



Future Ready. Community Strong.

Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN, 55337
September 14, 2017
6:30 PM

6:00 PM Board Listening Session with Directors Dan Luth and Bob VandenBoom

I. Call to Order

A. Welcome the Public

B. Pledge of Allegiance

C. Future Ready. Community Strong.

1. Genesys Works - High School Internship Program

3

2. Introduce New Student Representative

II. Business Meeting

A. Approval of Agenda

B. Consent Agenda

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

1. Approve Meeting Minutes

9

2. Approve Personnel Recommendation

13

3. Adopt a Resolution to Accept Donations

15

4. Adopt a Resolution Establishing an Absentee Ballot Board for the November 7, 2017 Special Election

5. Approve, on a Second Reading Basis, Changes to Policies 509: *Enrollment of Nonresident Students*; 525: *Violence Prevention*; 602: *Organization of School Calendar and School Day*; 513: *Student Promotion, Retention, Acceleration, and Program Design*; and 614: *School District Testing Plan and Procedure*

6. Approve, on a Second Reading Basis, Policy 615: *Testing Accommodation, Modifications, and Exemptions for IEPs, Section 504 Plans and EL Students*

7. Approve Change Order #1 for the Eagle Ridge Middle School Classroom Enclosure Project

42

III. New Business

A. Receive a Report on the First Day of School

57

Presenter: Cindy Amoroso, Superintendent	
B. Receive a Report on the Chromebook Rollout Presenter: Rachel Gorton, Instructional Technology Coordinator	58
C. Receive a Report on Summer Projects Presenter: Glenn Simon, Director of Operations	70
D. Receive a Report on the Three Year Technology Plan Update Presenter: Doug Johnson, Director of Technology, and Rachel Gorton, Instructional Technology Coordinator	82
E. Approve Seasonal, Casual and Temporary Employee Rates of Pay for the 2017-2018 School Year Presenter: Stacey Sovine, Executive Director of Human Resources	96
F. Approve Contract with Inver Hills Community College for Post-Secondary Enrollment Options (PSEO) Services for 2017-2018 School Year Presenter: Lisa Rider, Executive Director of Business Services	98
IV. Reports	
A. Student Representative	
B. Superintendent	
C. Board Members	
V. Adjourn	



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Genesys Works

High School Internship

Future Ready. Community Strong.

BHS & Genesys Works Partnership

Genesys Works Provides

Skills training

↳ Meaningful Internships

College & Career Training

10 students have gone through the program
over the past 2 years.

This year we have 7

Interns

Back row:

Bao Mac

Vanessa Kiriago

Steven Chua

Front row:

Rayne Nelson

Hamdi Isse

Nivian Moraa

Abdirahman Yusuf
(not pictured)

Corporate Partners:

Lifetouch, Inc.

Optum

Best Buy Corporation

Sun Country Airlines



Vanessa & Steven

- **Skills Training**
- **Draft Day**
- **Internship so far**

Future Ready. Community Strong.

College & Career Connection

Twice a Month

College Coaches:

- College Search Process
- Assistance with Applications
- Assistance with Financial Aid
- Connecting Degrees with Careers

OUTCOME:

100% are accepted to College

District **one91**

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School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
August 24, 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 VandenBoom, Currier, Schatz, Luth, Miller, Schmid and Chair Alt. Others in attendance were Superintendent Amoroso, administrators, staff, and members of the public.

Attendance

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

Pledge

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

Agenda

Schatz arrived at 6:31 p.m.

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

Consent Agenda

-Approve board meeting minutes for August 10, 2017.

Minutes

-Approve personnel recommendations for G. Geesman, A. Strader. A. Strano, M. Sutton, K. Van Hoom, J. Weisbond, D. Wiggins, S. Schram, M. Berens, K. Harrsch, J. Hinners, A. Meyer, H. Ohama, G. Stern, S. Twedten, K. Wilson, M. Woods, D. Young, P. Borden, M. Hansen, L. Riesgraf, J. Sieben, L. Anderson, C. Ewert, V. Parker, J. Vanthournout, T. Farrell, C. Miller, J. Marshall, T. Farrell, R. Wenz, R. Packer, M. Portwood, H. Siddiqui, A. Sieben, K. Nicholson, P. Burkart, H. Ahmed, M. Stampley, M. Suarez, L. Bjork, P. Burkart, A. Dualeh, Y. Ruzzi, K. Tanberg, P. Wells, H. Wright, J. Anderson, W. Sandifer, R. Schrank, S. Hunter, V. McMahon, V. Huynh, and A. Phousirth.

Personnel

-Accept donations as presented.

Donations

- Approve June payroll checks numbered 718777-718807 and direct deposit notices numbered 648052-654253 in the net amount of \$4,795,560.80 June and July claims to date represented by checks numbered 453373-453847, 1018168-1018402, and 102021-102052 and wire transfers and adjustments totaling \$10,535,062.89. Also, that the Board accepts June receipts of \$16,190,216.23 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$49,396,477.27 as of June 30, 2017.

Deposits, checks, receipts, and investments

-Approve, on a second reading basis, changes to Policies 303: *Superintendent Selection*; 405: *Veteran's Preference*; 414: *Mandated Reporting of Child Neglect or Physical Abuse or Sexual Abuse*; 515: *Protection and Privacy of Pupil Records*; and 613: *Graduation Requirements*.

Policies

-Approve, on a second reading basis, changes to Policies 616: *School*

District System Accountability.

-Approve with no changes Policies 208: *Development, Adoption, and Implementation of Policies*; 209: *Code of Ethics*; and 211: *Criminal or Civil Action Against School District, School Board Member, Employee, or Student.*

Change Order

Policies

-Approve Change Order #1 for the Miscellaneous Pavement Alterations Project in the amount of \$13,695.00.

-Approve, on a first reading basis, changes to Policies 509: *Enrollment of Nonresident Students*; 525: *Violence Prevention*; and 602: *Organization of School Calendar and School Day.*

Motion carried unanimously after discussion (7, 0).

Received a report regarding Summer School Targeted Services Programming from Dr. Stacie Stanley and Dr. Janet Gulden.

Summer School Targeted Services

Received a report regarding K-5 District Wide Literacy Implementation from Dr. Stacie Stanley and Bethany Van Osdel.

K-5 District Wide Literacy

Moved by VandenBoom, seconded by Schatz, to approve the agreement for mental health services with Headway Emotional Health Services, Inc. for 2017-2018 for a total of \$300,000. Motion carried after discussion (7, 0).

Headway Contract

Moved by Luth, seconded by Currier, to approve the 2017-18 Burnsville High School Athletic and Activity Handbook. Motion carried unanimously after discussion (7, 0).

Athletic and Activity Handbook

Policies

Moved by Schmid, seconded by VandenBoom, to approve, on a first reading basis, changes to Policy 513: *Student Promotion, Retention, Acceleration, and Program Design.* Motion carried unanimously (7, 0).

Moved by Miller, seconded by Schatz, to approve, on a first reading basis, changes to Policy 614: *School District Testing Plan and Procedure.* Motion carried unanimously after discussion (7, 0).

Moved by Currier, seconded by Schatz, to adopt, on a first reading basis, Policy 615: *Testing Accommodation, Modifications, and Exemptions for IEPs, Section 504 Plans and EL Students.* Motion carried unanimously after discussion (7, 0).

Moved by Schatz, seconded by Currier, to adopt a resolution relating to renewing and increasing general education revenue of the school district, amending proposed ballot language, and ratifying the authorization of a special election thereon. Motion carried unanimously (7, 0).

Amending Proposed Ballot

Received reports from VandenBoom on behalf of the Technology Committee and MSBA; Schmid on behalf of the Policy Review Committee; Currier on behalf of the Student Performance and Achievement

Committee Reports

Committee, 917, and AMSD; and Luth on behalf of the Negotiating Committee and TIES.

Moved by Schmid, seconded by VandenBoom, to adjourn at 7:59 p.m. to a closed session, as permitted by M.S. 13D.05, to discuss negotiation strategies.

Adjourn to a closed session

September 14, 2017

Jim Schmid, clerk

Date Approved

DRAFT

Closed Session Minutes
INDEPENDENT SCHOOL DISTRICT 191
August 24, 2017

The Board meeting was called to order by Chair Alt at 8:07 p.m. at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN.

Call to Order

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

Attendance

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

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

Purpose

The meeting adjourned at 8:45 p.m.

Adjourn

September 14, 2017

Jim Schmid, clerk

Date Approved

September 14, 2017

**Burnsville-Eagan-Savage Public Schools
Independent School District 191
Human Resources**

TO: Members, Board of Education
Cynthia Amoroso, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: September 14, 2017

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
Certified	Appointment	Replacement	Megan Attanasio		Secondary Cluster	Teacher - Psychologist	8/22/2017
Certified	Appointment	Replacement	Laura Blackman		Vista View Elementary School	Teacher	8/30/2017
Certified	Appointment	Replacement	Paige Borden		Eagle Ridge Middle School	Teacher	8/22/2017
Certified	Appointment	Replacement	Kristina Hall		Eagle Ridge Middle School	Teacher - SPED	8/22/2017
Certified	Appointment	Replacement	Michael Heine		Diamondhead Education Center	Teacher - ABE	8/28/2017
Certified	Appointment	Replacement	Mitchell Huisman		Harriet Bishop Elementary	Teacher	8/28/2017
Certified	Appointment	Replacement	Kyle Kalina		Nicollet Middle School	Teacher	8/22/2017
Certified	Appointment	Replacement	Scott Kosloski		Burnsville High School	Teacher	8/28/2017
Certified	Appointment	Replacement	Joelynn Lahr		Burnsville High School	Teacher	8/22/2017
Certified	Appointment	Replacement	Ayan Mohamed	*	Metcalf Middle School	Teacher	8/22/2017
Certified	Appointment	Replacement	Corey Monson	*	Rahn Elementary School	Teacher	8/22/2017
Certified	Appointment	Replacement	Cheryl Novine	*	Rahn Elementary School	Teacher	8/31/2017
Certified	Appointment	Replacement	Annalise Peck	*	ECSE Center	Teacher	8/22/2017
Certified	Appointment	Replacement	Megan Pleviak	*	Rahn Elementary School	Teacher	8/31/2017
Certified	Appointment	Replacement	Jesse Richards	*	Sky Oaks Elementary School	Teacher	8/22/2017
Certified	Appointment	Replacement	Robinette Sarah-Catherine	*	Rahn Elementary School	Teacher	9/5/2017
Certified	Appointment	Replacement	Gina Taack	*	Hidden Valley Elementary	Teacher	8/28/2017
Certified	Appointment	Replacement	Alexandria Wills	*	Hidden Valley Elementary	Teacher	8/29/2017
Certified	Change of Assignment	Replacement	Andrew Meyer	*	Nicollet Middle School	Teacher	8/22/2017
Certified	Change of Assignment	Replacement	Hayley Ohama	*	Burnsville High School	Teacher	8/22/2017
Certified	Resignation		Allison Buchman	*	St. John's	Teacher	6/8/2017
Certified	Resignation		Courney Tapper	*	Vista View Elementary School	Teacher	8/24/2017
Classified	Appointment	Replacement	Eddieca Ontiveros	*	Hidden Valley Elementary	EA Level III	8/28/2017
Classified	Appointment	Replacement	Amina Ahmed		Sky Oaks Elementary School	EA Level IV	8/29/2017
Classified	Appointment	Replacement	Louis Biagi		Hidden Valley Elementary	EA Level IV	8/29/2017
Classified	Appointment	Replacement	Julie Carlson		Sky Oaks Elementary School	EA Level IV	8/29/2017
Classified	Appointment	Replacement	Hamde Daoud		District-wide	Cultural Liaison	8/28/2017
Classified	Appointment	Replacement	Rose David		District-wide	AVID Tutor	8/29/2017
Classified	Appointment	Replacement	Samantha Ernst		Hidden Valley Elementary	EA Level III	8/29/2017
Classified	Appointment	Replacement	Kayla Fineran		Diamondhead Education Center	EA Level III	8/28/2017
Classified	Appointment	Replacement	Lynn Fountain		Metcalf Middle School	EA Level IV	9/5/2017
Classified	Appointment	Replacement	Donna Good		Rahn Elementary School	EA Level IV	8/29/2017
Classified	Appointment	Replacement	Neal Gysland		Nicollet Middle School	EA Level IV	8/29/2017
Classified	Appointment	Replacement	Andrew Kinsella		Sioux Trail Elementary School	EA Level IV	8/29/2017
Classified	Appointment	Replacement	Chase Ledin		Burnsville High School	EA Level IV	8/29/2017
Classified	Appointment	Replacement	Justin Lerfald		Burnsville High School	EA Level IV	8/29/2017
Classified	Appointment	Replacement	Janet Lopez		WM. Byrne Elementary School	EA Level III	8/28/2017
Classified	Appointment	Replacement	Whitney Meyman		BEST	EA Level IV	8/29/2017
Classified	Appointment	Replacement	Katherine Miller		Edward Neill Elementary	EA Level IV	8/29/2017
Classified	Appointment	Replacement	Patricia Andemar	*	District-wide	AVID Tutor	9/5/2017
Classified	Appointment	Replacement	Ellen Olson	*	Hidden Valley Elementary	EA Level II	8/28/2017
Classified	Appointment	Replacement	Denise Page	*	Burnsville High School	Food Service Associate	8/30/2017
Classified	Appointment	Replacement	Jacquelyn Queen	*	Burnsville High School	EA Level IV	8/29/2017
Classified	Appointment	Replacement	Carmen Schaffer	*	Hidden Valley Elementary	EA Level III	8/28/2017
Classified	Appointment	Replacement	Wendy Schroeder	*	Diamondhead Education Center	CE Team Coordinator	8/28/2017
Classified	Appointment	Replacement	Heather Schwalbe	*	Harriet Bishop Elementary	CE Program Supervisor	8/29/2017
Classified	Appointment	Replacement	Carol Sherer	*	District-wide	Registered Nurse	8/28/2017
Classified	Appointment	Replacement	Kristie Spaulding	*	Sky Oaks Elementary School	EA Level IV	8/29/2017
Classified	Appointment	New Position	Allison Borgenheimer		Diamondhead Education Center	CE Program Associate	9/11/2017
Classified	Appointment	New Position	Stefanie Goodling		Diamondhead Education Center	CE Program Supervisor	9/1/2017
Classified	Appointment	New Position	Shannon Haas		Diamondhead Education Center	CE Program Associate	9/5/2017
Classified	Appointment	New Position	Julie May		Gideon Pond Elementary	CE Program Associate	8/22/2017
Classified	Appointment	New Position	Selena Monnens	*	Hidden Valley Elementary	CE Program Associate	9/5/2017

Classified	Appointment	New Position	Cathleen Murray	*	Eagle Ridge Middle School	EA Level IV	8/29/2017
Classified	Appointment	New Position	Luke Kegley	*	Gideon Pond Elementary	CE Program Supervisor	9/1/2017
Classified	Change of Assignment	Replacement	Alissa Bolton		Rahn Elementary School	EA Level IV	8/29/2017
Classified	Change of Assignment	Replacement	Kristin Kiratli		ECSE Center	EA Level IV	8/29/2017
Classified	Change of Assignment	Replacement	Rottjakob Ronda	*	Diamondhead Education Center	CE Team Coordinator	8/28/2017
Classified	Change of Assignment	Replacement	Hemat Samaha	*	Eagle Ridge Middle School	Food Service Associate	8/22/2017
Classified	Change of Assignment	Replacement	Laura Santos	*	Sky Oaks Elementary School	EA Level III	8/28/2017
Classified	Change of Assignment	Replacement	Kay Sponsel	*	ECSE Center	EA Level IV	8/29/2017
Classified	Change of Assignment	Replacement	Tonnette Sponsler	*	Burnsville High School	Food Service Associate	8/22/2017
Classified	Change of Assignment	New Position	Natalie Domek		Rahn Elementary School	CE Program Associate	9/6/2017
Classified	Change of Assignment	New Position	Lila Fick		Vista View Elementary School	CE Program Associate	8/28/2017
Classified	Resignation		Edgar Illescas Gomez		District-wide	AVID Tutor	9/7/2017
Classified	Resignation		Jill Anderson		Diamondhead Education Center	CE Program Associate	9/1/2017
Classified	Resignation		Mahdi Elmi		District-wide	AVID Tutor	8/31/2017
Classified	Resignation		Eric Hayes		Eagle Ridge Middle School	EA Level IV	9/14/2017
Classified	Resignation		Selena Hernandez		District-wide	AVID Tutor	9/6/2017
Classified	Resignation		Sarah Shanley		Diamondhead Education Center	SISA Coordinator	9/5/2017
Co-Curricular/Coach	Appointment		Joe Engle		Burnsville High School	Assistant Boys Soccer Coach	
Co-Curricular/Coach	Appointment	Replacement	Vinh Huynh		Burnsville High School	Asst Conditioning Coach - Revised	
Co-Curricular/Coach	Appointment	Replacement	Ryan Czapar		Burnsville High School	Head Girls Lacrosse Coach	
Co-Curricular/Coach	Appointment	Replacement	Mark Dusbabek		Burnsville High School	Assistant Girls Swim Coach	
Co-Curricular/Coach	Appointment	Replacement	Jamie Krallman		Burnsville High School	Asst Dance Team Coach	
Co-Curricular/Coach	Appointment	Replacement	Anna Abbe	*	Burnsville High School	Head Competition Dance Team Coe	8/24/2017
Co-Curricular/Coach	Appointment	Replacement	Madison Rean	*	Burnsville High School	Assistant Cheerleading Coach	7/31/2017



**Agenda II.B.3.
September 14, 2017**

To: Members, Board of Education
Cindy Amoroso, Superintendent

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

Date: September 7, 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 September 14, 2017.

Jim Schmid
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
8/23/2017	Ann Jade	Rahn Elementary	supplies	school supplies (paper, glue, crayons, book bags)
8/25/2017	Kevin and Greta Warren Foundation	District 191	students in need	17 cases of tissue, 11 cases of dry erase markers, 11 cases of pencil pouches, 11 cases of colored pencils, 42 cases of loose leaf lined notebook paper, 21 cases of plastic organizer envelopes (used in 5th grade and are \$6.00 each), 42 cases of notebooks (donation valued at \$3000)
8/23/2017	Savage Police Department	Eagle Ridge Middle School	Student school supplies	one box of assorted school supplies
8/21/2017	Lisa Raley	Eagle Ridge Middle School	Student school supplies	8 boxes of assorted school supplies donated in memory of her son Brett
8/21/2017	McHughs	Eagle Ridge Middle School	For Staff Use	\$20 gift card
9/1/2017	Allison Coyle	District 191	Instrument for student use	Clarinet with case
9/1/2017	Burnsville Women of Today	District 191	To benefit students	Several boxes of schools supplies, valued at \$500
9/5/2017	Fairview Ridges Hospital (donations from employees and volunteers). Volunteer Services Coordinator Alissa Allen is the contact person	District 191	To benefit students	A big box of school supplies



**Agenda II.B.4.
September 14, 2017**

To: Board of Education
Superintendent Cindy Amoroso

From: Lisa Rider, Executive Director of Business Services

Date: September 7, 2017

Re: Adopt a Resolution Establishing an Absentee Ballot Board for the November 7, 2017 Special Election

Recommendation: That the Board of Education waives the reading and adopts the Resolution Establishing an Absentee Ballot Board for the November 7, 2017 Special Election.

Background: As required by Minnesota Statutes, Section 203B.121, the Board must establish a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots.

**INDEPENDENT SCHOOL DISTRICT NO. 191
(BURNSVILLE-EAGAN-SAVAGE)**

**RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD FOR THE
NOVEMBER 7, 2017 SPECIAL ELECTION**

WHEREAS, Minnesota Statutes, Section 203B.121 requires that a school board must establish an absentee ballot board by ordinance or resolution; and

WHEREAS, Independent School District No. 191 (Burnsville-Eagan-Savage), Dakota and Scott Counties (the "District") will hold a special election on November 7, 2017 (the "Special Election"); and

WHEREAS, the School Board of the District has previously established an absentee ballot board, but has since delegated the duties of absentee ballot processing to Dakota County for its February 24, 2015 special election; and

WHEREAS, the School Board has determined that for the Special Election, the absentee ballot processing duties shall be carried out by its own absentee ballot board, and therefore desires to designate and appoint the members of the absentee ballot board.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 191 (Burnsville-Eagan-Savage) that the District Absentee Ballot Board is hereby re-established, and that the individuals named on Exhibit A, and on file in the office of the School District Election Clerk, are hereby appointed to the District Absentee Ballot Board to process, accept and reject absentee ballots in connection with the Special Election; and

BE IT FURTHER RESOLVED that the School Board also appoints other individuals and members duly appointed as Dakota and Scott County election judges, as authorized under Minn. Stat. 204B.21, subdivision 2, to serve as members of the District Absentee Ballot Board; and

BE IT FURTHER RESOLVED that the School District Election Clerk is hereby authorized to make any substitutions or additions as deemed necessary, and shall maintain a roster of members appointed to the District Absentee Ballot Board and report to the School Board from time to time as to its status.

Passed and adopted by the School Board of Independent School District No.191 (Burnsville-Eagan-Savage) this 14 day of September, 2017.

Board Chair

Attest:

School District Elections Clerk

EXHIBIT A
Absentee Ballot Board Appointments

Jami Kenney
Marcia Pariseau
Natalie Ditter
Polly Bergerson
Vicki Roy
Julie Zellmer
Tanya Kaiser



Future Ready. Community Strong.

**Agenda II.B.5.
September 14, 2017**

To: Board of Education
Cindy Amoroso, Superintendent

From: Dave Watkins, Assistant Superintendent

Date: September 7, 2017

Re: Second reading of changes to Policies 509: *Enrollment of Nonresident Students*; 525: *Violence Prevention*; 602: *Organization of School Calendar and School Day*; 513: *Student Promotion, Retention, Acceleration, and Program Design*; and 614: *School District Testing Plan and Procedure*

Recommendation: Approve, on a second reading basis, changes to Policies 509: *Enrollment of Nonresident Students*; 525: *Violence Prevention*; 602: *Organization of School Calendar and School Day*; 513: *Student Promotion, Retention, Acceleration, and Program Design*; and 614: *School District Testing Plan and Procedure*.

The above policies were reviewed by administration and by the Policy Review Committee on August 15, 2017. The first reading was approved by the Board of Education on August 24, 2017. The policy changes were suggested by the Minnesota School Board Association (MSBA) and/or administration.

Adopted: 04/23/2015
Reviewed: 8/24/2017
Revised: 9/14/2017
Rescinds:

509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
 4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students, applications related to an approved integration and achievement plan, and children of the school district's staff must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website. Refer to 509R: Enrollment of Nonresident Students for the Variance/Open Enrollment process.
- F. Exclusion
1. Administrator's initial determination. If a school district administrator or the administrator designee knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator or the administrator designee will transmit the application to the superintendent with a recommendation of whether exclusion

proceedings should be initiated.

2. Superintendent's review. The superintendent or the superintendent's designee may make further inquiries. If the superintendent or designee determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent or designee determines that the applicant should be excluded, the superintendent or designee will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, other than as set forth in II.B., the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

Cross References: Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 517 (Student Recruiting)
Burnsville-Eagan-Savage School District Regulation 509
MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: 10/22/2015
Reviewed: 8/24/2017
Revised: 9/14/2017
Rescinds:

Burnsville-Eagan-Savage School District Policy 525

525 VIOLENCE PREVENTION

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. IMPLEMENTATION OF POLICY

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

policies and procedures related to violence prevention and weapons.

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

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

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

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and

intervention.

- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

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

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)

Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
Burnsville-Eagan-Savage School District Policy 501 (School Weapons Policy)
Burnsville-Eagan-Savage School District Policy 504 (Student Dress and Appearance)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 507 (Corporal Punishment)
Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition Policy)
Burnsville-Eagan-Savage School District Policy 526 (Hazing Prohibition)
Burnsville-Eagan-Savage School District Policy 529 (Staff Notification of Violent Behavior by Students)

Adopted: 4/1991
Reviewed: 8/24/2017
Revised: 9/14/2017
Rescinds: IC, ICA & ID

Burnsville-Eagan-Savage School District Policy 602

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to establish a timely process for determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

A. The school calendar shall be adopted annually by the school board. The calendar shall meet all provisions of Minnesota statutes pertaining to minimum number of minutes and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

1. The superintendent or designee shall submit a calendar recommendation for the following school year to the school board no later than November of each year.
2. The school calendar will establish at least 170 student contact days and 184 work days for instructional staff.

B. The following dates are designated as non-classroom days: Labor Day, two days in October during the annual convention for Education Minnesota, Thanksgiving and the Friday after Thanksgiving, Martin Luther King, Jr., Day, and Memorial Day. A winter break of at least seven days (excluding weekends) will be scheduled.

C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

A. The superintendent or designee shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules

shall be met.

- B. In developing the student day schedule, the superintendent or designee shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. The superintendent or designee shall establish a schedule for the school day that exceeds the minimum number of hours established in Minnesota statute by at least two instructional days to provide for possible emergency closings.
- D. Proposed changes in the school day shall be subject to review and approval by the school board.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: Burnsville-Eagan-Savage School District Policy 425 (Staff Development)

Adopted: 2/08
Reviewed: 8/24/2017
Revised: 9/14/2017
Rescinds: IKE, JECA

513 STUDENT PROMOTION, RETENTION, ACCELERATION AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention, acceleration, program design and grade placement.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and/or parents have evidence that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

C. Acceleration

1. The School Board recognizes that in certain situations it may be in the student's best interest to accelerate the placement of a student in instruction programs appropriate to the student's academic, social, and personal development levels.

2. Acceleration is the placement of a student in an instructional program that is more age and/or academically appropriate. The student may be considered for acceleration only if the following can be demonstrated clearly:

a. A high level of academic achievement in all areas of the curriculum with special emphasis on reading, writing, and mathematics.

- b. Intellectual ability two (2) standard deviations above the norm.
 - c. Social and emotional maturity.
 - d. High degree of persistence.
3. A request for acceleration should be directed to the principal. An acceleration team comprised of the principal(s), present grade level teacher(s), previous year teacher(s), gifted coordinator, and school psychologist will be convened to review the request; interview the student, parent, and teachers; review test data; and develop a recommendation. If the proposed placement may result in a change in school, representation from that school must be included.

D. Program Design

1. The superintendent and/or designees, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs including placement outside of the school district shall also be developed as additional options. All programs will be aligned with world's best workforce and the District 191 Strategic Roadmap.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
 - a. multiple objective criteria; and
 - b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The procedures must be sensitive to under-represented groups.

E. Grade Placement

A procedure for screening and identifying students for grade assignment shall be developed.

1. Records for new students will be reviewed to determine grade placement. These records will include information on attendance, health, special education, ELL, gifted/talented, academic performance and documented completion of grade level or credit requirements.
2. After review, if the placement decision is unclear, the principal will assemble an administrative team including a principal from elementary, middle and high school and others, as appropriate.
3. A recommendation from this team will go to the superintendent for final approval. The superintendent's decision will be final.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

Cross References: Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)
Burnsville-Eagan-Savage School District Policy 614 (School District Testing Plan and Procedure)
Burnsville-Eagan-Savage School District Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
Burnsville-Eagan-Savage School District Policy 617 (School District Ensurance of Preparatory and High School Standards)
Burnsville-Eagan-Savage School District Policy 618 (Assessment of Student Achievement)
Burnsville-Eagan-Savage School District Policy 620 (Credit for Learning)

Adopted: 9/29/2016
Reviewed: 8/24/2017
Revised: 9/14/2017
Rescinds:

Burnsville-Eagan-Savage School District Policy 614

614 SCHOOL DISTRICT ASSESSMENT PROGRAM

I. PURPOSE

The purpose of this policy is to authorize student assessment.

II. GENERAL STATEMENT OF POLICY

It shall be the policy of the School Board that a comprehensive standardized assessment program be established and maintained: for internal and external accountability; that meets federal and state requirements; to evaluate the total program of the school district; to measure progress of students; and for student program placement in core instruction, enrichment and intervention.

III. RESPONSIBILITIES

A. Superintendent

1. Designate appropriate personnel to oversee the district assessment program.
2. Authorize necessary staff for assessment programs' secure systems.
3. Establish a culture of academic integrity.
4. Ensure all security provisions are met for assessment security and confidentiality before, during and after testing events.
5. Comply with all state and federal guidelines and requests specific to the assessment program.

B. District Staff

1. Ensure the assessment program is implemented with fidelity.
2. Review annually and present recommendations to the Superintendent.
3. Communicate expectations and ensure training is provided for secure assessment tools (i.e. Minnesota Comprehensive Assessments, College Board assessments) according to testing company requirements.

4. Comply with all state and federal guidelines and requests specific to the assessment program.
5. Bring to the attention of the assistant superintendent or superintendent or designee, any breach in requirements, or conflicting information regarding the administration or security requirements of an assessment, or any knowledge of a confirmed or potential breach.

C. Principals

1. Establish building-level systems and plans for administration of assessments.
2. Ensure all administration and security requirements are followed.
3. Enact required action for breaches in administration and/or security requirements.
4. Comply with all state and federal guidelines and requests specific to the assessment program.

D. Students

1. Know the importance of test security.
2. Keep test content secure.
3. Act with honesty and integrity during assessment administration.
4. Comply with all state and federal guidelines and requests specific to the assessment program.

E. School/Department Staff

1. Attend all required training for the administration of assessments. Sign the Testing Non-Disclosure/Security Form annually.
2. Seek information and clarity on the administration and security requirements, especially when proctoring or monitoring an assessment.
3. Bring to the attention of the testing coordinator, school associate principal or principal, any breach in requirements, or conflicting information regarding the administration or security requirements of an assessment, or any knowledge of a confirmed or potential breach.
4. Comply with all administration and security requirements of assessments.

- F. Persons who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability.

Legal References: Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
20 U.S.C. § 6301, *et seq.* (Every Child Succeeds Act)

Cross References: Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)
Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)
Burnsville-Eagan-Savage School District Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
Burnsville-Eagan-Savage School District Policy 616 (School District System Accountability)



Future Ready. Community Strong.

**Agenda II.B.6.
September 14, 2017**

To: Board of Education
Cindy Amoroso, Superintendent

From: Dave Watkins, Assistant Superintendent

Date: September 7, 2017

Re: Second reading of Policy 615

Recommendation: Adopt, on a second reading basis, Policy 615: *Testing Accommodation, Modifications, and Exemptions for IEPs, Section 504 Plans and EL Students*

The Policy Review Committee met on August 15, 2017 and recommends adopting Policy 615. The Board of Education approved the first reading on August 24, 2017.

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 (504) accommodation, English Language (EL) needs to meet the graduation requirements of basic skills testing and graduation-required assessments for diploma (GRAD) tests.

This is a new policy for our district.

Adopted: 9/14/2017
Reviewed: 8/24/2017
Revised:
Rescinds:

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND EL STUDENTS

[Note: In 2013, the Minnesota legislature modified state graduation requirements by making the Graduation-Required Assessments for Diploma (GRAD) tests optional for school districts. A district may decide whether individual students will meet graduation assessment requirements by meeting the GRAD requirements in reading, mathematics, and written composition; by taking the WorkKeys job skills assessment, the Compass college placement test, the ACT assessment for college admission, or a nationally recognized Armed Services Vocational Aptitude Battery test (ASVAB); or by receiving a score on an equivalent assessment. Refer to the Minnesota Assessment System and Requirements Changes 2014-2017 document, which is posted to the Test Administration page of the Minnesota Department of Education (MDE) website. While a district may choose not to include GRAD retests on the testing calendar, an individual student who requests a GRAD retest must be provided the opportunity to retest.]

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 (504) accommodation, English Language (EL) needs to meet the graduation requirements of basic skills testing and graduation-required assessments for diploma (GRAD) tests.

II. GENERAL STATEMENT OF POLICY

A. The school district will utilize the existing annual review of IEPs or 504 accommodation plans to review, on a case-by-case basis, the extent of student participation in basic skills testing and GRAD testing. For students subject to GRAD testing, the student's IEP or 504 accommodation plan must identify one of the following decisions for each subject area of GRAD:

1. the student is expected to achieve the statewide standard with or without testing accommodations resulting in a "pass" or "p" notation on the record when achieving a passing score; or
2. the student is expected to achieve the statewide standard at an individually modified level of difficulty, resulting in a "pass" or "p" notation on the record when achieving the modified level. A Minnesota alternative assessment must be used when an IEP team chooses to replace the GRAD. Adoption of modifications for a student must occur concurrently with the adoption of transition goals and objectives as required by Minn. Stat. § 125A.08(a)(1). The IEP or 504 accommodation plan must define an

appropriate assessment of the statewide standard at a modified level of difficulty. Achievement of the individually modified standard shall be certified only through documented student performance of the defined assessment.

Students subject to GRAD testing also must be tested under standard conditions as specified by the developer of the test except those students whose IEP or 504 accommodation plan specifies other decisions consistent with the above stated requirements.

- B. Students with EL needs must be identified and accommodations made for students subject to basic skills testing. Students subject to GRAD testing are required to pass the GRAD if they have been enrolled in any Minnesota school for at least four consecutive years. An English language (EL) student who first enrolls in a Minnesota school in grade 9 or above who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD.

III. DEFINITION OF TERMS

See the current information about statewide testing by the Minnesota Department of Education and available through education.state.mn.us/MDE/dse/test/.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC SKILLS AND GRAD TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments.”

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Legal References: Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social

Studies)

- Cross References:*** Burnsville-Eagan-Savage School District Policy 104 (School District Mission Statement)
Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)
Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)
Burnsville-Eagan-Savage School District Policy 614 (School District Testing Plan and Procedure)
Burnsville-Eagan-Savage School District Policy 616 (School District System Accountability)



**Agenda II.B.7.
September 14, 2017**

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

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

Date: September 14, 2017

Re: Change Order #1 for the Eagle Ridge Middle School Classroom Enclosure project

RECOMMENDATION: That the Board of Education approves Change Order #1 for the Eagle Ridge Middle School Classroom Enclosure project in the amount of \$6,212.22.

On April 13, 2017 the School Board approved the bid for the Eagle Ridge Middle School Classroom Enclosure project.

Change order #1 is in the amount of \$6,212.22. Items on this change order include a change in design to the wall construction because the existing construction would not support the new hollow metal doors being installed. Also on this change order was a change in height of new corner guards that were installed and the addition of four sprinkler heads to have adequate coverage to meet fire code.

This change order in the amount of \$6,212.22 increases the original contract amount of \$294,000.00 to a new total amount of \$300,212.22 or 2.11% of the original bid.

This is the only change order for this project.

The items on this change order have been reviewed and validated by ATS&R Architects and Engineers.



AIA®

Document G701™ – 2001

Change Order

PROJECT <i>(Name and address):</i>	CHANGE ORDER NUMBER: 001	OWNER: <input type="checkbox"/>
Eagle Ridge Middle School	DATE: August 3, 2017	ARCHITECT: <input type="checkbox"/>
Classroom Enclosure		CONTRACTOR: <input type="checkbox"/>
Savage, Minnesota		FIELD: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i>	ARCHITECT'S PROJECT NUMBER: 16084	OTHER: <input type="checkbox"/>
Iyawe and Associates Corporation	CONTRACT DATE: April 13, 2017	
dba/Iyawe and Associates Builders	CONTRACT FOR: General Construction	
2500 New Brighton Boulevard, #203		
Minneapolis, MN 55418		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

1. Add 6 Inches of Wall Between New Door Frame and Existing Column Enclosure:
 - a. Per RFCOP #2, dated 06/27/17, and Iyawe & Associates RFCOP #2 Pricing, dated 06/21/17: At Rooms 1001, 1002, 1003, 2001, 2002, 2003, 3002, 3003, 3004, 4002, 4003, 4004, 5001, 5002, 5003, 6002, 6003, and 6004, build 6 inches of wall between existing column enclosure and new hollow metal door frame, similar to Floor Plan Note #2. Install steel studs and anchor door frame according to Details 1D/A11.1 and 1F/A11.2. Paint to match existing walls. Patch base to match existing.
 - b. Move new window 6 inches towards new tall cabinets in classrooms. Install wood blocking and new electrical outlets so they are centered on new window per Elevations 1/A11.2 and 2/A11.2.

ADD \$6,506.31

2. Change Height of Corner Guards:
 - a. Per RFCOP #3, dated 06/30/17, and Iyawe & Associates RFCOP #3 Pricing, dated 07/05/17, provide a credit to make the following change to Specification Section 10 26 13, Wall and Corner Guards:
 - 1) Refer to Article 2.03, Paragraph A, Corner Guards: Delete Line Item 4 and replace with the following:
 4. Height: Align bottom with top of wall base, 4 feet high or to underside of counter at counter locations. Typical at new walls and counters.

DEDUCT (\$1,369.03)

3. Add Fire Sprinkler Heads:

Per RFCOP #4 from Iyawe & Associates, dated 07/13/17: Add sprinkler heads at both ends of corridor in classroom area on upper and lower level of school. This will add (4) sprinkler heads total.

ADD \$1,074.94

TOTAL ADD THIS CHANGE ORDER: \$6,212.22

The original Contract Sum was	\$ 294,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 294,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 6,212.22
The new Contract Sum including this Change Order will be	\$ 300,212.22

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is UNCHANGED.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Armstrong, Torseth, Skold & Rydeen, Inc.
ARCHITECT (Firm name)

8501 Golden Valley Road, Suite 300,
Minneapolis, MN 55427

ADDRESS

BY (Signature)

Mark G. Hayes, AIA
(Typed name)

AUG. 3, 2017
DATE

Iyawe and Associates Corporation
CONTRACTOR (Firm name)

dba/Iyawe and Associates Builders, 2500
New Brighton Boulevard, #203,
Minneapolis, MN 55418

ADDRESS

BY (Signature)

Simon Iyawe
(Typed name)

8/2/17
DATE

ISD 191 Burnsville Eagan Savage
OWNER (Firm name)

200 West Burnsville Parkway, Burnsville,
MN 55337

ADDRESS

BY (Signature)

(Typed name)

DATE



ARMSTRONG, TORSETH, SKOLD AND RYDEEN, INC.

8501 Golden Valley Road Suite 300 Minneapolis MN 55427
Phone: 763 . 545 . 3731 Fax: 763 . 525 . 3289

TO: Iyawe and Associates Corporation
2500 New Brighton Boulevard, Suite 203
Minneapolis, MN 55419

DATE: June 27, 2017

REQUEST FOR CHANGE ORDER PROPOSAL NO. 2

PROJECT: Eagle Ridge Middle School Classroom Enclosure
ATS&R Project Number 16084

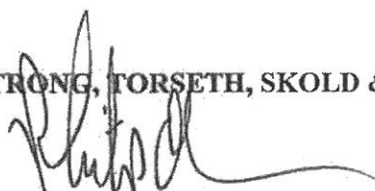
Please submit an itemized quotation within two weeks from the date of this proposal for changes in your work as described herein, including any changes in time scheduling. This is not a change order or authorization to proceed with this work.

DESCRIPTION: Add 6" of wall Between New Door Frame and Existing Column Enclosure

1. At Rooms 1001, 1002, 1003, 2001, 2002, 2003, 3002, 3003, 3004, 4002, 4003, 4004, 5001, 5002, 5003, 6002, 6003 and 6004 build 6" of wall between existing column enclosure and new hollow metal door frame, similar to Floor Plan Note #2. Install steel studs and anchor door frame according to Details 1D/A11.1 and 1F/A11.1. Paint to match existing walls. Patch base to match existing.
2. Move new window 6" towards new tall cabinets in the classrooms. Install wood blocking and new electrical outlets so they are centered on new window per Elevations 1/A11.1 and 2/A11.2.

Attachments: None

ARMSTRONG, TORSETH, SKOLD & RYDEEN, INC.



Phil Olson

cc: Glenn Simon, ISD #191
Simon Iyawe, Iyawe and Associated Corporation
Mark Hayes, ATS&R
Nick Achina, ATS&R
Gary Grenzer, ATS&R
Phil Olson, ATS&R
William Martin, ATS&R

IAABUILDERS
www.iaabuilders.com

Iyawe and Associates Builders

2500 New Brighton Blvd; Ste 203, MPLS, MN 55418

Office: 612-454-6450 Fax: 612-788-1807 Email: siyawe@iaabuilders.com
Cell; (612) 267-2880

Date; 6/21/17

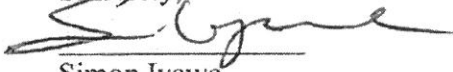
Ref; Eagle Ridge Class Room Enclosure

RCOP#2 Pricing

Scope; Per RFI #1.

Reshetar (refer to attachment)	\$5,901.42
5% Bond and Insurance	\$295.07
5% Profit/OH	\$309.82
Total	<u>\$ 6,506.31</u>

Sincerely,



Simon Iyawe

"Quality work.....at first attempt"



Reshetar Systems, Inc.
 730 Bunker Lake Boulevard Northwest
 Anoka, MN 55303
 763.421.1152 Fax 763.421.1153
 Chad Wanka Direct 612-940-8308

Change Order #1 Option 1

DATE: 21-Jun-17
 TO: Iyawe & Associates
 ATTN: Simon Iyawe
 SUPT:
 PHONE:
 FAX:

JOB NUMBER: 17-2260
 PROJECT: Eagle Ridge Middle School
 Savage, MN
 PLAN DATE: N/A
 ADDENDA: 0

SCOPE: Build similar wall type approx 6" between existing columns and new HM frame.
 Including steel stud framing, gypsum board, taping and sanding. Pricing includes moving newly existing steel stud framing 6" to accommodate HM frame sizing.

Labor Cost:			
Carpenter:	55	Hours @ \$ 78.75	\$ 4,331.25
Taper :	0	Hours @ \$ 78.75	\$ -
Labor:	0	Hours @ \$ 78.75	\$ -
~Reshetar Systems Labor Cost~			\$ 4,331.25

Material Cost:			
Reshetar Systems job expendable tools / equipment @ 5% Of Labor			\$ 216.56
Equipment rented :	TBD		
Actual Materials Purchased:	Steel Stud framing, AR gypsum board, taping materials		\$ 745.00
			\$ -
	Subtotal Materials		\$ 961.56
	Sales Tax @ 7.5 %		\$ 72.12
~Reshetar Systems Material Cost~			\$ 1,033.68

Summary:		
Reshetar Systems Labor Cost:		\$ 4,331.25
Reshetar Systems Materials Cost:		\$ 1,033.68
Reshetar Systems Subcontractors: (List Below)		

Subtotal Of All Costs (Added / Deducted)	\$ 5,364.93
Overhead & Mark up @ 10 % (Added / Deducted)	\$ 536.49
Subtotal Change Request (Added / Deducted)	\$ 5,901.42
Performance Bond Change (Added / Deducted)	
TOTAL CHANGE REQUEST (Added & Deducted)	\$ 5,901.42

Excludes: EIFS/DEFS/Plaster/Stucco, Permitting, dumpsters, temp heat/enclosures, temp power/lighting, overtime, temp/construction barricades, winter conditions.

This proposal may be withdrawn if not accepted within 30 days

All materials to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, theft, and other necessary insurance. Our workers are fully covered by Worker's Comp. insurance.

ACCEPTANCE OF PROPOSAL

The work described above is approved and payments are to be received within thirty days of invoice.

Date of acceptance

Signed

Phil Olson

From: Phil Olson
Sent: Friday, June 23, 2017 8:25 AM
To: 'GLENN Simon'
Cc: Mark Hayes
Subject: RE: 16084 Eagle Ridge MS Classroom Enclosure - RFI #1

Glenn

We will proceed with moving the wall 6" and adding a wall between the door frame and column enclosure.

From: GLENN Simon [<mailto:glsimon@isd191.org>]
Sent: Friday, June 23, 2017 12:05 AM
To: Phil Olson
Subject: Re: 16084 Eagle Ridge MS Classroom Enclosure - RFI #1

Phil,

Not much difference in cost between options so please proceed with the option that will provide the best structure for the door to hang on.

Thanks,

On Thu, Jun 22, 2017 at 10:43 AM Phil Olson <polson@atsr.com> wrote:

Glenn,

I have attached two pricing options for RFI #1 for you to look at.

1 option is to move the framing 6" so 6" of wall can be built to anchor the door frame. The other option is what I researched and came up with after talking to the door supplier. Let me know when you are in your office and I will call to discuss.

PHILIP OLSON CDT
Contract Administrator

A T S & R planners | architects | engineers

d 763 325 5245 m 763 545 3731



ARMSTRONG, TORSETH, SKOLD AND RYDEEN, INC.

8501 Golden Valley Road Suite 300 Minneapolis MN 55427
Phone: 763 . 545 . 3731 Fax: 763 . 525 . 3289

TO: Iyawe and Associates Corporation
2500 New Brighton Boulevard, Suite 203
Minneapolis, MN 55419

DATE: June 30, 2017

REQUEST FOR CHANGE ORDER PROPOSAL NO. 3

PROJECT: Eagle Ridge Middle School Classroom Enclosure
ATS&R Project Number 16084

Please submit an itemized quotation within two weeks from the date of this proposal for changes in your work as described herein, including any changes in time scheduling. This is not a change order or authorization to proceed with this work.

DESCRIPTION: Change Height of Corner Guards

Provide a credit to make the following specification section change.

10 26 13 – WALL AND CORNER GUARDS

Part 2 – PRODUCTS

2.03 VINYL/ALLOY CORNER GUARDS – SURFACE MOUNTED

A. Corner Guard

Delete Line Item #4

“Height: 6 feet (from 1 foot above floor to 7 feet above floor)”

Add Line Item #4

“Height: Align bottom with top of wall base, 4’-0” high or to underside of counter at counter locations. Typical at new walls and counters”

Attachments: None

ARMSTRONG, TORSETH, SKOLD & RYDEEN, INC.



Phil Olson

cc: Glenn Simon, ISD #191
Simon Iyawe, Iyawe and Associated Corporation
Mark Hayes, ATS&R
Nick Achina, ATS&R
Gary Grenzer, ATS&R
Phil Olson, ATS&R
William Martin, ATS&R

IAABUILDERS
www.iaabuilders.com

Iyawe and Associates Builders

2500 New Brighton Blvd; Ste 203, MPLS, MN 55418

Office: 612-454-6450 Fax: 612-788-1807 Email: siyawe@iaabuilders.com
Cell; (612) 267-2880

Date; 7/5/17

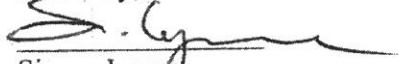
Ref; Eagle Ridge Class Room Enclosure

RCOP#3 Pricing

Scope; Per attachment.

Bartleys (refer to attachment) -\$1,369.03

Sincerely,


Simon Iyawe

"Quality work.....at first attempt"

[Print](#) | [Close Window](#)

Subject: RE: Eagle Ridge Middle School (Corner Guards)
From: "Allen Bechstein" <allenb@bartleysales.com>
Date: Wed, Jul 05, 2017 12:48 pm
To: <siyawe@iaabuilders.com>
Cc: "Sara Athman" <sara@bartleysales.com>

Simon,

Changes per COP #3 would make all CG's 4'h in lieu of 8' cut down to 6'. The make the change to all CG's at 4' there would be a NET deduct of (\$1,369.03) including tax). Please confirm change.

Please note, we need color selections prior to releasing the order. A physical color chart was mailed to your office on 6/29/17. Please confirm you have received and advise color selection ASAP.

Thanks,
Allen Bechstein

Bartley Sales Company | Project Manager
6509 Cambridge Street, St. Louis Park, MN 55426
phone: (952)-929-0001 | Fax: (952)-929-4733 | Web: www.bartleysales.com

From: siyawe@iaabuilders.com [mailto:siyawe@iaabuilders.com]
Sent: Friday, June 30, 2017 2:45 PM
To: ALLEN BECHSTEIN <ALLENB@BARTLEYSALES.COM>
Cc: Sara Athman <sara@bartleysales.com>
Subject: Eagle Ridge Middle School (Corner Guards)

Hi Allen;

Please refer to the attachments for the submittal and RFCOP #3 on the corner gaurd.

Thanks,

Simon Iyawe
(612) 267-2880

Copyright © 2003-2017. All rights reserved.

Phil Olson

From: Phil Olson
Sent: Tuesday, July 11, 2017 1:35 PM
To: Glenn Simon (gsimon@isd191.org)
Subject: 16084 Eagle Ridge MS Classroom Enclosure - RFCOP #3
Attachments: 16084 RFCOP #3_Response.pdf

Glenn

This is a follow up to our meeting discussion that RFCOP #3 was approved

PHILIP OLSON CDT
Contract Administrator

A T S & R planners | architects | engineers

d 763 325 5245 m 763 545 3731

IAABUILDERS
www.iaabuilders.com

Iyawe and Associates Builders

2500 New Brighton Blvd; Ste 203, MPLS, MN 55418

Office: 612-454-6450 Fax: 612-788-1807 Email: siyawe@iaabuilders.com
Cell; (612) 267-2880

Date; 7/13/17

Ref; Eagle Ridge Class Room Enclosure

RCOP#4 Sprinkler Head

Scope; Per attachment.

Ahern (refer to attachment)	\$975.00
5% Profit/OH	\$48.75
5% Insurance/Bond	\$51.19
Total	<u>\$1,074.94</u>

Sincerely,



Simon Iyawe

"Quality work.....at first attempt"



13705 26th Avenue, Suite 110
 Minneapolis, MN 55441
 main 763.268.0515 | fax 763.268.0516
 www.ahernfire.com

July 10, 2017

Work Location: Eagle Ridge Middle School
 13955 Glendale Rd.
 Savage, MN 55378

Simon Iyawe
 IAA Builders
 2500 New Brighton Blvd.
 Suite 203
 Minneapolis MN 55418

Phone: (612)267-2880

Email: siyawe@iaabuilders.com

Quote #: 166911 / 1

FIRE PROTECTION SYSTEM WORK ORDER SERVICE QUOTE

Dear Simon,

We are pleased to submit our proposal for Sprinkler System services at the above-referenced facility based upon our conversation and / or job site visit.

We will perform the quoted and proposed services, which are broken out by system in the attachments to this document, per your written approval. Should you elect to proceed with this work, please sign the attached quote and return the approved and agreed to quote to us. The attached Notes and Clarifications and General Terms and Conditions shall be made part of this quotation. Once returned to us, we will call to set up an appointment.

We have licensed inspectors and service technicians in your area and can provide you with service 24-hours a day, 7-days a week.

Thank you for this opportunity to quote. If you have any questions or require further details, please feel free to call me directly.

Sincerely,

Craig Peters

Service Sales Representative

Email: CPeters@ahernfire.com

Enclosure

Ahern has inspected more than 25,277 facilities in the last 18 months, and has had the ability to repair every deficiency found.



13705 26th Avenue, Suite 110
 Minneapolis, MN 55441
 main 763.268.0515 | fax 763.268.0516
 www.ahernfire.com

Sprinkler Service Quote & Agreement for IAA Builders

Simon Iyawe
 IAA Builders
 2500 New Brighton Blvd.
 Suite 203
 Minneapolis MN 55418

Phone: (612)267-2880

Email: siyawe@iaabuilders.com

Quote #: 166911/1

FIRE PROTECTION SYSTEM SERVICES

Scope of Work/Clarifications: Per the site visit on 7/7/17, Ahern will add and relocate sprinklers for proper protection.
 The added and relocated sprinklers will be chrome, semi-recessed, extended coverage pendants.
 The added and relocated sprinklers will placed center of quarter tile.
 The cost of the required permit is included in this price.

Service Location: Eagle Ridge Middle School
 13955 Glendale Rd.
 Savage, MN 55378

1	Date Requested: 07/10/2017	Fixed Price	\$975.00	Initial if Accepted
Description:		SP-NI Eagle Ridge Middle School - classrooms		
Item Notes:				
<u>Equipment</u>	<u>System ID</u>	<u>System Loc</u>		

Total for All Services:				\$975.00
Contract Representative		Customer Authorized Representative Signature		
Name:	Craig Peters	Print Name:	Simon Iyawe	
Title:	Service Sales Representative	Signature:		
Date:	07/10/2017	Date:		

Signed acknowledgement of this agreement confirms acceptance of all the above specifications as well as all the enclosed Notes and Clarification and General Terms and Conditions.

Phil Olson

From: GLENN Simon <gsimon@isd191.org>
Sent: Thursday, July 13, 2017 12:04 PM
To: Phil Olson
Cc: Mark Hayes
Subject: Re: 16084 Eagle Ridge MS Classroom Enclosure - Added Fire Sprinkler Lines

Phil,

Please proceed with the added sprinkler heads, thank you...

Glenn Simon
Director of Operations & Transportation

Tel. 952.707.2035
Cell 612.490.6436
Web www.isd191.org

200 W. Burnsville Parkway
Burnsville, MN 55337



On Thu, Jul 13, 2017 at 11:41 AM, Phil Olson <polson@atsr.com> wrote:

Glenn,

When the City of Savage was conducting the plan review they asked if the sprinkler system would be code compliant. We responded that we would have the sprinkler contractor review head locations in the areas where work was taking place. After the sprinkler contractors site visit they found that (4) heads would need to be added to be code compliant. I have attached the quote for the added work. I have also attached a sketch of the locations where the (4) new heads will go. Please let me know if we should proceed with this work. Thank you

PHILIP OLSON CDT
Contract Administrator

A T S & R planners | architects | engineers

d [763 325 5245](tel:763-325-5245) m [763 545 3731](tel:763-545-3731)



**Agenda III.A.
September 14, 2017**

To: Board of Education
From: Superintendent Cindy Amoroso
Date: September 7, 2017
Re: Receive a report on the First Day of School

Receive a report from Superintendent Cindy Amoroso regarding the first day of school.



**Agenda III.B.
September 14, 2017**

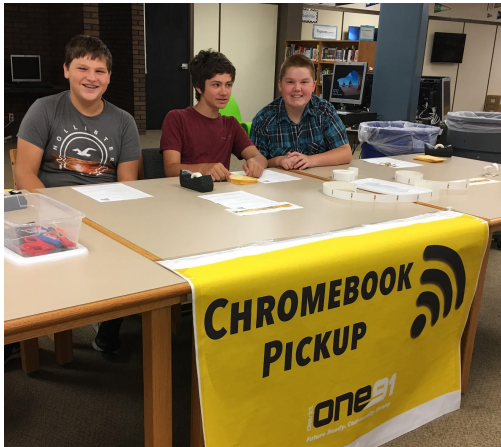
To: Board of Education
Superintendent Cindy Amoroso

From: Rachel Gorton, Instructional Technology Coordinator

Date: September 7, 2017

Re: Receive a report on the Chromebook Rollout

Receive a report from Rachel Gorton regarding the Chromebook rollout.



one91
Burnsville · Eagan · Savage



Future Ready

Middle School 1:1 Update

September 14, 2017

Future Ready. Community Strong.



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

District **One91** District 191 Strategic Roadmap 2015-2020

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

CORE VALUES	<p>Expectations: I will set a high bar for myself and others in learning, behavior, commitment to do one's best and service to others and community.</p> <p>Respect: I will honor the uniqueness of myself and others</p> <p>Integrity: I will do the right thing, even when no one is looking</p> <p>Partnership: I will engage in relationships and action which empowers learning for ALL</p>	<p>ISD 191 will become the leading and preferred source of learning and education for its students and adult learners because we:</p> <ul style="list-style-type: none"> • Utilize technology for instruction to provide rigorous, personalized learning, and maximize operational systems. • Serve the unique needs of our students, families and communities first and foremost. • Provide relevant and engaging student learning and enrichment leading to college and career readiness for all. • Develop innovative, attractive and aligned academic programs, support services and opportunities.
STRATEGIC DIRECTIONS	<ul style="list-style-type: none"> • Close gaps and raise achievement for all students • Create a culturally proficient school system • Maximize resources for optimal student learning • Increase the capacity for partnership with community 	VISION 2020

Future Ready. Community Strong.



3 Year Technology Plan 2015-2018 Mission:

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

[3 Year Technology Plan 2015-2018](#)



Student Handout Prep



- Middle School Students and BHS IT Explorations Students, One91 Teachers and Techs, Geek Squad Agent
- Students learned about the Chromebooks and how to help their peers during handout days



Student Handout

63

- August 22: Nicollet
- August 23: Metcalf
- August 24: Eagle Ridge
- August 29: All
- First Week of School: All





Student Handout

- All 3 middle schools and 9th grade BHS
- 2700 Chromebooks

64





Teacher Preparation

65

- Social Studies early implementers
- All teacher received Chromebooks in spring 2017
- Schoology training - August and ongoing
- Embedded into curriculum planning
- Blended Learning Cohort





Launch!

- Week 1: Getting Started
- Digital Citizenship
- Schoology
- Classroom Management
- Daily practices

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

DIGITAL CITIZENSHIP

Follow these guidelines to keep yourself and your classmates safe.

- Be considerate and kind in discussion or on social media.
- Remember that everything you post online is permanent.
- Create a strong password and keep it private.
- Use caution when clicking links or downloading files.
- Report cyberbullies to parents or teachers
- Give proper credit to sources.
- Never agree to meet an online friend in person - ask your parents first.
- Get permission before sharing information about others.
- Don't share your personal information online.



Parent Information and Support

- Communications Department:
[website](#), newsletters, social media
- Connections with Cultural Liaisons
- Community Education Parent Sessions

Parenting in the Digital Age Topics, Resources, & Discussions

Three Chances to Participate

Presentation will be in English with Interpretive services for Spanish and Somali available only on days listed. Diamondhead Education Center, Eagan Room (upper level)

Tuesday, Sept 12 6-8 pm Spanish Interpretation available DP-A2

Thursday, Sept 21 6-8 pm Somali Interpretation available DP-B2

Saturday, Sept 23 9-11 am DP-C2

Kids are spending more time participating in social media, online gaming, and online learning. This interactive workshop is designed to help parents learn the basics of Digital Citizenship and to learn strategies for keeping their children safe and responsible online. We will discuss the 3 R's (Rights, Respect, and Responsible Use) of ethical technology behavior.

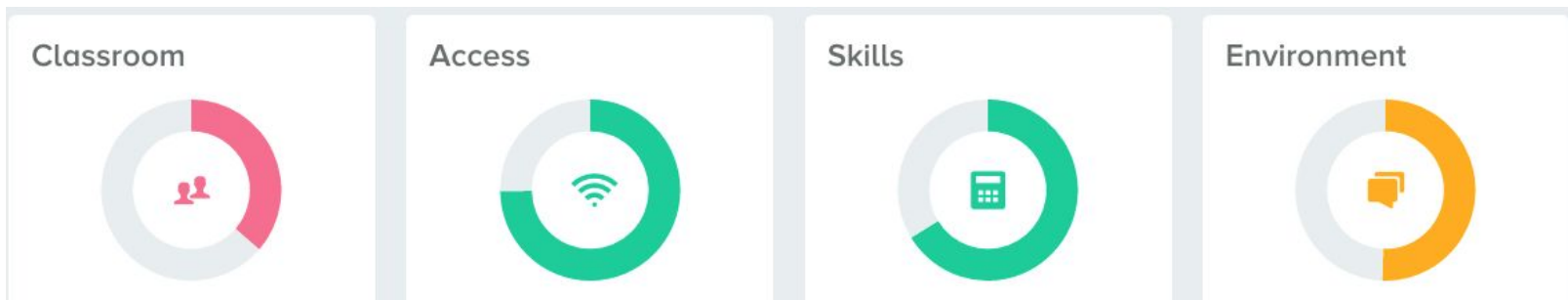




Monitoring & Evaluation

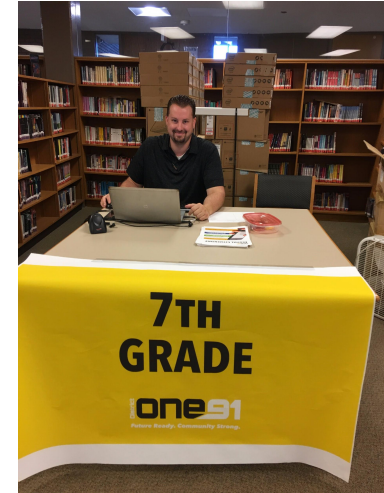
- Class visits and observational data
- Clarity Technology Survey
- Usage data from resources
- Schoology evaluations

89



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Burnsville · Eagan · Savage



Future Ready. Community Strong.



**Agenda III.C.
September 14, 2017**

To: Board of Education
Superintendent Cindy Amoroso

From: Glenn Simon, Director of Operations

Date: September 7, 2017

Re: Receive a report on Summer Projects

Receive a report from Glenn Simon regarding summer projects.

Vista View Stage



Bituminous projects



Harriet Bishop playground



Edward Neill Parking Lot & playground



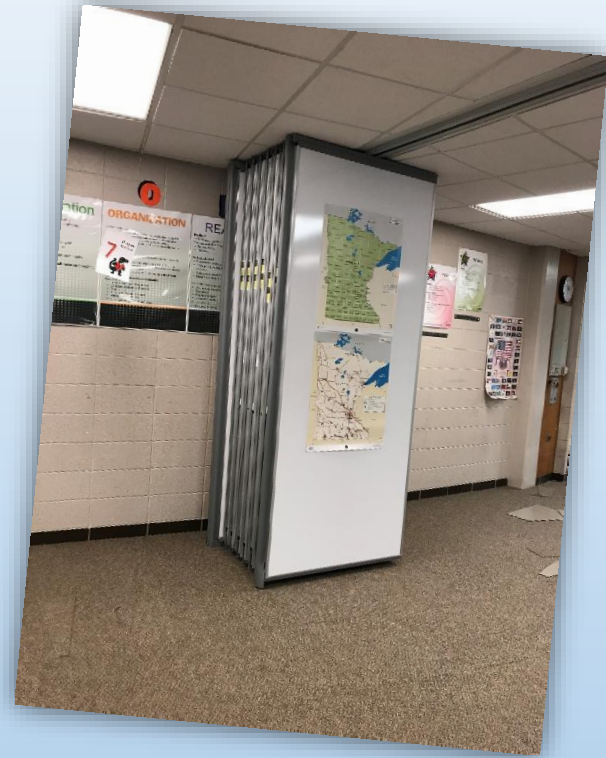
Diamondhead West Parking Lots



Hidden Valley Air Conditioning Units



Nicollet Middle School Folding Walls



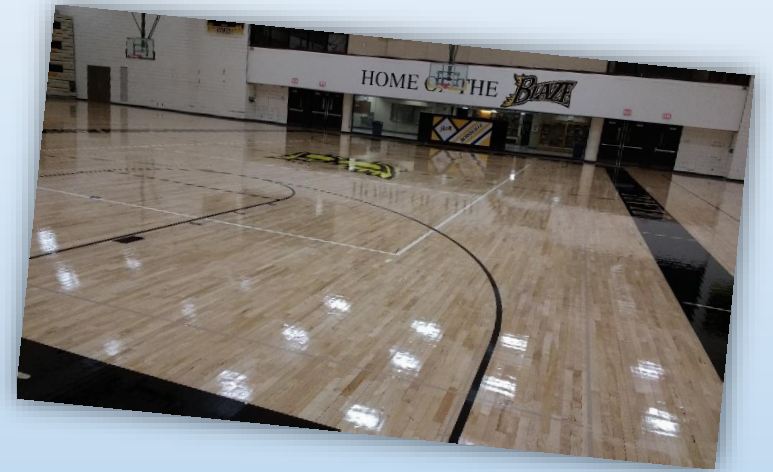
Nicollet Middle School Office Roof



Burnsville High School East Path



Burnsville High School Gym Floor



Burnsville High School Annex Spray Booth



Burnsville High School Emergency Power



Classroom Walls at Eagle Ridge Middle School



Eagle Ridge Tennis Courts





**Agenda III.D.
September 14, 2017**

To: Board of Education
Superintendent Cindy Amoroso

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

Date: September 7, 2017

Re: Receive a report on the Three Year Technology Plan Update

Receive a report from Doug Johnson and Rachel Gorton on the three year technology plan update.



ONE91
Burnsville · Eagan · Savage



3-Year Tech Plan Update

September 14, 2017

Future Ready. Community Strong.

To review

1. How the plan was developed
2. Mission of the plan
3. Review of components, with detailed summary of curriculum and integration progress



Plan development

1. Year-long undertaking (2014-15)
2. Curriculum plan as core
3. Alignment with Vision One91, CPSS, Curriculum, Referendum goals
4. Reviewed by stakeholders
5. Needs surveys

Board approved, June 2015



Mission/goals

1. Equitable access
2. Individualized learning
3. Engagement and application of skills
4. Technology literate graduates
5. Improved home-school communications
6. Effective management of school operations and data

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Components

Vision and Expectations

Technology Curriculum and Integration

Professional Development

Parents and Community

Infrastructure and Technology Equipment

Students
Real-World-Ready

Student learning and curriculum

Blended into daily practice in *all* classrooms

- Differentiation, personalization, culturally diverse (ILPs)
- Online adaptive resources
- K-12 scope & sequence of tech skills



A path for growth



Self-paced instruction guided by formative assessment

“Flipped classroom” Project- based learning

Provide differentiated / culturally relevant materials and activities

Organize multimedia and assessments

Textbooks

Paper:

- objectives
- handouts
- worksheets, communications
- activities
- assessments

Second order change

First order change

Technology Curriculum & Integration

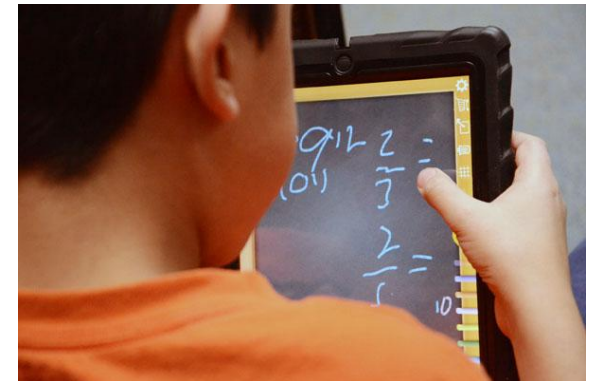
- Tight integration with District, SISA, and Schools
- Leveraging technology for Culturally Proficient School Systems (CPSS)
- Adoption of students resources
 - Adaptive programs, Creation apps, Research
- Creation of K-12 Technology Scope & Sequence
- Adoption of ISTE standards for students and teachers



Technology Curriculum & Integration

K-5

- Digital Learning Specialists
 - Developed K-5 Curriculum, alignment with MS/HS
 - Coding, digital research, digital citizenship, multimedia productions
 - Developed Professional Development model for coaching
 - Focus on elementary literacy connections for 2017-18
- Makerspaces
 - Added Makerspaces in all elementary schools
 - Tie to Social Skills and Community Building that is part of new literacy implementation
- Resources
 - MyON Reader, Discovery Education, G Suite, Seesaw



Technology Curriculum & Integration

6-8

- Digital Literacy Exploratory and Elective Courses
 - Developed 6th and 7th grade Curriculum, alignment with ELEM/HS
 - Developed 2 Elective courses (Film & Animation and Digital Age) ties to College & Career Pathways
- Makerspaces
 - Added Makerspaces in middle schools
- 1:1
 - Distributed Chromebooks to all MS Students
- Resources
 - MyON Reader, Discovery Education, G Suite, Schoology, Read180, Math180, WeVideo



Technology Curriculum & Integration



9-12

- Schoology / Blended Learning tied into curriculum development
- IT Explorations / Geek Squad
 - Joint training sessions with students and IT staff
- Fab Lab
- Success 191
 - Digital Citizenship
- Resources
 - Schoology, G Suite, Discovery Education, Explain Everything, WeVideo, ELM Databases, Public Library access



Remember, we are *just* starting year 2 of the plan...

2014-15	Vision 191 - Tech referendum - “systems” work
2015-16	Creating 3-year plan - departmental reorganization
2016-17	1:1 High School - HS Schoology implementation - Facilities
2017-18	1:1 Middle School - MS Schoology implementation - Security
2018-19	1:2 Elementary - SeeSaw, MyOn Reader implementation - next tech plan

Systems work: zero-based budget, contract alignment, data access guidelines, tech skill back-ups, project management work, replacement plan

Questions?



HUMAN RESOURCES

AGENDA ITEM: III.E.

To: Members of the Board of Education
Superintendent Cindy Amoroso

From: Stacey Sovine
Executive Director of Human Resources

Date: September 14, 2017

RE: Seasonal, casual and temporary employee Pay Rates for the 2017-2018 School Year

Recommendation: That the Board of Education approves the following rates of pay for the 2017-2018 school year.

Discussion:

The following rates of pay and stipend amounts are both fiscally responsive and competitive with surrounding districts. Most rates have remained flat. There's a recommendation extended to the Board to approve all rates listed herein.

GENERAL	2017 / 2018	Effective:	9/1/2017
Adapted Athletic Facil.	\$ 1,937.00		
Awards Coordinator	\$ 474.00		
BHS Graduation Coordinator	\$ 1,326.00		
Career Fair Coordinator	\$ 1,683.00		
Curriculum Lead	\$ 1,000.00		
Elem. Arts Festival Coordinator	\$ 700.00		
Extended Year Site Coordinator - 9th Grade	\$ 2,900.00		
Extended Year Site Coordinator - Elementary	\$ 3,500.00		
Extended Year Site Coordinator - Elementary/ESL	\$ 4,700.00		
Honor Society. Jr High	\$ 684.00		
Mentor	\$ 250.00		
Mentor Leadership Meetings	\$ 50.00	per mtg	
Power of One	\$ 668.00		
Robotics	\$ 2,623.00		
First Tech	\$ 2,623.00		
Theater Stipend	\$ 6,800.00		<i>Added 9.1.17</i>
Webmaster Secondary	\$ 3,124.00		
Volunteer Coordinator	\$ 2,744.00		
Burnsville Strong Advisor (Lead)	\$ 2,800.00		
SUBSTITUTES (Casual)			
Food Services	\$ 10.90	per hour	
Health Assistant Substitute Rate	\$ 12.25	per hour	
Health Assistant Substitute Rate (No Formal Medical License)	\$ 12.25	per hour	
LPNS Subbing for Health Assistants	\$ 15.30	per hour	
RN's with 2 - 3 Years Training	\$ 20.40	per hour	
RN's with B.S. Degree	\$ 25.50	per hour	
Clerical (Former Permanent Employees)	\$ 22.25	per hour	
Clerical (Casual Employees)	\$ 14.00	up to step 1 of position classification	
Education Assistant	\$ 11.75	per hour	
Avid Tutor	\$ 13.00	per hour	
Student Avid Tutor	\$ 10.00	per hour	
Instructors (Non-licensed)	\$ 16.00	per hour	
Volunteer Coordinator Casual hourly	\$ 20.00	per hour	
Community Facilitator	\$ 13.00	per hour	
Summer Custodial	\$ 11.75	per hour	
ATHLETICS			
Basketball Announcer	\$ 30.00		
Basketball Scorer	\$ 20.00	per game (typically 3 games/night)	
Basketball Site Supervisor	\$ 80.00		
Basketball Supervision	\$ 30.00		
Basketball Ticket seller/taker	\$ 60.00		
Basketball Timer	\$ 20.00	per game (typically 3 games/night)	
Dance Competition Ticket seller/taker	\$ 20.00	per hour	
Football Announcer	\$ 30.00		
Football Field/Gate help	\$ 40.00		
Football Scorer	\$ 30.00		
Football Site Supervisor	\$ 80.00		
Football Supervision	\$ 30.00		
Football Ticket seller	\$ 40.00		
Football Ticket taker	\$ 40.00		
Football Timer	\$ 30.00		
Hockey Announcer	\$ 50.00	2 games (varsity & JV)	
Hockey Scorer/timer	\$ 50.00	2 games (varsity & JV)	
Hockey Supervision	\$ 30.00		
Lacrosse Announcer	\$30 / \$50	single / doubleheader	
Lacrosse On-field scorer/timer	\$ 30.00	2 games (varsity & JV)	
Lacrosse Scorer/timer	\$ 30.00	2 games (varsity & JV)	
Lacrosse Site Supervisor	\$50 / \$80	single / doubleheader	
Lacrosse Supervision	\$ 30.00		
Lacrosse Ticket seller/taker	\$40 / \$70	single / doubleheader	
Soccer Announcer/scorer/timer	\$30 / \$50	single / doubleheader	
Soccer Site Supervisor	\$50 / \$80	single / doubleheader	
Soccer Ticket seller/taker	\$40 / \$70	single / doubleheader	
Swimming Announcer	\$ 30.00		
Swimming Head timer	\$ 30.00		
Swimming Scorer	\$ 30.00		
Swimming Ticket seller/taker	\$ 30.00		
Volleyball Announcer	\$ 30.00		
Volleyball Scorer/timer	\$ 25.00	per match (typically 3 matches/night)	
Volleyball Site Supervisor	\$ 50.00		
Volleyball Ticket seller/taker	\$ 40.00		
Wrestling Scorer	\$ 30.00		
Wrestling Site Supervisor	\$ 50.00		
Wrestling Ticket seller/taker	\$ 30.00		
Wrestling Timer	\$ 30.00		
STUDENTS			
Student workers under 18	\$ 9.00	per hour	
COMMUNITY EDUCATION			
K+ Classroom Assistant	\$ 13.00	per hour	
Other Unspecified Activities Based Upon Registration	\$ 13.00	per hour	
Senior Citizens Program Licensed Commercial Driver	\$ 19.50	per hour	
Facility Rental Tech Support	\$ 25.00	per hour	

DATE 9/1/2017



Agenda Item III.F.
September 14, 2017

TO: Members, Board of Education
Cynthia Amoroso, Superintendent

FROM: Lisa Rider, Executive Director of Business Services

DATE: September 9, 2017

RE: Approve Contract with Inver Hills Community College for Post-Secondary Enrollment Options (PSEO) services for 2017-2018 school year.

Recommendation: That the Board of Education approve the income contracts with the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Inver Hills Community College for PSEO for the 2017-2018 School Year.

Two agreements are attached as we offer a PSEO Course on our campus and it is billed similarly to the PSEO program offered at the Inver Hills Community College. The agreements will continue to require us to pay invoices directly billed by Inver Hills Community College at the rate of \$225 per credit hour. This process will result in a greater amount of revenue being retained by the college as well as ISD 191 through the funds allocation with the Contract with College process versus the previous traditional PSEO process used. We have reviewed the financials of 2015-2016 school year and the income contract method is financially advantageous to our school district.

Attachment: State of Minnesota Inver Hills Community College
Minnesota State Colleges and Universities Income Contracts proposed

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

STATE OF MINNESOTA
Inver Hills Community College
MINNESOTA STATE COLLEGES AND UNIVERSITIES
INCOME CONTRACT

This contract is by and between Burnsville High School (hereinafter "SCHOOL DISTRICT") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of *Inver Hills Community College* (hereinafter "Minnesota State").

WHEREAS, the PURCHASER has a need for a specific service; and

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

NOW, THEREFORE, it is agreed:

1. DUTIES OF Minnesota State. The Minnesota State agrees to provide the following:

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

- *Communicate eligibility requirements.*
- *Provide course and other services at the same level as provided to general COLLEGE students.*
- *Provide textbooks and other required course materials.*
- *Award COLLEGE credit to students upon successful completion of courses.*
- *Provide course grades/transcripts to the SCHOOL DISTRICT at the conclusion of each semester.*
- *Bear initial legal fees and other expenses associated with the drafting of this agreement.*
- *Create invoices for the SCHOOL DISTRICT for credits being taken by SCHOOL DISTRICT students.*
- *Refer to Appendix A for additional responsibilities.*

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

Entering into this agreement for PSEO **Course by CONTRACT** services to be directly contracted with the COLLEGE.

- Authorize enrollment/course selection for eligible high school students with the COLLEGE.
- Communicate to students that textbooks are the property of the COLLEGE and must be returned at the end of each semester. Textbooks are not returned will result in a hold preventing the student from registering in the future terms.
- Facilitate the enrollment and application process with students.
- Communicate the process for arranging educational accommodations. The COLLEGE retains authority to determine whether a request for an educational accommodation is appropriate for classes taken for COLLEGE credit.
- Pay the COLLEGE for all registered credits as of midnight the 15th business day of each semester.
- Refer to Appendix A for additional responsibilities.

3. CONSIDERATION AND TERMS OF PAYMENT.

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

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

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

Invoices will be sent to the SCHOOL DISTRICT by October 1 for Fall enrollment and April 1 for Spring enrollment.

Payments to the COLLEGE for tuition/fees/textbook charges will be made by the SCHOOL DISTRICT by December 1 for Fall Semester and June 1 for Spring Semester.

4. TERM OF CONTRACT. This contract shall be effective on *July 1, 2017*, or upon the date that the **final required signature is obtained by Minnesota State**, whichever occurs later, and shall remain in effect until *June 30, 2018*, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.
5. CANCELLATION. This contract may be canceled by the PURCHASER or Minnesota State at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the Minnesota State shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed
6. AUTHORIZED REPRESENTATIVES.
- a. The COLLEGE Authorized Representative for the purposes of administration of this contract is:
Name: Patrick Jacobson-Schulte
Title: Vice President - Chief Financial Officer
Address: 2500 East 80th Street, Inver Grove Heights, MN 55076
Telephone: (651) 450-3534
E-Mail: Pjacobson-schulte@inverhills.edu
- b. Minnesota State's Authorized Representative for the purposes of administration of this contract is:
Name: Sabrina Buivid
Title: Dean, Career Programs
Address: 2500 East 80th Street, Inver Grove Heights, MN 55076
Telephone: 651-450-3521
E-Mail: sbuivid@inverhills.edu

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

7. ASSIGNMENT. Neither the PURCHASER nor Minnesota State shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.
8. LIABILITY. The PURCHASER shall indemnify, save, and hold Minnesota State, its agents and employees harmless from any and all claims or causes of action arising from the performance of this contract by the PURCHASER or PURCHASER'S agents or employees. This clause shall not be construed to bar any legal remedies the PURCHASER may have for Minnesota State 'S failure to fulfill its obligations pursuant to this contract.

9. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The PURCHASER is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. Minnesota State IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
10. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
11. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The PURCHASER and Minnesota State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the PURCHASER in accordance with this contract. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the PURCHASER or Minnesota State.

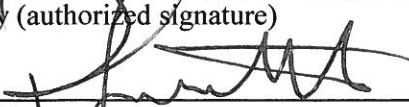
In the event the PURCHASER receives a request to release the data referred to in this clause, the PURCHASER must immediately notify Minnesota State. Minnesota State will give the PURCHASER instructions concerning the release of the data to the requesting party before the data is released.
12. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the PURCHASER relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
14. OTHER PROVISIONS. (Attach additional page(s) if necessary): "NONE"

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

APPROVED:

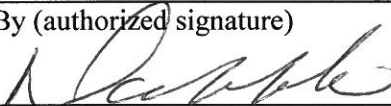
1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Inver Hills Community College

By (authorized signature)	
Title	CTO
Date	7/5/17

2. SCHOOL DISTRICT:

SCHOOL DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)	
Title	Principal
Date	8-14-17

By (authorized signature)	
Title	
Date	

3. AS TO FORM AND EXECUTION:

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

APPENDIX A
PSEO Course by CONTRACT
2017-2018

Inver Hills Community College Responsibilities

- Confirm customized course dates
- Add high school staff to D2L Bright space course access
- Communicate course text and materials requirements in advance and ensure student access the first day of instruction
- Prior to start of class, initiate contact with high school staff to review course/etc. (Assigned Faculty)
- Ensure syllabi and course welcome information complies with syllabi checklist (Assigned Faculty)
- Confirm student enrollment and registration information
- Establish and maintain a communication routine with the high school teacher related to the course, its delivery, and student assessment evaluation. (Assigned Faculty)
- Notify high school teacher when there are course syllabus updates, changes in curriculum (Assigned Faculty)
- Collaborate with high school staff to ID any supplementary instruction needs based on student assessments
- Coach enrolled students in unique college deadlines for drop, add, withdrawal in collaboration with the high school staff

High School Responsibilities

- By January 31, send a completed Intent to Offer form to the IHCC administrator identifying the classes to be offered for the upcoming academic year.
- Work with college staff to schedule and administer the Accuplacer exam for interested students
- Advise students about course expectations; help them to make decisions about participating.
- Using web-based tools facilitate an IHCC and Online course orientation(s) with enrolled students.
- Facilitate enrolled students textbook access and return policy sign off.
- Enroll students per student eligibility criteria and policies. The high school is responsible for ensuring that the student meets the eligibility requirements for courses per the IHCC guidelines.
- Facilitate enrollment and registration of the students within the stated time period.
- Ensure the maximum number of student enrollments does not exceed the approved seat cap limits.
- Ensure all textbooks and other instructional materials/equipment required for the course are available to students at the beginning of the term.
- Assist in student compliance with the drop/add and withdrawal policies.
- Return completed contracts to the IHCC Business Office

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

STATE OF MINNESOTA
Inver Hills Community College
MINNESOTA STATE COLLEGES AND UNIVERSITIES
INCOME CONTRACT

This contract is by and between *Burnsville High School* (hereinafter "SCHOOL DISTRICT") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of *Inver Hills Community College* (hereinafter "Inver Hills").

WHEREAS, the PURCHASER has a need for a specific service; and

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

NOW, THEREFORE, it is agreed:

The intent of this Contract (or Agreement) is that all parties authorize enrollment for eligible high school students in courses at Inver Hills Community College. Eligible students are the same students defined as eligible for the Post-Secondary Enrollment Options program by Minnesota Statutes 124D.09, the Minnesota State Colleges and Universities policies, and Inver Hills Community College policies.

1. DUTIES OF Minnesota State. The Minnesota State agrees to provide the following:
 - *Admission requirements and acceptance to the PSEO Program are pursuant to Minnesota Statutes 124D.09 and the Minnesota State Colleges and Universities policies, and determined by Inver Hills.*
 - *Provide an orientation session to students and parents that will include information regarding academic planning, course selection and registration, college expectations, resources and services that are available to students, transfer information, and college policies including data privacy, satisfactory academic progress policy, book borrowing policy, and course drop/withdraw policy.*
 - *Determine the number of college courses or credits that PSEO students will be allowed to take. Students are allowed to enroll in high school courses in addition to any number of college courses.*
 - *Determine the courses that PSEO students will be allowed to take. Students may not register for certain courses including developmental courses not considered college level (numbered below 1000), non-credit courses, and courses that incur travel expenses. Students may not register for selected courses determined by Inver Hills, including courses in special programs or courses that have a higher rate of tuition or additional fees. Students must meet the course prerequisite requirements established by Inver Hills.*
 - *Provide course and other services at the same level as provided to general college students.*
 - *Provide textbooks and other required course materials.*
 - *Award college credit to students upon successful completion of courses.*
 - *Provide course grades/transcripts to the SCHOOL DISTRICT at the conclusion of each semester.*
 - *Bear initial legal fees and other expenses associated with the drafting of this agreement.*
 - *Create invoices for the SCHOOL DISTRICT for credits being taken by SCHOOL DISTRICT students.*
 - *Inver Hills agrees that the School District will not be invoiced for courses that a student officially drops or withdraws from within the first 14 calendar days of the semester.*

2. DUTIES OF SCHOOL DISTRICT: The SCHOOL DISTRICT agrees to provide the following:
 - An official high school transcript for each student applying to the PSEO program. The SCHOOL DISTRICT will complete and sign their portion of the appropriate authorization form prior to the student being admitted to Inver Hills. The authorization form must contain student and parental consent and the SCHOOL DISTRICT verification of eligibility. The authorization form must be submitted to Inver Hills each semester prior to course registration.
 - Enforcing that a student is enrolled less than full time at their high school while participating in the PSEO Program.
 - Providing academic counseling to the students to assist them in selecting courses and making the determination that the courses they complete at Inver Hills will fulfill their high school graduation requirements.
 - Assume travel reimbursement costs for eligible low income students
 - Complete the Post-Secondary Enrollment Options Program Notice of Registration Form (ED01763-15) for each student participating in this program.
 - Authorize enrollment/course selection for eligible high school students at the COLLEGE. Eligible students are the same students defined as eligible for the Post-Secondary Enrollment Options program in the following three authorities: (A) Minnesota Statutes 124D.09 (B) Inver Hills Community College Policy, and (C) Minnesota State College and University policy.
 - Communicate to students that textbooks are the property of the COLLEGE and must be returned at the end of each semester. Textbooks are not returned will result in a hold preventing the student from registering in the future terms.
 - Communicate application deadlines with students. Students need to apply by July 1 for Fall Semester and December 31 for Spring Semester.
 - Students are not eligible to take courses with course fees greater than or equal to \$85.00.
 - Communicate how to arrange educational accommodations. The COLLEGE retains authority to determine whether a request for an educational accommodation is appropriate for classes taken for COLLEGE credit.
 - Pay the COLLEGE for all registered credits as of midnight the 15th business day of each semester.
 - The COLLEGE cannot control/limit the number of credits a student registers for and thus the total amount is the district's responsibility.

3. CONSIDERATION AND TERMS OF PAYMENT.

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

The School District will be billed at the rate of \$225.00 per credit. This rate is inclusive of all tuition, fees, and required textbooks and course materials. The course registration information for each student will be included with the invoice requesting payment. These rates may change in the future contracts.

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

Invoices will be sent to the School District by December 1st for fall semester courses and by May 1st for spring semester courses. Payment is due within thirty (30) days after the invoice is issued.

Payments to the COLLEGE for tuition/fees/textbook charges will be made by the SCHOOL DISTRICT by December 1 for Fall Semester and June 1 for Spring Semester.

4. **TERM OF CONTRACT.** This contract shall be effective on *JULY 1, 2017*, or upon the date that the final required signature is obtained by Minnesota State, whichever occurs later, and shall remain in effect until *June 30, 2018*, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.
5. **CANCELLATION.** This contract may be canceled by the PURCHASER or Minnesota State at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the Minnesota State shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed
6. **AUTHORIZED REPRESENTATIVES.**

a. The COLLEGE Authorized Representative for the purposes of administration of this contract is:

Name: Patrick Jacobson-Schulte
Title: Vice President - Chief Financial Officer
Address: 2500 East 80th Street, Inver Grove Heights, MN 55076
Telephone: (651) 450-3534
E-Mail: Pjacobson-schulte@inverhills.edu

b. Minnesota State's Authorized Representative for the purposes of administration of this contract is:

Name: Sabrina Buivid
Title: Dean, Career Programs
Address: 2500 East 80th Street, Inver Grove Heights, MN 55076
Telephone: (651)-450-3521
E-Mail: sbuivid@inverhills.edu

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

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

Minnesota State in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the PURCHASER in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the PURCHASER or Minnesota State.

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

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

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

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Inver Hills Community College

By (authorized signature)
Title VP/CFO
Date 8/7/17

2. SCHOOL DISTRICT:

SCHOOL DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title Principal
Date 8-14-17

By (authorized signature)
Title
Date

3. AS TO FORM AND EXECUTION:

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