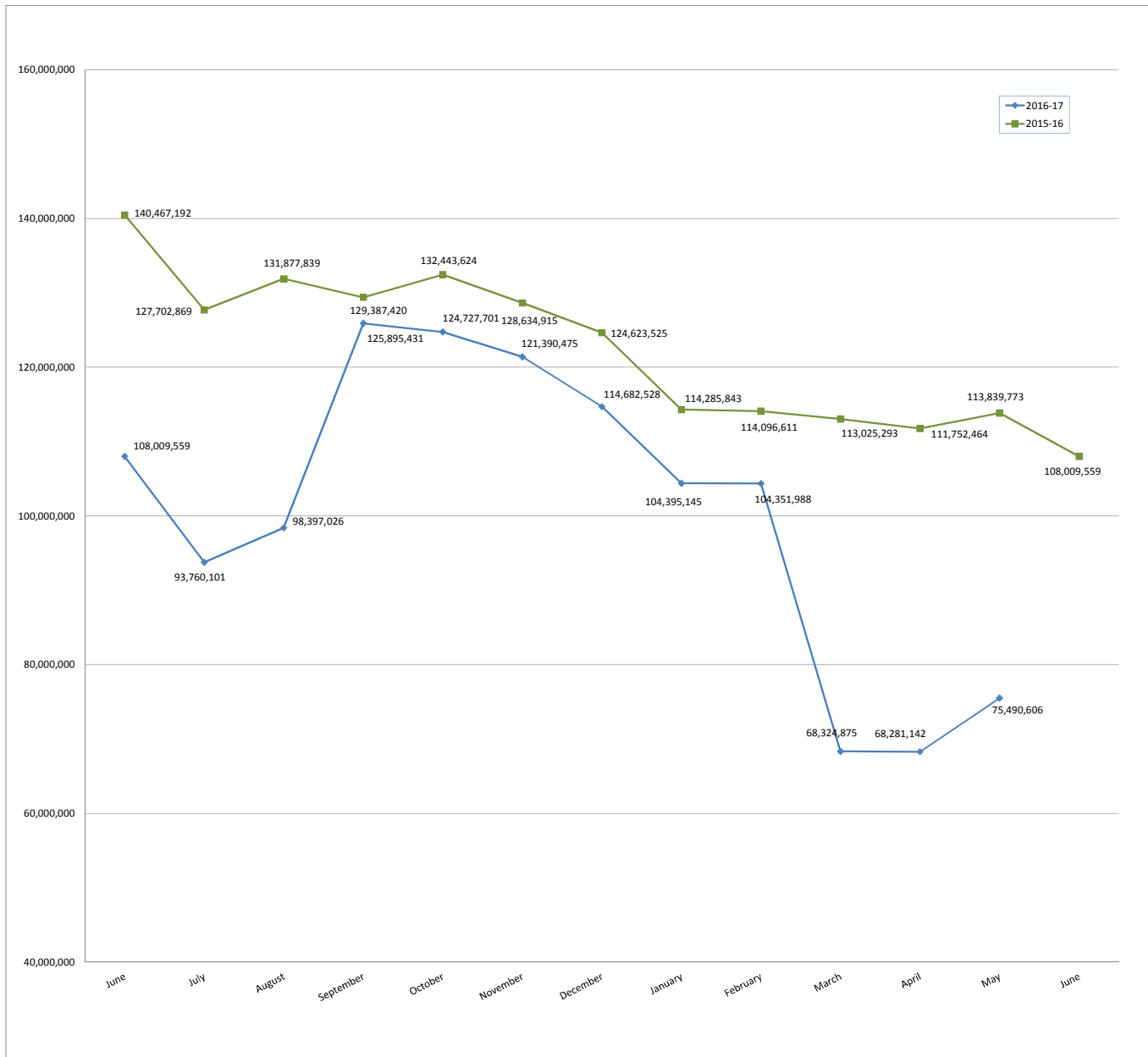
	<u>Year-to-Date Revenue</u>	<u>% of Adopted Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Adopted Budget</u>
All Funds	\$ 156,805,987	84.35%	\$ 177,853,141	84.79%
General Fund	\$ 112,774,259	90.16%	\$ 102,373,514	80.82%

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

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

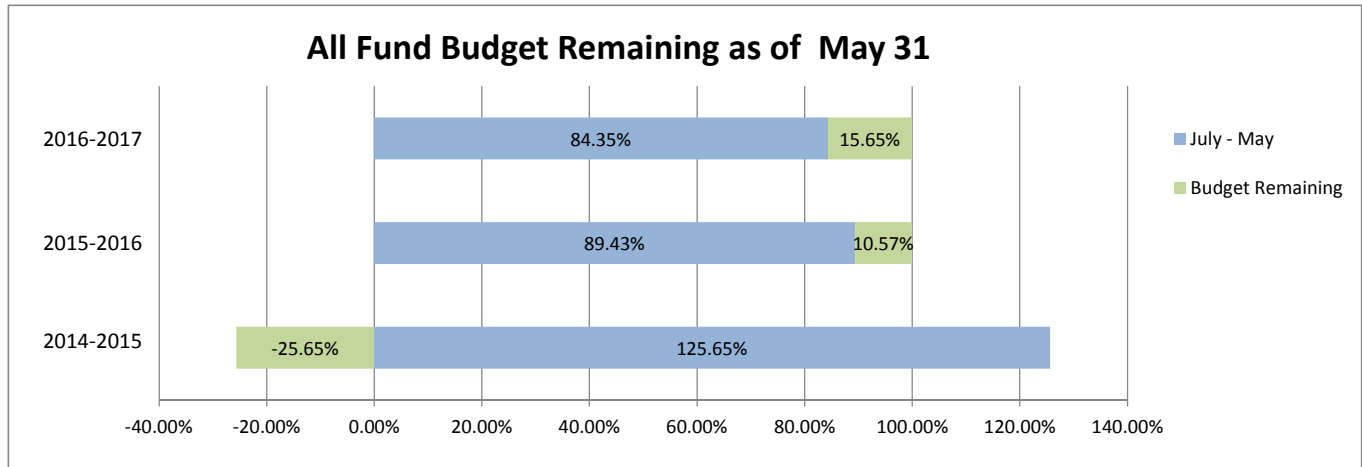
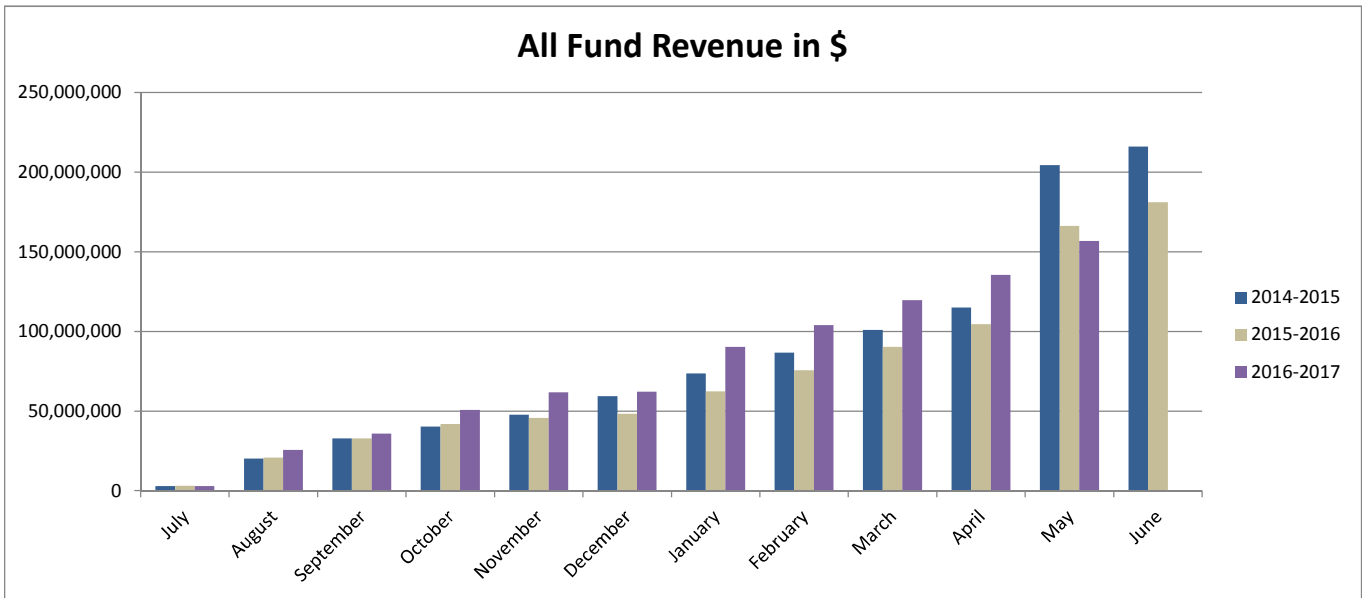
All of the reports and graphs show last year's actual figures, this year's budget and this year's activity to day. Additional detail is available upon request.

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



**REVENUE COMPARISON
ALL FUNDS**

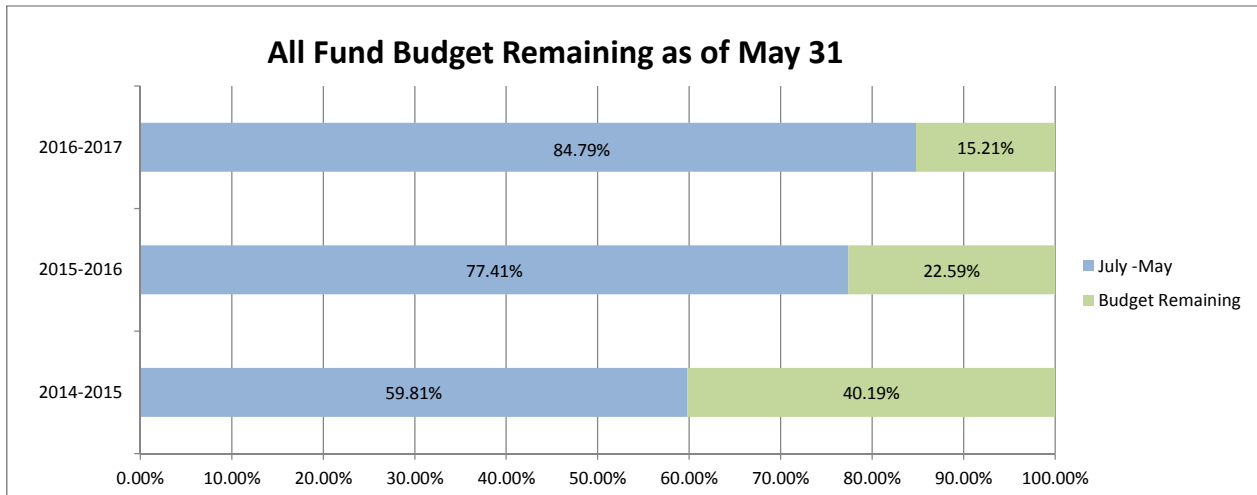
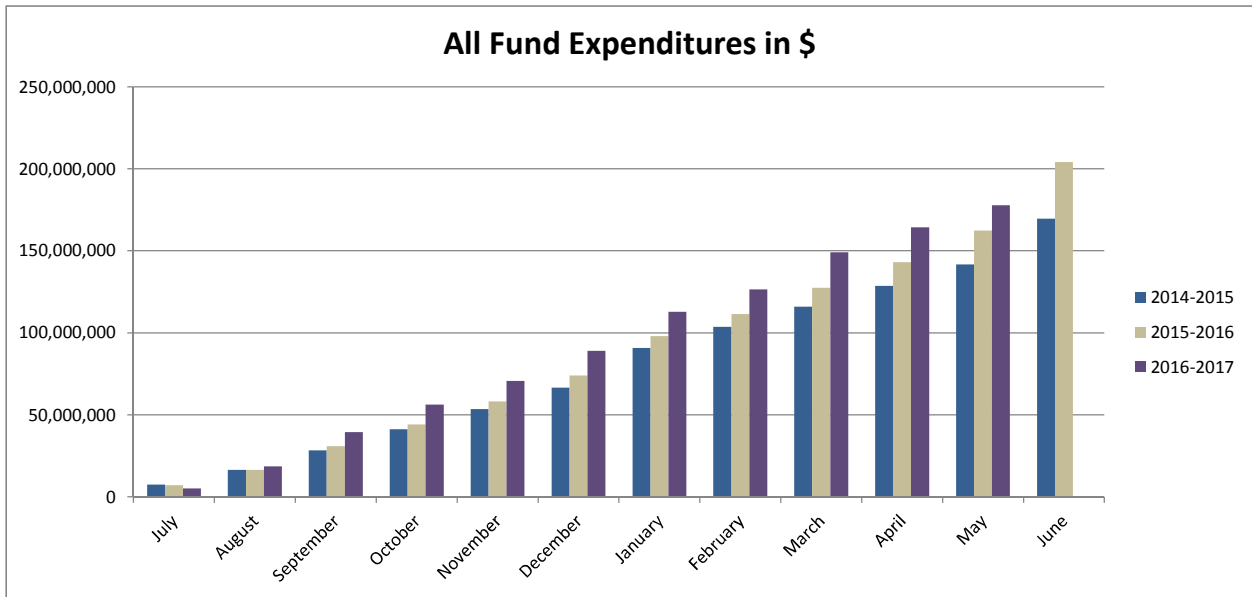
	2014-2015		2015-2016		2016-2017	
	\$	%	\$	%	\$	%
July	2,850,387	1.75%	3,044,376	1.64%	2,809,302	1.51%
August	20,097,761	12.36%	20,776,436	11.18%	25,542,740	13.74%
September	32,867,875	20.22%	32,729,505	17.61%	35,814,597	19.27%
October	40,162,882	24.70%	41,826,417	22.50%	50,756,340	27.30%
November	47,710,427 **	29.35%	45,631,362 **	24.55%	61,773,537 **	33.23%
December	59,268,168	36.46%	48,389,298	26.03%	62,140,926	33.43%
January	73,682,714	45.32%	62,310,017	33.52%	90,177,955	48.51%
February	86,673,781	53.31%	75,637,174	40.69%	103,945,953	55.92%
March	100,985,658	62.12%	90,285,615	48.57%	119,608,094	64.34%
April	115,060,703	70.77%	104,623,897	56.28%	135,537,967	72.91%
May	204,278,857	125.65%	166,252,241	89.43%	156,805,987	84.35%
June	215,999,627	132.86%	181,117,868	97.43%		0.00%
BUDGET	162,289,404	100.00%	162,577,015	100.00%	185,899,440	100.00%



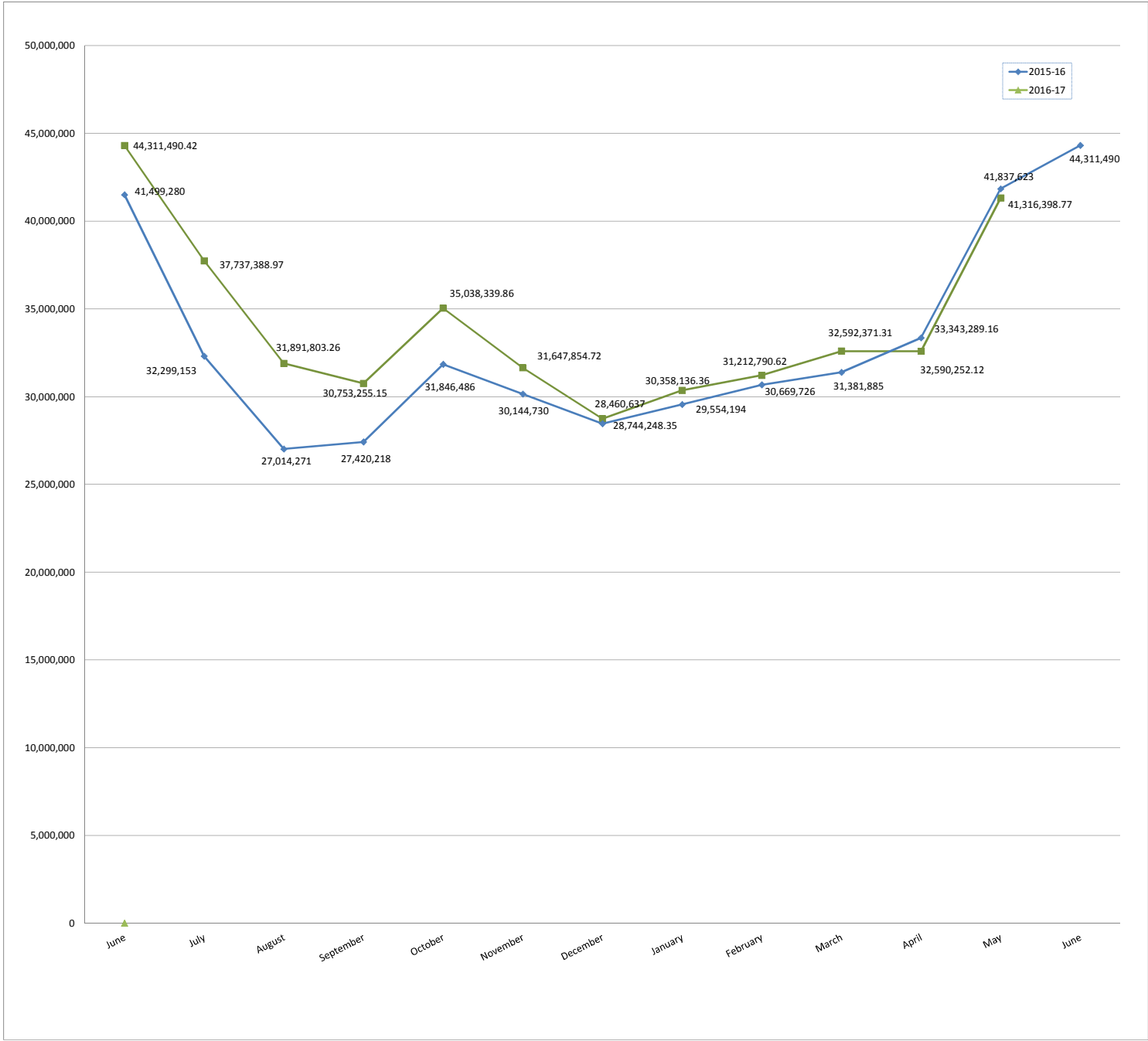
** The year to year comparison will vary due to the timing of the reversal of prior year accruals.

**EXPENDITURE COMPARISON
ALL FUNDS**

	2014-2015		2015-2016		2016-2017	
	\$	%	\$	%	\$	%
July	7,547,048	3.19%	7,049,033	3.36%	5,196,342	2.48%
August	16,483,027	6.96%	16,404,117	7.82%	18,514,790	8.83%
September	28,293,796	11.95%	30,882,275	14.72%	39,525,196	18.84%
October	41,129,759	17.37%	44,144,329	21.05%	56,289,453	26.84%
November	53,531,556	22.61%	58,247,227	27.77%	70,699,295	33.71%
December	66,513,786	28.09%	73,968,194	35.26%	88,941,755	42.40%
January	90,772,024	38.34%	97,976,121	46.71%	112,826,815	53.79%
February	103,617,253	43.77%	111,499,625	53.16%	126,370,492	60.25%
March	115,995,927	48.99%	127,360,079	60.72%	149,154,290	71.11%
April	128,584,685	54.31%	142,980,681	68.16%	164,279,619	78.32%
May	141,606,925	59.81%	162,380,604	77.41%	177,853,141	84.79%
June	169,539,828	71.61%	204,018,788	97.26%		0.00%
BUDGET	169,749,976	100.00%	236,752,755	100.00%	209,757,533	100.00%

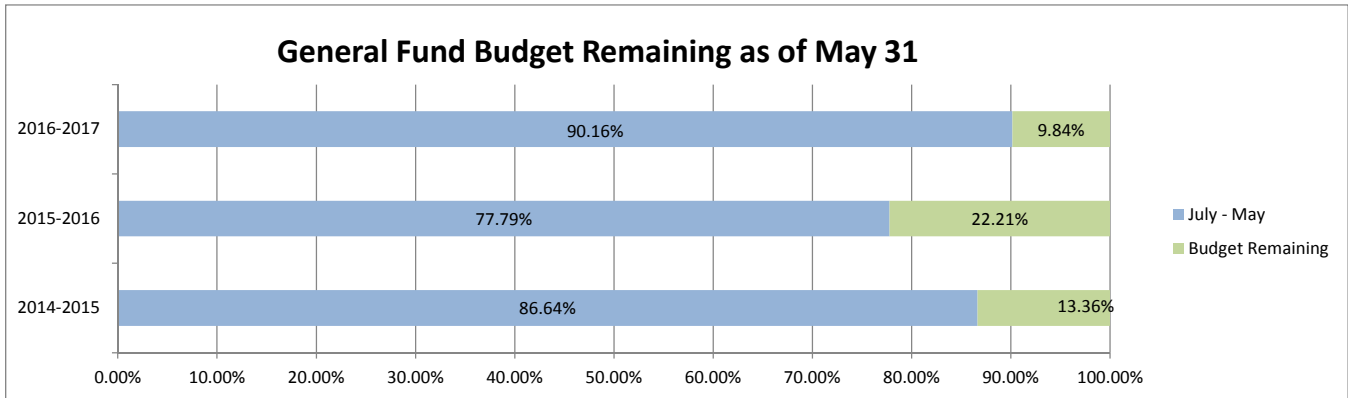
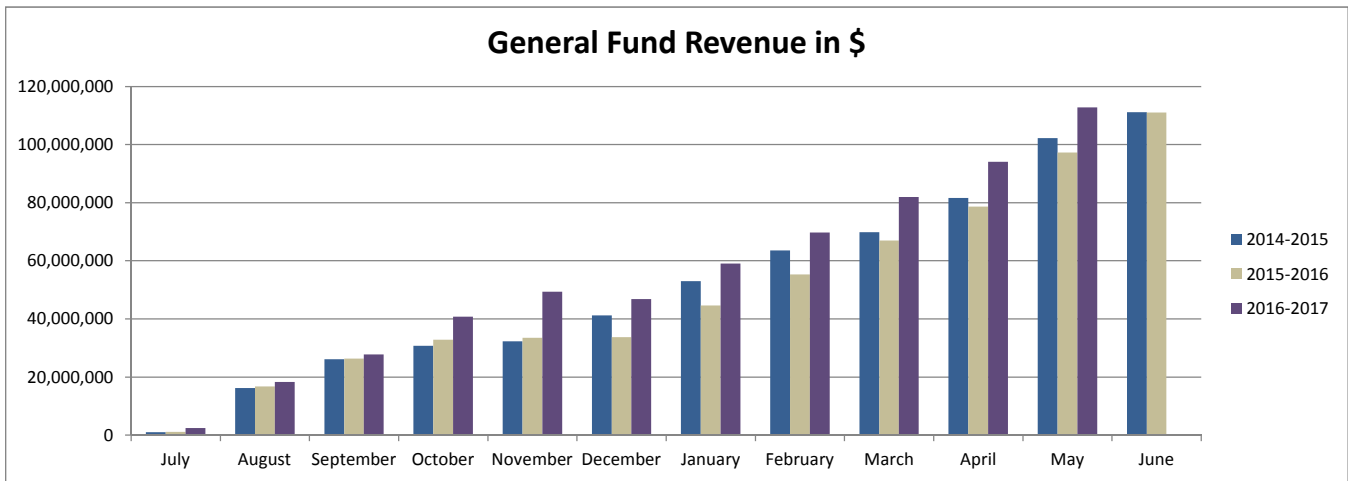


GENERAL FUND CASH AND INVESTMENTS
2015-16 AND 2016-17



**REVENUE COMPARISON
GENERAL FUND**

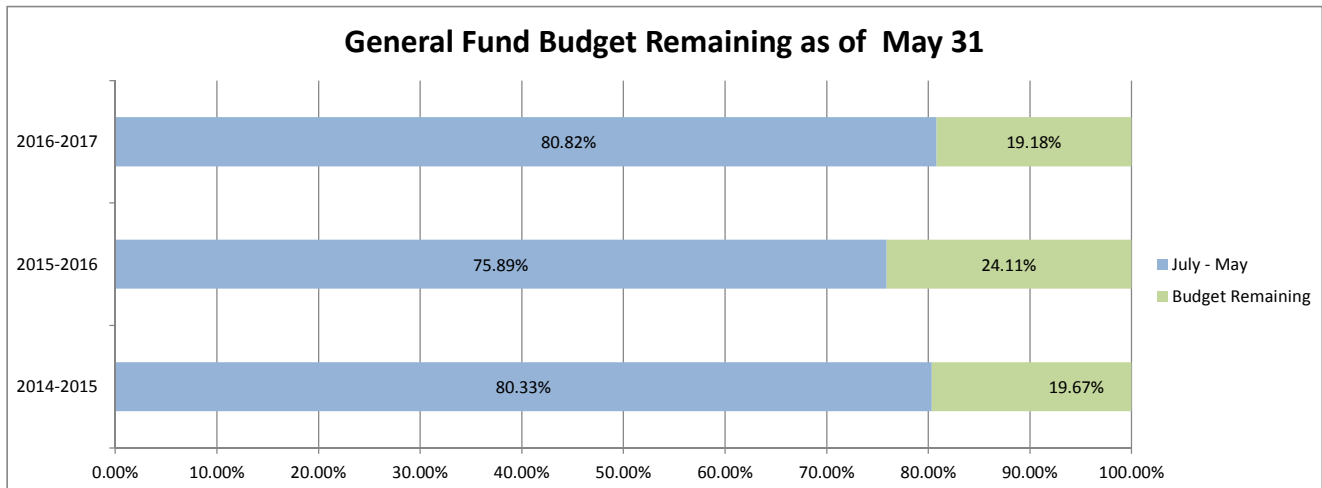
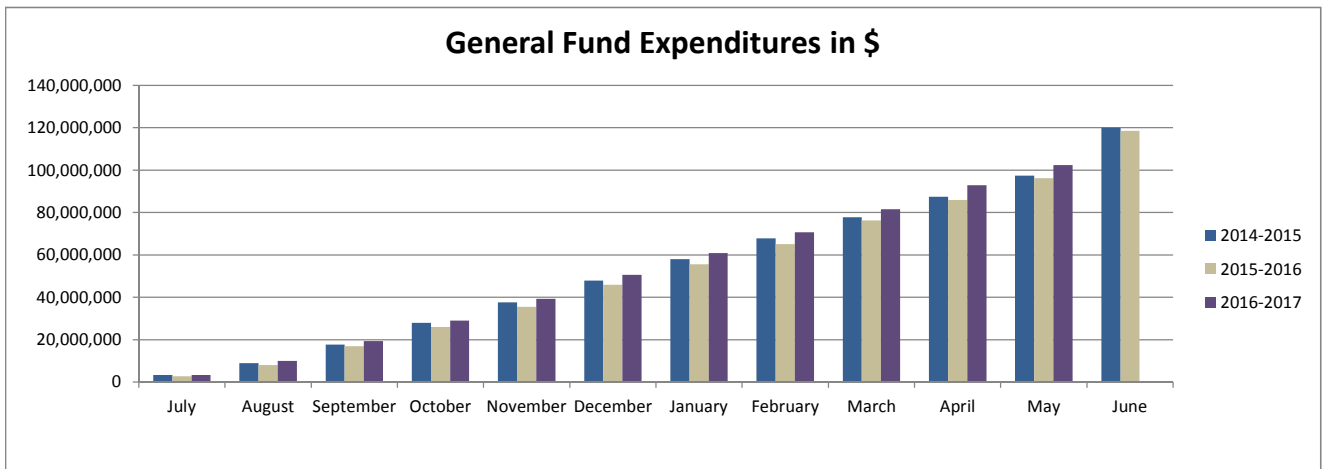
	2014-2015		2015-2016		2016-2017	
	\$	%	\$	%	\$	%
July	998,299	0.85%	1,172,002	0.94%	2,428,394	1.94%
August	16,255,179	13.77%	16,819,666	13.45%	18,330,814	14.65%
September	26,150,902	22.15%	26,303,462	21.03%	27,731,893	22.17%
October	30,774,320	26.07%	32,868,210	26.28%	40,727,980	32.56%
November	32,344,957 **	27.40%	33,523,977 **	26.80%	49,365,639 **	39.47%
December	41,271,780	34.96%	33,750,953	26.98%	46,887,839	37.48%
January	53,037,217	44.93%	44,669,701	35.71%	59,026,452	47.19%
February	63,519,175	53.81%	55,293,029	44.20%	69,731,505	55.75%
March	69,865,296	59.18%	67,001,225	53.56%	81,909,480	65.48%
April	81,679,509	69.19%	78,653,851	62.88%	94,081,747	75.21%
May	102,274,231	86.64%	97,297,732	77.79%	112,774,259	90.16%
June	111,161,850	94.17%	111,032,879	88.77%		0.00%
BUDGET	116,289,398	100.00%	118,046,063	100.00%	125,084,975	100.00%



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

**EXPENDITURE COMPARISON
GENERAL FUND**

	2014-2015		2015-2016		2016-2017	
	\$	%	\$	%	\$	%
July	3,337,696	2.75%	2,684,247	2.12%	3,281,485	2.59%
August	8,947,182	7.38%	7,972,377	6.29%	9,904,860	7.82%
September	17,645,205	14.56%	16,911,827	13.35%	19,362,893	15.29%
October	27,881,276	23.00%	25,943,715	20.48%	28,951,109	22.86%
November	37,625,436	31.04%	35,429,463	27.97%	39,179,314	30.93%
December	47,847,779	39.47%	45,930,671	36.26%	50,514,628	39.88%
January	57,981,560	47.83%	55,592,345	43.89%	60,876,065	48.06%
February	67,797,669	55.93%	65,071,177	51.37%	70,609,184	55.74%
March	77,794,585	64.17%	76,193,365	60.15%	81,513,622	64.35%
April	87,372,670	72.07%	85,924,006	67.84%	92,821,959	73.28%
May	97,383,134	80.33%	96,128,215	75.89%	102,373,514	80.82%
June	120,005,229	98.99%	118,503,256	93.56%		0.00%
BUDGET	120,691,888	100.00%	121,227,919	100.00%	126,665,266	100.00%





**Agenda II.B.6
June 22, 2017**

To: Members, Board of Education

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

Date: June 15, 2017

Re: Payment of Payroll and Expenditures in June and July 2017

RECOMMENDATION: That the Board of Education authorizes the release of June and July checks covering District obligations due and payable for June and July business.

At the August meeting the Payroll, Claims, Receipts and Investments for June and July, including check registers, will be presented for Board review.



**Agenda II.B.7.
June 22, 2017**

To: Board of Education
From: Dr. Joe Gothard, Superintendent
Date: June 16, 2017
Re: Policy 423: *Employee Student Relationships*

Recommendation: Approve, on a second 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. The Board of Education approved the first reading on June 8, 2017.

Adopted: 4/2001
Reviewed: 6/8/2017
Revised: 6/22/2017
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.

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)



Future Ready. Community Strong.

**Agenda III.A.
June 22, 2017**

To: Board of Education
Dr. Joe Gothard, Superintendent

From: Lisa Rider, Executive Director of Business Services

Date: June 14, 2017

Re: Approve Contract for Solar Arrays

Recommendation: Approve Contract for Solar Arrays.

Ideal Energies met with the board on June 8 in a workshop to share information regarding an opportunity to place solar arrays on potentially six of our school building roofs. Since March, administratively, we have been working on details of attorney review of contract language, obtaining references from other school districts, visiting a local business with a similar solar array, obtaining insurance review and discussing internally educational opportunities for our students.

Of our six locations that are services by Xcel Energy, we have 2 which have currently been approved (possibility for 3) for the Made In Minnesota program and all 6 of which are approved for the Solar Rewards program. The solar arrays would be installed on rooftops deemed structurally safe to hold the weight of the solar arrays. The energy generated by all of the arrays would lower the demand of energy necessary from Xcel Energy and save the district in utilities each year for at least the next 25 years. During the first 12 years, the savings goes partially to Ideal Energies paying off the lease purchase of the solar arrays and thereafter, the entire savings is realized by ISD191.

We believe we have a unique opportunity with our existing after school programs and Pathways to introduce the many aspects of solar energy to our students to both generate excitement and desire to learn more of alternative energies. This potential educational opportunity for our students and the net savings of energy costs are the reasons behind my recommendation to the board of education to approve the contracts necessary to continue the structural engineering exploration of the building sites and subsequent action to complete installation of solar arrays on the rooftops of up to six of our school sites, all within the Xcel Energy service.

Please let me know if you have any further questions.



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: **ISD 191 - Burnsville Public Schools**
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: **** 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: 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

Customer / Owner	ISD 191 - Burnsville Public Schools
Installation Location	** See Attached Installation Address Schedule
Xcel Premise #	** 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):

Green² 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

Customer / Owner	ISD 191 - Burnsville Public Schools
Installation Location	** See Attached Installation Address Schedule
Xcel Premise #	** See Attached Installation Address Schedule

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**

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

Customer / Owner	ISD 191 - Burnsville Public Schools
Installation Location	** See Attached Installation Address Schedule
Xcel Premise #	** See Attached Installation Address Schedule

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**

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	ACH
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. 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	\$	\$
Total	\$ 74638.90		\$ 56398.90	

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

Customer / Owner	ISD 191 - Burnsville Public Schools
Installation Location	** See Attached Installation Address Schedule
Xcel Premise #	** 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

Original Agreement Date	Installation Address	Solar Array Type
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 th Street Savage, MN 55378	Ballasted 10 degree



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

Customer / Owner	ISD 191 - Burnsville Public Schools
Installation Location	** See Attached Installation Address Schedule
Xcel Premise #	** 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):

Green² 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**

Customer / Owner	ISD 191 - Burnsville Public Schools
Installation Location	** See Attached Installation Address Schedule
Xcel Premise #	** See Attached Installation Address Schedule

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

Customer / Owner	ISD 191 - Burnsville Public Schools
Installation Location	** See Attached Installation Address Schedule
Xcel Premise #	** See Attached Installation Address Schedule

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**

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	ACH
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. 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	\$	\$
Total	\$ 44039.45		\$ 28199.45	

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

Customer / Owner	ISD 191 - Burnsville Public Schools
Installation Location	** See Attached Installation Address Schedule
Xcel Premise #	** 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: _____

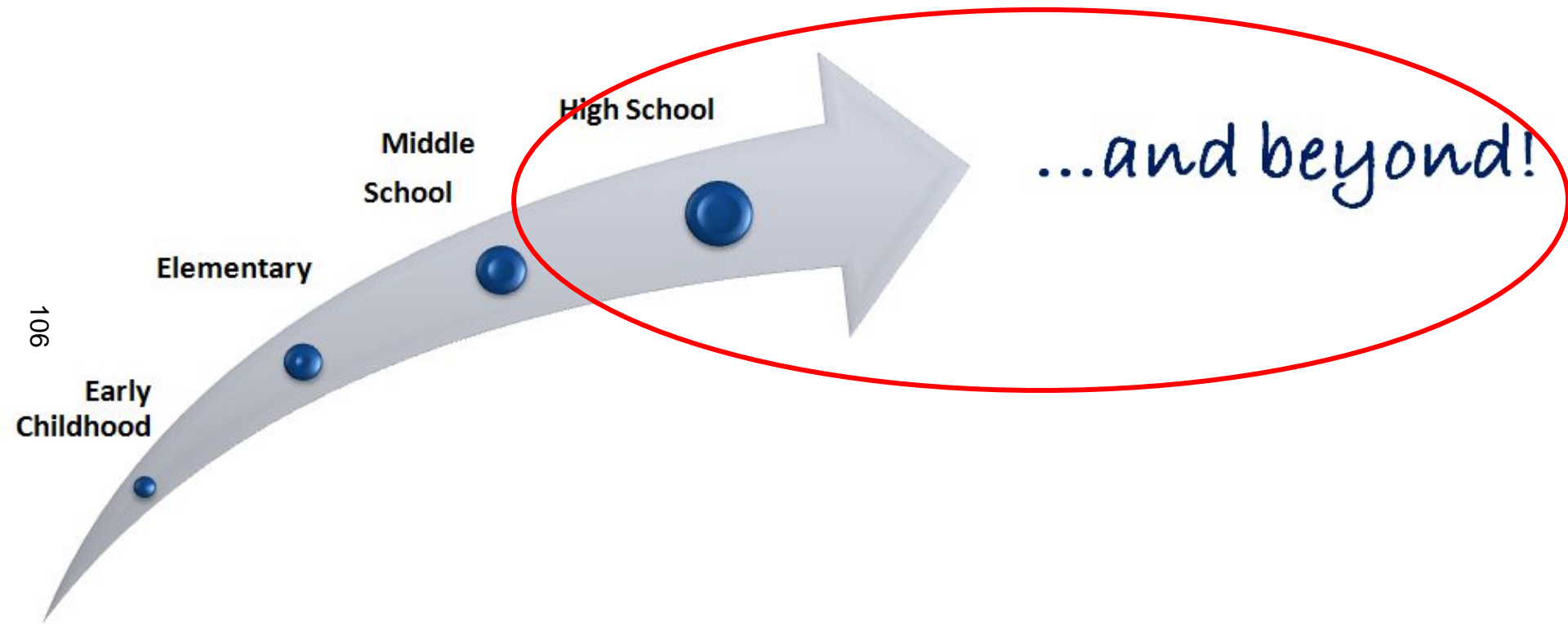
Exhibit 1

Installation Address Schedule

Original Agreement Date	Installation Address	Solar Array Type
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



Burnsville Promise: Cradle to Career



Business Leaders, Educators & Community

BURNSVILLE PROMISE

April 11th Job Fair



There were over 50 employers present representing over 500 jobs.

Approximately 700 students attended the after school event.



Employer Breakfast



Burnsville Promise partners hosted an Employer Breakfast to provide employers ideas on how to engage younger and more diverse employees into their workplace.

The Burnsville Chamber of Commerce led this initiative and included the other Job Fair partners.

Dr. Stacie Stanley (L) spoke on encouraging diversity and inclusion in the workplace and Hanane Kachman (R) spoke on how to engage youth and set workplace expectations.



IHCC Foundation

- Fiscal agent for grants supporting Burnsville Promise
- Balance estimate as of July 1, 2017
- Reimbursement to One91 for agreed-upon expenses
- Financial reports shared quarterly

109

Focus of the Next Six Months

- Career Exploration – Enhance the Career Expo by seeking representatives from professions represented within each of the pathways.
- Explore opportunities to engage business community in Success 191 class experiences.
- Continue to work with business community to expand on the Employer Breakfast and show the value in offering work experience to youth.
- Expand career exploration opportunities to middle school students to better prepare them for the opportunities available at the high school.
- Increase public awareness of Burnsville Promise by developing a web site and expanding social media already in place.
- Rotate leadership of Steering Committee and engage new representatives into the group.
- Look at partners and grants to ensure financial sustainability.
- Begin review to determine if it is best to establish an independent 501 (C) 3 organization, or continue with a fiscal agent and employment agreement.

110

Burnsville Promise Agreement

- ★ Inver Hills Community College Foundation and One91
- ★ Six month agreement, based on funding
- ★ Basic outline of deliverables by partners
- ★ Mutually beneficial outcomes

MISSION STATEMENT



“In partnership, Burnsville Promise invests in youth to prepare them for success in work and community life.”



**Agenda III.B.
June 22, 2017**

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

From: Dr. Kathy Funston, Director of Strategic Partnerships and Pathways

Date: June 15, 2017

Re: Approve the Burnsville Promise Agreement

RECOMMENDATION: Approve the Burnsville Promise Agreement with the Inver Hills Community College Foundation and the Burnsville-Eagan-Savage School District 191.

The Burnsville Promise has secured funding to hire a coordinator to implement the day-to-day activities of the collaborative, and has requested office space and financial oversight of the coordinator and his/her activities.

The Foundation has offered to provide financial funding of the coordinator and his/her activities.

The School District has offered to hire, as an employee of the School District, the Burnsville Promise coordinator who will be responsible for the activities and outcomes of the Burnsville Promise.

Burnsville Promise Leadership Team has reviewed the agreement and recommended approval by the Board.

Attachments:
Burnsville Promise Agreement

BURNSVILLE PROMISE AGREEMENT
with the Inver Hills Community College Foundation and the
Burnsville-Eagan-Savage School District 191

THIS AGREEMENT, dated this 22th day of June, 2017, is between **BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT 191** ("School District") and the **INVER HILLS COMMUNITY COLLEGE FOUNDATION** ("Foundation"), on behalf of the **BURNSVILLE PROMISE STEERING COMMITTEE** ("Burnsville Promise"), a community collaborative representing business, education and the community.

WHEREAS, the Burnsville Promise has secured funding to hire a coordinator to implement the day-to-day activities of the collaborative, and has requested office space and financial oversight of the coordinator and his/her activities;

WHEREAS, the Foundation has offered to provide financial funding and financial oversight of the coordinator and his/her activities;

WHEREAS, the School District has offered to be the hiring agency of the Burnsville Promise coordinator who will be responsible for the activities and outcomes of the Burnsville Promise;

WHEREAS, the School District has offered to provide available office space and basic office equipment (desk, chair, telephone, email);

WHEREAS, the Burnsville Promise, the Foundation, and the School District have agreed to partner in the sharing of the responsibilities of hiring, supervising, evaluating, and supporting the Burnsville Promise coordinator in attaining the goals of the Burnsville Promise;

WHEREAS, the parties desire to promote a shared successful outcome of the efforts.

NOW, THEREFORE, in consideration of the mutual undertakings herein, the parties agree as follows:

1. TERM

This Agreement shall commence on July 1, 2017 , and shall continue through December 31, 2017, unless otherwise renewed by the parties through a written amendment of this Agreement or terminated as provided under this Agreement.

2. BURNSVILLE PROMISE CONTRIBUTIONS

A. The Burnsville Promise shall continually seek financial support for the activities of The Burnsville Promise, including salary and benefits of the coordinator hired to carry out the day-to-day activities of the Burnsville Promise.

B. The Burnsville Promise, in consultation with the School District, shall create a job description and hiring protocol for the coordinator position. Representatives from the Burnsville Promise shall sit on the hiring committee.

C. The Burnsville Promise shall develop performance outcomes related to the coordinator position, as well as a supervisory plan.

D. The Burnsville Promise shall review the performance of the coordinator before the end date of the MOA and recommend to the School District continued employment.

E. The Burnsville Promise shall create a plan to supply the coordinator with necessary supplies, materials, professional development, technology (and other as required for the activities of the position).

3. FOUNDATION CONTRIBUTIONS

A. The Foundation shall reimburse the School District for mutually agreed-upon salary and benefit expenses of the coordinator, on a quarterly basis.

B. The Foundation shall reimburse the School District for other mutually agreed-upon expenses such as professional development and mileage, on a quarterly basis.

C. The Foundation shall work closely with Burnsville Promise partners to identify funding to sustain the program.

D. The Foundation shall provide financial information to the School District on a quarterly basis to ensure sufficient funding to support continued employment of the coordinator.

4. SCHOOL DISTRICT CONTRIBUTIONS

A. The School District, in consultation with the Burnsville Promise, shall create a job description and hiring protocol for the coordinator position. Representatives from the School District shall sit on the hiring committee. The job description shall be reviewed and revised as the goals of the Burnsville Promise evolve.

B. The School District shall serve as the hiring agency for a coordinator for the Burnsville Promise pursuant to all required School District employment practices. The coordinator will be considered an employee of the School District including, but not limited to salaries, wages, other compensation or fringe benefits, workers compensation, unemployment compensation, PERA, Social

Security, liability insurance, keeping of personnel records, termination of employment, individual contracts or other contractual rights.

C. The School District shall periodically review the performance of the coordinator for compliance with School District policies and practices relating to employment.

D. The School District shall work with the Foundation to obtain reimbursement for the salary, benefits, and expenses of the coordinator.

E. As available, the School District will provide office space (with basic office equipment) to the coordinator, and shall work with the Burnsville Promise to supply the coordinator with necessary supplies, materials, professional development, technology (and other as required for the activities of the position).

F. The School District shall assign School District administrator(s) to provide general oversight, on behalf of the School District, for only the Burnsville Promise projects and activities involving School District students and staff.

5. RECORDS AVAILABILITY AND RETENTION

Pursuant to Minn. Stat. §16C.05, Subd. 5, the Foundation and the School District agree that the Burnsville Promise, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Foundation and the School District and involve transactions relating to this Agreement.

6. DATA PRACTICES

All data collected, created, received, maintained, or disseminated or used for any purposes in the course of this Agreement by each party is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

7. INDEMNIFICATION

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Each party's liability shall be governed by the provisions of Minnesota Statute Chapter 466 and other applicable law as modified hereby.

9. SUBCONTRACTING

No party shall enter into any subcontract for performance of any services contemplated under this Agreement without the prior approval of the other parties and subject to such conditions and provisions as they may deem necessary.

10. NONDISCRIMINATION

During the performance of this Agreement, the parties agree to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

11. TERMINATION

This Agreement may be terminated with or without cause, following 3 months written notice by any party. Upon termination, the capital assets provided by any party shall be returned to said party. Capital purchases made by the Burnsville Promise shall be returned to the Burnsville Promise. Other property contributed by partners shall be returned to the appropriate partner.

12. NOTICES

All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, to the following addresses:

If to the Burnsville Promise: Burnsville Promise Co-Chair
Eric Norgaard
UTC
14300 Judicial Rd
Burnsville, MN 55337

If to the Burnsville Promise: Burnsville Promise Co-Chair
Ameet Shah
Shah Corporation
414 Gateway Blvd
Burnsville, MN 55337

If to the Foundation: IHCC Foundation
Gail Morrison
Executive Director of Foundation and
Community Relations
2500 80th St East
Inver Grove Heights, MN 55076

If to School District: Burnsville-Eagan-Savage District 191
Dr. Kathy Funston
Dir of Strategic Partnerships and Pathways
200 Burnsville Pkwy W
Burnsville, MN 55337

All notices, requests, demands, and other communications hereunder sent to one party shall be copied to the other two parties identified in this Agreement.

13. WAIVER OF DEFAULT

Any waiver by either party of a default under the provisions of this Agreement by the other party will not operate or be construed as a waiver of a subsequent default.

14. INVALIDITY OF PROVISIONS

If any term or provision of this Agreement or any application hereof to any person or circumstance is to any extent found to be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable will not be effected thereby and each term and provision of this Agreement will be valid and be enforced to the fullest extent permitted by law.

15. ENTIRE AGREEMENT

This instrument herein contains the entire and only agreement between the parties and no oral statements or representations or prior written matter not contained in this instrument will have any force and effect. This Agreement cannot be modified in any way except by writing executed by all parties.

16. GOVERNING LAW

This Agreement will be governed exclusively by the provisions hereof and by the laws of the State of Minnesota, as the same from time to time exists.

BURNSVILLE PROMISE AGREEMENT
with the Inver Hills Community College Foundation and the
Burnsville-Eagan-Savage School District 191

THIS AGREEMENT, dated this 22th day of June, 2017, is between **BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT 191** ("School District") and the **INVER HILLS COMMUNITY COLLEGE FOUNDATION** ("Foundation"), on behalf of the **BURNSVILLE PROMISE STEERING COMMITTEE** ("Burnsville Promise"), a community collaborative representing business, education and the community.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

Dated: _____

BURNSVILLE PROMISE

By: _____
Co-Chair, Eric Norgaard

Dated: _____

By: _____
Co-Chair, Ameet Shah

Dated: _____

**INVER HILLS COMMUNITY COLLEGE
FOUNDATION**

By: _____
Its Executive Director of Foundation and
Community Relations, Gail Morrison

Dated: _____

INDEPENDENT SCHOOL DISTRICT 191

By: _____
Its School Board Chair, Abigail Alt



Future Ready. Community Strong.

**Agenda III.C.
June 22, 2017**

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

From: Jeff Marshall, Athletic and Activity Director

Date: June 15, 2017

Re: Naming Fields

RECOMMENDATION: That the Board of Education approves the naming of the practice fields to the east of the stadium to now be called the Ted Seidel Practice Fields in honor and memory of Ted Seidel, the head boys' soccer coach at Burnsville High School for 28 years.

Background Information

Ted Seidel coached soccer at BHS for 28 years. He started the boys' soccer program in 1970, retiring from the position in 1998. Additionally, Mr. Seidel starting teaching German language courses at BHS in 1965, retiring from teaching in 1996.

Ted's teams finished with a combined 333-140-55 record. Teams under his tutelage finished as section champs and state qualifiers 6 times as well as section runners-up 9 times. His teams also won 8 conference titles and finished as state champs in 1980, 1982, 1990, and 1993.

Ted also received numerous awards for his coaching, including the Burnsville Athletic Club Citizen Award in 1974; the State Champions Coach Award in 1980, 1982, 1990, & 1993; the Minnesota Coach of the Year Award in 1991, and the Father of Burnsville Soccer Award in 1999. In 1981, Seidel won the Midwest Soccer Coach of the Year Award and was a nominee for the National Coach of the Year Award. Ted was inducted into the MN State High School Coaches Association 25 year Club in 1994, the MN State High School Soccer Hall of Fame in 1991, and the BHS Hall of Fame in 2005.

Coach Seidel passed away on October 7, 2015, from pneumonia. He had also suffered from Alzheimer's. He was 84 years old when he passed away. By naming these fields in his honor and memory, Coach Seidel's legacy will live on with the BHS Soccer and Athletic programs.

Each Student Real-World Ready!



**Agenda III.D.
June 22, 2017**

To: Board of Education
From: Dr. Joe Gothard, Superintendent
Date: June 15, 2017
Re: Receive a report on 2016-17 Donations

Receive a report regarding 2016-17 donations from Superintendent Joe Gothard.



ONE91
Burnsville · Eagan · Savage



Giving in District 191

Future Ready. Community Strong.

425 donations were
received by the Board of
Education in 2016-17.

from

PTOs, businesses, nonprofit organizations/clubs, religious groups, individuals, employees, students, and community members

Monetary Donations by Category

- BrainPower in a BackPack
- Fundraisers
- General Fund
- Health Equipment (Vision and Hearing Screeners)
- Makerspaces

- Pathways
- Playground
- Programs
- School Supplies
- Staff
- Student Support
- Technology

In-Kind Donations

- Books
- Food and Supplies for BrainPower in a BackPack
- 77 Instruments
- 36 Briggs and Stratton Engines for Pathways
- School Supplies
- 440+ Backpacks
- Hats, mittens, scarves and personal care items





127

Walser Foundation

Supporting Pathways at Burnsville High School



128

United Way, Bosch

Supporting Makerspaces at Middle Schools



129

Burnsville Lions

Scholarships, Dictionaries, Health Supplies



130

Kevin & Greta Warren

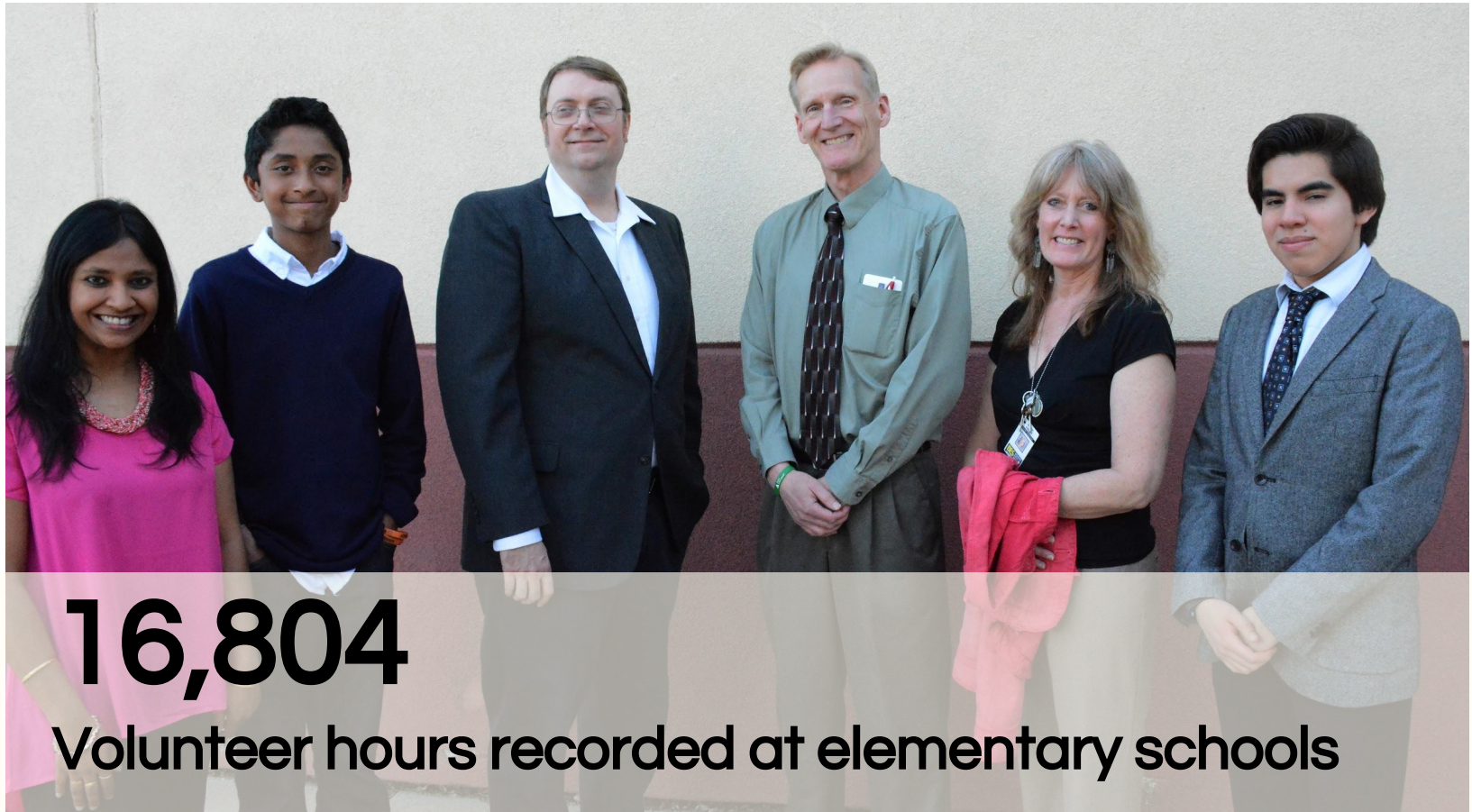
Scholarships, Supplies



US Bank, Vikings, PTO, et al

Gideon Pond Playground

Volunteers are also making a difference in One91!



16,804

Volunteer hours recorded at elementary schools

Thank you for your
generosity!

Donate

Tax deductible

952-707-2005



ONE91
Burnsville · Eagan · Savage



2017-18

Student Handbook

Future Ready. Community Strong.

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 and 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

Thank you to staff who are working with students every day to increase their success in behavior and academics.

143

Thank you to those this year who have further refined the Handbook.



**Agenda III.E.
June 22, 2017**

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

From: Dave Watkins, Director of Secondary Programming

Date: June 16, 2017

Re: 2017-18 Student Handbook

RECOMMENDATION: that the Board of Education approves the 2017-18 Student Handbook.

Summary of changes:

- Update of the front page
- Update of the table of contents
- Addition of letter from Interim Superintendent
- Addition of "Important District Policies to Know" page with summaries district policies that were identified as needing to be included in the handbook
- Minor mechanical edits



Future Ready. Community Strong.

Parent/Student Handbook

20176-187



Letter from the 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, Superintendent



Table of Contents

Letter from the Interim Superintendent.....	2	Superintendent:.....	1010
Important District Policies to Know	34	School Board:.....	1010
General District Information	55	Procedural Requirements.....	1111
District 191 Beliefs about Behavior in School	88	■ Application of the Code of Conduct.....	1111
Explanation of PBIS	88	■ Factors Impacting Discipline Decisions	1111
Explanation of Roles.....	99	■ Disciplinary Responses.....	1111
All students:	99	■ Rights to Continued Access to Instruction....	1111
All parents and legal guardians:.....	99	Responses to Behavior	1212
All teachers:	99	Levels of Intervention for Behavior	1414
Building principals:	1010	Behavior Response Matrix.....	1717
Other school district personnel:	1010		

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 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, 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:

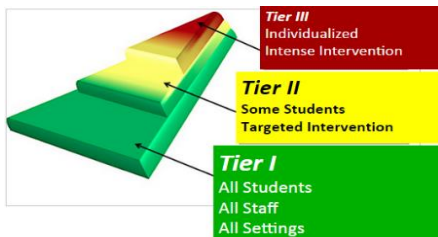
- Have consistent school-wide expectations and make sure students and adults know them.
- Teach and encourage desired behaviors so students know what is expected of them.
- Focus on rewarding positive behavior rather than just punishing negative actions.
- Create expectations and rules that address the 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

Behavioral Contract	Correcting inappropriate or disruptive student behavior through a formal plan designed by school staff to offer positive behavioral interventions, strategies, and supports.
Check-in with School Counselor/Resource Specialists	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.
Classroom-based Responses	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.
Classroom Removal (limited to one class period)	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.
Classroom Removal (more than one class period)	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.
Community Service	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).
Conflict Resolution	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.
Detention	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.
Dismissal	Denying of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
Exclusion	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.
Expulsion	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.
Loss of Privileges	Temporarily denying of a student privilege.

Mentoring Program Pairing students with mentors (e.g. counselor, teacher, fellow student, or community member) who help with their personal, academic, and social development.

Parent Outreach Informing parents/guardians of their children’s behavior and seeking their assistance in correcting inappropriate or disruptive behavior.

Plan for Success/Contract Developing an agreement between the student, school and family to create opportunities for change.

Referral to an Alternative Education Setting Recommending a student to a building administrator(s) for placement in an alternative education school, alternative education program, or alternative education placement.

Referral to Community-based Organizations 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.

Removal from School Removing a student from classes for more than one class period, but less than one day.

Restitution A consequence that results in restoring and improving an environment, formally apologizing, or compensating for loss, damage, or injury; community services.

Restorative Practices 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.

Suspension 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;¹
- 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

¹ 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;²
- 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.

² 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 Determination³ ~~(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.

³ *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. Please see page 11, "Factors Impacting Discipline Decisions," to help understand context around responses.](#)

Behavior	Lowest level should be considered first, followed by progressively more intensive consequences.			
	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)
Scholastic Dishonesty/ Misrepresentation Policy 506	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.		
Alcohol Policies 417, 418			Being under the influence.	
			Using or possessing alcohol.	
			Distributing/selling alcohol.	
Arson Policy 506	Setting or attempting to set a fire or helping others to set a fire.			
Assault Policies 413, 506		Engaging in behavior that intentionally causes or threatens.		
Bullying Policy 514	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.	
Bus Misconduct Policies 506, 709	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.			
Destruction of Property Policy 506	Causing accidental damage.			
		Causing intentional damage to property.		
Disrespect Policy 506	Making inappropriate gestures, verbal or written comments, or symbols to others.			
Disruption <i>Includes, but is not limited to the actions listed in this matrix</i> Policy 506	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	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)
		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.		
Dress Code Policies 504, 506	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.			
Driving Policy 506			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.	
Explosives/Bomb Threat	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)
Policies 501, 506				Detonating or possessing and/or threatening to detonate an incendiary device or material, as described above.
Fighting Policy 506	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.			
Firearms Policy 501				Possessing a firearm as defined by school district/state policy.
Harassment Policies 413, 506	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	
Hazing Policy 526			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.	
Illegal Drugs/ Controlled Substances Policies 417, 418			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.	
Inappropriate Use of Personal Electronic Devices Policies 506, 524	Using or displaying a personal electronic device that causes 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)
Insubordination Policy 506	Repeatedly or persistently defying or refusing to follow directions of teachers, staff, or administrators.			
Other Firearms/ Weapons/ Knives Policy 501	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.			
Tardiness Policies 503, 506	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	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)
Theft Policy 506	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.		
Tobacco Policies 419, 506				Using or possessing tobacco/tobacco related devices.
Truancy Policies 503, 506	Being willfully absent from class without lawful excuse for one or more class periods on seven different school days.			
Verbal Abuse Policy 506	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.



Future Ready. Community Strong.

Burnsville-Eagan-Savage School District 191
200 W. Burnsville Pkwy.
Burnsville, MN 55337
www.isd191.org



OFFICE OF INDIVIDUALIZED STUDENT SERVICES

Agenda Item III.F.
June 22, 2017

TO: Members of the School Board
Superintendent Joseph Gothard

FROM: Stephanie Corbey, Executive Director
Individualized Student Services

DATE: June 16, 2017

RE: Early Childhood Special Education (ECSE) Program 2017-18 Parent Handbook

RECOMMENDATION: That the school board approve the 2017-2018 ECSE Program Parent Handbook

The Early Childhood Special Education (ECSE) Program serves over 200 students (children ages birth to 5) in a variety of settings in our school district. Diamondhead Education Center is the primary educational site for children 3-5 years of age.

The parent handbook for school year 2017-18 has been updated with a few changes. The following sections have been revised:

- Cover and format
- “Important District Policies to Know” section is new and includes policies that pertain to ECSE students
- Community based services - locations have changed
- Transportation - “within 191 school district boundaries” clarified.
- Parent Teacher Organization/Supports – included name of Stephanie White the new special education director in the handbook.



Future Ready. Community Strong.

2017-18

Early Childhood Special Education Student Handbook



Draft – May 16, 2017

Letter from the ECSE Program Coordinator

Dear Parents and Guardians:

Welcome to the Burnsville-Eagan-Savage School District # 191. The Early Childhood Special Education (ECSE) Program is part of the Individualized Student Services Department. This handbook has been prepared for families with children who are receiving services through the ECSE Program. Many of your questions have been anticipated and are covered in this handbook. While the handbook contains general information regarding the ECSE Program, we understand that it may not provide answers to all of the questions you might have regarding your child's education and services while attending the ECSE Program. We are always available to clarify information and respond to your specific questions.

We like to work together with parents to promote their child's education and early learning. Parents are encouraged to visit the ECSE Program and to attend scheduled conferences and participate in parent learning classes and other programs designed to meet your needs.

It is our hope that this handbook will be helpful to you. We strongly encourage and support the team approach in our educational program, with you as a key member of the team. We greatly appreciate it when parents visit and share their experiences with us.

Best wishes for a successful school year.

Sincerely,

Jackie Smith

Jackie Smith
ECSE Supervisor

Contact ECSE

200 W. Burnsville Pkwy.
Burnsville, MN 55337
(952) 895-6610

www.isd191.org/ECSE

**If you need help with this handbook
or need it translated, please call us at
(952) 895-6610.**

**Si necesita ayuda con este manual
o necesita traducirlo, llámenos al
(952) 895-6610.**

**Haddii aad u baahan tahay in lagaa
caawiya buuga-gacanqabsiga ama aad
u baahantahay in lagu tarjumaano,
fadlan naga soo wac (952) 895-6610.**

IMPORTANT DISTRICT POLICIES TO KNOW

This following 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 or upon request from a school or district office.

Questions regarding district policies or this handbook can be directed to the program administrator or superintendent's office at 952-707-2005.

POLICY 404: EMPLOYEE BACKGROUND CHECKS

Pursuant to this policy, District 191 shall seek criminal history background checks for all applicants who receive an offer to employment with the school district. District 191 also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other academic coaching services to the school district, regardless of whether compensation is paid, and those who volunteer to chaperone overnight field or extracurricular trips. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. District 191 may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

POLICY 413: HARASSMENT AND VIOLENCE

The policy of District 191 is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. Any such harassment or violence is prohibited. The school district will act to investigate all complaints of such harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated 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 WEAPON POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

POLICY 505: DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

The district seeks to protect students' and employees' rights to free speech while also preserving the integrity of the educational objectives and responsibilities of the school district. The district recognizes that students and employees have the right to express themselves on school property, including distributing non-school-sponsored materials at a reasonable time and place and in a reasonable manner. Distribution guidelines have been established by district policy and will be supervised by school administration.

Early Childhood Special Education Program Overview

A variety and continuum of special education services are provided to children and families through the Early Childhood Special Education (ECSE) Program. These services are designed to meet the individual needs of the children who participate in the ECSE Program. The birth to three-year-old services are primarily provided in the child's natural setting which is either the home or the childcare setting.

Children ages three to five years of age have a variety of classes and services available to meet their needs which are provided in the morning or the afternoon. Based on each child's individual needs and determined by their Individual Education Program (IEP) plan team, a child may receive ECSE services one to four days per week. Services may be provided in center-based classrooms, community based settings and/or in the home. Services provided by the ECSE Program are described below.

Home Based Services: ECSE teachers and therapists may provide services in the child's home. These services focus on the individual needs of the child and related needs of the entire family. Home based services/home visits include direct services to the child as well as time for parent involvement and consultation.

Itinerant Services: Itinerant services are designed for children who may have needs in different areas of development and are currently enrolled in a preschool or daycare setting that is appropriate for them. An ECSE teacher or educational speech and language pathologist travels to the preschool, daycare setting, or Head Start Program that the child is attending. Direct service to the child, as well as consultation to the preschool/daycare staff, is provided. The frequency and amount of services provided in these settings is based on the individual needs of each child and determined by the child's IEP team, including parents.

Community Based Services: ISD 191's ECSE Program partners with the District's Community Education Preschool Programs to provide services in inclusive settings with typically developing peers. Children receiving services in these programs receive support from both licensed and non-licensed ECSE staff.

Rahn Elementary or Sioux Trail Elementary:
Morning Session: 9:15 AM – 12:15 PM **Afternoon Session: 12:55-3:55 PM**

Center Based Services: Some children receive services in a specially-designed ECSE classroom at Diamondhead Education Center with children who are working on individual goals in various areas of development. The center based class hours are:

Diamondhead Education Center:
Morning Session: 9:30 AM – 12:00 PM **Afternoon Session: 1:00-3:30 PM**

Autism Services: These classroom based services are specially designed for children who need intensive programming to meet their needs and most often have a primary disability of Autism Spectrum Disorders. The emphasis of these classrooms is on the introduction to the classroom experience, communication, play development, cognition, motor, imitation, social interactions, independent work, and self-care skills. Staff provides families with information regarding specific research based strategies and methods for working with children with Autism Spectrum Disorders.

Speech/Language Therapy Services: Educational Speech Therapy may be provided in a variety of ways. Therapy services may be any combination of: a community setting, within a small group, or on an individual basis. These services help in the development of communication skills such as vocabulary, sentence structure, and speech sounds.

Parent-Child Groups/Parenting Sessions: Group activities for children and their parents/guardians are scheduled throughout the year. During parenting sessions, parents have the opportunity to meet as a group to discuss practical and emotional concerns regarding their child's disability and participate in informational sessions related to specific disabilities and child development.

Transition to Kindergarten: In the year before kindergarten, parents will be invited to a transition group where they will have an opportunity to learn about the transition process. This group will also include a parent panel of former ECSE parents with children now in elementary school. There is a time for question & answer with this panel. In the spring, families will have a transition meeting with staff from the elementary school. These meetings will be held at the elementary school that the child will be attending. Parents can share information and hear about kindergarten school services at that time.

Interagency Services: HelpMeGrowMN.org provides resources for families regarding developmental milestones, to learn if there are concerns, and to help support or refer a child for a comprehensive and confidential screening or evaluation at no cost to the family. Help Me Grow is an interagency service between the Department of Health and the Department of Human Services.

Parent Teacher Organization/Supports: The District's *Special Education Advisory Committee (SEAC)* meets five times per year in the evening from 6:00-8:00 P.M. Parents, teachers and community members advise the district Individualized Student Services (special education) Department regarding services for infants, preschool, children, and young adults who receive special education services. If you are interested in serving on the SEAC, contact Stephanie White at 952-707-6261 or stwhite@isd191.org. Watch the newsletter for information about meeting times and dates. Everyone is welcome to attend.

GENERAL INFORMATION

Calendars: All families with children in the Burnsville-Eagan-Savage School District are provided with a district calendar prior to the first day of school. The calendar lists the major events at each of the schools. In addition, you will be provided with a calendar for your student who is attending the ECSE Program.

Change of Address: Any change to student/family address or contact information must be reported to the school main office at 952-895-6610

Child Abuse/Neglect Mandated Reporting:

District 191 will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, or sexual abuse. All district employees are mandated reporters and are required by State law to report suspected misconduct toward children and to maintain the confidentiality of such data.

Clothing: Play type clothing is suggested. Activities in the ECSE classrooms are many, varied and sometimes messy. Additionally, we encourage you to select clothing for your child that he/she can manage independently. When weather permits, children spend time outdoors on the playground. Please dress your child in outdoor clothing appropriate for the weather. Clearly label all outdoor clothing with your child's name. Also, please send an extra set of clothing for your child (including socks and underwear) clearly labeled with your child's name.

ECSE Newsletter: The ECSE school newsletter will be sent home regularly with your child. This newsletter is also posted on the ECSE Program website. The newsletter will be translated upon request. We encourage you to let us know if our communications efforts meet your needs.

Health Screening: Students enrolled in ECSE are NOT required to go through the early childhood/kindergarten screening process. All areas of your child's development are assessed and monitored by his/her education team, including health screenings for: vision, hearing, height, and weight. These screenings are completed *at least once* before your child enters kindergarten.

In addition, students may also receive hearing or vision screenings upon request from their parents/guardians or at the request of a teacher, if the teacher suspects that there may be a hearing or vision concern that is affecting the student's ability to learn. If your child fails any part of the hearing or vision screening, the health office will re-screen the child within four weeks to verify the results. If the student fails the second screening, a letter will be sent home with the student outlining the findings and recommendation for follow-up with a physician.

If at any time you have concerns about your child's hearing, vision, height or weight, feel free to contact the health office. **If you do not want your child to participate in these screenings, please contact the ECSE health office at 952-895-6613.**

IEP Meeting and Student Progress Reporting:

Two scheduled conferences to discuss your child's Individual Education Program (IEP) Plan or Individual Family Service Plan (IFSP) are held each year. Your child's progress and goals will be reviewed and new goals may be developed. These face-to-face exchanges are an important part of the IEP/IFSP process. Additional conferences may be held at the request of the parent or teacher.

Illness and Injuries:

In case of a significant illness or an accident at school, you will be notified. Transportation home and all medical care is the responsibility of the parent. If you cannot be contacted, the person whom you listed as the emergency contact will be called. This person should be willing and able to provide transportation and supervision of your child. Be sure the school has this information by completing the Health Office Emergency Information form. If emergency contact cannot be reached, 911 will be called as necessary.

If your child will be absent from school, please call the school.

If your child should become ill with a communicable disease, please notify the school. In most cases, children should be kept at home for at least 24 hours after antibiotics have been started, fever is resolved, and/or primary symptoms have resolved. For your child's protection, he/she should be free of a fever for 24 hours before returning to school.

Immunization Records: It is state law and school district policy that all students must be up to date on their immunizations or show proof of conscientious or medical objection. Your child will not be allowed to start school until this information or an appropriately signed legal exemption is provided. The entire ISD # 191 policy (JHCB) and immunization form are available in the school health office or on the district website, www.isd191.org, as follows: Go to the "Services" tab, click on "Health Services" then click on the "Immunization" button on the left side.

Medications: If a child needs to take medication at school, a parent must contact the school nurse. Teachers cannot be responsible for a child's medication. Rather, medication 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 and authorization form. For more information, contact the school nurse.

Snack Time: Snack time is a part of your child's school program. The State Department of Health requires that the food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Individual classrooms may have limitations on food items due to students with food allergies. If you do not wish to have your child participate in any parties, please inform your child's teacher. If you would like to have your child occasionally bring a snack to share with classmates, you may do so if it is store bought. Families are encouraged to donate \$5.00 per month, as they are able, to the ECSE "Snack Attack" fund. This fund is used to purchase food that is used during snack time in the classroom.

Student Data Privacy: The Burnsville-Eagan-Savage School District 191 Board of Education policy 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, newspaper and videotapes.

Support (Related) Services Staff: The ECSE program employs various support service staff to meet the needs of the students. These support service staff may work with your child depending on his/her needs. They include, but are not limited to: Speech/Language Clinician, Occupational Therapist, Physical Therapist, Teacher of the Visually Impaired, Teacher of the Hearing Impaired, and School Nurse. The student's needs and IEP/IFSP drive the service the child will receive. Support service involvement in a student's educational plan is a team decision.

School Social Work Services: The ECSE program employs a School Social Worker to help families connect to community resources and provide supports. To contact the social worker, please call **(952) 895-6610**.

Cultural Liaisons: The ECSE program employs both Latino and Somali cultural liaisons. The role of the cultural liaison is to assist Latino and Somali students and families by facilitating communication between school staff and parents. Some of the duties of the liaison include: disseminating information to parents regarding special education services, school/community resources, and trainings; building a family/school linkage; facilitating communication and relationship building with families; interpretation services; and assisting staff in conducting culturally and linguistically appropriate assessments and education. To contact the cultural liaisons, please call **(952) 895-6610**.

Language Interpreters: When a student/family speaks another language (other than English) in the home and school environment, an interpreter will be utilized to help the family participate in all aspects of the educational planning for their child.

Educational Assistant (EA): Each ECSE classroom employs EAs to assist the educational team in the implementation of the IEP. The number of EAs assigned to a classroom is dependent on the students' needs within that classroom. Some of the duties of the EA include: helping to reinforce concepts taught by the teacher, implementing modifications and adaptations to enhance the instruction for students, assisting in physical management, and assisting with transportation needs.

Transportation: Transportation is provided within 191 school district boundaries to children attending the district ECSE Program sites. All ECSE buses have a bus aide assigned due to your child's age. An Emergency Bus card must be completed and received by the school prior to the start of transportation.

Staff members meet the children at the bus when they arrive at school and accompany them to the bus at the end of the school/program day. Parent or daycare providers are responsible for walking children to the bus when they leave home and meeting the bus upon his/her arrival home.

Please contact your child's teacher if you have concerns or questions regarding transportation. All children sit on a Star Seat when transported by the school district. When your child is sick or will not be attending school, please notify the bus company and your child's teacher.

Durham School Services Phone Number:
(952) 736-8004

Visitors in Classrooms: All visitors must sign in at the main office. Parent involvement in their child's educational experience is encouraged. Visits must be prearranged with the program administrator and identification is required. No other children can accompany the parent during the visit.



OFFICE OF INDIVIDUALIZED STUDENT SERVICES

Agenda Item III.G.
June 22, 2017

TO: Members of the School Board
Superintendent Joseph Gothard

FROM: Stephanie Corbey, Executive Director
Individualized Student Services

DATE: June 16, 2017

RE: 2017-18 BEST Transition Program
Student Handbook

RECOMMENDATION: That the school board approve the
2017-18 student handbook for the BEST Transition Program

The BEST Transition Program educates approximately 50 students with Individual Education Program (IEP) plans annually. These students, 18-21 years of age, develop skills to successfully transition from school- to-adult life while earning their high school diplomas.

The BEST student handbook for 2017-18 has been revised to:

- Align with the K-12 District Handbook to include: applicable “Important District Policies to Know”
- Add an updated program administrator letter



Future Ready. Community Strong.

Student Handbook 2017-18

**BEST Transition Program
Burnsville-Eagan-Savage
School District 191**



Letter from the BEST Transition Program Administrator

Dear BEST Transition Program Students:

This handbook is written for you as an adult student. Please share this with your parents and/or others that support you as a way to enhance the line of communication between you and your education program. There are resources, program guidelines and policies described on these pages.

Many of your questions have been anticipated and are in this handbook. We are always available to discuss any of your questions. Close communication and partnership between home and school are important to your success in the BEST Transition Program. You are encouraged to communicate regularly with your IEP manager and other teachers as you work toward achieving your desired goals.

Your parents/guardians and other agency members are welcomed and encouraged to attend meetings to support you in the purposeful planning of your transition services. Students benefit most when there is a meaningful exchange of information between all who are involved.

It is our hope that this handbook will be a resource to you. We value a team approach in the provision of your transition services with you as the most important member of the team. Best wishes for a successful school year!

Sincerely,

Jenne

Jennifer O'Neill-Mager
Program Administrator

Contact BEST

River Ridge Education Center
100 River Ridge Ct.
Burnsville, MN 55337
(952) 746-7520

www.isd191.org/BEST

IMPORTANT DISTRICT POLICIES TO KNOW

This following 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 or upon request from a school or district office.

Questions regarding district policies or this handbook can be directed to the program administrator or superintendent's office at 952-707-2005.

POLICY 404: EMPLOYEE BACKGROUND CHECKS

Pursuant to this policy, District 191 shall seek criminal history background checks for all applicants who receive an offer to employment with the school district. District 191 also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other academic coaching services to the school district, regardless of whether compensation is paid, and those who volunteer to chaperone overnight field or extracurricular trips. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. District 191 may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

POLICY 413: HARASSMENT AND VIOLENCE

The policy of District 191 is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. Any such harassment or violence is prohibited. The school district will act to investigate all complaints of such harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated 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 WEAPON POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

POLICY 505: DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

The district seeks to protect students' and employees' rights to free speech while also preserving the integrity of the educational objectives and responsibilities of the school district. The district recognizes that students and employees have the right to express themselves on school property, including distributing non-school-sponsored materials at a reasonable time and place and in a reasonable manner. Distribution guidelines have been established by district policy and will be supervised by school administration.

POLICY 506: STUDENT DISCIPLINE

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

POLICY 514: BULLYING PROHIBITION POLICY

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relations. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying.

POLICY 526: HAZING PROHIBITION

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. 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.

POLICY 527: STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

Students may be permitted to park in a school district location as a matter of privilege, not of right. The interior of the motor vehicle, including, but not limited to, glove and trunk compartments, is subject to search upon reasonable suspicion by school officials without student consent, without a search warrant, and without notice. If a student refuses a request by a school official to open a locked motor vehicle under his or her control or its compartments, the student's parking privileges may be withdrawn and the student may be subject to discipline.

POLICY 529: STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

The school district gives classroom teachers and other school staff members notice about students' history of violent behavior. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.

GENERAL BEST TRANSITION PROGRAM INFORMATION

ATTENDANCE & SCHOOL HOURS

The student day is from 8 a.m. to 2:30 p.m. unless otherwise determined by the IEP team. Students are expected to attend and follow their schedule each day unless they are ill or there is an emergency.

Attendance is important to meet Postsecondary Transition Goals. The student is encouraged to call in their own absence. Students and/or parents have a responsibility to notify BEST about an expected absence and also to notify Durham Transportation at 952-894-3460 to cancel transportation services when there is an absence.

BEHAVIOR

Maintaining an atmosphere conducive to learning is a priority for everyone at school. Use of positive behavior supports is encouraged and used by school personnel. Individual students may have positive behavior support plans that are part of their Individual Education Program (IEP) plans.

CHANGE OF ADDRESS

Any change to student/family address or contact information must be reported to the IEP manager.

COMMUNICATION: HOME AND SCHOOL

Students are encouraged to talk with teachers regularly to address questions, or concerns. Students are more successful in school when the IEP team works together to support the student. IEP meetings, conferences, open house, progress reports, phone calls or emails are some of the methods used to facilitate communication.

COMMUNITY BASED INSTRUCTION

Instruction is conducted at various community locations primarily located in the school district boundaries. Students are accompanied into the community by teachers and/or job coaches. Students may walk or be transported by bus or van to community destinations that address their specific postsecondary goals.

DRESS CODE

Students are expected to dress according to work place standards and use good judgment in choosing proper school attire.

EARLY DEPARTURE/LATE ARRIVAL

Students must communicate with staff when arriving late or leaving early.

ELECTRONIC DEVICES

Possession of cell phones and other electronic devices are permitted, but the **use of** such devices must not disrupt the learning environment. Device use may be restricted by an instructional or work place setting.

FEES

District 191 families that qualify for free or reduced benefits can apply for a waiver from fees that may be assessed at the buildings. Applications are available online at <http://www.schoolunchapp.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.

FOOD POLICY (Policy 533)

The State Department of Health requires that the food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Students/families must adhere to the district's Wellness Policy and must also check with school staff before sending/bringing food to school with the intent to share with others.

IEP TEAM AND PROGRESS MEETINGS

IEP team and progress meetings are scheduled individually throughout the school year. The conferences are scheduled to review each student's program and to make plans for future educational programming. In addition, students may request a meeting at any time.

ILLNESS AND INJURIES

In case of illness or significant injury at school, a parent/guardian will be notified by the Health Office or school staff if they are the legal guardian of their adult student or identified as their emergency contact. Transportation home and all medical care is the responsibility of the parent/guardian. If a parent/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. Be sure that the school has this information by filling out the Health Office Emergency Information form, which is sent home in the fall. If

emergency contact cannot be reached, 911 will be called as necessary.

In most cases, students should remain at home for 24 hours after antibiotics have been started. Students should be fever-free for 24 hours before returning to school. If a student becomes ill with a communicable disease the school must be notified.

IMMUNIZATION RECORDS (Policy 530)

In order for students to enroll or remain enrolled in school, Minnesota State Law requires documentation of required immunization 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 and immunization forms are available on the district website, www.isd191.org, or in the school health office.

INTERNET

Computers must be used in a responsible, ethical and legal manner. Inappropriate use will lead to the loss of computer privileges and possible disciplinary action. The complete Internet policy is available in each office and on the district website (www.isd191.org).

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.

MEDICATIONS (Policy 516)

If a student needs to take medicine at school, a student or parent/guardian must contact the school nurse. Teachers cannot be responsible for a student's medication. Rather, medications must be sent or given to the school nurse in the original prescription bottle or original packaging. If the parent/guardian has medical responsible for their adult student they must send along with the medication a note providing permission for administration 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 and authorization form. For more information, contact the school nurse.

PERMITTED ACTIONS (M.S. 609.379)

Reasonable force may be used upon or toward the person of a child with the child’s consent when the following circumstances exist or the actor reasonably believes it to exist: a) when used by a parent, legal guardian, teacher or other caretaker of a child or pupil, in the exercise of lawful authority, to restrain or correct the child or pupil; b) when used by a teacher or other member of the instructional, support, or supervisory staff of a public or nonpublic school upon or toward a child when necessary to restrain the child from self-injury or injury to any other person or property.

REPORTING OF MALTREATMENT OF VULNERABLE ADULTS (Policy 415)

District 191 will seek to protect adult students from maltreatment including any forms of abuse including financial exploitation and report when they have a reason to believe that a vulnerable adult is being or has been maltreated, or who has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

RESTRICTIVE PROCEDURES (M.S. 125A.0942)

Physical holding or seclusion is only used in emergency situations with students whose Individual Education Program (IEP) plans include provisions for the use of such procedures or in emergency situations with students with IEPs that do not include the use of this procedure.

STUDENT DATA PRIVACY POLICY (Policy 515)

The ISD 191 Board of Education Policy on student information 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.

VEHICLES

Students who meet criteria for a driving contract may be permitted to drive a vehicle to school. Students with driving privileges are not permitted to transport other students. Students must sign and follow the contract or driving privileges will be revoked.



Agenda III.H.
June 22, 2017

To: Members, Board of Education

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

Date: June 15, 2017

Re: Award the Contracts for Property, Casualty and Liability Insurance for 2017-2018

RECOMMENDATION: That the Board of Education approves the contracts for property, casualty and liability insurance for the 2017-2018 year with Affiliated FM Insurance Company; American Alternative Insurance Company; National Union Fire Insurance Company Pittsburgh PA; Stratford Insurance Company; The Insurance Company of the State of PA; Auto-Owners Insurance Company; Admiral Insurance Company; and Cincinnati Insurance Companies.

	<u>Amount</u>	<u>Insurer</u>
Package Policy	\$171,610	Affiliated FM Ins. Co.
Real, Personal Property & Extra Expense, Inland Marine Property Deductible \$25,000		
General Liability - \$1,000,000	56,020	American Altern. Ins. Co.
Automobile - \$1,000,000	12,596	American Altern. Ins. Co.
Umbrella - \$4,000,000	19,997	American Altern. Ins. Co.
Crime	7,062	National Union
School Leaders Legal Liability	36,069	American Altern. Ins. Co.
International Package	4,499	Ins. Co of State of PA
Environmental Impairment	5,763	Admiral Ins.
Flood	1,334	Auto Owners
<hr/>		
Total	\$314,950	

The agent of record remains Kraus-Anderson Insurance. The premiums listed above are approximately \$38,000 lower than the 2016-2017 school year. This decrease is due primarily to work on the part of our agent to seek better program and premiums on our behalf. The property valuation remained the same.

I recommend approval of the contracts for property, casualty and liability insurance for the 2017-2018 year.



**Agenda III.I.
June 22, 2017**

To: Board of Education
Dr. Joe Gothard, Superintendent

From: Lisa Rider, Executive Director of Business Services

Date: June 14, 2017

Re: Adopt a Resolution Modifying Combined Polling Places for School District Elections Not Held on the Day of a Statewide Election

Recommendation: that the Board of Education adopts a resolution modifying Combined Polling Places for School District Elections not held on the day of a statewide election.

Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. The combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election. The Board of Education adopted a resolution on November 20, 2014 establishing combined precincts.

The resolution is being modified in order to coordinate our special election with the City of Savage's election which impacts our Savage and Shakopee residents during this election.

The resolution is attached.

Extract of Minutes of Meeting of
School Board of Independent School District No. 191
(Burnsville-Eagan-Savage)
Dakota and Scott Counties, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 191 (Burnsville-Eagan-Savage), Dakota and Scott Counties, Minnesota (the "School District"), was held in said School District on _____, 2017, at 6:30 p.m.

The following members were present:

The following members were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION MODIFYING COMBINED POLLING PLACES
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION**

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 191 (Burnsville-Eagan-Savage), Dakota and Scott Counties, Minnesota (the “School District”), as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the School District which have been established by the cities or towns located in whole or in part within the School District. The Board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the Board may establish a combined polling place serving two or more precincts for School District elections not held on the day of a statewide election. The combined polling places are established to serve the precincts specified for all School District special and general elections not held on the same day as a statewide election. The School District has previously established combined polling places for its School District elections not held on the day of a statewide election.

3. The Board is considering a possible operating levy referendum to be held on November 7, 2017. Due to a city election being held on November 7, 2017, in the City of Savage, which would require the use by City of Savage voters of the polling places previously established for statewide general elections, the Board hereby finds that it is necessary and desirable to amend the list of precincts served by the combined polling place located at Hidden Valley Elementary School. The combined polling place information and the amended list of precincts served by this combined polling place are as follows:

COMBINED POLLING PLACE: Harriet Bishop Elementary School
14400 O’Connell Road
Savage, Minnesota

This combined polling place serves all territory in Independent School District No. 191 located in the **City of Shakopee, P-4 and P-12A**; Scott County, Minnesota.

4. The polling places serving City of Savage precincts located in whole or in part within the boundaries of the School District shall be those polling places established by the City of Savage for statewide general elections, as follows:

PRECINCT 1 POLLING PLACE: St. John the Baptist Catholic Church
4625 W. 125th Street
Savage, Minnesota

PRECINCT 2 POLLING PLACE: Glendale United Methodist Church

- PRECINCT 3 POLLING PLACE: 13550 Glendale Road
Savage, Minnesota
Savage City Hall
6000 McColl Drive
Savage, Minnesota
- PRECINCT 4 POLLING PLACE: Harriet Bishop Elementary School
14400 O'Connell Road
Savage, Minnesota
- PRECINCT 6 POLLING PLACE: Bethesda Church
15033 Highway 13
Savage, Minnesota
- PRECINCT 7 POLLING PLACE: Bridgewood Church
6201 W. 135th Street
Savage, Minnesota
- PRECINCT 8 POLLING PLACE: O'Connell Fire Station
14321 O'Connell Road
Savage, Minnesota

5. Subject to the modifications listed above, the Board hereby ratifies and confirms the combined polling places previously established for school elections not held on the day of a statewide election. The School District Clerk is hereby authorized and directed to notify the County Auditor of Scott County of these modifications within 30 days after adoption of this resolution.

6. Pursuant to Minnesota Statutes, Section 205A.11, subd. 3, the Board authorizes and directs the School District Clerk to prepare and send a notice of these modifications to every affected household with at least one registered voter at least 25 days prior to the special election on November 7, 2017.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.



**Agenda III.J.
June 22, 2017**

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

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

Date: June 15, 2017

Re: Adopt Resolution Approving Intermediate School District No. 917's Long-Term Facility Maintenance Program Budget

RECOMMENDATION: that the Board of Education adopt the resolution approving Intermediate School District No. 917's Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects In the District's Application for Long-Term Facility Maintenance Revenue.

As a result of the 2015 Legislative Session, Long-Term Facilities Maintenance Revenue was created to replace Alternative Facilities, Health & Safety, and Deferred Maintenance Revenues beginning in FY17.

Intermediate 917 is eligible for the Long-Term Facility Maintenance Revenue. Total 917 LTFM projects are \$24,850 and as a member of 917 a proportionate share of the projects for Intermediate 917 calculated at \$3,951.15 is included in our district calculation when approved by the Board of Education.

Attached is a list of the 917 projects totaling \$24,850 in addition to the resolution to be adopted by the Board.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT #191
BURNSVILLE-EAGAN-SAVAGE
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. 191, State of Minnesota, was held on June 22, at 6:30 pm., for the purpose, in part, of approving the Intermediate School District No. 917's Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Director _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT
NO. 917'S LONG-TERM FACILITY MAINTENANCE PROGRAM
BUDGET AND AUTHORIZING THE INCLUSION OF A
PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S
APPLICATION FOR LONG-TERM FACILITY MAINTENANCE
REVENUE**

BE IT RESOLVED by the School Board of District No. 191, State of Minnesota, as follows:

1. The School Board of Intermediate School District 917 has approved a long-term facility maintenance program budget for its facilities for the 2018-2019 school year in the amount of \$24,850.00. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a formula that weights two components equally between

the member districts; total net tax capacity and Adjusted Marginal Cost pupil units. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2018 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Inspector _____ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF DAKOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. 191, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 191, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District No. 917's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2017.

Clerk

School District No. _____

**Intermediate School District #917
Proposed Health and Safety Plan FY19
Approved June 6, 2017 Board meeting**

Environmental Health and Safety - Finance Code 352		
Numerous expenditures covered in this area please see attachment # 3 page 12-14 for details on allowable expenditures		
Project #	Object Code	Description
		Expenditures
	305	Fees For Services (Hepatitis A & B, Metro service fee, pest control, Clariynet tra
		\$4,500.00
	366	CPR training and mileage reimbursements
		\$100.00
	401	Supplies (personal protective equipment
		disposable gloves,cloths,pads, masks, pest control, chemical storage
		(20% Secondary & 80% Special ed)
	170	IAQ Coordinator
		\$4,400.00
	200	benefits
		\$667.00
	820	Mgmt asst. prog. And Metro ECSU H&S Memb
		\$3,450.00
		\$22,850.00
- Finance Code 358- Asbestos Removal and Encapsulation		
Includes costs related to asbestos removal.		
(see attachment #3 page 16-18 for details on allowable expenditures)		
Project #	Object Code	Description**Not approved by state
		Expenditures
	305	Estimated Costs of Asbestos Removal per GES (Groundwater &
		Environmental Services) during Thompson Heights Demolition in FY09
		\$0.00
		\$0.00
		****total project cost is est at \$240,000 will submitt full amount for approval
		\$0.00
		but will levy over two fiscal years(FY08 & FY09)
		\$0.00
- Finance Code 366- Indoor Air Quality		
Includes costs related to the development and implementation of the IAQ plan including thoses associated with IAQ coordinator activities.		
(see attachment #3 page 16-18 for details on allowable expenditures)		
Project #	Object Code	Description**Not approved by state
		Expenditures
		\$0.00
		\$0.00
		\$0.00
		\$0.00
Physical Hazard Control - Finance Code 347		
Includes playground safety,swimming pools, bleachers,mechanical & power equipment safety OSHA standards for physical & electrical Hazard (ergonomics not allowed),Food Code Safety (training of staff runs thru Finance Code 352), elevator & lift inspections, Personal protective equipment in industrial, fine arts & science areas and machine guard safety.		
See enclosed attachment #3 page 10-11 for detailed description of allowable expenditures.		
Project #	Object Code	Description
		Expenditures
	305	Elevator inspection
		\$0.00
	401	PPE for shop areas (harness, boots, safety glasses etc)
		\$2,000.00
	570	AED TEA Program
		\$0.00
		\$2,000.00
Hazardous Substances - Finance Code 349		
Includes wood boilers, fuel tank removal, Hazardous waste management, Lead or copper in water testing,		
Local exhaust ventilation, & radon detection. See enclosed attachment #3 pages 11-12 for detail on expenditures		
Project #	Object Code	Description
		Expenditures
	305	Radon and water testing
		\$0.00
		\$0.00
Grand Total		\$24,850.00



Agenda Item III.K
June 22, 2017

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

FROM: Lisa Rider, Executive Director of Business Services

DATE: June 15, 2017

RE: Approve Long-Term Facilities Maintenance Revenue Application

Recommendation: That the Board of Education approve the Long-Term Facilities Maintenance Revenue Application.

As a result of the 2015 Legislative Session, Long-Term Facilities Maintenance Revenue was created to replace Alternative Facilities, Health & Safety, and Deferred Maintenance Revenues beginning in FY2017. This recommendation applies to FY2019 which will need to be included in the PAY 2018 levy to come before the Board in September. Application for this revenue must be made in advance of the levy documents to Minnesota Department of Education (MDE).

What has not changed for ISD 191:

- The 25 large districts formerly eligible for Alternative Facilities revenue, including ISD 191, continue to be eligible for revenue based on approved project costs, without a state-imposed per pupil limit.
- Districts may choose to fund program expenses by issuing bonds, through pay as you go levy, or a combination of the two.

What has changed for ISD 191:

- Previously known Health & Safety and Alternative Facilities revenues are rolled into a new formula entitled Long-Term Facilities Maintenance Revenue.
- Alternative Facilities and Health & Safety project plans must be submitted using the new Long-Term Facility Maintenance Revenue Application and UFARS structure of finance codes established by MDE as a result of the new state statute. Original board-approved projects remain in place, but are now sorted according to the new UFARS coding structure.
- The new funding formula includes equalized state aid; therefore a portion of the ISD 191's existing long-term deferred maintenance plan will now be funded through state aid; this provides ISD 191 the ability to accelerate

and expand the investment in deferred maintenance projects while maintaining a flat overall tax impact. FY2019 estimates \$438,646 of health and safety related projects and \$1,659,005 of alternative facility projects equaling \$2,097,651 for ISD 191 total projects.

- Members of intermediate districts and cooperatives may levy for a proportionate share of intermediate/coop costs in addition to the regular allowance, with the approval by school boards of all member districts. A previous agenda item contained the inclusion of ISD 191's proportional share of Intermediate District 917 LTFM revenue anticipated to be \$3,951.15.


For 2019 and beyond, the identified projects are estimated placeholders and will be updated for board approval on an ongoing basis as actual projects are identified. The projected plan continues to estimate investment in projects which will maintain an overall flat tax impact.

I recommend that the Board of Education approve the Long-Term Facility Maintenance Revenue Application, which now includes debt payments related to Alternative Facilities Bonds sold, Alternative Facilities 10 Year Project Plan and Health & Safety budget and incorporates the requirements of new state statute.

Please contact me with any questions you may have.

Attached:

Long-Term Facility Maintenance Revenue Application
Long-Term Facility Maintenance Revenue Projection

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Revenue Application – Ten-Year Expenditure								ED - 02478-02		
INSTRUCTIONS: Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided.														
					District Name:				District #					
									Date:					
					District Contact for Questions on this Spreadsheet:				E-mail:					
					Name:				Phone #: () -					
		Fiscal Year, Ending June 30th --		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
ESTIMATED EXPENDITURES:														
Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site														
Finance	Category													
347	Physical Hazards	\$100,129	\$84,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392
349	Other Hazardous Materials	\$30,092	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000
352	Environmental Health & Safety Management	\$217,491	\$250,850	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350
358	Asbestos Removal and Encapsulation	\$27,930	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
363	Fire Safety	\$106,604	\$67,636	\$90,904	\$81,000	\$72,000	\$90,904	\$81,000	\$72,000	\$72,000	\$90,904	\$81,000	\$81,000	\$72,000
366	Indoor Air Quality	\$24,020	\$40,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$506,266	\$484,528	\$438,646	\$428,742	\$419,742	\$438,646	\$428,742	\$419,742	\$438,646	\$428,742	\$419,742	\$428,742	\$419,742
Health and Safety, Projects Costing > \$100,000 per Site														
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Pre-K instruction approved under M.S. 124D.151														
Finance	Category													
355	Remodeling for Pre-K instruction approved by the commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility														
Finance	Category													
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects														
Finance	Category													
368	Building Envelope	\$314,829	\$0	\$182,375	\$0	\$190,000	\$101,000	\$96,000	\$0	\$0	\$0	\$0	\$0	\$185,000
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$1,043,240	\$0	\$543,102	\$249,300	\$554,691	\$1,244,300	\$63,072	\$0	\$0	\$0	\$0	\$0	\$175,080
380	Mechanical Systems	\$318,636	\$1,748,900	\$80,000	\$55,000	\$0	\$0	\$45,000	\$0	\$0	\$0	\$1,394,100	\$0	\$0
381	Plumbing	\$90,054	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$985,600
382	Professional Services and Salary	\$374,448	\$319,937	\$239,048	\$249,410	\$231,000	\$248,800	\$259,000	\$265,000	\$263,300	\$304,000	\$304,000	\$245,000	\$245,000
383	Roof Systems	\$581,444	\$124,300	\$0	\$1,011,868	\$0	\$0	\$1,200,000	\$700,000	\$502,658	\$0	\$0	\$0	\$0
384	Site Projects	\$208,699	\$924,793	\$554,480	\$35,000	\$550,850	\$35,000	\$35,000	\$816,110	\$735,000	\$0	\$0	\$0	\$0
	Total Deferred Capital Expense and Maintenance	\$2,931,350	\$3,117,930	\$1,659,005	\$1,600,578	\$1,526,541	\$1,629,100	\$1,763,072	\$1,781,110	\$1,515,958	\$1,773,100	\$1,590,680	\$1,590,680	\$1,590,680
	Total Annual 10 Year Plan Expenditures	\$3,437,616	\$3,602,458	\$2,097,651	\$2,159,320	\$1,946,283	\$2,067,746	\$2,191,814	\$2,200,852	\$1,954,604	\$2,201,842	\$2,010,422	\$2,010,422	\$2,010,422

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/02/2017																	
191	=< Type in School District Number																				
	BURNSVILLE PUBLIC SCHOOL DISTRICT																				
Calculations for Ten Year Projection				Pay 17	Payable 2017	LLC Certification	Current Estimate														
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027									
Old Formula revenue																					
21		Old formula Health & Safety revenue (accumulated project costs - accumulated revenue)	411	484,528	-	438,646	428,742	419,742	438,646	428,742	419,742	438,646	428,742	419,742	438,646	428,742	419,742				
22		Old formula alt facilities debt revenue (1A) - gross before debt excess			6,441,642	6,632,257	6,532,717	6,795,637	6,810,783	6,763,848	6,793,327	6,813,539	6,820,784	6,824,591							
23		Debt Excess allocated to line 22			-	-	-	-	-	-	-	-	-	-	-	-	-				
24	765	Old formula alt facilities debt revenue (1A) - debt excess			6,441,642	6,632,257	6,532,717	6,795,637	6,810,783	6,763,848	6,793,327	6,813,539	6,820,784	6,824,591							
25	766	Old formula alt facilities debt revenue (1B) = (12) - (13)			-	-	-	-	-	-	-	-	-	-	-	-	-				
26	414	Old formula alt facilities pay as you go revenue (1A)			1,500,000	1,659,005	1,730,578	1,526,541	1,629,100	1,763,072	1,781,110	1,515,958	1,773,100	1,590,680							
27	417	Old formula alt facilities pay as you go revenue (1B) > \$500,000			-	-	-	-	-	-	-	-	-	-	-	-	-				
27a	703	LTFM "H&S >100K per site" bonds			-	-	-	-	-	-	-	-	-	-	-	-	-				
27b	705	LTFM "other" bonds for 1A hold harmless			-	-	-	-	-	-	-	-	-	-	-	-	-				
28	422	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))			-	-	-	-	-	-	-	-	-	-	-	-	-				
29	423	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)		8,237,253	7,941,642	8,729,908	8,692,037	8,741,920	8,878,529	8,955,662	8,994,179	8,768,143	9,022,626	8,835,013							
30	424	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]		8,237,253	7,941,642	8,729,908	8,692,037	8,741,920	8,878,529	8,955,662	8,994,179	8,768,143	9,022,626	8,835,013							
31	425	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number		-	-	-	-	-	-	-	-	-	-	-	-	-	-				
32	426	District LTFM Revenue (30) - (31)		8,237,253	7,941,642	8,729,908	8,692,037	8,741,920	8,878,529	8,955,662	8,994,179	8,768,143	9,022,626	8,835,013							
33	427	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)		8,703		3,951	8,600	8,600	100,000	5,500	5,500	8,600	15,000	15,000							
34	428	Grand Total LTFM Revenue (32) + (33)		8,245,956	7,941,642	8,733,859	8,700,637	8,750,520	8,978,529	8,961,162	8,999,679	8,776,743	9,037,626	8,850,013							
Aid and Levy Shares of Total Revenue																					
35		For ANTC & APU, three year prior date		2015	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024							
36	31	Three year prior Ag Modified ANTC		72,759,509	72,759,509	78,283,084	81,414,407	84,670,984	88,057,823	91,580,136	95,243,341	99,053,075	103,015,198	107,135,806							
37	52	Three year prior Adjusted PU (New Weights)		10,135.75	10,135.75	9,932.58	9,828.27	9,790.39	9,780.35	9,780.35	9,780.35	9,780.35	9,780.35	9,780.35							
38	430	ANTC / APU = (36) / (37)		7,178.50	7,178.50	7,881.45	8,283.69	8,648.38	9,003.55	9,363.69	9,738.23	10,127.76	10,532.87	10,954.19							
39	431	State average ANTC / APU with ag value adjustment		7,373.50	7,373.50	7,701.26	8,060.47	8,410.61	8,747.00	9,097.00	9,461.00	9,839.00	10,233.00	10,642.00							
40	432	Equalizing Factor = 123% of (39)		9,069.41	9,069.41	9,472.55	9,914.38	10,345.05	10,758.81	11,189.31	11,637.03	12,101.97	12,586.59	13,089.66							
41	433	Local share of Equalized Revenue (lesser of 1 or (38) / (40))		79.15%	79.15%	83.20%	83.55%	83.60%	83.69%	83.68%	83.68%	83.69%	83.68%	83.69%							
42	434	State share of Equalized Revenue (1 - (41))		20.85%	20.85%	16.80%	16.45%	16.40%	16.31%	16.32%	16.32%	16.31%	16.32%	16.31%							
43	429	Equalized Revenue (lesser of (34) or (6) * (8))		2,840,424	2,858,793	3,656,360	3,656,360	3,656,360	3,656,360	3,656,360	3,656,360	3,656,360	3,656,360	3,656,360							
44	435	Initial LTFM State Aid (42) * (43)		592,209	596,039	614,157	601,388	599,672	596,522	596,563	596,604	596,467	596,598	596,505							
45	437	Old formula Grandfathered Alternative Facilities Aid		-	-	-	-	-	-	-	-	-	-	-							
46	438	Total LTFM State Aid (Greater of (44) or (45))		592,209	596,039	614,157	601,388	599,672	596,522	596,563	596,604	596,467	596,598	596,505							
47	441	Total LTFM Levy (34) - (46) (including coop/intermediate)		7,653,747	7,345,603	8,119,702	8,099,249	8,150,848	8,382,007	8,364,599	8,403,075	8,180,277	8,441,028	8,253,508							
Debt Service Portion of Revenue (non-grandfather districts)																					
49	765+766	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)			6,441,642	6,632,257	6,532,717	6,795,637	6,810,783	6,763,848	6,793,327	6,813,539	6,820,784	6,824,591							
50	705	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05			-	-	-	-	-	-	-	-	-	-							
51	767	Total Debt Service Revenue = (49) + (50)			6,441,642	6,632,257	6,532,717	6,795,637	6,810,783	6,763,848	6,793,327	6,813,539	6,820,784	6,824,591							
52	442	Equalized debt Service Revenue (lesser of (43) or (51))			2,858,793	3,656,360	3,656,360	3,656,360	3,656,360	3,656,360	3,656,360	3,656,360	3,656,360	3,656,360							
53	443	Debt Service Aid = (52) * (42)			596,039	614,157	601,388	599,672	596,522	596,563	596,604	596,467	596,598	596,505							
54	445	Equalized Debt Service Levy = (52) - (53)			2,262,754	3,042,203	3,054,972	3,056,688	3,059,838	3,059,797	3,059,756	3,059,893	3,059,762	3,059,855							
55	446	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))			3,582,849	2,975,897	2,876,357	3,139,277	3,154,423	3,107,488	3,136,967	3,157,179	3,164,424	3,168,231							
General Fund Portion of Revenue (non-grandfather districts)																					
57	447	Total General Fund Revenue = (34) - (51)			1,500,000	2,101,602	2,167,920	1,954,883	2,167,746	2,197,314	2,206,352	1,963,204	2,216,842	2,025,422							

661

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 6/02/2017										
191	<= Type in School District Number												
	BURNSVILLE PUBLIC SCHOOL DISTRICT												
		Payable 2017											
Calculations for Ten Year Projection			Pay 17	LLC Certification	Current Estimate								
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
58	General Fund Equalized Revenue = (43) - (52)	448	-	-	-	-	-	-	-	-	-	-	-
59	Total General Fund Aid = (46) - (53)	449	-	-	-	-	-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	450	-	-	-	-	-	-	-	-	-	-	-
61	General Fund Unequalized levy = (57) - (58)	451	1,500,000	2,101,602	2,167,920	1,954,883	2,167,746	2,197,314	2,206,352	1,963,204	2,216,842	2,025,422	
62	Total General Fund Levy = (60) + (61)	452	1,500,000	2,101,602	2,167,920	1,954,883	2,167,746	2,197,314	2,206,352	1,963,204	2,216,842	2,025,422	
Notes: 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.													
End of Worksheet													

Ten Year Plan

FY

Description of Work

Estimated Cost

Burnsville High School

2017/2018

Resurface the gymnasium floor \$48,640.00

Total FY \$48,640.00

Cedar School

2017/2018

Replace floor tile in the café \$6,555.90

Total FY \$6,555.90

Diamondhead Education Center

2017/2018

Bituminous Reconstruction of West parking lots, sidewalk replacement. \$363,805.00

Total FY \$363,805.00

Eagle Ridge Junior High

2017/2018

Reconstruct tennis courts(1996) \$131,000.00

Total FY \$131,000.00

Edward Neill Elementary

2017/2018

Bituminous/mil & overlay parking lot, tot lot. Repair loading dock area/Concrete repair \$419,980.00

Total FY \$419,980.00

Harriet Bishop Elementary

2017/2018

Bituminous reconstruction on/Tot Lot 2292 SY \$55,008.00

Total FY \$55,008.00

201

FY

Description of Work

Estimated Cost

Hidden Valley Elementary

2017/2018

Replace DX units	\$632,000.00
Total FY	\$632,000.00

Nicollet Junior High School

2017/2018

Replace ceiling tiles in the office area (Damaged due leaky roof)	\$24,700.00
replace folding partition walls	\$207,000.00
Updates to casework in the lower level classrooms	\$367,520.10
Re-roof office roof	\$124,300.00
Pneumatic controls to DDC	\$287,000.00
Total FY	\$1,010,520.10

202

Sky Oaks Elementary

2017/2018

Replace faulty outsider dampers on AHU #5	\$5,038.00
Total FY	\$5,038.00

Vista View Elementary

2017/2018

Stage work/ADA Compliance	\$88,000.00
Total FY	\$88,000.00

Districtwide

2017/2018

Concrete Replacement	\$25,000.00
Project Management	\$110,000.00
Special testing for the bituminous work	\$12,446.00
Engineering Fees (10%)	\$209,937.00

FY

Description of Work

Estimated Cost

Total FY

\$357,383.00

Total

\$3,117,930.00

Ten Year Plan

FY

Description of Work

Estimated Cost

Best Location / River Ridge

2018/2019

Bituminous Reconstruction and Precast walkway	\$ 101,480.00
Total FY	\$ 101,480.00

Diamondhead Education Center

2018/2019

Bituminous Reconstruction / East Lots	\$428,000.00
Total FY	\$428,000.00

Harriet Bishop Elementary

2018/2019

Re-carpet (1996) building and patch cracks in floor planks throughout.	\$278,102.00
Total FY	\$278,102.00

Hidden Valley Elementary

2018/2019

Replace wood doors throughout the school with hollow metal doors / Replace metal doors and frames on the loading dock	\$210,000.00
Replace window glass due to bad seals	\$66,000.00
Total FY	\$276,000.00

Metcalf Junior High School

2018/2019

Replace classroom window glass due to bad seals	\$46,375.00
Total FY	\$46,375.00

Nicollet Junior High School

2018/2019

204

FY	Description of Work	Estimated Cost
	HVAC updates/pneumatic control to DDC	\$265,000.00
	Total FY	\$265,000.00

Districtwide

2018/2019

	Concrete Replacement	\$25,000.00
	Engineering Fees (10%)	\$129,048.00
	Project Management	\$110,000.00
	Total FY	\$264,048.00

Total \$1,659,005.00

Ten Year Plan

FY	Description of Work	Estimated Cost
----	---------------------	----------------

Sky Oaks Elementary

2019/2020

Re-roof (75,400 SF).	\$1,011,868.00
Total FY	\$1,011,868.00

Vista View Elementary

2019/2020

Replace 1971 roof top DX Unit	\$55,000.00
Replace Interior wood doors With hollow metal doors.	\$249,300.00
Total FY	\$304,300.00

Districtwide

2019/2020

Concrete Replacement	\$35,000.00
Engineering Fees (10%)	\$139,410.00
Project Management	\$110,000.00
Total FY	\$284,410.00

Total \$1,600,578.00

Ten Year Plan

FY	Description of Work	Estimated Cost
----	---------------------	----------------

Eagle Ridge Junior High

2020/2021

Replace 1996 carpet throughout building.	\$305,391.00
--	--------------

Total FY	\$305,391.00
----------	--------------

Harriet Bishop Elementary

2020/2021

Bituminous reconstruction on the parking lot/ sidewalk repair (106,500 SF).	\$525,850.00
---	--------------

Total FY	\$525,850.00
----------	--------------

MWSavage Elementary

2020/2021

Exterior caulking, tuck-pointing and brick repair.	\$95,000.00
--	-------------

Total FY	\$95,000.00
----------	-------------

Rahn Elementary

2020/2021

Exterior caulking, tuck-pointing and brick repair.	\$95,000.00
--	-------------

Total FY	\$95,000.00
----------	-------------

Sioux Trail Elementary

2020/2021

Replace Interior wood doors With hollow metal doors.	\$249,300.00
--	--------------

Total FY	\$249,300.00
----------	--------------

Districtwide

2020/2021

Concrete Replacement	\$25,000.00
----------------------	-------------

Engineering Fees (10%)	\$121,000.00
------------------------	--------------

207

FY

Description of Work

Estimated Cost

Project Management

\$ 110,000.00

Total FY

\$256,000.00

Total

\$1,526,541.00

Ten Year Plan

FY	Description of Work	Estimated Cost
----	---------------------	----------------

Eagle Ridge Junior High

2021/2022

Resurface 2014 wood floor, sand and repaint lines	\$25,000.00
Exterior caulking, tuck-pointing and brick repair.	\$75,000.00
Remodel locker rooms. (Floor, New Lockers)	\$625,000.00
Replace interior 1996 wood doors. With HM	\$345,000.00
Total FY	\$1,070,000.00

Gideon Pond Elementary

2021/2022

Replace skylights	\$26,000.00
Replace Interior wood doors With hollow metal doors.	\$249,300.00
Total FY	\$275,300.00

209

Districtwide

2021/2022

Concrete Replacement	\$35,000.00
Engineering Fees (10%)	\$138,800.00
Project Management	\$110,000.00
Total FY	\$283,800.00

Total \$1,629,100.00

Ten Year Plan

FY	Description of Work	Estimated Cost
----	---------------------	----------------

Diamondhead Education Center

2022/2023

Repaint interior of building.	\$63,072.00
Repair storefront at link.	\$65,000.00
Repair exterior EIFS, and exterior painting.	\$96,000.00
Re-roof	\$1,200,000.00
Total FY	\$1,424,072.00

Metcalf Junior High School

2022/2023

Walk in Cooler & Freezer, Change water cooled to air cooled units and relocate to the roof	\$45,000.00
Total FY	\$45,000.00

Districtwide

2022/2023

Engineering Fees (10%)	\$149,000.00
Project Management	\$110,000.00
Concrete Replacement	\$35,000.00
Total FY	\$294,000.00

Total \$1,763,072.00

Ten Year Plan

FY	Description of Work	Estimated Cost
----	---------------------	----------------

Burnsville High School

2023/2024

Re-Roof C-wing (48195 SF)	\$700,000.00
Total FY	\$700,000.00

Eagle Ridge Junior High

2023/2024

Bituminous Reconstruction, (148,000 SF). Concrete repair	\$435,560.00
Total FY	\$435,560.00

Hidden Valley Elementary

2023/2024

Bituminous reconstruction, (120,800 SF).	\$355,550.00
Total FY	\$355,550.00

Districtwide

2023/2024

Engineering Fees (10%)	\$155,000.00
Concrete Replacement	\$25,000.00
Project Management	\$110,000.00
Total FY	\$290,000.00

Total \$1,781,110.00

Ten Year Plan

FY

Description of Work

Estimated Cost

Burnsville High School

2024/2025

Replace Sprint Turf on football field \$700,000.00

Total FY \$700,000.00

Eagle Ridge Junior High

2024/2025

Replace corroded pool controls (2010) in the filter room with like controls \$15,000.00

Total FY \$15,000.00

Sioux Trail Elementary

2024/2025

Re-roof. (38667 Sq. Ft) \$502,658.00

Total FY \$502,658.00

Districtwide

2024/2025

Concrete Replacement \$35,000.00

Project Management \$110,000.00

Engineering Fees (10%) \$153,300.00

Total FY \$298,300.00

Total \$1,515,958.00

Ten Year Plan

FY	Description of Work	Estimated Cost
----	---------------------	----------------

Metcalf Junior High School

2025/2026

Replace outdated steam boilers	\$700,000.00
Steam to Hot water in the square Building	\$694,100.00
Plumbing updates	\$75,000.00
Total FY	\$1,469,100.00

Districtwide

2025/2026

Engineering Fees (10%)	\$194,000.00
Project Management	\$110,000.00
Total FY	\$304,000.00

Total \$1,773,100.00

Ten Year Plan

FY	Description of Work	Estimated Cost
----	---------------------	----------------

Burnsville High School

2026/2027

Resurface the gymnasium floor	\$45,000.00
Total FY	\$45,000.00

Eagle Ridge Junior High

2026/2027

Repair walls in educational houses.	\$80,000.00
Total FY	\$80,000.00

Hidden Valley Elementary

2026/2027

Replace stage curtains.	\$50,080.00
Total FY	\$50,080.00

MWSavage Elementary

2026/2027

Automatic sprinklers in remainder of the building (Fire safety)	\$985,600.00
Total FY	\$985,600.00

Sioux Trail Elementary

2026/2027

Exterior caulking, tuck-pointing and brick repair.	\$185,000.00
Total FY	\$185,000.00

Districtwide

2026/2027

Project Management	\$110,000.00
Engineering Fees (10%)	\$135,000.00

FY

Description of Work

Estimated Cost

Total FY

\$245,000.00

Total

\$1,590,680.00



**Agenda III.L
June 22, 2017**

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

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

Date: June 15, 2017

Re: Establish Fiscal Year 2017 Committed Fund Balance

RECOMMENDATION: that the Board of Education approve the commitment of fund balance for Fiscal Year 2017 to include fund balance resulting from carryover funds and ProPay funds.

The Fund Balance Policy 714 revised March 10, 2016 follows GASB Statement No. 54 which allows for the highest decision-making authority of a government, our Board of Education, to commit fund balance for a specific purpose by taking action prior to year end while amounts can be determined in a subsequent period. Commitments would be calculated as follows:

Carryover Funds: Calculated with revenues generated by department, area or site plus any unspent expenditure budget, as audited.

ProPay Funds: Calculated with dedicated revenues unspent, as audited.



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 14, 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 and waive fund balance policy 714.

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.

<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)
Total			
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)
All Funds	\$ 172,593,648	\$ 225,706,752	\$ (53,113,104)

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 Middle School 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.



2017-18 ADOPTED BUDGET

District **one91**

Future Ready. Community Strong.

Prepared by the District 191 Business Office
200 W. Burnsville Pkwy.
Burnsville MN 55337
(952) 707-2050



Agenda III.A.
June 22, 2017

TO: Members, Board of Education
FROM: Lisa Rider, Executive Director of Business Services
DATE: June 14, 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.

<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)
Total			
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)
All Funds	\$ 172,593,648	\$ 225,706,752	\$ (53,113,104)

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 Middle School 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.



ONE91
Burnsville · Eagan · Savage



**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
TOTAL ALL FUNDS	\$ 94,018,417	\$ 172,593,648	\$ 225,706,752	\$ 40,905,313

233

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)

234

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

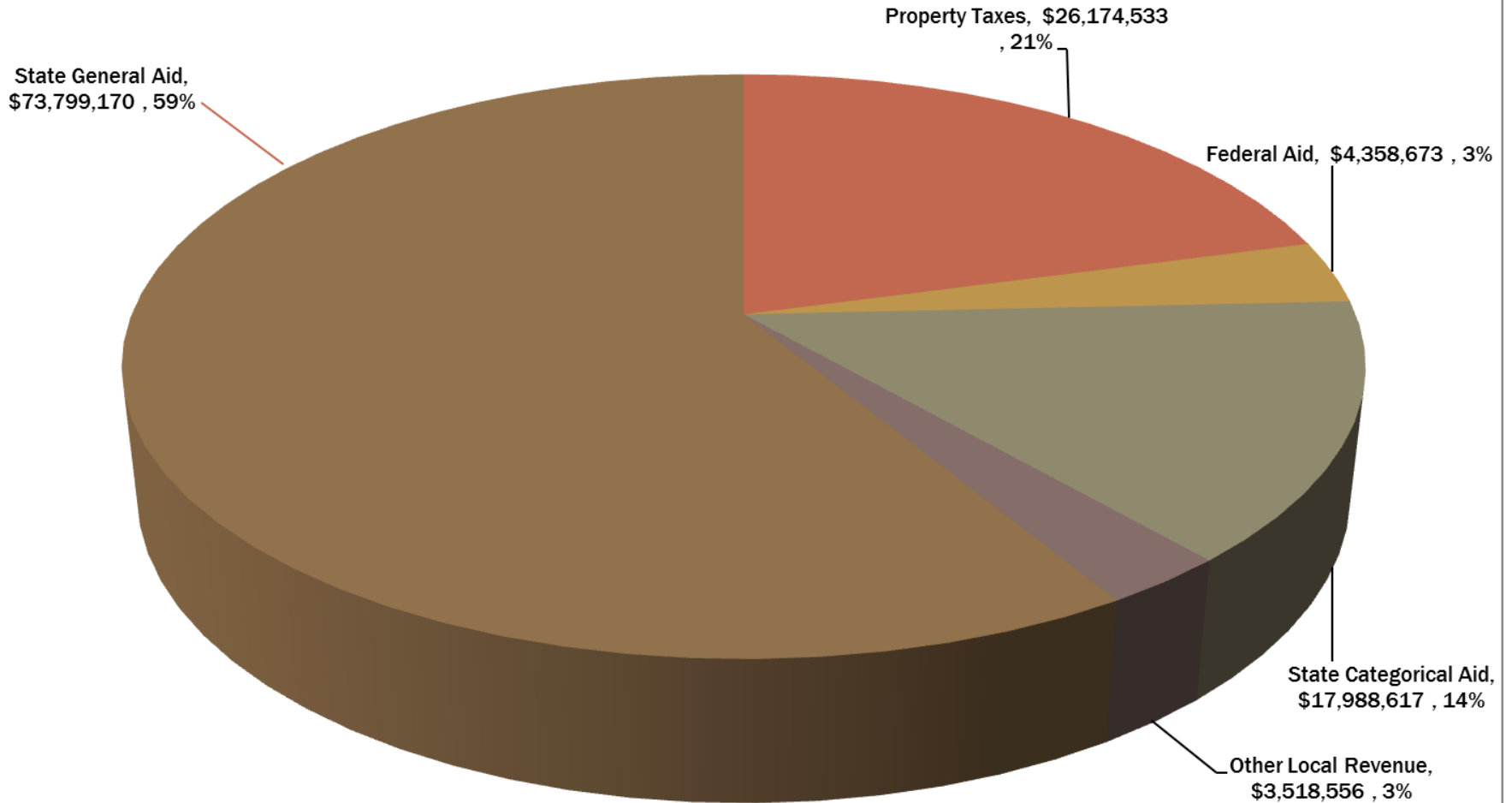
- Enrollment decrease of 140 students
- OPEB transfer to the operating funds of approximately \$455,751
- Three percent increase in health and dental insurance

General Fund Budget Comparative Summary

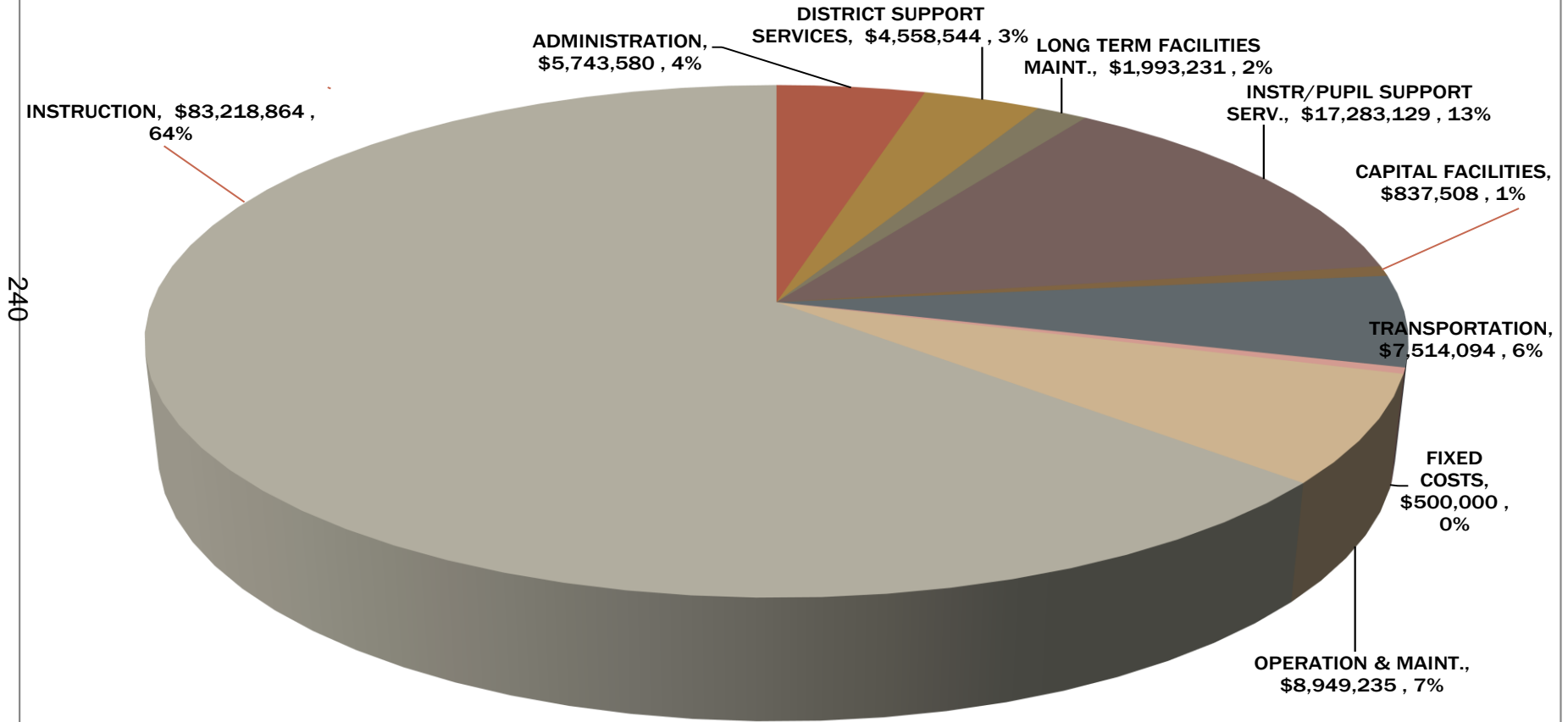
238

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

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

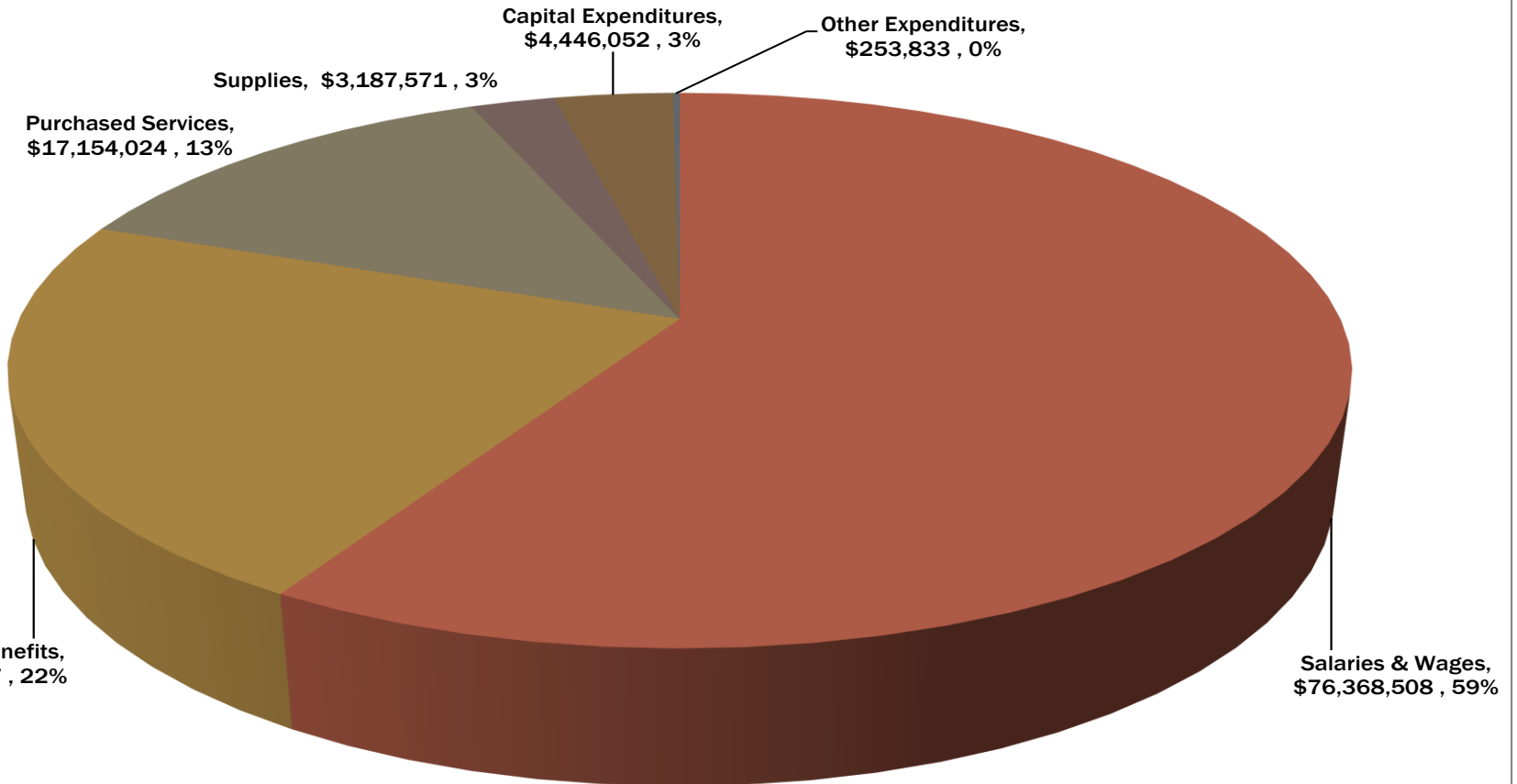


**General Fund Expenditures by Program
2017-2018 Adopted Budget
\$130,598,185**



240

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



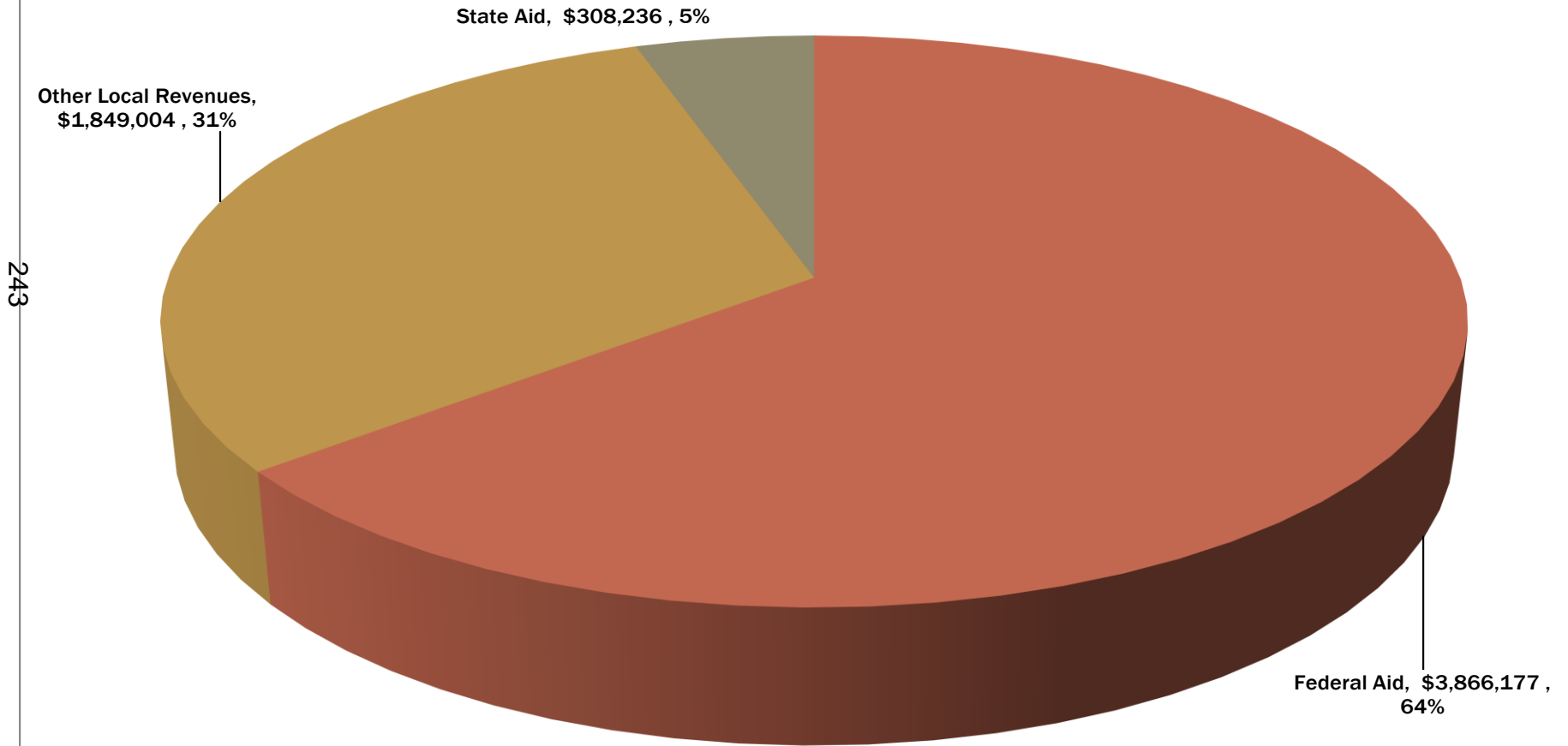
241

2017-2018 Adopted Budget Food Service Fund

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

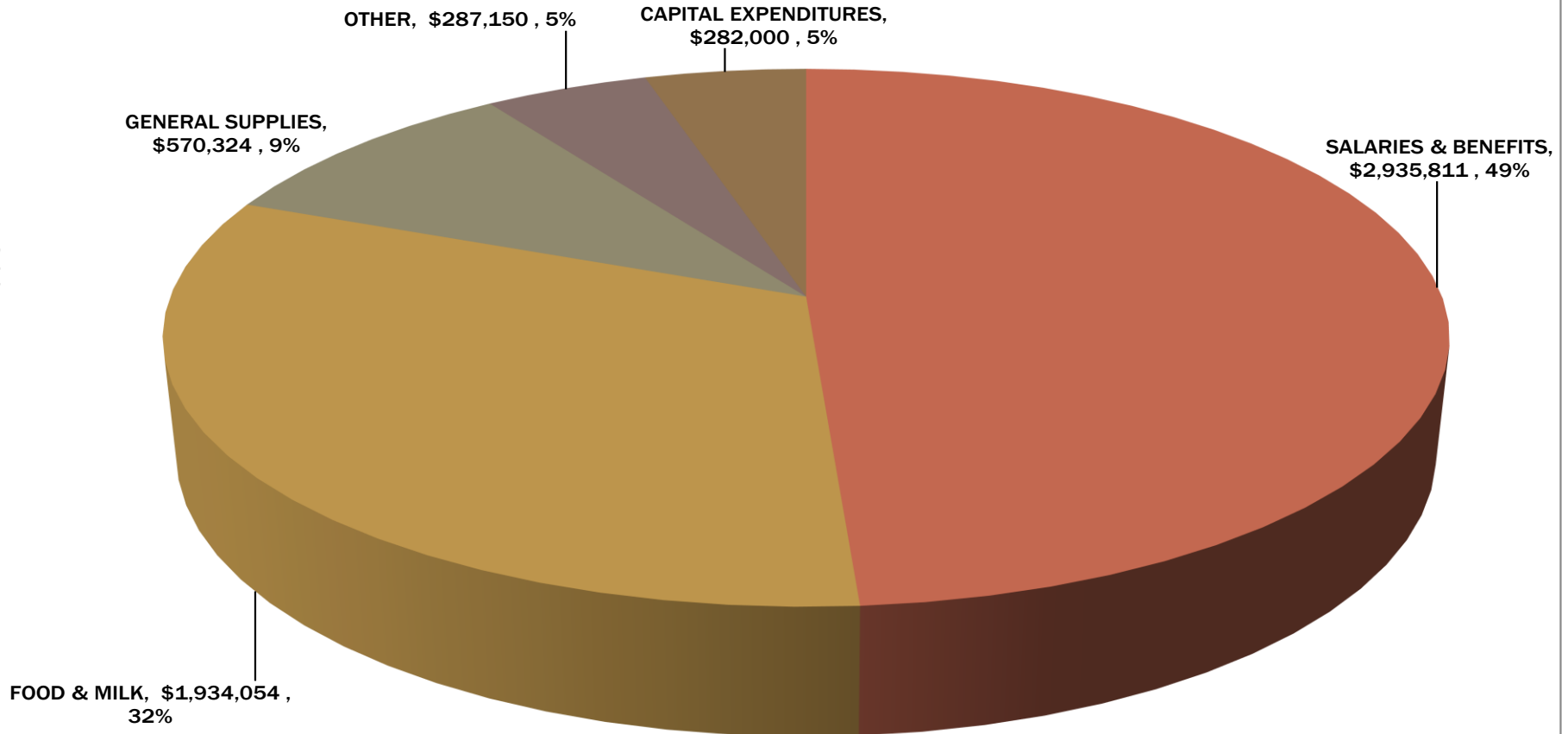
242

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



243

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



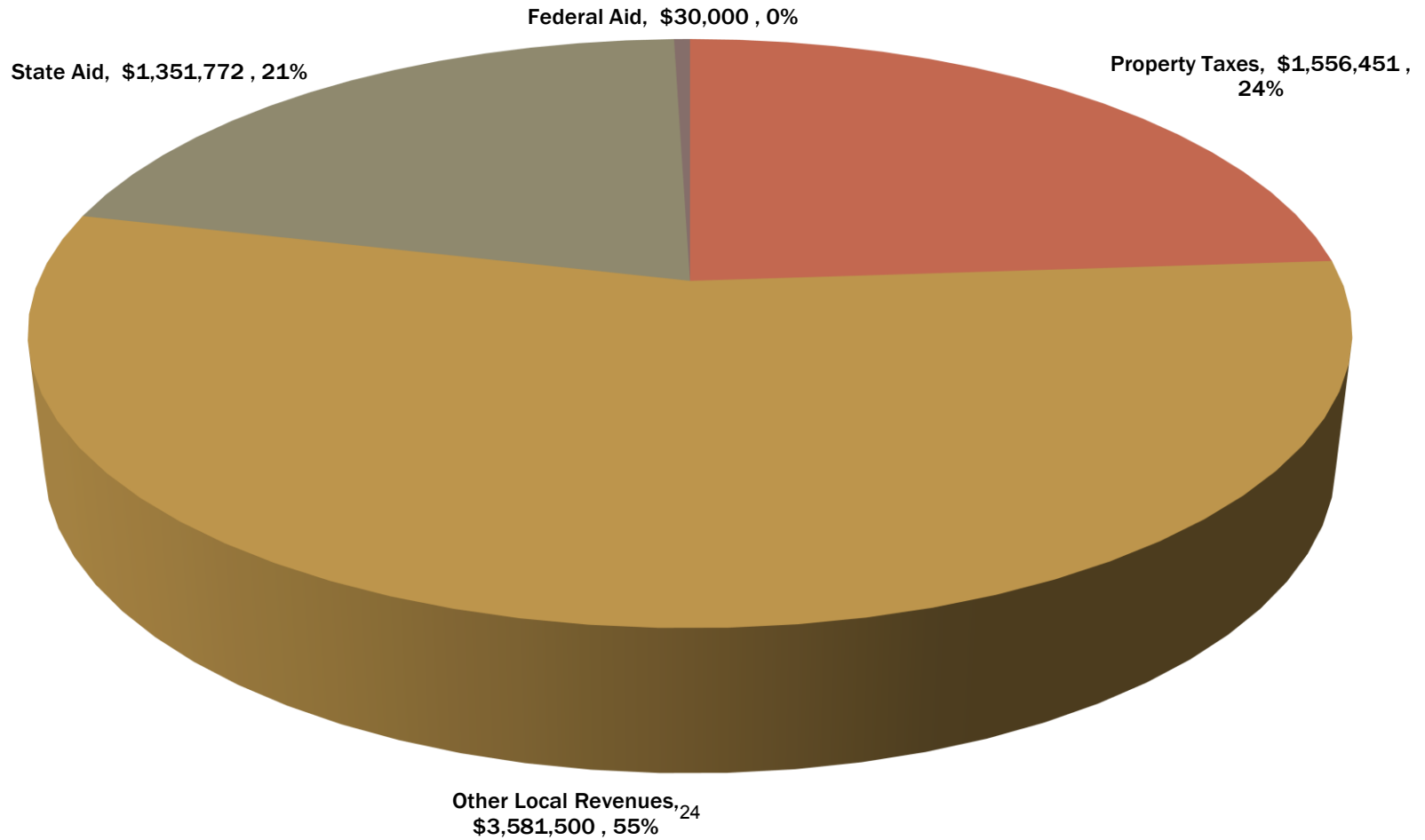
244

2017-2018 Adopted Budget Community Service Fund

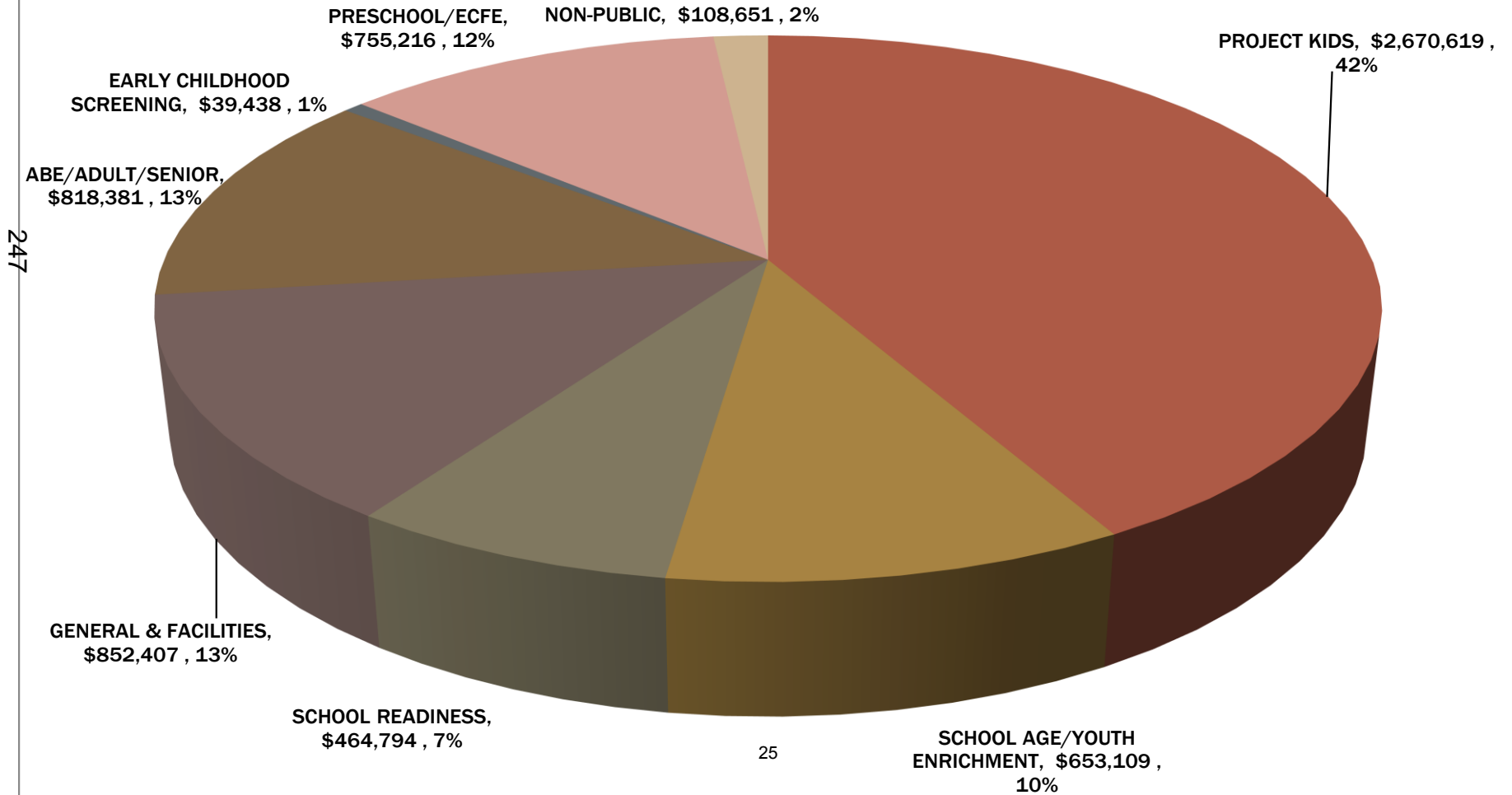
Projected Beginning Fund Balance	\$ 970,642
Revenues	6,519,723
Expenses	(6,362,615)
Net Change in Fund Balance	157,108
Projected Ending Fund Balance	\$ 1,127,750

245

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



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



247

25

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

248

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

249

Adopted Budget

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

2018 Adopted Budget by Budget Unit

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

		2018
		Adopted Budget.FIN
01010	- General Elementary Instruction - Personnel	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.		
01030	- General Elementary Instruction - Subs	408,000
Provides the funding necessary for elementary substitutes. This budget unit consists of salaries and benefits for no FTEs.		
02010	- General Middle School Instruction - Personnel	6,272,823
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.		
02020	- General Middle School Instruction - Subs	286,000
Provides the funding necessary for middle school substitutes. This budget unit consists of salaries and benefits for no FTEs.		
03010	- General High School Instruction - Personnel	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.		
03020	- General High School Instruction - Subs	200,000
Provides the funding necessary for high school substitutes. This budget unit consists of salaries and benefits for no FTEs.		
04010	- PhyEd, Health, Art, Music - Personnel	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.		
05010	- Long Term Subs	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.		
06010	- Family and Consumer Science Instruction	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.		
06020	- Trade and Industrial Education	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.		
06040	- Business and Office Education	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.		
06050	- Partnerships	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.		

251

2018 Adopted Budget by Budget Unit

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

		2018
		Adopted Budget.FIN
06060 - Post-Secondary Tuition		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.		
06070 - Post-Secondary - Career Tech Tuition		474,000
Provides the budget for secondary students to attend Career tech classes. This budget unit consists of salaries and benefits for no FTEs.		
07010 - K-12 Media Services		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.		
07020 - K-12 Gifted and Talented		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.		
07030 - 6-12 Guidance Services		1,416,436
Provides the funding to provide 6-12 guidance services. This budget unit consists of salaries and benefits for 12.70 FTEs.		
07040 - 9-12 Deans		636,255
Provides the funding to provide 9-12 Dean support. This budget unit consists of salaries and benefits for 6.00 FTEs.		
07060 - English Second Language Learner		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.		
08010 - Site Allocation of Instructional/Operational Resources		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.		
08020 - Building Level Copier Leases		102,910
Provides the funding for the monthly lease costs of the main multi-functional device within each school. This budget unit consists of salaries and benefits for no FTEs.		
09010 - Special Ed Salaries/Benefits		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.		
09030 - Special Ed Purchased Services		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.		
09040 - Special Ed Transportation		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.		

252

2018 Adopted Budget by Budget Unit

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

		2018
		Adopted Budget.FIN
10010 - Alternative Learning Center		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.		
10020 - Mental Health Services		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.		
10030 - K-12 Nursing/Health Services		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.		
11010 - Co-Curricular Activities (Non-Athletic)		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.		
11020 - High School Interscholastic Athletics		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.		
11021 - Middle School Interscholastic Athletics		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.		
12010 - Title I, Part A Regular - Improving Basic Programs		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.		
12020 - Title II, Part A Regular - Teacher/Principal Training & Recruiting		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.		
12030 - Title III Regular - Limited English Proficient Students		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.		
12050 - Carl Perkins Grant		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.		
13010 - Q-Comp/Pro-Pay		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 7.00 FTEs.		

253

2018 Adopted Budget by Budget Unit

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

		2018
		Adopted Budget.FIN
13020 - Integration and Achievement		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.		
13030 - Compensatory Education		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 28.86 FTEs.		
14010 - Technology		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.		
14020 - Technology: Capital Levy		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.		
15010 - Instructional Development		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.		
15020 - Curriculum Development		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.		
15030 - Curriculum Adoptions		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.		
15040 - Assessment Program		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.		
16010 - Board of Education		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.		
16020 - Superintendent		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.		
16030 - Assistant Superintendent		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.		

254

2018 Adopted Budget by Budget Unit

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

		2018
		Adopted Budget.FIN
16040 - Human Resources		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.		
16041 - Workers Comp, Unemployment, & Premiums for Property Casualty Liability Insurance		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.		
16050 - Business		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.		
16054 - Business - OPEB Implicit Chargeback		-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.		
16060 - Communications and Marketing		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.		
16070 - Student Registration and Census		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.		
17010 - Voluntary Pre-Kindergarten		569,395
Provides the funding to operate the Voluntary Pre-Kindergarten Program.		
This budget unit consists of salaries and benefits for 7.58 FTEs.		
17011 - Elementary Administrators		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.		
17012 - Elementary Building Clerical		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.		
17013 - Elementary EAs		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.		
17021 - Secondary Administrators		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.		
17022 - Secondary Building Clerical		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.		

255

2018 Adopted Budget by Budget Unit

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

		2018
		Adopted Budget.FIN
17023 - Secondary EAs		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.		
17025 - Miscellaneous Stipends		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.		
18010 - Student Transportation		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.		
19010 - Custodial		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.		
19020 - Building, Grounds and Maintenance		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.		
19030 - Environmental Health and Safety/ADA Compliance		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.		
19040 - Facility Leases		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.		
19050 - Warehouse and Purchasing		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.		
19060 - Utilities		2,007,089
Provides the funding for the District's utilities. This budget unit consists of salaries and benefits for no FTEs.		
20010 - School Resource Officers		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.		
20030 - Safe Schools		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.		
Total General Fund Expenditure Budget		130,598,185
Total General Fund Period FTEs - 1,139.99		

256

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: General Elementary Instruction Personnel **Package ID#:** 01010; 01030

FY2018 Funding Level: General

Budget Package Administrator(s): Elementary Principal

Budget Package Total: \$18,288,036

Budget Package Description:

This budget package provides the funding necessary to provide instruction in the core academic subjects of language arts, math, science, social studies at the district's ten elementary schools including the following:

Salaries, Wages & Benefits				\$ 17,888,499
Substitutes				\$ 408,000

The funding of this budget unit covers the salary, benefit, and substitute costs associated with the licensed staff required to teach the courses and maintain average class sizes consistent with district guidelines. For the Adopted FY18 Budget, ranges from 21-30 were used for this budget unit with an average district-wide class size ratio of 24.5.

Budget Packet Justification:

The following subject areas are required of all students in the state of Minnesota: Language arts, mathematics, science, social studies (including history, geography, economics, and government and citizenship), health and physical education; and the arts (public elementary schools must offer at least three and require at least two of the following dance; music; theater; and visual arts).

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
1ST GRADE TCR				30.00
2ND GRADE TCR	EDWARD NEILL	003833	LAMB, CYNTHIA L	1.00
		007279	BEARTH, LUKE A	1.00
		012899	LENTON, TIFFANY	1.00
	GIDEON POND	011595	STONEKING, STACY	1.00
		011789	RAU, JESSICA	1.00
		018034	AMBUEHL, JENNIFER A	1.00
	HARRIET BISHOP	008791	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	

258

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	OTREMB, 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
2ND GRADE TCR				29.00
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	
3RD GRADE TCR				29.00	
4TH GRADE TCR	EDWARD NEILL	007308	HOVLAND, SUSAN C	1.00	
		007322	CONDON, JAMES F	1.00	
		015626	PETRELLA, SARA M	1.00	
	GIDEON POND	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	
	4TH GRADE TCR				27.00
	5TH GRADE TCR	EDWARD NEILL	014779	ZAK, GLORIA	1.00
			016654	GILRAY, REBECCA J	1.00
		GIDEON POND	006421	ROBISON, THOMAS C	1.00
			006803	MACNAUGHTON, LAURA	1.00
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	
5TH GRADE TCR				27.00
FLOATER	DISTRICT-WIDE	018671	KOHN, GRACE M	1.00
		018749	KRAMER, KRISTA	1.00
		018933	SPRINGER, MELISSA A	1.00
FLOATER				3.00
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
KINDERGARTEN TCR				26.00
Budget Unit 01010				171.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Package ID#: 02010; 02020

Budget Package Title: K-12 Middle School School Core Instructional Personnel

FY2018 Funding Level: General

Budget Package Administrator(s): Middle School Principal

Budget Package Total: \$6,558,823

Budget Package Description:

This budget package provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language including the following:

Salaries, Wages & Benefits			\$ 6,272,823
Substitutes			\$ 286,000

The Burnsville-Eagan-Savage School District supports three middle schools, grades 6-8. The funding of this budget unit covers the salary, benefit, and substitute costs associated with the licensed staff required to teach the courses and maintain average class sizes consistent with district guidelines. For the Adopted FY18 Budget, a building class size average of 33:1 was used for this budget unit.

Budget Packet Justification:

The following subject areas are required of all students in the state of Minnesota: language arts, mathematics, science, social studies (including history, geography, economics, and government and citizenship), health and physical education; and the arts (public middle schools must offer at least three and require at least two of the following dance; music; theater; and visual arts).

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
6TH GRADE TCR				17.23
AVID TCR	NICOLLET	010313	OLSON, AMY	0.20
AVID TCR				0.20
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
LANG ARTS TCR				11.83
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
MATH TCR				9.37
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
SCIENCE TCR				9.66
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
SOC STU TCR				7.72

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
WORLD LANG TCR				0.94
Budget Unit 02010				56.95

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Package ID#: 03010; 03020

Budget Package Title: K-12 High School Core Instructional Personnel

FY2018 Funding Level: General

Budget Package Administrator(s): High School Principal

Budget Package Total: \$8,121,907

Budget Package Description:

This budget package provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language including the following salaries and benefits:

Salaries, Wages & Benefits				\$ 7,921,907
Substitutes				\$ 200,000

Burnsville High School is a comprehensive suburban high school. The funding of this budget unit covers the salary, benefit, and substitute costs associated with the licensed staff required to teach the courses and maintain average class sizes consistent with district guidelines. For the Adopted FY18 Budget, a building class size average of 36:1 was used for this budget unit. In addition to covering the salary, benefit, and substitute costs to the regular courses offered in each area, the funding covers costs associated with remedial courses in reading and math, basic courses, elective courses, and advanced placement and CIS courses.

Budget Packet Justification:

All students must complete courses in the areas of language arts, math, science, and social studies to graduate from Burnsville High School. M.S. 120B.021 requires all school districts to adopt graduation requirements that include the areas of language arts, math, science, and social studies. District Policy IKF and IKF-R Graduation Requirements and Regulations requires students to complete three years of language arts, three years of social studies, and two years each of math and science coursework to graduate. Additionally, M.S. 120B.30 requires students to demonstrate proficiency on statewide assessments in writing, reading, and math to graduate from a public school.

These four areas and world language are also all required for admission to post-secondary institutions. Instruction in these areas directly supports the district goals to improve reading and math proficiency of students, to increase the graduation rate of students, and to prepare all students for a post-secondary experience.

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
AVID TCR				1.70
BEA PRESIDENT	DIAMONDHEAD	014589	WUENSCH, WENDY DRUGGE	1.00
BEA PRESIDENT				1.00
DANCE	BHS	012647	WALLER MCDEVITT, JENNIFER	0.20
DANCE				0.20
HEALTH CARE TCR	BHS	018605	WERNER-DEMPSEY, ANNE	0.60
HEALTH CARE TCR				0.60
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		
LANG ARTS TCR				15.30
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
MATH TCR				14.50
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		
SCIENCE TCR				13.80
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
SOC STU TCR				16.20
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
WORLD LANG TCR				8.60
Budget Unit 03010				71.90

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Package ID#: 04010

Budget Package Title: Physical Education, Health, Art, Science, Music Personnel

FY2018 Funding Level: General

Budget Package Administrator(s): Elementary, Middle, and High School Principals

Budget Package Total: \$5,237,852

Budget Package Description:

This budget package provides the funding to provide K-12 physical education, 7-12 health, K-12 visual arts, K-6 science, K-12 general/vocal music and 5-12 instructional music instruction including the following salaries and benefits:

Salaries, Wages & Benefits			\$ 5,237,852
----------------------------	--	--	--------------

The Physical Education and Health teachers instruct students in physical education activities in elementary, junior or senior high school(s) by promoting the development of each student's physical attributes and social skills through individual and team sports, indoor, outdoor games, and life-long fitness activities. Students are provided direct instruction in the benefits of daily fitness activities; cardiovascular, flexibility, strength training, balance and core strength activities.

The Burnsville-Eagan-Savage School District offers a K-12 visual arts, K-12 general/Vocal music and 5-12 instructional music program. This budget package also provides the funding necessary to staff specialists in the area of visual and musical at the elementary, middle and senior high school level. The funding covers the salary and benefit costs associated with the licensed staff required to teach the courses and maintain average class sizes consistent with district guidelines.

Research consistently demonstrates a link between the arts and academic achievement. Instruction in the fine arts not only builds confidence in students and allows them to excel in an area of interest; it supports the development of the whole child and their achievement at school. This funding package provides the resources to sustain a fine arts program district-wide.

Budget Packet Justification:

By Minnesota statutes health and physical education is required of all students in the state. In addition, M.S. 120B.021 mandates that "public elementary and middle schools must offer at least three and require at least two of the following four arts areas: dance; music; theater; and visual arts. Public high schools must offer at least three and require at least one of the following five arts areas: media arts; dance; music; theater; and visual arts." *Board Policy IKF: Graduation Requirements and Regulations* require students to complete two credits of an approved fine arts course to graduate. The Burnsville area, as well as the entire Twin Cities metro area, has a plethora of arts experiences demonstrating the high value placed on the arts by the community.

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
	ART TCR			
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
	BAND TCR			
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

272

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	
MUSIC TCR				8.00	
PHY ED TCR	BHS	007145	RIGGS, MARK D	1.00	
		007841	VAN DER WOUDE, MARK B	1.00	
		008269	VAN DER WOUDE, LORALIE A	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	
	PHY ED TCR				21.02
	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
STRINGS TCR				2.71
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
VOCAL TCR				3.50
Budget Unit 04010				55.73

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Package ID#: 05010

Budget Package Title: Long Term Substitutes

FY2018 Funding Level: General

Budget Package Administrator(s): Elementary, Secondary Principal

Budget Package Total: \$386,255

Budget Package Description:

This budget package provides the funding necessary for the payment of long term substitutes.

Salaries, Wages & Benefits			\$ 386,255
----------------------------	--	--	------------

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Package ID#: 06010

Budget Package Title: Family and Consumer Science Instruction

FY2018 Funding Level: General

Budget Package Administrator(s): Assistant High School Principal

Budget Package Total: \$628,236

Budget Package Description: This budget package provides the funding to operate the instructional programs of family and consumer science including the salaries and benefits:

Salaries, Wages & Benefits		\$ 628,236
----------------------------	--	------------

Career and Technical Education provides a contextual application of academic competencies, skills, and standards as prescribed by board policy or by statute. In the capacity of curriculum delivery Career and Technical Education enhances the preparation of tomorrow's workforce. This is achieved through:

- in-depth career exploration and career planning,
- contextual learning that connects schoolwork to the future and assists in the application of basic skills to life situations,
- the development of occupational competencies that facilitate transition into advanced placement in post-secondary career preparation programs, and
- development of occupational competencies necessary for entering an occupation.

Budget Packet Justification: M.S. 120B.022 Subdivision 1 requires all school districts to offer courses in all elective subject areas and develop locally adopted standards for Vocational and Technical Education (Career and Technical Education). Career and Technical Education shall perform the following:

- Teach the district adopted curriculum, including standards, in the areas of Business and Office Education, Family and Consumer Sciences, Technology Education, Vocational and Industrial Education, and Technical Education,
- Develop standards based curriculum in all subject areas,
- Deliver content approved by the Board of Education,
- Meet the requirements of the Carl Perkins Act grant,
- Make reports required by the Minnesota Department of Education, the U.S. Department of Education, and
- Perform other duties as described by the Board of Education

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
FACS TCR				7.50
PLTW	METCALF	018612	MALLINGER, MELINDA	1.00
PLTW				1.00
Budget Unit 06010				8.50

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Trade and Industrial Education

Package ID#: 06020

FY2018 Funding Level: General

Budget Package Administrator(s): Assistant High School Principal

Budget Package Total: \$600,580

Budget Package Description: This budget package provides the funding to operate the instructional programs of trade and industrial education including the salaries and benefits:

Salaries, Wages & Benefits			\$ 600,580
----------------------------	--	--	------------

Career and Technical Education provides a contextual application of academic competencies, skills, and standards as prescribed by board policy or by statute. In the capacity of curriculum delivery Career and Technical Education enhances the preparation of tomorrow's workforce. This is achieved through:

- in-depth career exploration and career planning,
- contextual learning that connects schoolwork to the future and assists in the application of basic skills to life situations,
- the development of occupational competencies that facilitate transition into advanced placement in post-secondary career preparation programs, and
- development of occupational competencies necessary for entering an occupation.

Budget Packet Justification: M.S. 120B.022 Subdivision 1 requires all school districts to offer courses in all elective subject areas and develop locally adopted standards for Vocational and Technical Education (Career and Technical Education). Career and Technical Education shall perform the following:

- Teach the district adopted curriculum, including standards, in the areas of Business and Office Education, Family and Consumer Sciences, Technology Education, Vocational and Industrial Education, and Technical Education,
- Develop standards based curriculum in all subject areas,
- Deliver content approved by the Board of Education,
- Meet the requirements of the Carl Perkins Act grant,
- Make reports required by the Minnesota Department of Education, the U.S. Department of Education, and
- Perform other duties as described by the Board of Education

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
IND TECH TCR				6.05
Budget Unit 06020				6.05

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Business and Office Education

Package ID#: 06040

FY2018 Funding Level: General

Budget Package Administrator(s): Assistant High School Principal

Budget Package Total: \$524,048

Budget Package Description: This budget package provides the funding to operate the instructional programs of business and office education including the salaries and benefits:

Salaries, Wages & Benefits			\$ 524,048
----------------------------	--	--	------------

Career Technical Education (CTE) programs offer academic and technical skills, knowledge and training to succeed in future careers. CTE programs prepare learners for the future by providing learning experiences spanning career fields such as agriculture, architecture, culinary arts, engineering, fashion design, electrical and plumbing, health care, robotics, construction, veterinary medicine, education, or accounting.

CTE is a learning pathway toward educational engagement and achievement. Practical learning experiences introduce students to workplace competencies and 21st century skills such as critical thinking, communication, career development and employability skills that make academic content accessible in a hands-on context. CTE also provides students with the opportunity to gain work experience through job shadowing, internships, work-based learning, and industry-certification opportunities.

Much of our work is driven by the Carl D. Perkins Career and Technical Education Act of 2006, to improve career technical education and create opportunities to enter high-skill, high-wage, or high-demand employment in Minnesota for all learners.

The Carl D. Perkins Vocational and Technical Education Act of 2006 provides an increased focus on the academic achievement of career and technical education students, strengthening the connections between secondary and postsecondary education, and improving state and local accountability. **Carl D. Perkins Career and Technical Education Act of 2006 (Public Law 109-270)**

Budget Packet Justification: M.S. 120B.022 Subdivision 1 requires all school districts to offer courses in all elective subject areas and develop locally adopted standards for Vocational and Technical Education (Career and Technical Education). Career and Technical Education shall perform the following:

- Teach the district adopted curriculum, including standards, in the areas of Business and Office Education, Family and Consumer Sciences, Technology Education, Vocational and Industrial Education, and Technical Education,
- Develop standards based curriculum in all subject areas,
- Deliver content approved by the Board of Education,

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

- Meet the requirements of the Carl Perkins Act grant,
- Make reports required by the Minnesota Department of Education, the U.S. Department of Education, and
- Perform other duties as described by the Board of Education

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
BUSINESS TCR				5.63
Budget Unit 06040				5.63

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Partnerships

Package ID#: 06050

FY2018 Funding Level: General

Budget Package Administrator(s): Director of Strategic Partnerships and Pathways

Budget Package Total: \$227,908

Budget Package Description: This budget package provides the funding to operate the Strategic Partnerships and Pathways and related efforts in connecting our students with community opportunities.

Salaries, Wages & Benefits			\$	220,908
Purchased Services, Supplies, Capital, Other			\$	7,000

Partnerships create opportunities that drive employer and community awareness and engagement with the district. These opportunities are leveraged to greater collective impact for student opportunities to explore potential career options, engage in unique ways with the community, and be exposed to relevant learning outside of the classroom. Partnerships complement programs in schools by ensuring students are "Future Ready" when they graduate. Students explore their interests, find their passions and plan for their future success in careers and college through Pathways. A Pathway is a series of classes that students can take to help them follow their interests and prepare for the future.

Partnerships and pathways, college and career planning, and community outreach strategies position the district to be community strong, and prepare students to be future ready. This is achieved by, but not limited to, the following strategies:

- Conceptualize new strategic initiatives that could be built around or benefit from corporate, foundation, government, bilateral organizations or other partnerships.
- Develop systems and procedures in support of the identification, engagement and development of strategic partnerships.
- Leverage existing partnerships, lead outreach activities that specifically educate the community.
- Plan and implement corporate partner events aimed at deepening engagement, including convening partner champions.
- Coordinate VisionOne91 and Pathway initiatives, and assist with alignment of programs that are beneficial for all students.
- Improve college and career readiness opportunities for all students.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Packet Justification: There is no statutory requirement for a school district to maintain a Strategic Partnerships and Pathways program.

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
BURNSVILLE PROMISE COORD				0.75
DIR STRATEGIC PARTNERSHIPS	DISTRICT-WIDE	017175	FUNSTON, KATHY L	1.00
DIR STRATEGIC PARTNERSHIPS				1.00
Budget Unit 06050				1.75

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Post-Secondary Tuition

Package ID#: 06060

FY2018 Funding Level: General

Budget Package Administrator(s): Assistant High School Principal

Budget Package Total: \$276,000

Budget Package Description: This budget package provides the budget for students to attend classes at other Minnesota school districts.

Purchased Services				\$ 276,000
--------------------	--	--	--	------------

Budget Packet Justification:

Also included within this budget package are cooperative programs for Alternative School and Vocational Training offered through various technical schools and intermediate programs.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Post-Secondary – Career Tech Tuition **Package ID#:** 06070

FY2018 Funding Level: General

Budget Package Administrator(s): Assistant High School Principal

Budget Package Total: \$474,000

Budget Package Description: This budget package provides the budget for secondary students to attend Career Tech classes through the District's various University and College programs including college in the schools (CIS) and post-secondary enrollment options (PSEO).

Purchased Services				\$ 474,000
--------------------	--	--	--	------------

Budget Packet Justification: The District's Post - Secondary Career Tech programs provide excellent opportunities for the District's students to obtain college credit through concurrent enrollment with various technical schools and state colleges and universities. This program allows students and families to access college courses and receive post-secondary credit while still enrolled in High School. This results in a tremendous savings to families as it may result in tuition savings once the students attend a college or university after graduation from high school.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: K-12 Media Services

Package ID#: 07010

FY2018 Funding Level: General

Budget Package Administrator(s): Elementary Principal

Budget Package Total: \$831,726

Budget Package Description:

This budget package provides the funding to provide K-12 media services including the following salaries and benefits:

Salaries, Wages & Benefits			\$ 831,726
----------------------------	--	--	------------

School libraries and media centers provide access to a wide variety of both print and electronic information resources for teachers and students. They support achievement of curriculum goals, assist teachers with integration of information and technology resources with curriculum, assist teachers in reaching continuing education goals, and teach students to use information resources effectively, ethically, and safely.

Budget Packet Justification:

School libraries and media centers serve as a critical foundation for increasing student achievement in Minnesota's educational system. Studies continually show that students realize higher levels of achievement when they have school libraries that are sufficiently funded, professionally staffed, and integrated with the curriculum. School libraries and media centers support the District 191 School Board's goals. It is necessary for students to have sufficiently funded media centers in order to realize higher levels of achievement. The school media centers support the goal of having content standards and a comprehensive curriculum that is rigorous and relevant. Media Centers provide students access to many sources of fiction and non-fiction literature to support the goal of students being able to understand, communicate with, and effectively interact with people across cultures.

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
COLLEGE & CAREER SPECIALIST				1.00
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
EA MEDIA				8.50
MEDIA SPECIALIST	BHS	010804	OIE, ROGER	1.00
	EAGLE RIDGE	008297	GALLAND, JOHN	1.00
	METCALF	015999	GRIFFITHS, ROBERT H	1.00
	NICOLLET	009216	MEYER, NANCY L	1.00
MEDIA SPECIALIST				4.00
Budget Unit 07010				13.50

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: K-12 Gifted and Talented

Package ID#: 07020

FY2018 Funding Level: General

Budget Package Administrator(s): Elementary Principal

Budget Package Total: \$695,742

Budget Package Description:

This budget package 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 including the following salaries and benefits:

Salaries, Wages & Benefits			\$ 695,742
----------------------------	--	--	------------

The state of Minnesota designates specific revenue to school districts for identifying gifted and talented students, provide education programs for gifted and talented students, as well as provide staff development to prepare teachers to best meet the unique needs of gifted and talented students. Gifted and talented participation is included in the federal civil rights reports. Gifted and Talented programs, by design, capitalize on the special cognitive needs of students and should be distinguished from enrichment activities available to all learners. Gifted and talented children and youth are those students with outstanding abilities, identified at preschool, elementary and secondary levels. These students are capable of high performance when compared to others of similar age, experience and environment, and represent the diverse populations of our communities. These are students whose potential requires differentiated and challenging educational programs and/or services beyond those provided in the general school program. Students capable of high performance include those with demonstrated achievement or potential ability in any one or more of the following areas: general intellectual, specific academic subjects, creativity, leadership and visual and performing arts.

Budget Packet Justification:

The Board of Education identified Gifted Education as one of its goals to focus district initiatives and efforts. It states: It will implement a full continuum of rigorous, researched-based gifted education programs, pre-K-12, provided by appropriately qualified personnel, which meets the academic and socio-emotional needs of a diverse population of students who exhibit above average general and / or specific abilities, high levels of task commitment and high levels of creativity. It will increase the percentage of minority, second language, and low income students identified and served in district gifted programs to a level which reflects the districts overall demographics. It will engage all identified gifted students in type III enrichment which includes investigative activities and artistic productions.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Minnesota Statute §120B.15 GIFTED and TALENTED STUDENTS PROGRAM sections (a) and (b) permit school districts and charter schools to identify students who are gifted and talented, develop and evaluate programs to serve them locally and provide staff development to ensure that they have access to challenging educational programs. The legislation also provides guidance for districts to adopt procedures for assessing and identifying students. Section (c) directs school districts and charter schools to adopt procedures for the academic acceleration of gifted and talented students that include an assessment of students' readiness and motivation for acceleration and a match between the curriculum and the students' academic needs. (Districts may wish to implement policies that reflect gifted and talented best practices, consistent with Minnesota Statute §120B.15.)

Gifted and talented revenue (Minnesota Statute §126C.10 Subd. 2 (b)) provides school districts and charter schools with \$13 times a district's adjusted pupil units.

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
GIFTED/ENRICH TCR				6.00
Budget Unit 07020				6.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: 7-12 Guidance Services

Package ID#: 07030

FY2018 Funding Level: General

Budget Package Administrator(s): Elementary Principal

Budget Package Total: \$1,416,436

Budget Package Description:

This budget package provides the funding to provide 7-12 Guidance program including the following salaries, benefits and other operating expenses:

Salaries, Wages & Benefits			\$ 1,416,436
----------------------------	--	--	--------------

Comprehensive counseling programs in schools provide general guidance for students at all grade levels and career guidance for middle and high school students. A comprehensive school counseling program includes four components: curriculum, individual student planning, responsive services and system support. These components are designed to ensure that every student receives the program's benefits. Counselors monitor student progress, gather data, seek program improvement and share best practices.

Budget Packet Justification:

Safe Schools Levy – Maintenance of Effort (MOE) for Licensed School Support Staff (Section 17). The 2011 Legislature removed the maintenance of effort (MOE) for Licensed School Support Staff. Additionally, no longer must the school set aside at least \$3 per adjusted marginal cost pupil unit of the safe school levy proceeds for the purpose of paying costs for licensed school counselors, licensed school nurses, licensed school social workers, licensed school psychologists, and licensed alcohol and chemical dependency counselors to help provide early responses to problems.

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	
	COUNSELOR				12.70
	Budget Unit 07030				12.70

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Deans

Package ID#: 07040

FY2018 Funding Level: General

Budget Package Administrator(s): Secondary Principal

Budget Package Total: \$636,255

Budget Package Description:

This budget package provides the funding to provide 9-12 Dean support. The services are provided by qualified staff and their salaries, wages, and benefits account for the expenditures in this budget package.

Salaries, Wages & Benefits			\$ 636,255
----------------------------	--	--	------------

Budget Packet Justification: There is no statutory requirement for a school district to provide Deans.

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
DEAN				6.00
Budget Unit 07040				6.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: English Second Language Learner

Package ID#: 07060

FY2018 Funding Level: Categorical

Budget Package Administrator(s): Elementary Principal

Budget Package Total: \$3,814,585

Budget Package Description:

This budget package provides funding for the district's K-12 English Learner (EL) program; includes general fund cross-subsidy to supplement state E funding, does not include Title III funds and includes the following salaries and benefits:

Salaries, Wages & Benefits		\$ 3,739,054
Purchased Services, Supplies, Capital, Other		\$ 75,531

There are approximately 89 languages spoken by English Learners (EL) in district 191. Teachers with an English as Second Language licensure designation support EL students at every site in the district. Assessments of every student have been made in preparation for the FY18 school year. During the FY15 school year the program was audited for program delivery and budget and received approval from the Minnesota Department of Education. This program will continue to be monitored for continued improvement in our delivery of services.

Budget Packet Justification:

During the 2014 Minnesota legislative session, lawmakers passed the Learning for English Academic Proficiency (LEAP) Act, which is the perceived as the most comprehensive legislation in support of English Learners (ELs) in the United States. The law has a three pronged focus for all EL students: 1).academic English proficiency, 2.) grade-level content knowledge, and 3). multilingual skills development. At the forefront of the LEAP act is the requirement that all teachers be prepared to instruct ELs (Williams and Ebinger, 2014).

Nearly 1,500 EL students are currently enrolled in ISD 191 schools. Since 2009-2010, the percentage of EL students has been in the 15-19% range. The greatest linguistic diversity includes students whose primary home language is Spanish, Somali or Vietnamese. According to the Minnesota Department of Education, nearly half of EL students do not graduate from high school, which are similar to the ISD 191 EL graduation rates. (retrieved from Minnesota Department of Education, July 2015).

Home Primary Language. The Limited English Proficiency (LEP) indicator is used in the calculation of the LEP formula of basic skills revenue. An assessment is made by appropriate school personnel whether students are English Learners (EL) and need English Learner or bilingual services. Students may or may not actually be in an EL or bilingual program. M.S. §124D.59, Subd. 2 (1sp2003) defines pupil of limited English proficiency as a pupil in any of the grades of pre-kindergarten (grade EC) through 12 who meets the following requirements:

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

(1) the pupil, as declared by a parent or guardian first learned a language other than English, comes from a home where the language usually spoken is other than English, or usually speaks a language other than English; and

(2) the pupil is determined by developmentally appropriate measures, which might include observations, teacher judgment, parent recommendations, or developmentally appropriate assessment instruments, to lack the necessary English skills to participate fully in classes taught in English. This reflects any assessment during the current school year and is a cumulative count. If a student has been assessed as needing EL or bilingual services, report "Y" Limited English Proficient, even if parents refuse services. In this case the LEP start date will be zero.

Minnesota Department of Education document, EL Education Program Guidelines Funding (Updated August 2005), gives specific details about funding services for EL students.

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
ESL TCR				41.30
Budget Unit 07060				41.30

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Instructional Resources

Package ID#: 08010; 08020

FY2018 Funding Level: General, Local

Budget Package Administrator(s): Elementary Principal

Budget Package Total: \$521,163

Budget Package Description:

This budget package provides the per pupil funding allocation for instructional related expenses. This funding is intended to cover the costs of building level equipment repairs, purchase of general supplies, classroom supplies, copiers & supplies, telephone, etc.

Purchased Services, Supplies, Capital, Other	\$ 512,737
Rentals and Leases	\$ 102,910

Budget Packet Justification:

Instructional resources are not mandated in statute so this budget package description shows no funds being allocated for this purpose.

There are a wide variety of day-to-day materials and supplies that are needed to implement the district's curriculum and programs. Funding provided to each school on a per pupil basis allows building leadership to determine the most efficient and effective use of the financial resources available. This budget package provides funding for items that are essential to the delivery of the district's curriculum. The funds in this budget package are utilized for items such as the purchase of math manipulatives, science consumables, Read 180, Follett Media Center, software, Project Lead the Way, Career Technical Education (CTE), physical education, music, A to Z reading site licenses, additional textbooks when needed, etc. Carry over has been allowed within this budget unit and the board has committed the funds from carryover beginning in FY11 to provide for visionary budget planning at the building level.

General academic standards are intended to fulfill the state's responsibility for making available an appropriate educational program that has high expectations for all students in Minnesota. Providing each school the adequate instructional resources ensures that each child has equitable access to the district's education program regardless of race, color, national origin, gender, disability, religion, creed, marital status, geographic location, or socioeconomic background.

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
EA LEVEL 3				0.38
Budget Unit 08010				0.38

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Special Education Services

Package ID#: 09010

FY2018 Funding Level: Categorical

Budget Package Administrator: Executive Director of Individualized Student Services

Budget Package Total: \$24,622,273

Budget Package Description:

This budget package provides funding for special education programs and services for residents with disabilities birth to 21 years of age. The services are provided by qualified staff and their salaries, wages, and benefits account for the expenditures in this budget package.

Salaries, Wages & Benefits		\$ 24,622,273
----------------------------	--	---------------

The Office of Individualized Student Services supports the implementation of federal and state requirements to provide: Homebound Instructional Services, Administration of Section 504 and Care and Treatment tuition acknowledgements for students with and without disabilities

Budget Packet Justification:

Several federal and state laws and rules require a public school district to provide special education services including related services such as special transportation. District 191 Board Policies charge the Executive Director of Individualized Students Services with the responsibility to ensure that eligible students receive special transportation services. Students eligible to receive special education services are entitled to do so in the Least Restrictive Environment (LRE) and must receive a Free and Appropriate Public Education (FAPE).

Federal Legislation:

- 20 U.S.C. 1415 IDEA 2004: Individuals with Disabilities Education Improvement Act
- 34 C.F. R. 300.522 Special Education Placement
- ADA Amendments Act of 2008 - Public Law 110-325
- 29 U.S. C. 794 Section 504 of Rehabilitation Act

State Legislation/Rule:

- Minn. Stat. 125A. 515, Subd. 5 & 10 Care and Treatment
- Minn. Stat. 125A.02 Children with a Disability
- Minn. Stat 125A.51 Placement of Children without disabilities; education and transportation
- Minn. Rules Part 7470.1600 Transportation pupils with disability

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
ASSISTIVE TECH				1.00
BEHAVIOR SPECIALIST	DISTRICT-WIDE	017322	CZAPAR, KELLY N	1.00
		019158	EWERT, CASEY	1.00
BEHAVIOR SPECIALIST				2.00
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	
CLERICAL				10.50
CULTURAL LIAISON	CLUSTER - ECSE	017905	RIVEROS, ANNA-MARIA	1.00
		019098	HUSSEIN, HAMD I	0.88
CULTURAL LIAISON				1.88
DAPE	CLUSTER - ELEMENTARY	009239	OPATZ, LARRY	1.00
	CLUSTER - SEC	009267	HOLDEN, MATTHEW J	1.00
DAPE				2.00
DIR OF SPECIAL ED	DIAMONDHEAD	019130	WHITE, STEPHANIE	1.00
DIR OF SPECIAL ED				1.00
DIR SPED	DIAMONDHEAD	012806	CORBAY, STEPHANIE A	1.00
DIR SPED				1.00
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
EA HEALTH				4.07
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

304

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
ECSE TCR				18.30
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
	NURSE			
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
NURSE - REGISTERED				1.18
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

305

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
OCC THERAPIST				6.40
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
PSYCHOLOGIST				12.30
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
READING SPECIALIST				8.50
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
SOCIAL WORKER				4.00
SPED EA	BEST	010425	GOODLING, BEVERLY	0.88
		010529	TOUSIGNANT, KARE KATHLEEN	0.88
		010922	IVERSON, WILLIAM C	0.88
		011868	PAYNE, BARBARA	0.88
		013243	FINCH, JEANNE	0.88
		014312	ANDERSON, CHERYL L	0.88
		015516	FRANK, SHARON M	0.88

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
SPED EA				126.72
SPED LEAD TCR	ECSE CENTER	012479	OSCARSON, KRISTI R	0.50
SPED LEAD TCR				0.50
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
SPED SUPERVISOR				4.00
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
		015148	WEGENER, KIMBERLY E	1.00
	RAHN	016186	LAUER, LISA N	1.00
		018662	BRANCH, NANCY C	1.00
		011822	TUSHIE, PATRICIA	1.00
	SIOUX TRAIL	015010	NELSON, KATIE L	0.50
		016448	HENRICH, SARAH L	1.00
		SKY OAKS	000000	Open Position
	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	
SPED TCR				94.50
SPEECH STIPEND	DISTRICT-WIDE	000000	Open Position	0.00
SPEECH STIPEND				0.00
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

312

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
SPEECH TCR				22.05
WORK EXP TCR	BEST	017904	ERICKSON, SHELLY L	1.00
	BHS	018857	LEVINSKI, SARAH A	1.00
WORK EXP TCR				2.00
Budget Unit 09010				328.72

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Special Education Purchased Services **Package ID#:**09030

FY2018 Funding Level: Categorical

Budget Package Administrator: Executive Director of Individualized Student Services

Budget Package Total: \$1,772,382

Budget Package Description:

This budget package provides funding for special education programs and services for residents with disabilities birth to 21 years of age. Purchased services, supplies and capital support the delivery of the services including services obtained from Intermediate District 917. Professional development (training, conferences, etc.) and mileage in the delivery of services is another component.

Purchased Services, Supplies, Capital, Other	\$1,701,582
Travel, Conferences	\$ 70,800

The Office of Individualized Student Services supports the implementation of federal and state requirements to provide: Homebound Instructional Services, Administration of Section 504 and Care and Treatment tuition acknowledgements for students with and without disabilities

Budget Packet Justification:

Several federal and state laws and rules require a public school district to provide special education services including related services such as special transportation. District 191 Board Policies charge the Executive Director of Individualized Students Services with the responsibility to ensure that eligible students receive special transportation services. Students eligible to receive special education services are entitled to do so in the Least Restrictive Environment (LRE) and must receive a Free and Appropriate Public Education (FAPE).

Federal Legislation:

- 20 U.S.C. 1415 IDEA 2004: Individuals with Disabilities Education Improvement Act
- 34 C.F. R. 300.522 Special Education Placement
- ADA Amendments Act of 2008 - Public Law 110-325
- 29 U.S. C. 794 Section 504 of Rehabilitation Act

State Legislation/Rule:

- Minn. Stat. 125A. 515, Subd. 5 & 10 Care and Treatment
- Minn. Stat. 125A.02 Children with a Disability
- Minn. Stat 125A.51 Placement of Children without disabilities; education and transportation
- Minn. Rules Part 7470.1600 Transportation pupils with disability

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Special Education Transportation Services **Package ID#:** 09040

FY2018 Funding Level: Categorical

Budget Package Administrator: Executive Director of Individualized Student Services

Budget Package Total: \$3,793,000

Budget Package Description:

This budget package provides funding for special education transportation services. When special transportation services are documented on the Individual Education Program (IEP) plans of students with disabilities due to their unique needs, transportation is then provided to and from school and during the school day for IEP-based instruction using special transportation. Students with disabilities who have a Section 504 Plan may have special transportation if a need is documented in their plan.

Special Education Transportation Services	\$3,793,000
---	-------------

The Office of Individualized Student Services supports the implementation of federal and state requirements to provide: Homebound Instructional Services, Administration of Section 504 and Care and Treatment tuition acknowledgements for students with and without disabilities

Budget Packet Justification:

Several federal and state laws and rules require a public school district to provide special education services including related services such as special transportation. District 191 Board Policies charge the Executive Director of Individualized Students Services with the responsibility to ensure that eligible students receive special transportation services. Students eligible to receive special education services are entitled to do so in the Least Restrictive Environment (LRE) and must receive a Free and Appropriate Public Education (FAPE).

Federal Legislation:

- 20 U.S.C. 1415 IDEA 2004: Individuals with Disabilities Education Improvement Act
- 34 C.F. R. 300.522 Special Education Placement
- ADA Amendments Act of 2008 - Public Law 110-325
- 29 U.S. C. 794 Section 504 of Rehabilitation Act

State Legislation/Rule:

- Minn. Stat. 125A. 515, Subd. 5 & 10 Care and Treatment
- Minn. Stat. 125A.02 Children with a Disability
- Minn. Stat 125A.51 Placement of Children without disabilities; education and transportation
- Minn. Rules Part 7470.1600 Transportation pupils with disability

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Alternative Learning Center

Package ID#: 10010

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): BAHS Principal

Budget Package Total: \$3,872,516

Budget Package Description:

This budget package provides categorical funds to operate an alternative high school, extended day and extended year programs for elementary and junior high school students including salaries, benefits and other operating expenses:

Salaries, Wages & Benefits		\$ 3,664,471
Purchased Services, Supplies, Capital, Other		\$ 208,045

Budget Packet Justification:

By Minnesota statute, Area Learning Centers (ALCs) may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting. ALCs must receive state approval, must provide instruction on a year round basis, and must provide instruction to nonresident as well as resident students. ALCs may apply to offer specialized instructional components such as independent study, work-based learning and/or project-based learning.

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	
6TH GRADE TCR				3.50
ACADEMIC ENRICHMENT COORD	DIAMONDHEAD	017655	JENSEN, STEVEN	0.50
ACADEMIC ENRICHMENT COORD				0.50
ART TCR	ALTERNATIVE HIGH SCHOOL	017556	NAGAHASHI, ANDREW T	1.00
ART TCR				1.00
CLERICAL	ALTERNATIVE HIGH SCHOOL	000000	Open Position	1.00
		018656	ELLIS, TENEASHA L	1.00
	DIAMONDHEAD	015821	NAAS, ANNE B	0.50
CLERICAL				2.50
COUNSELOR	ALTERNATIVE HIGH SCHOOL	016786	RUSSELL, DESHA S	1.00
COUNSELOR				1.00
DEAN	ALTERNATIVE HIGH SCHOOL	000000	Open Position	1.00
DEAN				1.00
FLOATER	DISTRICT-WIDE	000000	Open Position	1.00
FLOATER				1.00
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

317

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
LANG ARTS TCR				7.47
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
MATH TCR				4.89
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.24
NURSE				0.24
PHY ED TCR	ALTERNATIVE HIGH SCHOOL	015046	MORRISSEY, KEVIN P	1.00
PHY ED TCR				1.00
PRINCIPAL	ALTERNATIVE HIGH SCHOOL	012351	PORTER, JANICE	1.00
PRINCIPAL				1.00
READING TCR	ALTERNATIVE HIGH SCHOOL	014600	KIRCHNER, AMY	0.50
READING TCR				0.50
SCIENCE TCR	ALTERNATIVE HIGH SCHOOL	013415	ENGELHARDT, ANGELA C	1.00
		016103	PILNEY, MAUREEN A	1.00
	EAGLE RIDGE	019168	RAMBOW, CHASE	0.17
	METCALF	000000	Open Position	0.17
		011073	MEYER, CHAD	0.17
		017755	JOHNSON, CORY CHARLES	0.17
SCIENCE TCR				2.68
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

318

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
SOC STU TCR				3.60
WORK EXP TCR	ALTERNATIVE HIGH SCHOOL	017214	BATES, DANIEL W	0.90
WORK EXP TCR				0.90
Budget Unit 10010				32.78

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Mental Health Services

Package ID#: 10020

FY2018 Funding Level: General, Dakota County Local Collaborative Time Study (LCTS) Grant

Budget Package Administrator(s): Executive Director of Individualized Student Services

Budget Package Total: \$260,000

Budget Package Description:

Licensed mental health professionals, contracted through a financial partnership with Headway Emotional Services, who are able to respond to pressing mental health needs, proactively support student success, and be readily available in case of a crisis.

For 2017-18, the contract in total allowed for fourteen and a point six (14.6) full-time professionals at our sites. In this model, mental health therapists are able to build a client load but will allow very little time to do non-therapy session collateral work such as staff support/consults or building support. As billable services increase, the actual cost to the district will decrease. This model does not meet the current demand but would provide at least some assistance district wide. The total cost to the district takes into consideration the projected LCTS grant contribution of \$72,063 for FY17-18 and the portion covered by the Burnsville Alternative High School in the amount of \$64,000.

Purchased Services, Supplies, Capital, Other	\$ 257,188
--	------------

Budget Packet Justification:

There is no specific statutory provision requiring or prohibiting Minnesota public schools from contracting for school-based mental health therapists.. However, the District recognizes the importance of mental health services being available to our students throughout the year.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: K-12 Nursing/Health Services

Package ID#: 10030

FY2018 Funding Level: General

Budget Package Administrator(s): Director of Health Services

Budget Package Total: \$979,064

Budget Package Description:

This budget package provides funding to operate the district health services department including salaries, benefits and other operating expenses for 18 district public school health offices. The staffing model of this package increases the Licensed School Nurse (LSN) FTE in order to better meet the student medical need. It also meets (or nearly meets) the national recommended staffing ratio of 1 LSN:750 students. The Health Assistant positions are used to supplement staffing to allow the LSN to fulfill the Special Education and 3rd Party mandated services and also to be able to write the health plans for students with medical concerns. Nursing and Health Services provides mass screening of students for vision, hearing and growth and Early Childhood Screening follow-up once school has begun.

Salaries, Wages & Benefits		\$ 954,373
Purchased Services, Supplies, Capital, Other		\$ 19,511
Travel, Conferences		\$ 5,180

The Director of Health Services: Develops health policy and procedures for the district to promote the health and safety of the students and staff members in order to support the educational progress of our students

Health Services Clerk: provides assistance to the Director of Health Services and assures the health services department has the support that is needed:

Licensed School Nurse: provides professional nursing expertise to support the educational progress of all children. The school nurse will supervise Health Assistants, facilitate the school district's compliance with State and Federal mandates related to health, serve as a resource to staff and support and maintain a high level of wellness of the entire school population.

Health Assistant: provides for care of the students as delegated by the Licensed School Nurse in his/her absence.

Budget Package Justification:

M.S.121A.21 requires that every school board must provide services to promote the health of its pupils. The board of a district with 1,000 pupils or more in average daily membership in early childhood family education, preschool disabled, elementary and secondary programs must comply with the requirements of this paragraph. It may use one or a combination of the following methods:

1. employ personnel, including at least one full-time equivalent licensed school nurse;

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

2. contract with a public or private health organization or another public agency for personnel during the regular school year, determined appropriate by the board, who are currently licensed under chapter 148 and who are certified public health nurses; or
3. enter into another arrangement approved by the commissioner.

State and Federal Laws Relevant to School Health Nursing

State legislation:

MS 13.01:	Minnesota Government Data Practices Act
MS 13.04:	Rights of subjects of data (Tennessee Warning)
MS 121A.215	Local Wellness Policy
MS 121A.15	Health Standards; Immunizations; School Children
MS 121A.21	School Health Services
MS 121A.22	Administration of Drugs and Medicine
MS 121A.221	Possession and Use of Asthma Inhalers by Asthmatic Students
MS 121A.2205	Possession and Use of Non syringe Injectors of Epinephrine
MS 144.29	Health Records: Children of School Age
MS 144.3351	Immunization Data
MS 144.341	Living Apart From Parents and Managing Financial Affairs, Consent for Self
MS 144.344	Emergency Treatment
MS 144.346	Information to Parents
MS 148.171-.285	Minnesota Nurse Practice Act
MS 4605.7000-7090	Diseases reportable to the Minnesota Department of Health
MS 626.556	Reporting of Maltreatment of Minors

Federal legislation:

OSHA Regulations: Regulations whose purpose is to reduce or eliminate the possibility of an employee contracting any of a series of diseases that are spread through blood contact.

Section 504 of Rehab. Act: Protects the rights of individuals with disabilities in programs and activities that receive federal funds from the US Dept. of Ed.

IDEA '97: The Individuals with Disabilities Education ACT Amendments of 1997.

District #191 Policies Relevant to School Health Nursing

JHCB:	Immunization of Students
JHCC-GBEA:	Communicable Diseases
JLCD:	Student Medication
JHFE & JHFE-R:	Mandated Reporting
ING-R:	Animals in Schools
JO:	Protection & Privacy of Pupil Records

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
DIR HEALTH SERVICES				0.80
EA HEALTH	DISTRICT-WIDE	011895	WITTENKELLER, JANE E	0.82
EA HEALTH				0.82
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
NURSE				5.66
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
NURSE - REGISTERED				3.16
Budget Unit 10030				10.45

323

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Co-Curricular Activities (Non-Athletic) **Package ID#:** 11010

FY2018 Funding Level: General

Budget Package Administrator(s): Athletic and Activity Director

Budget Package Total: \$446,333

Budget Package Description:

This budget package provides the funding to operate the Co-Curricular Activities as well as other instructional and operational expenses including stipends and hourly pay. These funds are supplemented through ticket sales, fund raising, donations, etc. and include salaries, benefits and other operating expenses:

Salaries, Wages & Benefits		\$ 446,333
----------------------------	--	------------

The purpose of the Burnsville-Eagan-Savage co-curricular activities is to provide additional educational and leadership opportunities for students. Co-curricular activities enrich the social fabric of a student's life and help them succeed in the world around them. After school activities such as music, drama, speech, and debate support in-class learning by generating school pride, a sense of community and nurturing a feeling of belonging that makes students want to achieve. Research proves that students in co-curricular activities tend to have higher grade point averages and better attendance records; lower dropout rates; and fewer discipline problems than students who are not actively involved in school activities. Student interaction in co-curricular activities with young people of varying races, beliefs, and cultures teaches them: Respect for the dignity of everyone; the ability to communicate with understanding; problem solving skills through values such as fairness, justice, and sportsmanship.

- Interscholastic activity programs enrich each student's educational experience.
- Participation in education-based activity programs promotes student academic achievement.
- Student participation in interscholastic activity programs is a privilege.
- Interscholastic participation develops good citizenship and healthy lifestyles.
- Interscholastic activity programs foster involvement of a diverse population.
- Interscholastic activity programs promote positive school/community relations.
- Interscholastic competition rules promote fair play and minimize risks for student participants.
- Properly trained administrators/coaches/directors promote the educational mission of the interscholastic experience.
- Properly trained officials/judges enhance interscholastic competition.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Packet Justification:

Minnesota Statute (M.S. 123B.49) authorizes the board to take charge of and control all co-curricular school activities of the teachers and children held in the school building or school grounds or under the supervision or direction of the school board. The board must adopt rules and regulations for the conduct of co-curricular activities in which the schools of the district or any class or pupils may participate. Extracurricular activities means all direct and personal services for pupils for their enjoyment that are managed and operated under the guidance of an adult or staff members. If the board takes charge of and controls extracurricular activities, any or all costs of these activities may be provided from school revenues and all revenues and expenditures for these activities shall be recorded in the same manner as other revenues and expenditures of the district.

Board Policy IGD: Co-Curricular, Extracurricular and Non-curricular Activities states it shall be the policy of the Board to provide all secondary students with the opportunity to participate in a varied program insofar as resources permit, including interscholastic or intramural athletics. The administration shall be responsible for all co-curricular activities held in the school building or on school grounds.

Co-curricular activities shall have one or more of the following characteristics:

- They are conducted at regular and uniform times during school hours or at times established by school authorities.
- Although not offered for credit, they are directed or supervised by instructional staff, hired by the District, in a learning environment similar to that found in courses offered for credit.
- They are funded all or in part by public monies for general instructional purposes under direction and control of the Board.

Extracurricular activities are those activities that include all direct and personal services for students for their enjoyment that are managed and generally operated under the guidance of an adult or staff member.

Non-curricular activities student activities shall be defined as those activities that are neither curricular, co-curricular, nor extracurricular in nature but are protected by the federal law known as the "Equal Access Act".

A dynamic high school co-curricular program is vital to the positive social, physical and educational development of students. The Athletic & Activity administrator is responsible for ensuring that the athletic * activity program functions as an integral part of the total curriculum. Athletics & Activities offer opportunities to serve the school; develop fellowship and goodwill; promote self-realization with physical, mental and emotional growth; and encourage the qualities of good citizenship.

Participation in athletics and activities is high, and with it comes the need to ensure that these programs support the academic mission of Burnsville-Eagan-Savage School District. The programs are not a diversion, but rather an extension of the regular classroom. One of the greatest challenges facing a secondary school administrator is the planning, development, organization, coordination and supervision of activity programs. The athletic and activity administrator position requires a wide range of abilities to properly accomplish these tasks.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Interscholastic Athletics

Package ID#: 11020; 11021

FY2018 Funding Level: General, Local

Budget Package Administrator(s): Athletic and Activity Director

Budget Package Total: \$1,525,981

Budget Package Description:

This budget package provides the funding to provide junior high and high school athletics including salaries and benefits as well as other instructional and operational expenses including stipends and hourly pay. These funds are supplemented through ticket sales, fund raising, donations, etc., and includes salaries and benefits:

Salaries, Wages & Benefits		\$1,125,008
Purchased Services, Supplies, Capital, Other		\$ 303,500
Rentals and Leases		\$ 97,473

The purpose of the Burnsville-Eagan-Savage co-curricular athletic activities is to provide additional educational and leadership opportunities for students. Athletics enrich the social fabric of a student's life and help them succeed in the world around them. Research proves that students in co-curricular activities tend to have higher grade point averages and better attendance records; lower dropout rates; and fewer discipline problems than students who are not actively involved in school activities. Student interaction in co-curricular activities with young people of varying races, beliefs, and cultures teaches them: Respect for the dignity of everyone; the ability to communicate with understanding; problem solving skills through values such as fairness, justice, and sportsmanship.

- Interscholastic activity programs enrich each student's educational experience.
- Participation in education-based activity programs promotes student academic achievement.
- Student participation in interscholastic activity programs is a privilege.
- Interscholastic participation develops good citizenship and healthy lifestyles.
- Interscholastic activity programs foster involvement of a diverse population.
- Interscholastic activity programs promote positive school/community relations.
- Interscholastic competition rules promote fair play and minimize risks for student participants.
- Properly trained administrators/coaches/directors promote the educational mission of the interscholastic experience.
- Properly trained officials/judges enhance interscholastic competition.
- Special Education Adaptive Athletics programming is included.
- Only Football and Soccer of the 9th grade program are included as they participate in the High School Schedule.
- Middle sports were offered beginning the 2015-16 school year for boys and girls soccer, boys and girls tennis, boys wrestling, girls dance team, and boys and girls track and field.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Packet Justification:

Minnesota Statute (M.A.S. 123B.49) authorizes the board to take charge of and control all co-curricular school activities of the teachers and children held in the school building or school grounds or under the supervision or direction of the school board. The board must adopt rules and regulations for the conduct of co-curricular activities in which the schools of the district or any class or pupils may participate. Extracurricular activities means all direct and personal services for pupils for their enjoyment that are managed and operated under the guidance of an adult or staff members. If the board takes charge of and controls extracurricular activities, any or all costs of these activities may be provided from school revenues and all revenues and expenditures for these activities shall be recorded in the same manner as other revenues and expenditures of the district.

Board Policy IGD: Co-Curricular, Extracurricular and Non-curricular Activities states it shall be the policy of the Board to provide all secondary students with the opportunity to participate in a varied program insofar as resources permit, including interscholastic or intramural athletics. The administration shall be responsible for all co-curricular activities held in the school building or on school grounds.

Co-curricular activities, including interscholastic activities shall have one or more of the following characteristics:

- They are conducted at regular and uniform times during school hours or at times established by school authorities.
- Although not offered for credit, they are directed or supervised by instructional staff, hired by the District, in a learning environment similar to that found in courses offered for credit.
- They are funded all or in part by public monies for general instructional purposes under direction and control of the Board.

A dynamic high school co-curricular program is vital to the positive social, physical and educational development of students. The Athletic & Activity administrator is responsible for ensuring that the athletic * activity program functions as an integral part of the total curriculum. Athletics & Activities offer opportunities to serve the school; develop fellowship and goodwill; promote self-realization with physical, mental and emotional growth; and encourage the qualities of good citizenship.

Participation in athletics and activities is high, and with it comes the need to ensure that these programs support the academic mission of Burnsville-Eagan-Savage School District. The programs are not a diversion, but rather an extension of the regular classroom. One of the greatest challenges facing a secondary school administrator is the planning, development, organization, coordination and supervision of activity programs. The athletic and activity administrator position requires a wide range of abilities to properly accomplish these tasks.

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
CLERICAL				1.00
DIR ACTIVITIES	BHS	011828	MARSHALL, JEFFREY	1.00
DIR ACTIVITIES				1.00
Budget Unit 11020				2.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Title I, Part A, Regular- Improving Basic Programs **Package ID#:** 12010

FY2018 Funding Level: Federal

Budget Package Administrator(s): Director of Curriculum

Budget Package Total: \$1,500,000

Budget Package Description:

This program provides funding to help ensure all children meet challenging state academic standards including the salaries and benefits as well as other instructional, Supplemental Education Services and staff development expenses.

Salaries, Wages & Benefits		\$ 1,461,905
Purchased Services, Supplies, Capital, Other		\$ 38,095

Upon availability of the MDE application, a line item budget will be formalized and submitted to the MDE.

Budget Packet Justification:

Originally Enacted as the Elementary and Secondary Education Act of 1965, as amended, Title 1, Part A; 20 U.S.C. 6301-6339, 6571-6578. Reauthorized in 1994 Title I requires states to adopt or develop challenging curriculum content and performance standards, align assessments with state content standards, and implement an accountability system to measure school and district progress in improving student achievement. In 2001, Congress passed new legislation to again reauthorize the Elementary and Secondary Education Act. The 2001 legislation augments the 1994 assessment and accountability requirements by requiring states to increase testing requirements that must be implemented through 2008 and establish progressively severe consequences for schools that fail to improve test scores. Under the 2001 legislation, among other things, states must

- develop content standards in science by the 2005-2006 school year that are applicable to all students and align content and performance standards in science and administer the science assessments by the 2007-2008 school year in grade spans 3 through 5, 6 through 9, and 10 through 12
- administer reading and math tests annually to all students in grades 3 through 8, including at least 95 percent of students in specific population subgroups who meet separate annual performance targets, beginning in the 2005-2006 school year (states need not administer these tests if Congress fails to appropriate specified funding in any one year)
- require some students in grades 4 and 8 to take the National Assessment for Educational Performance (NAEP) at federal expense
- annually assess limited English proficiency students by the 2002-2003 school year and test in English those students who have attended school in the United States for three consecutive years unless an alternative local assessment is more reliable
- make available annual information on student performance and teacher qualifications by the 2002-2003 school year

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

- show gains in academic achievement for all students and for specific population groups and measure the gains against the state's definition of adequate yearly progress, which must expect all students to perform at a proficient level within 12 years
- define by year the actions a school district must take to improve failing schools, including allowing students to attend other public schools, using Title I funds for supplemental services from public or private providers, undertaking corrective actions such as replacing school staff or implementing a new curriculum, and restructuring the school as a charter school.

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
CLERICAL				1.25
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
EA LEVEL 3				1.12
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	
TITLE 1 TCR				6.70
TLT COORDINATOR	DIAMONDHEAD	018296	VAN OSDEL, BETHANY A	0.50
		018691	GULDEN, JANET	1.00
TLT COORDINATOR				1.50
Budget Unit 12010				10.58

331

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Package ID#: 12020

Budget Package Title: Title II, Part A, Regular- Teacher/Principal Training and Recruiting

FY2018 Funding Level: Federal

Budget Package Administrator(s): Director of Instruction

Budget Package Total: \$240,000

Budget Package Description:

Funding pays a portion of teacher and administrative salaries of highly qualified professionals working to improve student achievement.

Salaries, Wages & Benefits		\$	201,006
Purchased Services, Supplies, Capital, Other		\$	38,994

Upon availability of the MDE application, a line item budget will be formalized and submitted to the MDE.

Budget Packet Justification:

Originally Enacted as the Elementary and Secondary Education Act of 1965, as amended, Title II, Part A; 20 U.S.C. 6601–6641, Section 201, which reads as follows:

The purpose of this part is to provide grants to State educational agencies, local educational agencies, State agencies for higher education, and eligible partnerships in order to —

- (1) increase student academic achievement through strategies such as improving teacher and principal quality and increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools; and
- (2) hold local educational agencies and schools accountable for improvements in student academic achievement.

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
TLT COORDINATOR				1.50
Budget Unit 12020				1.50

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Title III Regular- Limited English Proficient Students **Package ID#:** 12030

FY2018 Funding Level: Federal

Budget Package Administrator(s): Director of Equity and Integrated Services

Budget Package Total: \$180,000

Budget Package Description:

The purpose of this funding is to support ESL personnel, their professional development, and for interpretation needs of our LEP families.

Salaries, Wages & Benefits		\$	169,675
Purchased Services, Supplies, Capital, Other		\$	10,325

Upon availability of the MDE application, a line item budget will be formalized and submitted to the MDE.

Budget Packet Justification:

Originally Enacted as the Elementary and Secondary Education Act of 1965 (ESEA). Amended in 1998 as Section 301, P.L. 105-244, and again under the No Child Left Behind legislation of 2001. In general with the enactment of NCLB, States for the first time were required to establish English Language Proficiency (ELP) standards for LEP students. Under the ESEA, States also must assess, on an annual basis, the progress of LEP students served by language instruction educational programs funded under Title III. States must also set targets for three separate Annual Measurable Achievement Objectives (AMAOs) and measure improvements in the development and attainment of English proficiency by LEP students served by Title III.

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
CLERICAL				0.50
ESL COORDINATOR	DIAMONDHEAD	018545	KROHN, JULIE C	1.00
ESL COORDINATOR				1.00
Budget Unit 12030				1.50

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Carl D. Perkins Grant

Package ID#: 12050

FY2018 Funding Level: Federal

Budget Package Administrator(s): Assistant Superintendent or designee

Budget Package Total: \$68,000

Budget Package Description:

Funding pays for professional development and supplies to individuals who teach Family and Consumer Science, Business, and Technology Education at Burnsville Senior High School. Currently no FTEs are reflected in this unit.

Purchased Services, Supplies, Capital, Other	68,000
--	--------

Budget Packet Justification:

Enacted as the Carl D. Perkins Vocational and Technical Education Act of 1998 (Pub. L. 105-332, enacted October 31, 1998).

The law focuses the Federal investment in vocational and technical education on high-quality programs that integrate academic and vocational education; promote student attainment of challenging academic and vocational and technical standards; provide students with strong experience in, and understanding of all aspects of an industry; address the needs of individuals who are members of special populations; involve parents and employers; and provide strong linkages between secondary and postsecondary education.

Perkins III eliminates a number of prescriptive administrative requirements and restrictions on the use of funds in order to give States, school districts, and postsecondary institutions greater flexibility to design services and activities that meet the needs of their students.

To promote continuous program improvement, as well as to ensure optimal return on the Federal investment, Perkins III creates a State performance accountability system. Under this system, the Secretary and each State reach agreement on annual levels of performance for a number of "core indicators" specified in the law:

- Student attainment of challenging State-established academic, and vocational and technical, skill proficiencies.
- Student attainment of a secondary school diploma or its recognized equivalent, a proficiency credential in conjunction with a secondary school diploma, or a postsecondary degree or credential.
- Placement in, retention, and completion of, postsecondary education or advanced training, placement in military service, or placement or retention in employment.
- Student participation in, and completion of, vocational and technical education programs that lead to nontraditional training and employment.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Q-Comp/Pro-Pay

Package ID#: 13010

FY2018 Funding Level: Categorical

Budget Package Administrator(s): Director of Instruction

Budget Package Total: \$2,369,609

Budget Package Description:

This budget package describes the expenditures associated with the district's Q-Comp / Pro-Pay programs including salaries, benefits, stipends, performance incentives and other operating expenses.

Salaries, Wages & Benefits			\$2,295,409
Purchased Services, Supplies, Capital, Other			\$ 72,200
Travel, Conferences			\$ 2,000

The Q-comp program aligns with goals set forth by the Minnesota Department of Education based on teacher performance as it relates to student achievement. The Director of Instruction oversees the Q-Comp program and coordinates with the BEA and clerical staff to accomplish the goals set forth by ISD 191 and the Minnesota Department of Education. Q-Comp is an incentive based program structure in which schools and licensed educators set goals for student achievement and develop specific action steps to implement and monitor goal attainment.

Budget Packet Justification:

The Q-comp was program put into place by Governor Pawlenty and is now part of state law (MS122A.414 Alternative teacher Pay) and it is also a key piece of compensation within the Burnsville Education Association Collective Bargaining Agreement. Both Minnesota state law and the BEA Collective Bargaining Agreement specify the structure of Q-Comp programming and the financial structures within the district.

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	move to 13030	1.00
		016003	PRANSCHKE, STEPHANIE T		1.00
		018990	FLIKEID, TASHA		1.00
CONTINUOUS IMPROVEMENT COACH				8.00	
Budget Unit 13010				8.00	

13010 should be 7.0 FTE

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Achievement and Integration

Package ID#: 13020

FY2018 Funding Level: Categorical

Budget Package Administrator(s): Director of Equity and Integrated Services

Budget Package Total: \$1,955,806

Budget Package Description:

This budget package provides for expenditures related to the integration and equity program including salaries and benefits, professional development and other operating expenses.

Salaries, Wages & Benefits		\$ 1,748,419
Purchased Services, Supplies, Capital, Other		\$ 207,387

The integration and achievement program is designed to enhance the cultural competency of all ISD 191 staff and support the differentiated needs of families in our communities. Legislation passed in May of 2013 requires a three year application setting goals. These goals must be met for continued funding. If these goals are not met, the District must work with MDE to establish a correction plan.

Budget Packet Justification:

Minnesota State Law (124D.862 Achievement and Integration Revenue) outlines the parameters for the Achievement and Integration program.

The majority of funding for the Achievement and Integration programs is provided through the State of Minnesota.

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
AVID COORDINATOR				0.50
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
AVID TCR				0.85
AVID TUTOR	DISTRICT-WIDE	019123	CAMPOS MENDOZA, JANETH	0.00
AVID TUTOR				0.00
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	
CULTURAL LIAISON				12.00
DIR CURRICULUM & INSTRUCTION	DIAMONDHEAD	018287	STANLEY, STACIE L	0.64
DIR CURRICULUM & INSTRUCTION				0.64
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
EA LEVEL 3				3.31
FOCUS COACH	SKY OAKS	009277	ZEIGLER, SARAH	0.30
FOCUS COACH				0.30
LANG ARTS TCR	METCALF	018031	THOMAS, JESSICA	0.17
LANG ARTS TCR				0.17
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

340

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
SOCIAL WORKER				5.00
Budget Unit 13020				22.77

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Compensatory Education
(Excludes ESL, see 07060)

Package ID#: 13030

FY2018 Funding Level: Categorical

Budget Package Administrator(s): Assistant Superintendent

Budget Package Total: \$2,494,311

Budget Package Description:

This budget package provides funding to operate the District's compensatory programs and initiatives including salaries and benefits. These funds are intended to meet the educational needs of students who are under prepared or are not meeting age appropriate performance standards:

Salaries, Wages & Benefits			\$ 2,494,311
----------------------------	--	--	--------------

Compensatory revenues are considered part of the state's Basic Skills revenue. School sites where students are eligible for free and reduced priced lunches receive additional compensatory revenue based on the number of eligible students at the school site. Compensatory revenues increases as the percentage of free and reduced price students at a school site increases. A portion of the compensatory revenue is used to fund social workers in each of the elementary buildings. Some of the positions are covered in other budget units, but will be funded by Compensatory Funds.

Budget Packet Justification:

Minnesota Statute 126C.15 states that Basic skills revenue must be used to meet the educational needs of pupils who enroll under-prepared to learn and whose progress toward meeting state or local content or performance standards is below the level that is appropriate for learners of their age. Services may include direct instructional, remedial instruction, additional teachers and teacher aides to provide individualized instruction, a longer school day or week during the regular school year or through a summer program, comprehensive and ongoing staff development and instructional materials and technology appropriate for meeting the individual needs of these learners.

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
CONTINUOUS IMPROVEMENT COACH				2.00 *
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
EA LEVEL 3				8.16
EA SUPPORT	SKY OAKS	019707	SANTOS, LAURA	0.94
		019709	PAUL, TARA	0.25
EA SUPPORT				1.19
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

*13030 should include 3.0FTE of Continuous Improvement Coaches, 1.0FTE moved from 13010

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
INTERVENTIONIST				14.52
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
SOCIAL WORKER				2.00
Budget Unit 13030				27.86 *

*13030 should include 3.0FTE of Continuous Improvement Coaches, 1.0FTE moved from 13010
total FTE = 28.86

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Technology

Package ID#: 14010

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Director of Information and Technology

Budget Package Total: \$2,508,801

Budget Package Description:

This budget package provides the funding to utilize technology in the delivery of curriculum and as a teaching and learning tool. Additionally this budget package provides the funding to manage and support the district's administrative and operational technologies. Operational resources, equipment and supplies including the District's intranet and telephone system are included in the following salaries and benefits for technology and support staff, instructional resources, equipment and supplies:

Salaries, Wages & Benefits			\$ 993,121
Purchased Services, Supplies, Other			\$ 1,273,333
Capital Lease			\$ 242,347

This budget package achieves *two main operational goals*:

1. It provides funding for schools to **utilize technology to help instruct, enhance, and motivate students to achieve at high levels**. Some examples of this type of technology optimized in schools include, but not limited to:
 - Student desktop and laptop computers
 - Teacher computers
 - Internet and research tools
 - Projectors and Smart Boards
 - Communication tools for parents (websites, on-line grading/attendance portals, etc.)
 - Student assessment and data gathering tools
 - Staff training and technology (TIES conference, webinars, etc.)
2. The budget package provides funding for eleven Digital Learning Specialists who will support, promote and advance the integration of technology into instructional delivery, leading to enhanced student utilization and improved student achievement. The passage of the Technology referendum in February, 2015, allowed the District to transfer the existing Technology Department staff to the Technology Levy funding which in turn allowed these positions to be created and funded by the General Fund.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Packet Justification:

It is nearly impossible to deny the ongoing importance of utilizing technology as a vital part of our classrooms and schools. Educational leaders at a federal, state, and local level have all acknowledged the vital role technology has on our world and therefore needs to have in our educational systems. Information and the mandate for navigating through that information by using technological support systems, continues to grow at an intense rate, and it is the responsibility of the schools to prepare kids for that.

To meet current federal and state data reporting requirements, a comprehensive information management system and infrastructure is required. Instructional and assessment programs increasingly require students and faculty to have access to on-line resources and necessitates maintaining a robust information network.

Minnesota school districts are required to submit a technology plan to MDE for approval in order to be eligible for the federal E-rate telecommunications program, the state Telecommunications/Internet Access Equity Aid program, and the Enhancing Education Through Technology Grants program.

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
DIGITAL LEARNING SPECIALIST				11.00
Budget Unit 14010				11.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Technology - Capital Projects

Package ID#: 14020

FY2018 Funding Level: Referendum Capital Projects Levy

Budget Package Administrator(s): Director of Information and Technology

Budget Package Total: \$2,544,339

Budget Package Description:

This budget package provides the funding to utilize technology in the delivery of curriculum and as a teaching and learning tool. Additionally this budget package provides the funding to manage and support the district’s administrative and operational technologies. Operational resources, equipment and supplies including the District’s intranet and telephone system are included in the following salaries and benefits for technology and support staff, instructional resources, equipment and supplies:

Salaries, Wages & Benefits		\$ 1,213,151
Purchased Services, Supplies, Capital, Other		\$ 1,331,188

This budget package achieves *two main operational goals*:

1. It provides funding for schools to **utilize technology to help instruct, enhance, and motivate students to achieve at high levels**. Some examples of this type of technology optimized in schools include, but not limited to:
 - Student desktop and laptop computers
 - Teacher computers
 - Internet and research tools
 - Projectors and Smart Boards
 - Communication tools for parents (websites, on-line grading/attendance portals, etc.)
 - Student assessment and data gathering tools
 - Staff training and technology (TIES conference, webinars, etc.)
2. The budget package provides funding for thirteen Technology Department staff members who will support, promote and advance the integration of technology into all facets of District operations. The passage of the Technology referendum in February, 2015, allowed the District to transfer the existing Technology Department staff to the Technology Levy funding which in turn allowed these positions to be created and funded by the General Fund.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

This budget package achieves *the following administrative functions*:

- Planning, implementing, maintaining, and improving the enterprise information systems and infrastructure to support distributed and centralized administrative/business functions and educational practices.
- Reporting data required by the Minnesota Department of Education.
- Maintaining district census data and processing open enrollments and school variances. Coordinating kindergarten and elementary school registration.
- Managing phone/voicemail systems, providing helpdesk services, managing user accounts.
- Providing primary support for the document management system.
- Maintaining district web sites, including integration of approved content to the site. Analyzing, installing, and supporting the district's computer systems and the local and wide area networks including servers, routers, switches, firewalls, data and voice communication lines.
- Providing repairs for district electronic equipment.
- Scanning and filing all district educational records.

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
DIR TECHNOLOGY				1.00
INSTRUCTION/TECHNOLOGY COORD	DIAMONDHEAD	016735	GORTON, RACHEL	1.00
INSTRUCTION/TECHNOLOGY COORD				1.00
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
TECH SPEC 1				4.00
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
TECH SPEC 2				5.00
TECH SPEC 3	DIAMONDHEAD	012287	LUND, TIMOTHY J	1.00
TECH SPEC 3				1.00
TECH SPEC 4	DIAMONDHEAD	005573	WEILER, ROBERT M	1.00
TECH SPEC 4				1.00
Budget Unit 14020				13.00

350

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Instructional Development

Package ID# 15010

FY2018 Funding Level: General, Categorical

Budget Package Administrator: Assistant Superintendent

Budget Package Total: \$602,989

Budget Package Description:

This budget package provides the funding for district professional development (PD) to support the acquisition of district goals. Also includes operational resources, purchased services, equipment, supplies and building level PD allocations. These funds are used for salaries, benefits, purchased services, and other operating expenses:

Salaries, Wages & Benefits	\$ 276,623
Purchased Services, Supplies, Capital, Other	\$ 311,366
Travel, Conferences	\$ 15,000

Professional development is defined in board policy to enhance employee effectiveness and contribute to professional growth. Professional development for teachers and building and district leadership is designed to support the effective delivery of the adopted curriculum, provide opportunities for staff to reflect critically on their practice, deepen their understanding of the processes of teaching and learning and the students they serve, and achieve challenging student outcomes. The budget includes building level professional development allocations.

Budget Package Justification:

M.S. 122A.60 specifies that staff development activities must:

1. focus on the school classroom and research-based strategies that improve student learning;
2. provide opportunities for teachers to practice and improve their instructional skills over time;
3. provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
4. enhance teacher content knowledge and instructional skills;
5. align with state and local academic standards;
6. provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
7. align with the plan of the district or site for an alternative teacher professional pay system. Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other members of site-based teams training to enhance team performance. The school district also may implement other staff development activities required by law and activities associated with professional teacher compensation models. and
8. provide teachers of English learners, including English as a second language and content teachers, with differentiated instructional strategies critical for ensuring students' long-term academic success; the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners; and skills to support native and English language development across the curriculum.

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
DIR SECONDARY PROGRAMING				1.00
Budget Unit 15010				1.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Curriculum Development

Package ID# 15020

FY2018 Funding Level: General, Categorical

Budget Package Administrator: Director of Curriculum

Budget Package Total: \$757,627

Budget Package Description:

This budget package provides the funding for the ongoing development of a comprehensive written curriculum. These funds are used for salaries, benefits, purchased services, and other operating expenses. Also includes operational resources, purchased services, equipment and supplies:

Salaries, Wages & Benefits		\$ 515,213
Purchased Services, Supplies, Capital, Other		\$ 224,414
Travel, Conferences		\$ 18,000

The design and implementation of the curriculum will be consistent with the District 191 Board of Education’s adopted mission and goals, state laws and Department of Education rules. The curriculum should be constantly reviewed to ensure that student learning is challenging and will prepare all students to function effectively in the 21st century. M.S. 120B.10 finds that a process is needed to enable school boards and communities to decide matters related to planning, providing, and improving education instruction and curriculum in the context of MN’s high school graduation standards.

Budget Package Justification:

M.S.120B.11 mandates all school districts to have in place an adopted written policy that includes the following:

- District goals for instruction including the use of best practices, district and school curriculum, and achievement for all student subgroups;
- A process for evaluating each student’s progress toward meeting academic standards and identifying the strengths and weaknesses of instruction and curriculum affecting students’ progress;
- A system for periodically reviewing and evaluating all instruction and curriculum;
- A plan for improving instruction, curriculum, and student achievement; and
- An education effectiveness plan aligned with section 122A.625 that integrates instruction, curriculum, and technology.

District 191 Board Policy IF and IF-R charges the superintendent with the responsibility of developing a continual process of curriculum development and review for the school district. District 191’s Board of Education deems it essential that the school district continually develops and modifies the written curriculum to provide a common direction of action for all instruction and programmatic efforts.

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
DIR CURRICULUM & INSTRUCTION				0.36
POSA	DISTRICT-WIDE	007490	LEAKE, DONALD L	1.00
POSA				1.00
TLT COORDINATOR	DISTRICT-WIDE	018404	POPE, ROBERT J	1.00
		019183	BECQUER, FRANCES	1.00
TLT COORDINATOR				2.00
Budget Unit 15020				3.36

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Curriculum Adoption

Package ID# 15030

FY2018 Funding Level: General, Categorical

Budget Package Administrator: Director of Curriculum

Budget Package Total: \$750,000

Budget Package Description:

This budget package provides the funding for the purchase of curriculum resources to support delivery of the written curriculum including textbooks, manipulatives, software and software subscriptions including:

Purchased Services, Supplies, Capital, Other	\$ 750,000
--	------------

Budget Package Justification:

As indicated in Board Policy IIAA and IIAA-R, administration, in cooperation with community members, parents, and staff, is responsible for identifying textbooks and other learning materials which will be used for instruction. The instructional materials selection process includes provisions to consider the desired student outcomes of the written, taught and tested curriculum.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Assessment Program

Package ID# 15040

FY2018 Funding Level: General, Categorical

Budget Package Administrator: Director of Assessment

Budget Package Total: \$465,652

Budget Package Description:

This budget package provides the funding necessary to implement required accountability assessments to monitor student progress toward achievement of academic standards. Also includes software fees, purchased services, equipment, supplies and other operating expenses including:

Salaries, Wages & Benefits		\$ 135,592
Purchased Services, Supplies, Capital, Other		\$ 323,000
Travel, Conferences		\$ 7,060

Budget Package Justification:

M.S.120B.10 requires school districts to evaluate the impact of instruction and curriculum on students' abilities to meet graduation standards, use evaluation results to improve instruction and curriculum, and determine services that districts and other public education entities can provide collaboratively with institutions including families and private or public organizations and agencies. The legislature anticipates that a highly focused public education strategy will be an integral part of each district's review and improvement of instruction and curriculum.

District 191 Board of Education Policy IF and IF-R charges the superintendent with the responsibility for establishing procedures for determining the effectiveness of instructional programming at the district, school and classroom levels. Evaluations will focus on determining the extent to which students are achieving and maintaining their mastery of specific learning objectives and the extent to which instructors are providing appropriate and effective instruction for students. The assessed curriculum shall include the following components:

- A comprehensive assessment plan;
- State-level assessments as required;
- An assessment approach developed for all grade levels and courses;
- A criterion-reference information management system at the classroom and building levels for coordinating timely instructional planning, student assessment and placement, instructional delivery, and program evaluation;
- Use of assessment data to assess the status of individual student achievement, to continuously regroup students for instruction, to identify general achievement trends of various groups of students, and to modify curriculum and/or instruction as warranted by assessment results.

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
CLERICAL				0.75
STUDENT INFO/TESTING COORD	DIAMONDHEAD	011756	ERICKSON, CONSTANCE	0.50
STUDENT INFO/TESTING COORD				0.50
Budget Unit 15040				1.25

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Board of Education

Package ID#: 16010

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Superintendent

Budget Package Total: \$142,178

Budget Package Description:

The school board is the governing body of the school district. This budget package provides funding for the School Board. Includes School Board stipends, district elections, legal fees and other expenses related to Board initiatives.

Benefits					\$	3,098
Purchased Services, Supplies, Capital, Other					\$	139,080

Budget Packet Justification:

Members of the Board of Directors are elected by the community to serve four-year terms. The board acts as a corporate body and derives its authority to operate from Minnesota statutes (M.S. 123B.02). The Board of Education authority includes implied powers in addition to specific powers granted by the Minnesota legislature which include:

- Selecting a superintendent and delegating to that officer the authority and responsibility for carrying out the policies and regulations necessary operate the schools.
- Supervising management of the school district.
- Authorizing textbooks and courses of study.
- Making and authorizing contracts.
- The general charge of the business of the school district, its facilities and property.

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
SCHOOL BOARD				0.00
SCHOOL BOARD - CHAIR	DISTRICT-WIDE	018011	ALT, ABIGAIL	0.00
SCHOOL BOARD - CHAIR				0.00
Budget Unit 16010				0.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Superintendent

Package ID#: 16020

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Superintendent

Budget Package Total: \$485,376

Budget Package Description:

This budget package provides the funding to operate the office of Superintendent of Schools to support the District’s mission, vision, and instructional goals including salaries, benefits and other operating expenses:

Salaries, Wages & Benefits		\$ 349,355
Purchased Services, Supplies, Capital, Other		\$ 124,021
Travel, Conferences		\$ 12,000

The superintendent is the chief executive officer of the board whose powers and duties are prescribed by the rules adopted by the board or by statute. In the capacity of the board’s main consultant and advisor the primary duties of the superintendent are as follows:

- Carry out policies, rules, regulations established by the board
- Keep the board informed about school programs and the school system
- Oversee the educational program (curriculum, instruction, co-curricula, materials, etc)
- Oversee support services program (plant services, transportation, foodservice, etc)
- Recommend on all personnel matters (hiring, assigning, evaluating, developing, terminating)
- Develop and administer the budget
- Manage the business and financial matters required by state statutes
- Take care of day-to-day management and administrative tasks

Budget Packet Justification:

M.S. 123B.143 requires all school districts maintaining a secondary school to employ a Superintendent who shall be an ex officio nonvoting member of the school board. The superintendent of a district shall perform the following:

- Visit and supervise the schools in the District, report and make recommendations about their condition when advisable or on request by the Board.
- Recommend to the Board employment and dismissal of teachers.
- Superintend school grading practices and examinations for promotions.
- Make reports required by the commissioner.
- Perform other duties prescribed by the Board.

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
EXEC ADMIN ASSISTANT				1.00
SUPERINTENDENT	DIAMONDHEAD	017994	GOTHARD, JOSEPH M	1.00
SUPERINTENDENT				1.00
Budget Unit 16020				2.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Assistant Superintendents

Package ID#: 16030

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Assistant Superintendent

Budget Package Total: \$266,007

Budget Package Description:

This budget package provides the funding to operate the office of Assistant Superintendent of Schools to support the development, operation and evaluation of the district's elementary and secondary instructional programs and the following salaries, benefits and other operating expenses:

Salaries, Wages & Benefits	\$ 218,015
Purchased Services, Supplies, Capital, Other	\$ 39,992
Travel, Conferences	\$ 8,000

The Assistant superintendent operates under the general direction of the superintendent, providing leadership and support for the development, operation and evaluation of the district's elementary and secondary instructional programs, district-wide curriculum development, guide the development and implementation of comprehensive district and school improvement plans, and district-wide professional development. The Assistant Superintendent is directly responsible for supervising and coaching building principals in the organization of instruction, and the effective use of data in coordinating and aligning school initiatives with the educational mission and goals of the Board.

Budget Packet Justification:

There is no statutory requirement for school district's to employ an assistant superintendent. School districts, however, are required to comply with a multitude of statutory provisions related to planning; providing, and improving instruction and curriculum; statewide testing and reporting; educational accountability and public reporting. Given the size of ISD 191 in terms of the number of employees and students, the scope of these various statutory requirements necessitate the employment of skilled and knowledgeable educational administrators to ensure the district meets its statutory obligations.

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
ASST SUPERINTENDENT				1.00
CLERICAL	DIAMONDHEAD	011739	PARISEAU, MARCIA L	0.50
CLERICAL				0.50
Budget Unit 16030				1.50

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Human Resources

Package ID#: 16040

FY2018 Funding Level: General

Budget Package Administrator(s): Executive Director of Human Resources

Budget Package Total: \$790,590

Budget Package Description:

This budget package provides the funding to support operation of the Human Resources office including advertising, recruiting, hiring, staff development, legal fees, software applications, unemployment compensation insurance and compliance requirements and including the following salaries, benefits and other operating expenses:

Salaries, Wages & Benefits	\$ 612,650
Purchased Services, Supplies, Capital, Other	\$ 167,250
Travel, Conferences	\$ 10,690

The office of Human Resources is directly responsible for the ongoing development of the district's human resources to ensure effective delivery of the district's educational programs. The human resources office supports the superintendent in carrying out those function directly related to the recruitment, hiring and retention of personnel. The primary responsibilities of the Human Resources Office are to ensure the following functions are carried out effectively:

- Establishes and monitors all district hiring procedures.
- Actively recruits licensed and non-licensed personnel.
- Assists in the development of training programs for district personnel.
- Maintains and manages all aspects of the district's employee benefits program.
- Maintains personnel records for all staff.
- Plans, coordinates and monitors the districts collective bargaining.
- Supervises clerical staff in the assignment of substitute teachers.
- Ensures that the district complies with all state and federal employment regulations.

Budget Packet Justification:

There is no statutory requirement for a school district to employ an Executive Director for Human Resources. School districts, however, are required to comply with a multitude of statutory provisions related its employees including contract negotiations and contract management; the employment, evaluation and discipline of personnel; employee training and certification; maintenance of all state and federally required employment documents. With over 1,400 employees, the scope of these statutory requirements necessitate the employment of skilled and knowledgeable Director of Human Resources and staff to ensure the district meets its statutory obligations.

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
DIR HUMAN RESOURCES				1.00
HR BENEFITS SPECIALIST	DIAMONDHEAD	018189	LINDBERG, CHARLOTTE	1.00
HR BENEFITS SPECIALIST				1.00
HR COORD	DIAMONDHEAD	016573	WEILER, TIFFANY M	1.00
HR COORD				1.00
HR EMPLOYMENT SPECIALIST	DIAMONDHEAD	012322	HARRIS, TRUDIE L	1.00
HR EMPLOYMENT SPECIALIST				1.00
HR LABOR RELATIONS MGR	DIAMONDHEAD	017174	DEMUTH, JOY S	1.00
HR LABOR RELATIONS MGR				1.00
Budget Unit 16040				5.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Workers Comp., Unemployment
& Premiums for Property Casualty Liability Insurance

Package ID#: 16041

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Executive Director of Business Services

Budget Package Total: \$1,100,000

Budget Package Description:

This budget package provides the funding to cover the school district's workers compensation expenditures, unemployment expenditures, and property casualty liability insurance including the following contractual and claims expenses:

Workers Comp, Unemp, & Prop & Casualty Ins.	\$ 1,100,000
---	--------------

The Executive Director of Business Services is directly responsible for contracting for the coverage necessary for workers compensation, unemployment insurance, and property, casualty liability insurance. Human Resources is involved in the daily implementation of workers' compensation and unemployment reporting.

Budget Packet Justification:

M.S. 60A.352 Workers' Compensation Insurance requires:

In addition to the requirements of Minnesota Statutes 1984, section **176.185, subdivision 1**, a policy of insurance issued to cover the liability to pay previous compensation under Minnesota Statutes 1984, chapter 176, shall comply with sections **60A.35** to **60A.38**.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Business

Package ID#: 16050

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Executive Director of Business Services

Budget Package Total: \$1,245,944

Budget Package Description:

This budget package provides the funding to operate the school district's business services (accounting, payroll, and mandatory state and federal reporting, property casualty liability insurance) including the following salaries, benefits and other operating expenses:

Salaries, Wages & Benefits		\$ 965,118
Purchased Services, Supplies, Capital, Other		\$ 199,951
Travel/Conferences		\$ 10,475
Rentals and Leases		\$ 70,400

The Executive Director of Business Services is directly responsible for serving as the district's finance and business officer. In the capacity of the Superintendent's primary consultant and advisor regarding the district's financial affairs, the primary duties of the Executive Director of Business Services are as follows:

- Maintains accounting systems and records.
- Compiles costs' including the personnel budgets, fixed charges, operations and maintenance, etc.
- Develops statistical information and corresponding analyses.
- Assists in developing the annual budget.
- Supervises the handling of all funds, accounting, reporting procures.
- Provides long-range financial planning.
- Acts as the district's Treasurer and supervises the investments and debt management of the district.
- Organizes and supervises the purchasing, warehousing, and inventory control of the district.
- Supervises the payroll and fringe benefit programs of the district.
- Oversees all forms of district insurance.
- Oversees property purchases, sales and records of the district.
- Serves as the Board Secretary.

The district's accounting office is responsible for providing a number of financial services for the district under the direction of the Executive Director of Business Services. Primary functions maintained by the business office are as follows:

- Maintains accounting systems and records.
- Compiles costs' including the personnel budgets, fixed charges, operations and maintenance, etc.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Packet Justification:

There is no statutory requirement for school district's to employ an Executive Director for Business Services. School districts, however, are required to comply with a multitude of statutory provisions related to its business functions including correctly implementing levy's authorized by statute, complying with federal and state financial accounting and reporting requirements, managing the investment of idle funds, and managing contracts for services.

With annual assets in excess of \$200 million management of the district's financial resources requires a considerable degree of knowledge, skill and sophistication.

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
CLERICAL				7.50
DIR ACCOUNTING	DIAMONDHEAD	019154	PIKAL, ROBIN	1.00
DIR ACCOUNTING				1.00
DIR BUSINESS	DIAMONDHEAD	016166	RIDER, LISA K	1.00
DIR BUSINESS				1.00
PYRL SUPERVISOR	DIAMONDHEAD	016574	ROBASSE, CHRISTINE M	1.00
PYRL SUPERVISOR				1.00
Budget Unit 16050				10.50

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Business-OPEB Implicit Chargeback **Package ID#:** 16054

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Executive Director of Business Services

Budget Package Total: (\$455,751)

Budget Package Description:

This budget package provides negative budget for the amount of health benefits to be offset from the Other Post Employment Benefits (OPEB) trust. The amount on an annual basis is determined by the actuarial report which is updated every two years as required. The amount currently only consists of the implicit costs. Explicit costs of Other Post Employment Benefits are recorded in the Internal Service Fund.

Salaries, Wages & Benefits			\$ (455,751)
----------------------------	--	--	--------------

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Communications & Marketing

Package ID#: 16060

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Director of Communications

Budget Package Total: \$489,852

Budget Package Description:

This budget package provides the funding to operate the school District's communications and marketing initiatives and includes salaries and benefits, maintenance of District websites, social networks, publications, etc.:

Salaries, Wages & Benefits		\$ 263,750
Purchased Services, Supplies, Capital, Other		\$ 224,572
Travel, Conferences		\$ 1,530

The Director of Marketing and Communications is directly responsible for developing and implementing a comprehensive marketing and communications plan to enhance the district's position within the education provider market in terms of constituent perception of the quality of educational opportunities and services provided by the school district. The primary duties of the Director of Communications are as follows:

- Writing and distributing press releases to the news media communicating key events, activities and accomplishments of the school district.
- Developing and implementing a multi-year marketing and communication plan that integrates with district short and long range planning.
- Assisting district leadership in identifying programs and services to meet the needs of school district constituents.
- Direct development of the district's website.
- Produce various communications tools including electronic newsletters, brochures, social media, and instant notification systems.

Budget Packet Justification:

There is no statutory requirement for a school district to maintain a formal marketing and communications function. Public schools, however, are no longer considered the sole purveyor of educational opportunities in any given community. Competition exists among private schools, parochial education, charter schools, home schooling, and evolving web-based instruction. Often the criteria individuals use in selecting a particular educational opportunity is based on perceptions of the quality, services and relationships a particular institution promises rather than factual knowledge of results program or services. A planned marketing and communications function assists the district in communicating what the school district does well, what makes the school district unique, nurtures positive perceptions about the school district, and helps the school district strategically adopt to changing needs and expectations of students and their families.

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
COMMUNICATIONS COORD				1.00
DIR COMMUNICATIONS	DIAMONDHEAD	015922	DUNN, RUTH C	1.00
DIR COMMUNICATIONS				1.00
Budget Unit 16060				2.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Student Registration and Census

Package ID#: 16070

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Director of Technology

Budget Package Total: \$570,158

Budget Package Description:

This budget package provides the funding to operate the school district's student registration and enrollment services including the following salaries, benefits and other operating expenses:

Salaries, Wages & Benefits		\$ 525,402
Purchased Services, Supplies, Capital, Other		\$ 37,626
Travel/Conferences		\$ 2,500
Rentals and Leases		\$ 4,630

The Director of Technology along with the Directors of Assessment and Community Education are directly responsible for developing and implementing a comprehensive student registration system. The District has implemented a welcome center at the Diamondhead Education Center to serve as a resource for both new and existing students and families.

Budget Packet Justification:

There is no statutory requirement for a school district to maintain a student registration program outside of separate budget units. Competition exists among private schools, parochial education, charter schools, home schooling, and evolving web-based instruction. Often the criteria individuals use in selecting a particular educational opportunity is based on perceptions of the quality, services and relationships a particular institution promises rather than factual knowledge of results program or services- the Student Registration budget package is an important leg of the student and family experience with the District.

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
CLERICAL				5.00
INFORMATION SYSTEMS COORD	DIAMONDHEAD	012023	MCCARTHY, BRIGID M	1.00
INFORMATION SYSTEMS COORD				1.00
STUDENT INFO/TESTING COORD	DIAMONDHEAD	011756	ERICKSON, CONSTANCE	0.50
STUDENT INFO/TESTING COORD				0.50
Budget Unit 16070				6.50

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Voluntary Prekindergarten Program

Package ID#: 17010

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Early Childhood Program Coordinator

Budget Package Total: \$569,395

Budget Package Description:

This budget package provides the funding to operate the Voluntary Prekindergarten program.

Salaries, Wages & Benefits		\$	414,895
Purchased Services, Supplies, Capital, Other		\$	154,500

The Voluntary Preschool Program was established in 2016 for the purpose of preparing children for success as they enter kindergarten the following year. The funding allows districts to incorporate a voluntary prekindergarten program into their E-12 system.

Budget Packet Justification:

Minnesota Statute 124D.151 states that each program provider must:

- Provide instruction through play-based learning to foster children’s social and emotional development, cognitive development, physical and motor development, and language and literacy skills
- Measure each child’s cognitive and social skills
- Provide comprehensive program content including the implementation of curriculum, assessment, and instructional strategies aligned with the state early learning standards, and kindergarten through grade 3 academic standards
- Provide instructional content and activities that are of sufficient length and intensity to address learning needs including offering a program with at least 350 hours of instruction per school year for a prekindergarten student
- Coordinate appropriate kindergarten transition with families, community-based prekindergarten programs, and school district kindergarten programs
- Involve parents in program planning and transition planning by implementing parent engagement strategies that include culturally and linguistically responsive activities in prekindergarten through third grade that are aligned with early childhood family education
- Ensure staff-to-child ratios of one-to-ten and a maximum group size of 20 children
- Provide high quality coordinated professional development, training, and coaching
- Implement strategies that support the alignment of professional development, instruction, assessments, and prekindergarten through grade 3 criteria.

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
COORDINATOR				1.00
PROGRAM ASSOCIATE	DIAMONDHEAD	015080	RUSH, DIANE	1.00
		018675	RUIZ, JESSICA	1.00
	RAHN	011617	BLOCKER, JENNIFER M	0.71
PROGRAM ASSOCIATE				2.71
PROGRAM SUPERVISOR	DIAMONDHEAD	016491	VITALI, ALICIA F	0.88
PROGRAM SUPERVISOR				0.88
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
TEAM COORDINATOR - EC				3.00
Budget Unit 17010				7.58

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Elementary Administrators

Package ID#: 17011

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Assistant Superintendent

Budget Package Total: \$1,731,654

Budget Package Description:

This budget package provides the funding to operate the elementary principals' offices at each school including the following administrative salaries:

Salaries, Wages & Benefits			\$ 1,731,654
----------------------------	--	--	--------------

Principal directs and coordinates educational, administrative and counseling activities of the school by performing the following duties personally or through subordinate supervisors.

Essential duties and responsibilities include:

- Provide leadership in the assessment, development, and strengthening of a school culture to support the school's vision, increase collegiality and enhance student achievement
- Demonstrate an understanding of student growth and development and appropriately apply that knowledge when responding to individual student needs and designing comprehensive educational programs
- After analyzing data and in collaboration with staff, set building goals that are reasonably calculated to enhance student achievement
- Enhance student achievement through data collection, analysis, and application of appropriate instructional strategies
- Enhance student achievement by aligning curriculum to desired outcomes and engage in the process of ongoing assessment and adjustment
- Enhance the skills of professional staff through observation, evaluation, encouragement of self reflection, provision of staff development, and direct coaching.
- Ensure compliance with state and federal laws and regulations
- Demonstrate the ability to develop positive perceptions and strong public relations with staff, community and other stakeholders.

Budget Packet Justification:

Minnesota Statute 123B.147 states each public school building may be under the supervision of a principal who is assigned to that responsibility by the board of education upon the recommendation of the superintendent of schools. Each principal assigned the responsibility for the supervision of a school building shall hold a valid license in the assigned position of supervision and administration as established by the rules of the commissioner of education. The principal shall provide administrative, supervisory, and instructional leadership services, under the supervision of the superintendent of schools of the district and in accordance with the policies, rules, and regulations of the board of education, for the planning, management, operation, and evaluation of the education program of the building or buildings to which the principal is assigned.

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
PRINCIPAL				10.00
Budget Unit 17011				10.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Elementary Building Clerical

Package ID#: 17012

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Assistant Superintendent

Budget Package Total: \$741,484

Budget Package Description:

This budget package provides the funding to operate the elementary principals' offices at each school including the following clerical salaries:

Salaries, Wages & Benefits			\$	741,484
----------------------------	--	--	----	---------

Principal directs and coordinates educational, administrative and counseling activities of the school by performing the following duties personally or through subordinate supervisors.

Essential duties and responsibilities include:

- Provide leadership in the assessment, development, and strengthening of a school culture to support the school's vision, increase collegiality and enhance student achievement
- Demonstrate an understanding of student growth and development and appropriately apply that knowledge when responding to individual student needs and designing comprehensive educational programs
- After analyzing data and in collaboration with staff, set building goals that are reasonably calculated to enhance student achievement
- Enhance student achievement through data collection, analysis, and application of appropriate instructional strategies
- Enhance student achievement by aligning curriculum to desired outcomes and engage in the process of ongoing assessment and adjustment
- Enhance the skills of professional staff through observation, evaluation, encouragement of self reflection, provision of staff development, and direct coaching.
- Ensure compliance with state and federal laws and regulations
- Demonstrate the ability to develop positive perceptions and strong public relations with staff, community and other stakeholders.

Budget Packet Justification:

Minnesota Statute 123B.147 states each public school building may be under the supervision of a principal who is assigned to that responsibility by the board of education upon the recommendation of the superintendent of schools. Each principal assigned the responsibility for the supervision of a school building shall hold a valid license in the assigned position of supervision and administration as established by the rules of the commissioner of education. The principal shall provide administrative, supervisory, and instructional leadership services, under the supervision of the superintendent of schools of the district and in accordance with the policies, rules, and regulations of the board of education, for the planning, management, operation, and evaluation of the education program of the building or buildings to which the principal is assigned.

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	
CLERICAL				11.25
Budget Unit 17012				11.25

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Elementary EAs

Package ID#: 17013

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Assistant Superintendent

Budget Package Total: \$357,493

Budget Package Description:

This budget package provides the funding for various administrative and educational roles at each school including the following educational assistant salaries:

Salaries, Wages & Benefits			\$ 357,493
----------------------------	--	--	------------

Principal directs and coordinates educational, administrative and counseling activities of the school by performing the following duties personally or through subordinate supervisors.

Essential duties and responsibilities include:

- Provide leadership in the assessment, development, and strengthening of a school culture to support the school's vision, increase collegiality and enhance student achievement
- Demonstrate an understanding of student growth and development and appropriately apply that knowledge when responding to individual student needs and designing comprehensive educational programs
- After analyzing data and in collaboration with staff, set building goals that are reasonably calculated to enhance student achievement
- Enhance student achievement through data collection, analysis, and application of appropriate instructional strategies
- Enhance student achievement by aligning curriculum to desired outcomes and engage in the process of ongoing assessment and adjustment
- Enhance the skills of professional staff through observation, evaluation, encouragement of self reflection, provision of staff development, and direct coaching.
- Ensure compliance with state and federal laws and regulations
- Demonstrate the ability to develop positive perceptions and strong public relations with staff, community and other stakeholders.

Budget Packet Justification:

Minnesota Statute 123B.147 states each public school building may be under the supervision of a principal who is assigned to that responsibility by the board of education upon the recommendation of the superintendent of schools. Each principal assigned the responsibility for the supervision of a school building shall hold a valid license in the assigned position of supervision and administration as established by the rules of the commissioner of education. The principal shall provide administrative, supervisory, and instructional leadership services, under the supervision of the superintendent of schools of the district and in accordance with the policies, rules, and regulations of the board of education, for the planning, management, operation, and evaluation of the education program of the building or buildings to which the principal is assigned.

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	
EA LEVEL 3				1.38	
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	
	EA SUPPORT				14.09
	EA TRANS	WM. BYRNE	015131	HENLE, ANGELA G	0.38
	EA TRANS				0.38
	Budget Unit 17013				15.84

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Secondary Administrators

Package ID#: 17021

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Assistant Superintendent

Budget Package Total: \$1,833,012

Budget Package Description:

This budget package provides the funding to operate the secondary principals' offices at each school including the following administrator salaries and wages:

Salaries, Wages & Benefits			\$ 1,833,012
----------------------------	--	--	--------------

Principal directs and coordinates educational, administrative and counseling activities of the school by performing the following duties personally or through subordinate supervisors.

Essential duties and responsibilities include:

- Provide leadership in the assessment, development, and strengthening of a school culture to support the school's vision, increase collegiality and enhance student achievement
- Demonstrate an understanding of student growth and development and appropriately apply that knowledge when responding to individual student needs and designing comprehensive educational programs
- After analyzing data and in collaboration with staff, set building goals that are reasonably calculated to enhance student achievement
- Enhance student achievement through data collection, analysis, and application of appropriate instructional strategies
- Enhance student achievement by aligning curriculum to desired outcomes and engage in the process of ongoing assessment and adjustment
- Enhance the skills of professional staff through observation, evaluation, encouragement of self reflection, provision of staff development, and direct coaching.
- Ensure compliance with state and federal laws and regulations
- Demonstrate the ability to develop positive perceptions and strong public relations with staff, community and other stakeholders.

Budget Packet Justification:

Minnesota Statute 123B.147 states each public school building may be under the supervision of a principal who is assigned to that responsibility by the board of education upon the recommendation of the superintendent of schools. Each principal assigned the responsibility for the supervision of a school building shall hold a valid license in the assigned position of supervision and administration as established by the rules of the commissioner of education. The principal shall provide administrative, supervisory, and instructional leadership services, under the supervision of the superintendent of schools of the district and in accordance with the policies, rules, and regulations of the board of education, for the planning, management,

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

operation, and evaluation of the education program of the building or buildings to which the principal is assigned.

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
PRINCIPAL				4.00
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
	PRINCIPAL ASST			
Budget Unit 17021				11.00

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Secondary Building Clerical

Package ID#: 17022

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Assistant Superintendent

Budget Package Total: \$1,144,581

Budget Package Description:

This budget package provides the funding to operate the secondary principals' offices at each school including the following clerical salaries and wages:

Salaries, Wages & Benefits			\$ 1,144,581
----------------------------	--	--	--------------

Principal directs and coordinates educational, administrative and counseling activities of the school by performing the following duties personally or through subordinate supervisors.

Essential duties and responsibilities include:

- Provide leadership in the assessment, development, and strengthening of a school culture to support the school's vision, increase collegiality and enhance student achievement
- Demonstrate an understanding of student growth and development and appropriately apply that knowledge when responding to individual student needs and designing comprehensive educational programs
- After analyzing data and in collaboration with staff, set building goals that are reasonably calculated to enhance student achievement
- Enhance student achievement through data collection, analysis, and application of appropriate instructional strategies
- Enhance student achievement by aligning curriculum to desired outcomes and engage in the process of ongoing assessment and adjustment
- Enhance the skills of professional staff through observation, evaluation, encouragement of self reflection, provision of staff development, and direct coaching.
- Ensure compliance with state and federal laws and regulations
- Demonstrate the ability to develop positive perceptions and strong public relations with staff, community and other stakeholders.

Budget Packet Justification:

Minnesota Statute 123B.147 states each public school building may be under the supervision of a principal who is assigned to that responsibility by the board of education upon the recommendation of the superintendent of schools. Each principal assigned the responsibility for the supervision of a school building shall hold a valid license in the assigned position of supervision and administration as established by the rules of the commissioner of education. The principal shall provide administrative, supervisory, and instructional leadership services, under the supervision of the superintendent of schools of the district and in accordance with the policies, rules, and regulations of the board of education, for the planning, management, operation, and evaluation of the education program of the building or buildings to which the principal is assigned.

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
BURSAR				1.00
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
	CLERICAL			
REGISTRAR	BHS	009223	REIHER, PAM	1.00
REGISTRAR				1.00
Budget Unit 17022				18.62

387

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Secondary EAs

Package ID#: 17023

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Assistant Superintendent

Budget Package Total: \$380,111

Budget Package Description:

This budget package provides the funding for various administrative and educational roles at each school including the following educational assistant salaries and wages:

Salaries, Wages & Benefits			\$ 380,111
----------------------------	--	--	------------

Principal directs and coordinates educational, administrative and counseling activities of the school by performing the following duties personally or through subordinate supervisors.

Essential duties and responsibilities include:

- Provide leadership in the assessment, development, and strengthening of a school culture to support the school's vision, increase collegiality and enhance student achievement
- Demonstrate an understanding of student growth and development and appropriately apply that knowledge when responding to individual student needs and designing comprehensive educational programs
- After analyzing data and in collaboration with staff, set building goals that are reasonably calculated to enhance student achievement
- Enhance student achievement through data collection, analysis, and application of appropriate instructional strategies
- Enhance student achievement by aligning curriculum to desired outcomes and engage in the process of ongoing assessment and adjustment
- Enhance the skills of professional staff through observation, evaluation, encouragement of self reflection, provision of staff development, and direct coaching.
- Ensure compliance with state and federal laws and regulations
- Demonstrate the ability to develop positive perceptions and strong public relations with staff, community and other stakeholders.

Budget Packet Justification:

Minnesota Statute 123B.147 states each public school building may be under the supervision of a principal who is assigned to that responsibility by the board of education upon the recommendation of the superintendent of schools. Each principal assigned the responsibility for the supervision of a school building shall hold a valid license in the assigned position of supervision and administration as established by the rules of the commissioner of education. The principal shall provide administrative, supervisory, and instructional leadership services, under the supervision of the superintendent of schools of the district and in accordance with the policies, rules, and regulations of the board of education, for the planning, management, operation, and evaluation of the education program of the building or buildings to which the principal is assigned.

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
EA LEVEL 3				7.50
Budget Unit 17023				7.50

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Miscellaneous Stipends

Package ID#: 17025

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Elementary Principals

Budget Package Total: \$144,907

Budget Package Description:

This budget package provides the funding for miscellaneous stipends and extra hours that are currently not attached to another budget unit:

Salaries, Wages & Benefits			\$ 144,907
----------------------------	--	--	------------

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: K-12 Student Transportation, General **Package ID#:** 18010

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Director of Operations and Properties

Budget Package Total: \$3,722,314

Budget Package Description:

This budget package provides the funding to transport eligible students to and from school including during regular and extended year/day terms. This funding covers salaries and transportation educational assistant FTEs and contracted services:

Salaries, Wages & Benefits		\$ 143,587
Purchased Services, Supplies, Capital, Other		\$ 3,578,727

Through Board Policy EEA the district provides school bus transportation to elementary students who live more than one mile from school and secondary students who live more than one and one-half miles from school. The Board has also identified a number of hazardous roadways within the district, across which students are not allowed to walk and must therefore be transported.

District transportation services are provided through a contract with a private operator.

Budget Packet Justification:

Minnesota Statutes 123B.84 to 123B.88 et al, define the district's responsibilities to manage its student transportation program. State Statute requires the district to offer transportation to all students that live more than two miles from their assigned schools.

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
EA TRANS				3.38
Budget Unit 18010				3.38

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Custodial

Budget Package ID#: 19010

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Director of Operations and Properties

Budget Package Total: \$5,437,243

Budget Package Description:

This package provides the funding to operate the District's custodial services including salaries and benefits, supplies, equipment and contracted services.

Salaries, Wages & Benefits		\$4,899,703
Purchased Services, Supplies, Capital, Other		\$ 501,761
Travel/Conferences		\$ 6,696
Rentals and Leases		\$ 29,083

The district's custodial staff provides a variety of services including dusting, sweeping, mopping, vacuuming carpets, cleaning windows, sanitizing restrooms, sinks, drinking fountains, washing walls, doors and other surfaces as needed. They empty trash and secure building when required and monitors activities in building as needed. They also removal snow and ice, summer cleaning/refinishing, clean up after all sporting activities, plays, concerts, meetings, luncheons, rental activity usages, graduations, weekend usage by district or contracted entities. Custodial personnel are assisted in their efforts by the use of machinery and power equipment. This equipment is used extensively especially during the summer cleaning. Here is a representative list of equipment: wet/dry vacuums, carpet vacuums, automatic carpet extractors, floor polishers/stripping machines, floor burnishers, automatic floor scrubbers, snow blowers of various sizes.

Budget Package Justification

The community has a considerable capital investment in its school facilities. Maintaining these facilities ensure that all students are provided space that is clean, environmental healthy and conducive to learning.

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	
	CUSTODIAN				73.00
	DIR OF OPERATIONS	DIAMONDHEAD	004356	SIMON, GLENN D.	0.40
	DIR OF OPERATIONS				0.40
	OPS SUPERVISOR	DISTRICT-WIDE	010543	WURDEMAN, SCOTT	1.00
			011601	ZEIMET, EDWARD	1.00
			012926	SHAWBACK JR, ARTHUR	1.00

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

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

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Building, Grounds and Maintenance

Budget Package ID#: 19020

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Director of Operations and Properties

Budget Package Total: \$1,631,354

Budget Package Description:

This budget package provides the funding to operate the District's building, grounds and maintenance departments including salaries and benefits, FTEs, supplies, equipment and contracted services:

Salaries, Wages & Benefits		\$ 656,032
Purchased Services, Supplies, Capital, Other		\$ 967,932
Travel/Conferences		\$ 964
Rentals and Leases		\$ 6,426

The Grounds Department performs the duties necessary to keep the areas outside the Districts' buildings attractive, neat and safe. These duties include but are not limited to mowing and trimming grass, performing landscaping duties such as the pruning and watering of trees/shrubs, mulching and weeding landscaped areas and Spring/Fall cleanup of leaves, hauling trash from all outside waste receptacles, periodic cleanup of all parking lots, playgrounds and grass areas, snow removal, setup and clean-up of the football stadium before and after all outdoor athletic events. In addition the Grounds Department is responsible for assisting in the loading and unloading of supplies, equipment, furniture, fixtures, etc. on and off trucks and then transporting them to or from District facilities, performing routine maintenance on all Grounds Department equipment.

Maintenance personnel are responsible for performing their duties of carpentry work, plumbing/HVAC work, electrical and painting work at a journeyman skill level or better at all District facilities as requested through work orders, emergency situations or at the direction of the Director of Operations and Properties. The general tradesman performs all aspects of building maintenance at a high level of competence. In addition to these duties, they are also expected to assist other trades as needed, assist with the ordering of supplies in their trade areas, assist in the loading and unloading of supplies, equipment, furniture, fixtures on and off trucks and then transporting them to and from District facilities, assisting in the unloading and delivery of Food Service commodities, and snow removal.

Budget Package Justification

The community has a considerable capital investment in its school facilities. Maintaining these facilities ensure that all students are provided space that is clean, environmental healthy and conducive to learning.

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 KHAMRING	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
CUSTODIAN				8.50
Budget Unit 19020				8.50

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package ID#: 19030

Budget Package Title: Environmental Health and Safety / ADA Compliance

FY2018 Funding Level: Categorical

Budget Package Administrator(s): Director of Operations and Properties

Budget Package Total: \$1,993,231

Budget Package Description:

This budget package provides the funding operate the District's environmental health and safety department including salaries and benefits, supplies, equipment and contracted services:

Salaries, Wages & Benefits		\$	73,493
Purchased Services, Supplies, Capital, Other		\$	821,800

The Director of Operations and Properties through the Environmental Health and Safety department provides the following services.

- Search out, define and prioritize work required to ensure that the district will provide a safe, productive environment for its employees and students.
- Annually determine and recommend to the school board the means and measures that will be required to meet our H&S obligations to students and staff in accordance with applicable federal, state and local statutes and regulations.
- Plan and direct the work of the Environmental Health & Safety (H&S) contractor according to applicable state and federal law, district policy and the terms of the current agreement.
- Plan and administer the \$500,000 annual Environmental Health & Safety budget.
- Initiate and obtain MDE approval of district H&S projects.
- Reconcile annual H&S actual district Uniform Financial and Reporting Standards (UFARS) expenditures with MDE project approvals.
- Plan and supervise the work of the H&S clerk.
- Organize and chair the district Security Committee.
- Organize and chair the district Safety Committee.

Budget Package Justification

Minnesota Statute 123B.57 requires school district to maintain a health and safety program. The program must include plans, where applicable, for hazardous substance removal, fire and life safety code repairs, regulated facility and equipment violations, and health, safety, and environmental management, including indoor air quality management.

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
CLERICAL				1.00
DIR OF OPERATIONS	DIAMONDHEAD	004356	SIMON, GLENN D.	0.60
DIR OF OPERATIONS				0.60
Budget Unit 19030				1.60

400

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Facility Leases

Budget Package ID#: 19040

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Director of Operations and Properties

Budget Package Total: \$579,508

Budget Package Description:

This budget package provides funding for the District's facility leases for BEST, Pates Stadium, and Diamondhead Educational Center. No FTEs are coded to this unit.

Rentals and Leases			\$ 135,000
Capital Lease - Interest			\$ 77,295
Capital Lease - Principal			\$ 367,213

The District has some leased educational facilities which we are allowed to levy taxpayers for 90% of the cost of the lease provided the space is educational in nature and not used solely for administrative services. This budget package includes only the principal and interest costs of the leases. Operational costs are included in the appropriate related budget package.

Budget Package Justification

The ability to lease educational space assists the district in providing services where we may not own a building with student capacity for specific programs. This provides us with additional options for programming and better service to our community.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Warehouse and Purchasing

Budget Package ID#: 19050

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Director of Operations and Properties

Budget Package Total: \$131,040

Budget Package Description:

This budget package provides funding to operate the school district's warehouse and purchasing departments.

Salaries, Wages & Benefits			\$ 131,040
----------------------------	--	--	------------

Warehousing and purchasing functions are performed by custodial staff. Our frozen food for our lunch program district-wide is delivered to a central location where it is stored until a site needs the product. Many other purchases, particularly during the summer months are delivered to the warehouse to facilitate the processing of the receipt of the goods. Purchasing plays a key role in the ordering of the goods on a district-wide basis.

Budget Package Justification

The District's use of a centralized warehouse takes advantage of the economy of scale for ordering processes and facilitates the receipt of goods during months outside of the normal school year. There is no requirement to provide a central warehousing function.

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 KHAM SING	0.50
		008678	HARTMAN, THOMAS P	1.00
CUSTODIAN				1.50
Budget Unit 19050				1.50

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Utilities

Budget Package ID#: 19060

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Director of Operations and Properties

Budget Package Total: \$2,007,089

Budget Package Description:

This budget package provides funding for the District's utilities. No FTEs are coded to this unit:

Purchased Services, Supplies, Capital, Other	\$ 2,007,089
--	--------------

The utilities paid for across the district are provided by a number of various vendors, including the Cities of Burnsville, Eagan, and Savage; Dakota Electric, Minnesota Valley Electric Cooperative, CenterPoint and MN Energy, as examples. The utilities are billed based upon usage.

Budget Package Justification

The community has a considerable capital investment in its school facilities. Maintaining these facilities ensure that all students are provided space that is clean, environmental healthy and conducive to learning.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: School Resource Officers

Budget Package ID#: 20010

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Executive Director of Business Services

Budget Package Total: \$270,000

Budget Package Description:

This budget package provides the primary funding for school police resource officers for the district's secondary schools. Agreements are in place with the cities of Burnsville, Eagan, and Savage. No FTEs are coded to this unit, all services are contracted.

Purchased Services, Supplies, Capital, Other	\$ 270,000
--	------------

Budget Packet Justification:

The potential for violence to occur at any public school is a reality that requires ongoing planning and implementation of protective measures. Minnesota Statute 126C.44 (Safe Schools Levy) allows school districts to impose a level to fund police resource officer services.

**Burnsville-Eagan-Savage School District
Budget Package Description
Fiscal Year 2018**

Budget Package Title: Safe Schools

Budget Package ID#: 20030

FY2018 Funding Level: General, Categorical

Budget Package Administrator(s): Executive Director of Business Services

Budget Package Total: \$238,233

Budget Package Description:

This budget package provides the primary funding for additional supervision at Burnsville Senior High including the salaries and benefits:

Salaries, Wages & Benefits			\$ 238,233
----------------------------	--	--	------------

Budget Packet Justification:

The potential for violence to occur at any public school is a reality that requires ongoing planning and implementation of protective measures. Minnesota Statute 126C.44 (Safe Schools Levy) allows school districts to impose a level to fund police resource officer services.

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
EA LEVEL 3				5.25
Budget Unit 20030				5.25



To: Members, Board of Education

**Agenda Item III.N.
June 22, 2017**

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

Date: June 15, 2017

Re: Award bid for Middle Schools Chromebook Purchase

RECOMMENDATION: That the Board of Education award the bid of Chromebook purchase and related license and service for 1:1 Middle School program to Best Buy Education.

On Tuesday, June 6 at 10 am sealed submitted bids were opened and read aloud. Although eight vendors received our bid documents, only two bidders submitted with Best Buy Education submitting the lowest pricing. Strategic Source, Inc. assisted us in the bid process. A pre-bid meeting was made available to all potential vendors with only two vendors attending. Attached is the recommendation letter from Strategic Source, Inc.

Two model options were requested and both 1year and 3 year warranty options were considered. We are choosing to purchase the same device as used currently at Burnsville High School which is the Acer C738T. Based on our cost analysis of 1 year or 3 year warranty options versus anticipated repair costs, we are choosing the 1 year warranty option. Total cost for the 2100 devices at \$305.57 each including white glove, asset tagging, licenses and parts closets at each MS will be \$641,697.00.

It is recommended the bid be awarded to Best Buy Education, the bidder with the only complete bid.



DATE: June 12th, 2017

TO: Lisa Rider
Executive Director of Business Services
Doug Johnson
Director of Technology

FROM: Dana Chou, Director Client Services RE:

Recommendation for Chromebook Bid

The Chromebook bids were opened at 10:00 a.m. on Tuesday, June 6th and read aloud from bids submitted by the participating companies.

The bid documents were released to eight vendors and Best Buy Education submitted the lowest pricing of the two responses received. The total cost for all equipment and services included in the bid is \$641,697. This is a market competitive price for the equipment and services you are interested in. Additionally, Best Buy Education was able to meet all the specified bid requirements.

Based on vendor interest and pricing provided, we recommend that you make your Chromebook purchase from Best Buy Education.

Sincerely,

A handwritten signature in cursive script that reads 'Dana Chou'.

Dana Chou
Director Client Services



Future Ready. Community Strong.

**Agenda IV.
June 22, 2017**

To: Board of Education, Members
From: Abigail Alt, Chair
Date: June 15, 2017
Re: Committee Reports

The following committees may provide updates to the School Board:

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

Other Board Assignments:

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