

SHAKOPEE PUBLIC SCHOOLS



SCHOOL BOARD AGENDA





Shakopee Public Schools
School Board Regular Business Meeting
Shakopee Public Schools District Office Board Room, 1200 Town Square,
Shakopee, MN 55379

Monday, August 14, 2017
6:00 PM

1. CALL TO ORDER AND ROLL CALL - CHAIR SWANSON
2. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS
 2. 1. Thank You to Acting Interim Superintendent Kevin Bjerken
3. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS
4. CONSENT ITEMS

4. 1. Personnel Items

- 4.1.1 **Acceptance of Resignations**

Last Name, First Name, Position, Location, Effective Date

Brubaker, Lydia, Teacher, ELL, Eagle Creek Elementary School,
5/26/2017

Craig, Alyssa, Teacher, Special Services, Pearson 6th Grade Center,
5/26/2017

Dellwo, Christine, Program Support Assistant, Central Family Center,
5/25/2017

Evenson, Rachael, Teacher, Art, High School, 5/26/2017

Jarvis, Jodi, Food Service, Jackson Elementary School, 5/25/2017

Jensen, Michael, School Counselor, High School, 5/26/2017

Kroenke, Brenda, Accounting Specialist, District Office, 7/21/2017

McCall, Melissa, Food Service, Pearson 6th Grade Center, 5/26/2017

Mhiripiri, Ebony, Teacher FACS, High School, 8/21/2017

Nienow, Anja, Teacher, German, West Junior High School, 5/26/2017

Paulson-Kochenash, Chelsea, Teacher, Grade 4, Red Oak
Elementary School, 5/26/2017

Quast, Angela, Program Support Assistant, Sweeney Elementary
School, 5/25/2017

Shanks-Cavanaugh, Lynda, Teacher on Special Assignment, High
School, 5/26/2017

Theis, Laura, Teacher, Kindergarten, Sweeney Elementary School,
5/26/2017

Yost, Luke, Program Support Assistant, East Junior High School,

5/25/2017

Recommended Action

Accept the resignations and thank them for their service to the district as presented.

4.1.2 Approval of Certified Contracts for the 2017-18 School Year

Last Name, First Name, Position, Location, Grade, Step, FTE, Effective, Salary Annual

Dub, Katelynn, Teacher, English, Pearson 6th Grade Center, BA, 4, 1.0, 8/21/2017, \$40,556.00, R

Colburn, Heidi, Teacher, English, High School, BA, 7, 1.0, 8/21/2017, \$43,902.00, R

Olson, William, Teacher, Physics, West Junior High School, MA, 3, 1.0, 8/21/2017, \$47,263.00, R

Block, Lindsay, Teacher, English, Pearson 6th Grade Center, MA, 3, 1.0, 8/21/2017, \$47,263.00, R

Haffermann, Robert, Teacher, Special Services, Pearson 6th Grade Center, BA+10, 11, 1.0, 8/21/2017, \$49,555.00, R

Feltis, Hailey, Teacher, Choir, West Junior High School, BA, 4, 1.0, 8/21/2017, \$40,556.00, R

Recommended Action

Approve certified contracts as presented.

4.1.3 Approval of NonCertified Contracts for the 2017-18 School Year

Last Name, First Name, Position, Location, Salary, Effective
Malaske, Matthew, Custodian, Jackson Elementary School, \$16.41/hr, 8/07/2017

Mares, Luis, Custodian, Jackson Elementary School, \$16.41/hr, 8/07/2017

Puterbaugh, Corey, Avid Tutor, East Junior High School, West Junior High School, High School, \$14.59/hr, 9/05/2017

Weis, Sherry, Office Assistant, Pearson 6th Grade Center, \$17.04/hr, 8/16/2017

Gilliland, Emily, Health Assistant, High School, \$21.42/hr, 9/05/2017

Recommended Action

Approve noncertified contracts as presented.

4.1.4 Approval of Unaffiliated Contracts

Last Name, First Name, Position, Location, Effective, Salary

Royston, Kimuel, Assistant Activities Director, High School, 8/14/2017, \$58,000.00

McKoy, Erin, Lead Supervisor Special Services, District Wide,
7/10/2017, \$100,000.00

Recommended Action

Approve the above unaffiliated contracts as presented.

4.1.5 Approval of Long Term Substitute Contracts

Name LTS, Replacing, Position, Location, Approx. Dates,
Grade/Step, Approx. Days, FTE, Salary

Leroux, Karen, Maikkula, Andrea, Teacher, Grade 2, Sun Path
Elementary School, 9/06/2017

through approx. 10/18/2017, MA + 30, Step 8, 33,1.0, \$326.09/day

Scheu, Nicole, Boumeester, Kristina, Teacher, Grade 4, Jackson
Elementary School, 8/28/2017 through approx. 10/21/2017, BA + 30,
Step 3, 36, 1.0, \$243.60/day

Recommended Action

Approve long term substitute contracts as presented.

4. 1. 1. Personnel Items Continued

4.1.6 Approval of Co-Curricular Assignments

Last Name, First Name, Position Title

Chapman, Alyssa, Adapted Soccer Coach

Hoffman, Michael, Assistant Boys Soccer Coach

Teslow, Mark, Assistant Boys Soccer Coach

Mor, Kizito, Assistant Boys Soccer Coach

Evans, Justin, Assistant Boys Soccer Coach

Wachter, Jeffrey, Assistant Cross Country

Walker, Ashley, Assistant Cross Country

Hanson, Christine, Assistant Cross Country

Honza, George, Assistant Football Coach

Trelstad, Jason, Assistant Football Coach

Tiedens, Scott, Assistant Football Coach

Aleckson, Ted, Assistant Football Coach

McMoore, Sean, Assistant Football Coach

Weiers, Andrew, Assistant Football Coach

Ungar, James, Assistant Football Coach

Mainhardt, Robert, Assistant Football Coach

Stromgren, Kenneth, Assistant Football Coach

Loonan, Benjamin, Assistant Football Coach

Gardner, Matthew, Assistant Football Coach

Glass, Daniel, Assistant Football Coach

Stone, Jody, Assistant Football Coach

Rague, Lindsey, Assistant Girls Soccer Coach

Davies, Robert, Assistant Girls Soccer Coach

Loose, Todd, Assistant Girls Soccer Coach
Drew, Kendra, Assistant Girls Soccer Coach
Evelt, Mitchell, Assistant Instrument Dir.
Sariego, Monica, Assistant LEAD
Dueffert, Matthew, Assistant LEAD
Wilson, Katherine, Assistant Swim/ Dive Coach
Johnson, Zoe, Assistant Swim/Dive Coach
Wagener, Robert, Assistant Tennis Coach
Menden, Courtney, Assistant Tennis Coach
Gerleman, Alex, Assistant Vocal
Walker, Lisa, Assistant Volleyball Coach
Colin, Sarah, Assistant Volleyball Coach
Douds, Ryan, Assistant Volleyball Coach
Schultz, Chelsea, Assistant Volleyball Coach
Fahey, Kayla, Assistant Volleyball Coach
Slaughter, Duane, Concessions Manager
Amundsen, Thomas, Drama Club
Gerleman, Alex, Ensembles
Evelt, Mitch, Ensembles
Kovic, Michael, Ensembles (2)
Christenson, Eric, Ensembles (2)
Haskins, Zachary, Head Boys Cross Country
Poppen, Jon, Head Boys Soccer Coach
Philipp, Jennifer, Head Cheer Coach
Anderson, Karen, Head Fall Dance Coach
Betton, Ray, Head Football Coach
Bristol (Morales), Lauren, Head Girls Cross Country
Adams, Christopher, Head Girls Soccer Coach
Honetschlager, Victoria, Head Girls Swim/ Dive Coach
Arnfelt, Jennifer, Head Girls Tennis Coach
Busch, Matthew, Head Volleyball Coach
Christenson, Eric, HS Music Pit Orchestra
Amundsen, Thom, HS Musical Director
Gerleman, Alex, HS Musical Vocal Director
Christenson, Eric, Instrumental Director
Sater, Scott, Instrumental Ensemble (2)
VanderVeen, Sean, Instrumental Ensemble
Nasiatka, Thomas, Instrumental Ensemble
Caruso, Tracy, Jr. National Honor Society
Limberg, Kristy, Musical Artist- Costumer
Stark, Mary, Musical Artist-Choreography
Laursen, Dave, Musical Artist- Stagecraft
Cole, Robert, Musical Lighting Director

Hoffman, Michael, National Honor Society
Sonnentag, Keri, Newspaper
Krieg, Caitlin, Newspaper Advisor
Christenson, Eric, Pep Band
Evelt, Mitch, Pep Band
Lyons, Christopher, Rube Goldberg
Oman, John, Rube Goldberg
Engler, Amy, SADD
Toufar, Jake, Science Olympiad
Bade, Bruce, Science Olympiad
Kleinfehn, Milicent, Student Council
Smith, Jane, Student Council
Finke, Bruce, Student Council Advisor
Lissick, Jacci, Student Council Advisor
Fundermann, Jessica, Student Council Advisor
Kovic, Mike, Vocal Director
Van Sickle, Karen, Vocal Ensemble
Keenan, Bridget, Vocal Ensemble
Puterbaugh, Corey, Volunteer Football Coach
Blascziek, Brian, Volunteer Football Coach
McDonald, Jason, Volunteer Football Coach
McPherson, Ian, Volunteer Football Coach
Fore, Ashley, Yearbook
Marek, Amanda, Yearbook Advisor
Schultz, Heather, Yearbook Advisor
Bloom, Elizabeth, Yearbook Advisor

Recommended Action

Approve the co-curricular assignments as presented.

4.1.7 Request for Unpaid Leave of Absence

Kathryn Tabke, an English Teacher at the High School, is requesting a one-year unpaid leave of absence for the entire 2017-18 school year.

Recommended Action

Approve the unpaid leave of absence for the 2017-18 school year as presented.

4. 2. Approval of minutes of the July 10, 2017 Board Business Meeting, the July 20, 2017 Special Board Business Meeting, the July 24, 2017 Special Board Business Meeting, the July 28, 2017 Special Board Business Meeting 10

Recommended Action

Approve the of minutes of the July 10, 2017 Board Business Meeting,

the July 20, 2017 Special Board Business Meeting, the July 24, 2017 Special Board Business Meeting, the July 28, 2017 Special Board Business Meeting as presented.

4. 3. Consideration of bills and authorization to pay same. 20
Recommended Action
Approve the bills and authorize to pay same as presented.
4. 4. Approval of wires report. 20
Recommended Action
Approve the wires report as presented.
4. 5. Change Order #1 for the Shakopee High School Low Voltage Phase I Project 21
Change Order #1 for the Shakopee High School Low Voltage Phase I Project in the amount of \$27,000.20 is presented for approval.
Recommended Action
Approve Change Order #1 as presented.
4. 6. Change Order #9 Shakopee High School Expansion and Renovation 22
Change Order #9 for the Shakopee High School Expansion and Renovation Project in the amount of \$93,757.28 is presented for approval.
Recommended Action
Approve Change Order #9 as presented.
4. 7. Change Order #1 Sweeney Elementary Boiler Replacement Project 24
Change Order #1 for the Sweeney Elementary Boiler Replacement Project which will be a reduction in the amount of -\$14,000.00 is presented for approval.
Recommended Action
Approve Change Order #1 as presented.
5. OLD BUSINESS DISCUSSION ITEMS
5. 1. Academies of Shakopee Update 25
Executive High School Principal Jeff Pawlicki, Academy Principals and Student Ambassadors will provide an update for the Academies of Shakopee.
Due to schedules, the Student Ambassadors who are available to attend this meeting are: Brynn Tarbell, Bryce Janke, Aaron Chao, Ruby Jimenez, Himani Joshi and Akhil Uppu
Presenter: Executive High School Principal Jeff Pawlicki, Academy Principals and Student Ambassadors
Time: 30 minutes
5. 2. 2018-19 Attendance Area Discussions Update
Dave Orlowsky will provide an update regarding the planning for the

2018-19 Attendance Area project.

Presenter: Data and Testing Administrator Dave Orłowsky

Time: 10 minutes

6. OLD BUSINESS ACTION ITEMS

6. 1. The Academies of Shakopee Academy Champion 42

Interim Superintendent Gary Anger will present the Apple Autos as represented by Chris Gulbrandson and team as The Academies of Shakopee Freshman Academy Champion for board approval.

Recommended Action

Approve the Apple Autos as the Academies of Shakopee Apple Autos Freshman Academy Champion as presented and thank them for their support of the students, families of the Shakopee Schools and the entire Shakopee community.

Presenter: Interim Superintendent Gary Anger

Time: 10 minutes

6. 2. MDE Recommended Language Update to Previously Adopted Resolution 43

At the July 10, 2017 School Board Regular Business Meeting, the board passed a resolution authorizing a single new board approved referendum authority of \$300 per adjusted pupil unit by combining the \$183.97 and \$116.03 of school board approved referendum authority.

The district has been contacted by the Minnesota Department of Education requesting an additional resolution rescinding the original September 23, 2013 referendum authority.

Recommended Action

Approve a resolution rescinding prior resolution on September 23, 2013 that converted voter approved referendum authority to a board approved referendum authority as presented.

Presenter: Director of Finance and Operations Suzanne Johnson

Time: 10 minutes

7. NEW BUSINESS DISCUSSION ITEMS

7. 1. Activity Bus Discussion

Pearson 6th Grade Center Principal Kevin Bjerken will provide information gathered from our building administration and activities department regarding our activity bus current use and expense as determinations are made for the future.

Presenter: Pearson 6th Grade Center Principal Kevin Bjerken

Time: 10 minutes

7. 2. Updates to Policy 412 Expense Reimbursement Discussion 50

Director of Finance and Operations Suzanne Johnson will discuss the district's current policy regarding expense reimbursement and present

some potential changes to discuss with the Board.

Presenter: Director of Finance and Operations Suzanne Johnson

Time: 10 minutes

7. 3. Updates to P-Card User Agreement Discussion 60

Director of Finance and Operations Suzanne Johnson will discuss the district's current P-Card User Agreement and present some potential changes to discuss with the Board.

Presenter: Director of Finance and Operations Suzanne Johnson

Time: 10 minutes

8. NEW BUSINESS ACTION ITEMS

9. OTHER

10. COMMITTEE REPORTS

11. RECOGNITION OF VISITORS TO BOARD MEETING

12. UPCOMING MEETINGS AND IMPORTANT DATES

*August 16, 2017 Optional HS Construction Tour plus a BOC Committee Meeting 5:00PM

held @ Shakopee High School

August 30, 2017 Bond Oversight Committee Meeting 5:00PM

*August 31, 2017 Districtwide Back to School Day 7:00AM

Shakopee High School

September 11, 2017 School Board Business Meeting 6:00PM

*September 12, 2017 Citizens' Financial Advisory Committee Meeting 6:00PM

September 13, 2017 Bond Oversight Committee Meeting 5:00PM

*September 14, 2017 2018-19 Attendance Area Listening Session #1 6:30-8:00PM

September 25, 2017 School Board Finance Committee Meeting 5:00PM

September 25, 2017 School Board Learning Session 6:00PM

*A quorum of the board may be in attendance. This is not an official board meeting.

13. ADJOURNMENT

Minutes of Board Business Meeting

School Board Shakopee Public Schools

A Board Business Meeting of the School Board of Shakopee Public Schools was held Monday, July 10, 2017, beginning at 6:00 PM in the Shakopee Public Schools District Office Board Room, 1200 Town Square, Shakopee, MN 55379.

1. CALL TO ORDER AND ROLL CALL - CHAIR SWANSON

PRESENT: Bowerman, Hallett, McKeand, Pass, Romansky, Tucker and Swanson

ABSENT:

2. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS

2. 1. Introduced and Welcomed Acting Interim Superintendent Kevin Bjerken

2. 2. HOSA Student Recognition

Advisor Elizabeth Duehr, Jennifer Thatch, Nicole Nimako-Bojateng, Ankith Arun, Charlize Bistodeau, Anoop Dhamera

2. 3. Destination Imagination Student Recognition

Smrithi Arunkumar, Libby Hendrickson, Paige Leary

Carter Smith, Janani Karthick, and Agrim Joshi

Ewan Kahnke, Greta Caliri, Isaac Brandon, Siddharth Kumar, Abhay Inampudi, and Brynn Leary

Himani Joshi, Esther Kuah, Payton Mason, Catherine McComas-Bussa and Michael Waldorf

3. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS

Romansky/Pass moved to approve the agenda with 4.4 Change Order #7 for the Vaughan Field Stadium/Concessions Improvements Project, 4.5 Change Order #3 for the Shakopee High School Additions and Renovations Project, 4.6 Change Order #5 for the Shakopee High School Additions and Renovations Project, 4.7 Change Order #6 for the Shakopee High School Additions and Renovations Project, 4.8 Change Order #7 for the Shakopee High School Additions and Renovations Project and 4.9 Change Order #8 for the Shakopee High School Additions and Renovations Project moved to 6.4 Award of Bid for the South Site Development Project and Construction Update as presented; motion passed unanimously.

4. CONSENT ITEMS

Bowerman/McKeand moved to approve the consent agenda as presented; motion passed unanimously.

4. 1. Personnel Items

4.1.1 Acceptance of Resignations

Last Name, First Name, Position, Location, Effective Date

Aye, Joy, Teacher, Media Specialist, Red Oak Elementary School, 5/26/2017

Beckrich, Robert, Custodian, Sweeney Elementary School, 6/30/2017

Britt, Rhonda, Program Support Assistant, Sun Path Elementary School, 6/27/2017

Carey, Melissa, Teacher, Intervention, East Junior High School, 5/26/2017

Davis, Trey, Assistant Activities Director, District Wide, 8/31/2017

Follen, Cheryl, Office Assistant, Pearson 6th Grade Center, 7/04/2017

Irvin, Katie, Teacher, Music, West Junior High School, 5/26/2017

Mack, Tanya, Teacher, Grade 4, Jackson Elementary School, 6/26/2017

Nelson, Nate, Teacher, English, East Junior High School, 5/26/2017

Sinha, Jyoti, Special Service Supervisor, District Office, 6/30/2017

Sulflow, Judy, Teacher, Media Specialist, Red Oak/ Eagle Creek Elementary School, 5/26/2017
Theis, Laura, Teacher, Kindergarten, Sweeney Elementary School, 5/26/2017
Zachman, Karl, Teacher, Technology Education, West Junior High School, 5/26/2017

Recommended Action

Accepted the resignations and thanked them for their service to the district as presented.

4.1.2 Request for Unpaid Leave of Absence

Karen Erdahl, Parent Education Teacher at Central Family Center, requested a one-year unpaid leave of absence to care for a family member for the entire 2017-18 school year.

Recommended Action

Approved the unpaid leave of absence for the 2017-18 school year as presented.

4.1.3 Approval of Certified Contracts for the 2017-18 School Year

Last Name, First Name, Position, Location, Grade, Step, FTE, Effective, Salary Annual
Provancha, Aaron, Teacher, Physics, East Junior High School, MA, 6, 1.0, 8/21/2017, \$51,280.00, R
Rink, Derrick, Teacher, Chemistry, High School, MA, 13, 1.0, 8/21/2017, \$62,015.00, R
Kuyper, Laura, Speech Language Pathologist, District Wide, MA, 10, 1.0, 8/21/2017, \$57,203.00, R
Phillips, Christina, Teacher, Special Services, TBD, BA, 3, 1.0, 8/21/2017, \$39,440.00, R

Recommended Action

Approved certified contracts as presented.

4. 2. Approval of minutes of the June 12, 2017 School Board Business Meeting, the June 19, 2017 School Board Special Meeting, the June 26, 2017 School Board Special Meeting & Retreat and the June 30, 2017 School Board Special Meeting.

Recommended Action

Approved the minutes of the June 12, 2017 School Board Business Meeting, the June 19, 2017 School Board Special Meeting, the June 26, 2017 School Board Special Meeting & Retreat and the June 30, 2017 School Board Special Meeting as presented.

4. 3. Consideration of bills and authorization to pay same.

Recommended Action

Approved the bills and authorize to pay same as presented.

4. 10. Approval of Copier Renewal for Central Duplicating

Recommendation Action

Approved to renew the Central Duplicating contract with Advanced Imaging Solutions as presented.

4. 11. Transportation Contracts for 2017-18 through 2020-21 School Years

Two transportation contracts to provide bussing for the 2017-18 through 2020-21 school years will be presented for Board review and approval. The new contracts, agreed to by the providers, gives a 1.0% increase in 2017-18, 1.5% increase in 2018-19 and 2.0% in the following two years.

Recommendation Action

Approved the transportation contracts with Palmer Bus Service and Klingberg Bus Service for the 2017-18 and 2020-21 school years as presented.

4. 12. Approval of 2017-18 Minnesota State High School League Membership

Recommended Action

Approved the 2017-18 Minnesota State High School League Membership as presented.

4. 13. Approval of Barracuda Swim Club Contract

Recommended Action

Approved the Barracuda Swim Club contract as presented.

5. OLD BUSINESS DISCUSSION ITEMS

5. 1. Interim Superintendent Process Update

Personnel Committee Chair Shawn Hallett provided an update regarding the process to find an Interim Superintendent.

5. 2. Follow-Up to Short Term and Long Term Process Improvements Discussion

Board Vice Chair Angela Tucker reviewed the short term and long term process improvements discussion from the June 26, 2017 School Board Retreat.

5. 3. 2018-19 Attendance Area Review

Data and Testing Administrator Dave Orlosky discussed scenarios with the Board. Direction was requested around the number and specific information/scenarios to bring forth to the 2018-19 Attendance Area Task Force.

5. 4. Communications Sub-Committee

Communications Supervisor Ashley McCray summarized for the board the purpose of the communications sub-committee would be to provide input and feedback to the Communications Department as well as district leadership on internal and external communications for the following, but not limited to: current, new and proposed initiatives, current communications channels, new and innovative ways to engage staff, parents and the community, branding and marketing Shakopee Public Schools to prospective students and new residents, identification of topics and areas of interest in the community, crisis communications, proactive vs reactive communications, key messages, as needed, serve as a sounding board, research target audiences and determine ways to focus/improve marketing strategies, and gather intelligence on what nearby school districts are doing to help staff and community stay updated about important developments.

The Communications Sub-Committee would meet approximately six times a year and/or as needed depending on current school district climate or as issues may arise that require additional input from committee.

6. OLD BUSINESS ACTION ITEMS

6. 1. 2017-18 Budget Update

Director of Finance and Operations Suzanne Johnson presented a 2017-18 budget update for the Board including a request to approve a contract with School Management Services, LLC.

Recommendation Action

McKeand/Hallett moved to approve contract with School Management Services, LLC, as presented; motion passed unanimously.

6. 2. Board Approved Referendum Authority

The District currently has \$183.97 of school board approved (converted) referendum authority through taxes payable 2017/fiscal year 2018 and \$116.03 of school board approved (created authority) referendum authority through taxes payable 2018/fiscal year 2019 in compliance with Minnesota Statutes, Section 126C.17, as amended.

Pursuant to Minnesota Statutes, Section 126C.17, subdivision 9a, it was recommended the Board authorize a single new Board approved referendum authority of \$300 per adjusted pupil unit by combining the \$183.97 and \$116.03 of school board approved referendum authority that is referenced above. It is the intention to create the maximum authority for which the District is eligible, not to exceed \$300 per adjusted pupil unit. This new Board approved referendum authority shall be applicable for five years and begin with taxes payable in 2018.

Recommended Action

Upon roll call vote, Bowerman/McKeand moved to authorize a single new Board approved referendum authority of \$300 per adjusted pupil unit as presented; motion passed unanimously.

6. 3. Final Approval of Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources
Policy Committee Chair Tony Pass presented Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources for 2nd Reading and final approval.

Recommended Action

Tucker/McKeand moved to approve Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources for final approval as presented; motion passed unanimously.

6. 4. Award of Bid for the South Site Development Project and Construction Update

Chris Ziemer, ICS Consulting presented a construction update for the Board along with the bids for the South Site Development Project which were received on May 23, 2017 for approval.

Recommended Action

Bowerman/Hallett moved to approve a contract with S.M. Hentges & Sons, Inc. of Jordan, Minnesota for the total bid amount of \$2,309,800.00 for the South Site Development Project as presented; motion passed unanimously.

6.4.1 Change Order #7 for the Vaughan Field Stadium/Concessions Improvements Project

Change Order #7 for the Vaughan Field Stadium/Concessions Improvements Project in the amount of \$9,894.00 is presented for approval.

Recommended Action

Bowerman/Pass moved to approve Change Order #7 as presented; motion passed unanimously.

6.4.2 Change Order #3 for the Shakopee High School Additions and Renovations Project

Change Order #3 for the Shakopee High School Additions and Renovations Project in the amount of \$246,074.95 is presented for approval.

Recommended Action

Bowerman/Pass moved to approve Change Order #3 as presented; motion passed unanimously.

6.4.3 Change Order #5 for the Shakopee High School Additions and Renovations Project

Change Order #5 for the Shakopee High School Additions and Renovations Project in the deduct amount of - \$29,165.64 is presented for approval.

Recommended Action

Bowerman/Pass moved to approve Change Order #5 as presented; motion passed unanimously.

6.4.4 Change Order #6 for the Shakopee High School Additions and Renovations Project

Change Order #6 for the Shakopee High School Additions and Renovations Project in the amount of \$21,997.20 is presented for approval.

Recommended Action

Bowerman/Pass moved to approve Change Order #6 as presented; motion passed unanimously.

6.4.5 Change Order #7 for the Shakopee High School Additions and Renovations Project

Change Order #7 for the Shakopee High School Additions and Renovations Project in the amount of \$13,607.29 is presented for approval.

Recommended Action

Bowerman/Pass moved to approve Change Order #7 as presented; motion passed unanimously.

6.4.6 Change Order #8 for the Shakopee High School Additions and Renovations Project

Change Order #8 for the Shakopee High School Additions and Renovations Project in the amount of \$76,416.82 is presented for approval.

Recommended Action

Bowerman/Pass moved to approve Change Order #8 as presented; motion passed unanimously.

7. NEW BUSINESS DISCUSSION ITEMS

7. 1. District 5-Year Radon Testing Information

Buildings and Grounds Manager Kain Smith presented the district's 5-year radon testing information to the Board for review.

8. NEW BUSINESS ACTION ITEMS

8. 1. Approval of 2017-18 Activity and Parking Fee Rates

The District performed the initial analysis of district's activity and parking fees in relation to other metro schools during the January 16, 2017 School Board Retreat. Based on that analysis and analysis since January, the district's fees are significantly lower than that of other districts. As a result, a proposed increase of \$30 to all activity fees (from \$120 to \$150) and a \$40 increase to parking fees (from \$60 to \$100) will be made.

Note that, even after this adjustment, fees are still well below the metro average. The Board should consider additional increases in future years.

In addition, there will be an increase in admission prices for adults to all events by \$1.00. The Activities Office will also begin enforcing that identification must be presented by staff and students in order to attend events at no cost.

Recommendation Action

Hallett/Romansky moved to authorize the increases to activity and parking fees as described above; motion passed unanimously.

8. 2. 2017-18 Long Term Facilities Maintenance (LTFM)

The new procedures for obtaining approval for LTFM revenue are designed to comply with requirements of the LTFM statute which states that a school district or intermediate district, must have a ten-year facility plan adopted annually by the school board and approved by the Commissioner of Education. All documents required by MDE are part of the LTFM ten-year plan.

The LTFM expenditures were developed by Kain Smith, Buildings and Grounds Manager in conjunction with building Principals and ICS Consulting. The expenditures plan is reviewed annually; it may change based on unforeseen circumstances. The LTFM revenue was developed based on the latest Adjusted Pupil Units and the addition of the space at the high school. The LTFM proposal will be reviewed and brought to the Board for approval annually.

Recommendation Action

Tucker/McKeand moved to adopt the long term facilities maintenance plan as presented; motion passed unanimously.

9. OTHER

10. COMMITTEE REPORTS

11. UPCOMING MEETINGS AND IMPORTANT DATES

July 11, 2017	Citizens' Financial Advisory Committee Meeting	6:00PM
July 13, 2017	School Board Personnel Committee Meeting	7:00AM
July 20, 2017	Special Board Business Meeting	6:00PM
July 24, 2017	School Board Learning Session	6:00PM
August 8, 2017	Citizens' Financial Advisory Committee Meeting	6:00PM
August 14, 2017	School Board Finance Committee Meeting	5:00PM
August 14, 2017	School Board Business Meeting	6:00PM

12. ADJOURNMENT

At 8:14PM, Hallett/Pass moved to adjourn as presented; motion passed unanimously.

13. PERSONALIZED COMMUNITY ENGAGEMENT

The School Board was available to answer questions for up to 30 minutes following the adjournment of the meeting.

Minutes of Special School Board Business Meeting

School Board Shakopee Public Schools

A Special School Board Business Meeting of the School Board of Shakopee Public Schools was held Thursday, July 20, 2017, beginning at 6:00 PM in the Shakopee Public Schools District Office Board Room, 1200 Town Square, Shakopee, MN 55379.

1. CALL TO ORDER AND ROLL CALL - CHAIR SWANSON

PRESENT: Bowerman, Hallett, McKeand, Pass, Romansky, Tucker and Swanson

ABSENT:

2. CONSIDERATION OF AGENDA AS PRESENTED

3. NEW BUSINESS DISCUSSION ITEMS

3. 1. Interim Superintendent Interviews and Potential Discussion

6:00PM - Gary Anger

7:00PM - Mike Redmond

8:00PM - potential discussion

The two finalists were interviewed by the Shakopee School Board during a special board meeting on Thursday, July 20 at the District Office at 6 p.m. The meeting was open to members of the community who wished to observe the interview process. A special board business meeting is scheduled for Monday, July 24 at the District Office at 6 p.m. At that time, the board hopes to consider a motion to enter into contract negotiations with one of the finalists. In the meantime, board members requested to hear your opinions/feedback before they make a final decision. Please feel free to contact the board directly to share your thoughts. Please submit any comments or questions by July 24.

4. UPCOMING MEETINGS AND IMPORTANT DATES

July 24, 2017 Special Board Business Meeting & Board Learning Session 6:00PM

July 26, 2017 Bond Oversight Committee Meeting 5:00PM

August 9, 2017 Bond Oversight Committee Meeting 5:00PM

August 14, 2017 School Board Business Meeting 6:00PM

August 16, 2017 Bond Oversight Committee Meeting 5:00PM

August 30, 2017 Bond Oversight Committee Meeting 5:00PM

September 11, 2017 School Board Business Meeting 6:00PM

September 12, 2017 Citizens' Financial Advisory Committee Meeting 6:00PM

September 13, 2017 Bond Oversight Committee Meeting 5:00PM

September 14, 2017 2018-19 Attendance Area Listening Session #1 6:30-8:00PM

Shakopee West Jr. High Auditorium

September 25, 2017 School Board Finance Committee Meeting 5:00PM

September 25, 2017 School Board Learning Session 6:00PM

5. ADJOURNMENT

Tucker/Pass moved to adjourn the meeting as presented; motion passed unanimously.

Minutes of Special School Board Business Meeting and School Board Learning Session

School Board Shakopee Public Schools

A Special School Board Business Meeting and School Board Learning Session of the School Board of Shakopee Public Schools was held Monday, July 24, 2017, beginning at 6:00 PM in the Shakopee Public Schools District Office Board Room, 1200 Town Square, Shakopee, MN 55379.

1. 6:00PM CALL TO ORDER SPECIAL BOARD BUSINESS MEETING AND ROLL CALL - CHAIR SWANSON

This meeting will be video recorded and posted on the district's website.

PRESENT: Hallett, McKeand, Pass, Romansky, Tucker and Swanson

ABSENT: Bowerman

2. CONSIDERATION OF AGENDA AS PRESENTED

Romansky/McKeand moved to approve the agenda with items 10. and 11. switched in agenda order as presented; motion passed unanimously.

3. NEW BUSINESS ACTION ITEMS

3. 1. Approval of the 2017-18 Student Handbooks

The 2017-18 Student Handbooks were presented for Board review and approval.

Recommended Action

Tucker/McKeand moved to approve the 2017-18 Student Handbooks as presented; motion passed unanimously.

3. 2. Discussion and Potential Hiring of Interim Superintendent

Personnel Chair Shawn Hallett provided an update regarding the hiring of an Interim Superintendent for Board review and input. A resolution for the hiring of an Interim Superintendent was presented for board review and approval.

Recommended Action

McKeand/Tucker moved to offer Mike Redmond as Interim Superintendent through June 30, 2019 subject to the parties mutually agreeing on an Interim Superintendent Contract and authorizes the Director of Human Resources to negotiate a mutually agreeable contract within the salary range that has been established for the position as presented; motion failed 3-3 tie.

Swanson/Hallett moved to offer Gary Anger as Interim Superintendent through June 30, 2019 subject to the parties mutually agreeing on an Interim Superintendent Contract and authorizes the Director of Human Resources to negotiate a mutually agreeable contract within the salary range that has been established for the position as presented; motion failed 3-3 tie.

At 6:55PM, the board took a short recess. At 7:02PM, the board reconvened.

Swanson/Hallett moved to offer Gary Anger as Interim Superintendent through June 30, 2019 subject to the parties mutually agreeing on an Interim Superintendent Contract and authorizes the Director of Human Resources to negotiate a mutually agreeable contract within the salary range that has been established for the position as presented; motion passed by 4-2 majority.

4. ADJOURNMENT OF SPECIAL BUSINESS MEETING

At 7:10PM, McKeand/Pass moved to adjourn the special board business meeting as presented; motion passed unanimously.

5. 15 MINUTE BREAK

6. 7:25PM CALL TO ORDER SCHOOL BOARD LEARNING SESSION AND ROLL CALL - CHAIR SWANSON

This meeting will be video recorded and posted on the district's website.

PRESENT: Hallett, McKeand, Pass, Romansky, Tucker and Swanson

ABSENT: Bowerman

7. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS

Tucker/McKeand moved to approve the agenda as presented; motion passed unanimously.

7. 1. Education Forward: Strategic Plan Update

Director of Teaching & Learning Nancy Thul with Middle School & Elementary Principals made a presentation and answered Q & A which provided an overview of the planning and implementation of strategic directions related to academic programs in Shakopee Schools. It highlighted the recommendations of the Elementary and Middle School Core teams and a progress report on the High School Master plan.

7. 2. 2018-19 Attendance Areas Continued Discussion

Data and Testing Administrator Dave Orlosky reviewed the planning for public discussion of the 2018-19 attendance area listening sessions.

7. 3. Timeline for Budget Revisions Discussion

Director of Finance and Operations Suzanne Johnson presented a draft of a potential timeline for budget revisions for Board discussion and review.

8. OTHER

9. UPCOMING MEETINGS AND IMPORTANT DATES

Hallett/Tucker moved to set a Special Board Business Meeting for approval of the 2017-18 Achievement & Integration plan and budget and approval of an outlot property sale near Jackson Elementary for July 28, 2017 at 6:45AM as presented; motion passed unanimously.

July 26, 2017	Bond Oversight Committee Meeting	5:00PM
July 28, 2017	Special Board Business Meeting	6:45AM
August 9, 2017	Bond Oversight Committee Meeting	5:00PM
August 14, 2017	School Board Business Meeting	6:00PM
August 16, 2017	Bond Oversight Committee Meeting	5:00PM
August 30, 2017	Bond Oversight Committee Meeting	5:00PM
September 11, 2017	School Board Business Meeting	6:00PM
September 12, 2017	Citizens' Financial Advisory Committee Meeting	6:00PM
September 13, 2017	Bond Oversight Committee Meeting	5:00PM
September 14, 2017	2018-19 Attendance Area Listening Session #1	6:30-8:00PM

September 25, 2017 School Board Finance Committee Meeting 5:00PM
September 25, 2017 School Board Learning Session 6:00PM

10. PERSONALIZED COMMUNITY ENGAGEMENT

The School Board was available to answer questions for up to 30 minutes.

11. ADJOURNMENT OF SCHOOL BOARD LEARNING SESSION

At 8:38PM, Hallett/Tucker moved to adjourn as presented; motion passed unanimously.

Minutes of School Board Special Business Meeting

School Board Shakopee Public Schools

A School Board Special Business Meeting of the School Board of Shakopee Public Schools was held Friday, July 28, 2017, beginning at 6:45 AM in the Shakopee Public Schools District Office Board Room, 1200 Town Square, Shakopee, MN 55379.

1. CALL TO ORDER AND ROLL CALL - CHAIR SWANSON

PRESENT: McKeand, Pass, Tucker and Swanson

ABSENT: Bowerman, Hallett and Romansky

2. CONSIDERATION OF AGENDA AS PRESENTED

Tucker/McKeand moved to approve the agenda as presented; motion passed unanimously.

3. NEW BUSINESS ACTION ITEMS

3. 1. Approval of Land Sale - Outlot B, Jackson Elementary (land located adjacent to Jackson Elementary)

RESOLVED, that the Shakopee ISD 720 School Board accepts the purchase price of \$325,000 by Ladybug Real Estate No. 3 LLC for the purchase of Outlot B, Jackson Elementary, Scott County, Minnesota.

WHEREAS, the Shakopee ISD 720 School Board has determined that this lot is not necessary for the construction of facilities to meet current and foreseeable needs of the District for educational purposes.

Recommended Action

Pass/McKeand moved THEREFORE BE IT RESOLVED that the Chairperson and Clerk of the School Board are authorized and directed to execute any documents necessary to consummate said sale, including, but not limited to Contract of Sale, Warranty Deed and Closing Statement per MINN STAT. 123B.51, Subd 1 as presented; motion passed unanimously.

3. 2. Approval of 2017-20 Achievement & Integration Budget and Plan

Recommended Action

Tucker/McKeand moved to approve the 2017-20 Achievement & Integration Budget and Plan as presented; motion passed unanimously.

3. 3. Approval of Contract for Interim Superintendent Gary Anger

Recommended Action

Swanson/Pass moved to approve the contract for Interim Superintendent Gary Anger as presented; motion passed unanimously.

4. ADJOURNMENT

At 6:53AM, Tucker/Pass moved to adjourn; motion passed unanimously.

June 2017 Wires

Wires In

June 5 17 County Check	\$ 7,575,551.51	
June 21 17 County Check	\$ 1,976,812.50	
June 20 17 State Check	3,661,378.10	
June 29 17 State Check	389,924.40	
Multiple June 17 State Checks	270,965.88	
MSDLAF Int June 17	10,206.42	
bldg bond Int June 17	118,990.35	
June 2017 Health Interest	3.87	
June 2017 Dental Interest	2.04	
PFM OPEB Int May 17	14,569.98	
	<hr/>	
Total Wires In		\$ 14,018,405.05

Wires Out

June 5 17 Board	\$ 300,000	
June 6 17 P card	\$ 166,426	
June 7 17 Board	100,000	
June 8 17 Payroll	\$ 1,500,000	
June 12 17 Taxes	1,200,000	
June 21 17 Board	200,000	
June 22 17 Payroll	\$ 1,700,000	
June 26 17 Taxes	1,450,000	
June 30 17 Board	300,000	
May Health Trust	675,000	
May Dental Trust	80,000	
June 17 Bldg Expense	6,705,000	
	<hr/>	
Total Wires Out		\$ 14,376,426
		<hr/>
Net June 2017		\$ (358,021.44)



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Change Order

PROJECT (Name and address):

Shakopee High School Low Voltage - Phase I
100 17th Avenue West
Shakopee, MN 55379

CHANGE ORDER NUMBER: 001

DATE: July 6, 2017

OWNER:

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

TO CONTRACTOR (Name and address):

TRiCOM Communications
1301 Corporate Center Drive
Suite #160
Eagan, MN 55121

ARCHITECT'S PROJECT NUMBER:

CONTRACT DATE: May 9, 2017

CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

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

- 1) PCO #001 - Phone line. ADD: \$1,458.00
- 2) PCO #002 - Additional lines and connections for WAP's. ADD: \$23,342.24
- 3) PCO #003 - Dual gang face plates. ADD: \$1,199.96

TOTAL THIS CHANGE ORDER = ADD: \$27,000.20

The original Contract Sum was

\$ 147,637.00

The net change by previously authorized Change Orders

\$ 0.00

The Contract Sum prior to this Change Order was

\$ 147,637.00

The Contract Sum will be increased by this Change Order in the amount of

\$ 27,000.20

The new Contract Sum including this Change Order will be

\$ 174,637.20

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

The date of Substantial Completion as of the date of this Change Order therefore is Phase I - August 25, 2017 and Phase II - December 29, 2017.

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.

N/A
ARCHITECT (Firm name)

TRiCOM Communications
CONTRACTOR (Firm name)

Independent School District #720
OWNER (Firm name)

ADDRESS

1301 Corporate Center Drive, Suite #160
Eagan, MN 55121
ADDRESS

1200 Town Square Mall
Shakopee, MN 55379
ADDRESS

BY (Signature)

Diane Evans
BY (Signature)

BY (Signature)

(Typed name)

Diane Evans
(Typed name)

(Typed name)

DATE

7/7/2017
DATE

DATE

Change Order

PROJECT <i>(Name and address):</i>	CHANGE ORDER NUMBER: 009	OWNER: <input checked="" type="checkbox"/>
Shakopee High School Additions and Renovations 100 17th Avenue West Shakopee, MN 55379	DATE: June 28, 2017	ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i>	ARCHITECT'S PROJECT NUMBER: 152092	CONTRACTOR: <input checked="" type="checkbox"/>
Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, MN 55121	CONTRACT DATE: July 26, 2016	FIELD: <input type="checkbox"/>
	CONTRACT FOR: General Construction	OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

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

- 1) PCO 013 / Wold PR 006: Structural RFI's. ADD: \$47,094.13
- 2) PCO 074 / Wold PR 055: Various Mechanical revisions. ADD: \$10,135.60
- 3) PCO 078 / Wold PR 060: Interior changes - Law Lab, Signage and Bank. ADD: \$1,888.31
- 4) PCO 088 / Wold PR 065: RFI 238, 252, 258 - Shelving, TWP Sills, Curtain Wall Sills and Ceiling Height Changes. ADD: \$6,354.71
- 5) PCO 089 / Wold PR 066: Ventilation clarifications; linear diffusers and branch duct redesign; smoke dampers Area T; Area M exhaust duct RFI 267. DEDUCT: (\$8,457.00)
- 6) PCO 091 / Wold SI 020: Switch line color for LVT and change PT 6K color. No cost change: \$0.00
- 7) PCO 092 / Wold PR 067: Updated details at curtain wall Area L to match as built conditions. ADD: \$3,400.53
- 8) PCO 095 / Wold PR 071: Updated detail for waterproofing at elevator pit in response to RFI 314. ADD: \$1,499.42
- 9) PCO 097 / Wold PR 073: Added chase in Handicap showers Area G in response to RFI 313. ADD: \$2,844.95
- 10) PCO 099 / Wold PR 075: Updated Fireproofing plans (response to RFI 277, 298). ADD: \$16,807.56
- 11) PCO 105 / Wold PR 079: Updates to electrical in Area A - RFI 268, move kiln panel and add 2 new panels. ADD: \$3,968.39
- 12) PCO 106 / Wold PR 080: Chases in Area GH - RFI 338 and updated block wall in bathroom chase to gypsum board. DEDUCT: (\$4,748.73)
- 13) PCO 110 / Wold PR 081: Duct demolition Area A & D - RFI 262. ADD: \$7,174.65
- 14) PCO 113 / Wold PR 088: Add 40 yard dash lines to Fieldhouse Track. No cost change: \$0.00
- 15) PCO 114 / Wold PR 089: Demo relocate existing accessible benches in Area F Locker Rooms. ADD: \$453.20
- 16) PCO 117 / Wold PR 092: Added deck angle at Running Track. ADD: \$6,276.98
- 17) PCO 119 / Wold PR 093: Extended duct at Culinary Arts to avoid existing piping in response to RFI 37. ADD: \$5,302.50
- 18) PCO 120 / Wold SI 022: Updated door color at 400. No cost change: \$0.00
- 19) PCO 124 / Wold PR 095: Update electrical information at Concessions for Popcorn Maker. ADD: \$914.97
- 20) PCO 127 / Wold PR 098: Updated electrical for South Fields. ADD: \$451.52

- 21) PCO 128 / Wold PR 099: Additional rough-in for TV's at Area T. ADD: \$4,696.77
- 22) PCO 134 / Wold PR 104: Updated lighting types in Locker Room / Wrestling Room. ADD: \$3,880.80
- 23) PCO 139 / Wold PR 107: Delete AWP in Competition Gym & change color of AWP in Fieldhouse. DEDUCT: (\$17,408.00)
- 24) PCO 141 / Wold PR 111: Update power for scoreboards. ADD: \$566.82
- 25) PCO 148 / GCPR 012: Credit for Dewatering 6-8-17. DEDUCT: (\$3,330.80)
- 26) PCO 149 / GCPR 011: Re-route existing irrigation. ADD: \$3,990.00

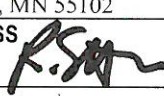

TOTAL THIS CHANGE ORDER = ADD: \$93,757.28

The original Contract Sum was	\$ 73,088,000.00
The net change by previously authorized Change Orders	\$ 658,092.93
The Contract Sum prior to this Change Order was	\$ 73,746,092.93
The Contract Sum will be increased by this Change Order in the amount of	\$ 93,757.28
The new Contract Sum including this Change Order will be	\$ 73,839,850.21

The Contract Time will be unchanged by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is August 10, 2018.

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.

<u>Wold Architects Engineers</u> ARCHITECT (<i>Firm name</i>) <u>332 Minnesota Street, Suite W2000</u> <u>St. Paul, MN 55102</u> ADDRESS  <u>BY</u> (<i>Signature</i>) <u>R. Scott McQueen</u> (<i>Typed name</i>) <u>7.25.17</u> DATE	<u>Shaw-Lundquist Associates, Inc.</u> CONTRACTOR (<i>Firm name</i>) <u>2757 West Service Road</u> <u>St. Paul, MN 55121</u> ADDRESS  <u>BY</u> (<i>Signature</i>) <u>David LaPree</u> (<i>Typed name</i>) <u>7-18-17</u> DATE	<u>Independent School District #720</u> OWNER (<i>Firm name</i>) <u>1200 Town Square Mall</u> <u>Shakopee, MN 55379</u> ADDRESS <u>BY</u> (<i>Signature</i>) <u>Michael Burlager</u> (<i>Typed name</i>) DATE
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Change Order

PROJECT <i>(Name and address):</i> Sweeney Elementary Boiler Replacement 1001 Adams Street South Shakopee, MN 55379	CHANGE ORDER NUMBER: 001 DATE: July 6, 2017	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> Nelson Mechanical, Inc. 13236 Whippoorwill Court South Haven, MN 55382	ARCHITECT'S PROJECT NUMBER: 162262 CONTRACT DATE: March 14, 2017 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

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

- 1) PCO #001 / Wold PR #001 - Credit for removal of equipment 6/14/17. DEDUCT: (\$5,250.00)
- 2) PCO #002 / Wold PR #002 - Credit to omit basket strainer 6/14/17. DEDUCT: (\$7,140.00)
- 3) PCO #003 / Wold PR #003 - Credit to delete expansion tank 6/14/17. DEDUCT: (\$1,610.00)
- 4) PCO #004 / Wold SI #001 - Modify pipe route 6/14/17. NO COST IMPACT
- 5) PCO #005 / Wold SI #002 - Piping schematic clarification. NO COST IMPACT

TOTAL THIS CHANGE ORDER = DEDUCT: (\$14,000.00)

The original Contract Sum was	\$ 312,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 312,000.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 14,000.00
The new Contract Sum including this Change Order will be	\$ 298,000.00

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

The date of Substantial Completion as of the date of this Change Order therefore is Phase 1 - Domestic Water: August 11, 2017 and Phase 2 - Boiler: October 2, 2017.

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.

<u>Wold Architects Engineers</u> ARCHITECT <i>(Firm name)</i>	<u>Nelson Mechanical, Inc.</u> CONTRACTOR <i>(Firm name)</i>	<u>Independent School District #720</u> OWNER <i>(Firm name)</i>
<u>332 Minnesota Street, Suite W2000</u> <u>St. Paul, MN 55102</u> ADDRESS	<u>13236 Whippoorwill Court</u> <u>South Haven, MN 55382</u> ADDRESS	<u>1200 Town Square Mall</u> <u>Shakopee, MN 55379</u> ADDRESS
<u></u> BY <i>(Signature)</i>	<u></u> BY <i>(Signature)</i>	<u></u> BY <i>(Signature)</i>
<u>Kevin Marshall</u> <i>(Typed name)</i>	<u>Steven S Nelson</u> <i>(Typed name)</i>	<u></u> <i>(Typed name)</i>
<u>7/21/2017</u> DATE	<u>July 7, 2017</u> DATE	<u></u> DATE

SHAKOPEE HIGH SCHOOL EXPANSION CONSTRUCTION PROGRESS

School Board Update
August 14, 2017

NEW SOUTH CLASSROOM TOWERS



TYPICAL ACADEMY ENTRANCE



UPPER COMMONS EXPANSION AND LEARNING STAIR



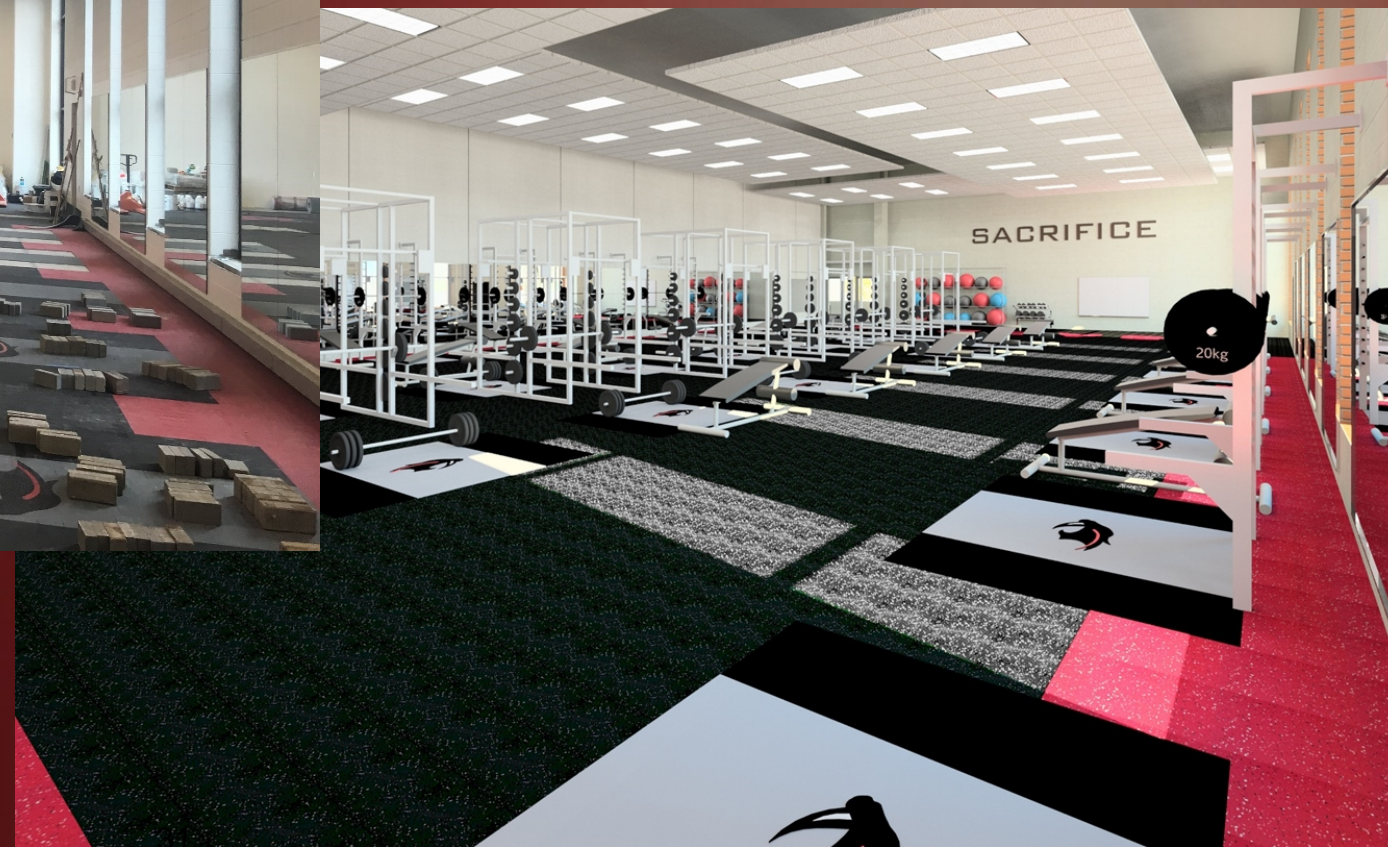
NEW ACTIVITIES SOUTH ENTRANCE



EXTERIOR WEIGHT ROOM AND ATHLETICS ENTRANCE



WEIGHT ROOM



ATHLETICS CORRIDOR SOUTH OF COMPETITION GYM



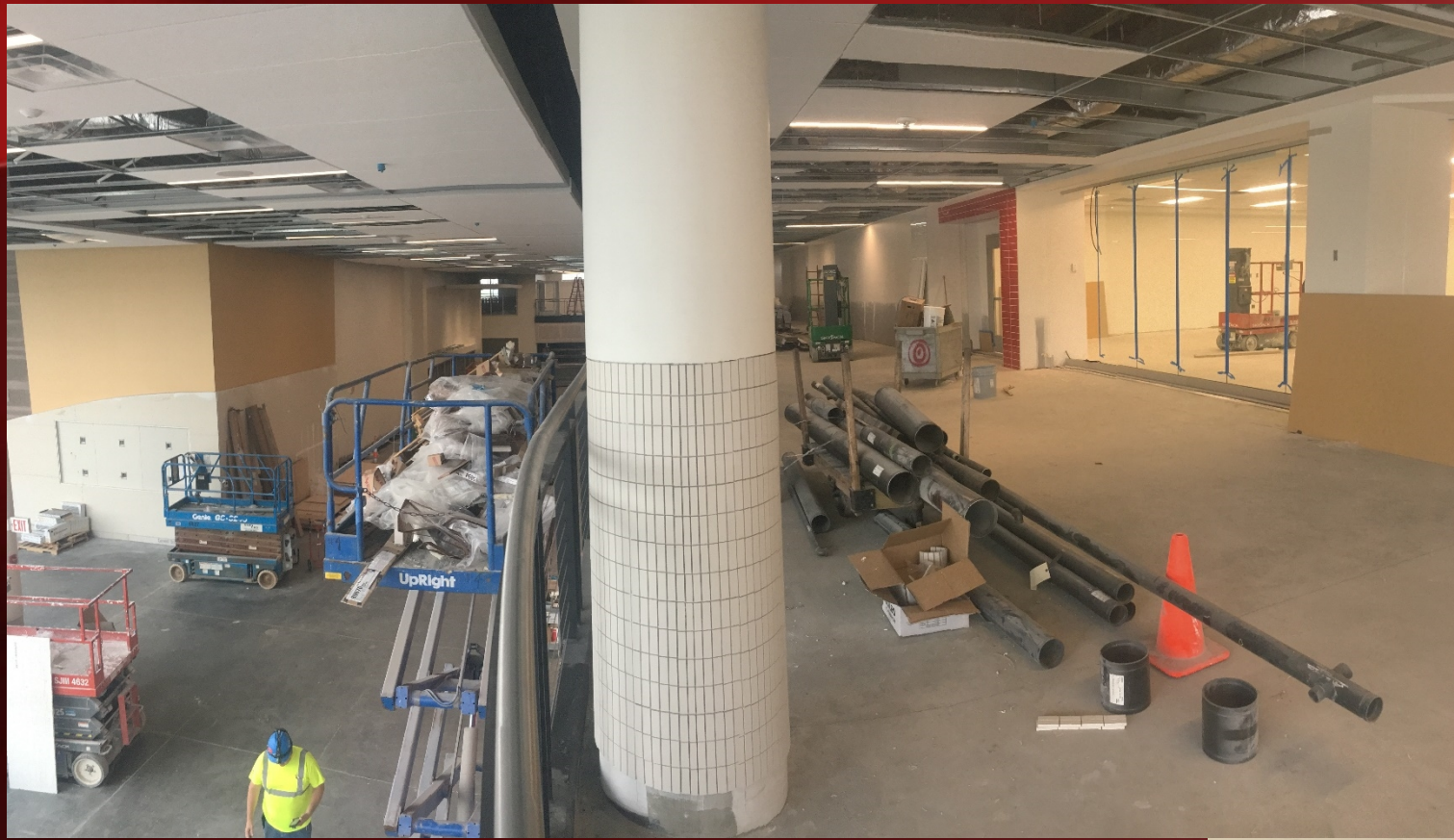
NEW COMPETITION GYM



ATHLETICS CORRIDOR IN FRONT OF CONCESSIONS



SECOND LEVEL ATHLETICS CORRIDOR TO INDOOR TRACK



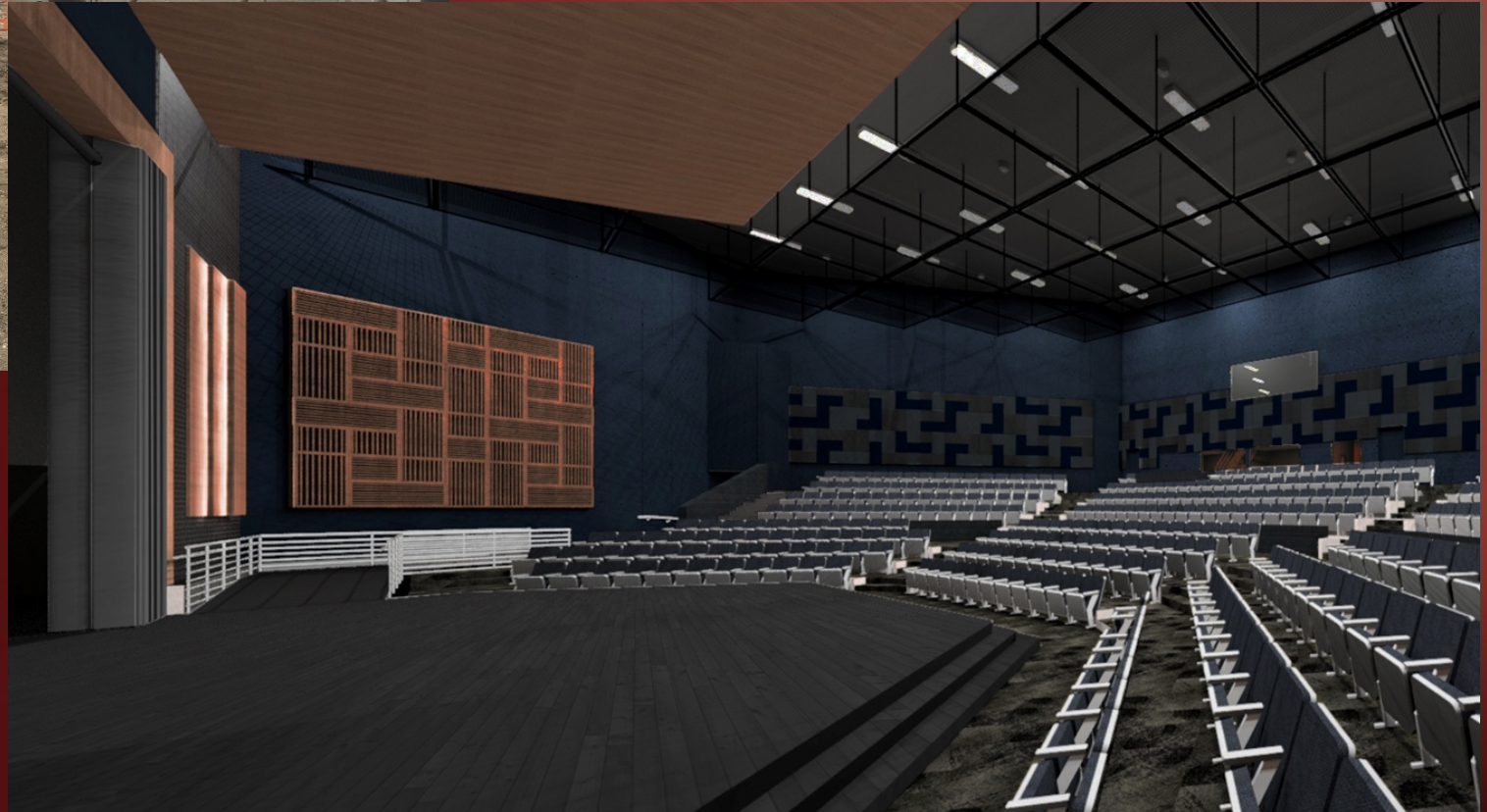
SABER NATION



NEW LOBBY AUDITORIUM



NEW AUDITORIUM



LAW & LEGAL LAB



LAW & LEGAL LAB





Apple Ford
2nd Floor

Apple Center
Dodge 2nd Floor

FRESHMAN
ACADEMY



Subject: FW: Shakopee Schools Question
Date: Thursday, August 10, 2017 at 4:46:56 PM Central Daylight Time
From: Johnson,Suzanne
To: skoehn@shakopeeschools.org
Attachments: image001.png, Rescinding 2013 Action.docx

From: Schwartz, Michael (MDE) [mailto:michael.schwartz@state.mn.us]
Sent: Monday, June 26, 2017 10:37 AM
To: Johnson,Suzanne <sjohnson@shakopee.k12.mn.us>
Subject: RE: Shakopee Schools Question

Suzanne,

I tried contacting you by phone but was unsuccessful. In response to your questions, I would recommend that the Shakopee school board rescinds their current board resolution that converts \$183.97 of existing voter approve authority and creates \$116.03 of board approved authority and replace with a new board approved resolution that creates \$300.00 of board authority beginning with taxes payable 2018. This will give the district the \$300 of referendum authority for up to 5 years (I would think that they would pass the resolution for 5 years). These actions can and should be taken this summer so this information appears on the 2017 Pay 2018 Levy Certification report. I have attached samples of rescinding resolution and board creation. These are old and you will need to change the dates to fit Shakopee's situation. I know that the Minnesota School Boards Association (MSBA) is working up new template resolutions. You might want to contact them to see if they have updated resolutions.

I would encourage you to give me a call and I would be happy to walk you through issues regarding referendum.

Michael

Michael Schwartz
Minnesota Department of Education
School Finance
651-582-8399
michael.schwartz@state.mn.us

From: Johnson,Suzanne [mailto:sjohnson@shakopee.k12.mn.us]
Sent: Friday, June 23, 2017 12:04 PM

To: Schwartz, Michael (MDE) <michael.schwartz@state.mn.us>

Subject: Shakopee Schools Question

Michael,

It has been brought to my attention that Shakopee's board approved creation will expire next year (\$183.94). I also show that the \$116.03 of additional board approved creation will expire the following year. Is it possible for us to amend and re-create the \$300 all this year? Do you happen to have language for a resolution to do so? I am less than one month in to the Director role, so this is new to me, so I apologize if I am not using the correct language. Feel free to call me if it is easier to discuss over the phone. My cell is 651-357-5148 and my direct line is below.

Suzanne

Suzanne Johnson, CPA

Director of Finance and Operations

Shakopee Public Schools | 1200 Shakopee Town Square | Shakopee, MN 55379

P 952.496.5011 F 952.496.5091 | www.shakopee.k12.mn.us/

SHAKOPEE PUBLIC SCHOOLS *EDUCATION FORWARD*

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EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 720
(SHAKOPEE)
STATE OF MINNESOTA

HELD:

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 720, (Shakopee), State of Minnesota, was held in said school district on July 10, 2017, at 6 o'clock p.m.

The following members were present:

and the following were absent:

Member Bowerman introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING A NEW
BOARD APPROVED REFERENDUM AUTHORITY**

BE IT RESOLVED by the School Board of Independent School District No. 720, State of Minnesota, as follows:

1. Current Authority. The District has \$183.97 of school board approved (converted) referendum authority through taxes payable 2017 / fiscal year 2018 and \$116.03 of school board approved (created authority) referendum authority through taxes payable 2018 / fiscal year 2019 in compliance with Minnesota Statutes, Section 126C.17, as amended.
2. Approval of New Authority. Pursuant to Minnesota Statutes, Section 126C.17, subdivision 9a, the Board hereby determines to authorize a single new Board approved referendum authority of \$300 per adjusted pupil unit by combining the \$183.97 and \$116.03 of school board approved referendum authority that is referenced in Section 1 above. It is the intention of the Board to create the maximum authority for which it is eligible, not to exceed \$300 per adjusted pupil unit. This new Board approved referendum authority, as adjusted, shall be applicable for five years and begin with taxes payable in 2018. The Board may subsequently reauthorize the Board approved referendum authority in increments of up to five years.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 720
SHAKOPEE PUBLIC SCHOOLS
STATE OF MINNESOTA

HELD: August 14, 2017

Pursuant to due call and notice thereof, a regular business meeting of the School Board of Independent School District No. 720, Shakopee Public Schools, State of Minnesota, was held in said school district on August 14, 2017, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RESCINDING PRIOR RESOLUTION THAT
CONVERTED VOTER APPROVED REFERENDUM AUTHORITY
TO A BOARD APPROVED REFERENDUM AUTHORITY
[AND AUTHORIZED A NEW BOARD APPROVED REFERENDUM AUTHORITY]**

BE IT RESOLVED by the School Board of Independent School District No. 720, State of Minnesota, as follows:

1. On September 23, 2013, the Board adopted a resolution to convert (a portion/all) of its voter approved referendum authority to a Board approved referendum authority.

1a. In that 2013 resolution, the Board also determined to authorize an additional Board approved referendum authority which equaled the difference between \$300 per adjusted pupil unit and the District's then current referendum authority per adjusted pupil unit after the Location Equity Revenue subtraction.

2. The 2013 resolution referenced above is hereby rescinded, effective for taxes payable in 2015 and thereafter.

3. The clerk is authorized and directed to submit a copy of this adopted resolution to the Minnesota Department of Education as soon as reasonably practicable after its adoption.

The motion for the adoption of the foregoing resolution was duly seconded by _____ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. REIMBURSEMENT PROCEDURE

- A. Expenditure reimbursements will be paid only when submitted on an appropriate claim voucher as supplied by the business office. All forms must include the originator's signature, authorizing signature, account number and adequate detail to delineate the expenditures. Receipts shall be provided for all expenditures except mileage.
- B. Properly authorized travel by train, plane, bus, etc., will be reimbursed upon showing proper receipt. Local ground transportation will be reimbursed and requires receipt, if available.
- C. If a personal automobile is driven in lieu of air travel, the school district will reimburse the lesser of either the less-than-first-class air fare for public transportation or the authorized mileage as provided by school policy or employment agreements. Personal use of automobiles will be reimbursed when authorized according to the maximum amount allowed by the Internal Revenue Service without requiring the reporting of such reimbursement as income by the

recipient on his or her federal tax return or as otherwise provided in the employee's employment agreement.

- D. Employees receiving a flat allowance per month for travel shall receive this reimbursement automatically on a monthly basis. This reimbursement will be for all travel within the seven-county metropolitan area unless otherwise provided in the employee's employment agreement. Mileage beyond the seven-county metropolitan area shall be paid at the approved mileage rate.
- E. Reimbursement for meals shall be provided when authorized.
- F. Individuals on an extended trip will be reimbursed for the actual amount of the cost of meals in an amount not to exceed the schedule of reimbursement as determined by the superintendent. Reimbursement for alcoholic beverages is not allowed.
- G. Any staff member paying for meals for other individuals shall obtain a receipt regardless of the amount expended.
- H. Food and drink consumed by staff members during the work day and at the normal work location shall be purchased at the employee's own expense. The superintendent may authorize the serving of food or drink at meetings where board members or staff members are present. Authorization shall be requested in advance of the meeting.
- I. The definition of school district within this regulation shall include travel to all schools leased or rented by the school district. Authorized use of personally-owned vehicles in connection with school district business shall be reimbursed according to the maximum amount per mile allowed by the Internal Revenue Service. The supervising administrator is responsible for authorizing all reimbursable travel. Prior approval must always be provided by the employee's immediate supervisor in order for travel allowance to be reimbursed.
- J. Reimbursement claim forms shall be submitted by the employee to the supervising administrator within forty-five (45) days of the incident for which reimbursement is being requested.
- K. All employees are expected to drive from their home to their first assigned work station of the day and from their last assigned work station of the day back home without reimbursement. Work stations within the school district may be changed from day-to-day without mileage being reimbursed. Any authorized travel between/among work stations during the work day is reimbursable.
- L. Reimbursement for lodging shall be provided when authorized. Receipts are required for reimbursement. Reimbursement shall be limited to authorized staff or board members only.
- M. When a staff member or a board member is accompanied by others, the difference

between the single accommodations and total cost shall not be reimbursed.

- N. Reimbursement for lodging within the seven-county metropolitan area shall be allowed only with prior approval by the Superintendent.
- O. Supply and equipment reimbursement will be paid only when submitted on an appropriate claim voucher as supplied by the business office. All forms must include the originator's signature, authorizing signature, account number and adequate detail to delineate the expenditures. Receipts shall be required for all expenditures.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of

Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).

Adopted: 11-27-06

Revised: 7-18-15

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

Expenses must be approved by a person who has been authorized to approve or deny reimbursement of expenses. Normally, the authorized approver is one level senior to the requestor, but it may be another person(s) in the department or unit who is not one level senior, but has delegated authority to approve or deny expenses. Under no circumstance should the delegation of approval authority create a situation where an employee is approving the expenses of their supervisor. Departments have the discretion to require their employees to obtain pre-approval.

Approvers are responsible for validating that all expenses: comply with district policy; are a prudent use of public funds; are appropriately documented; and are submitted and accounted for in a timely manner. Expenses incurred on sponsored funds must also follow certified approver program rules and guidelines.

III. REIMBURSEMENT

1. All travel must be pre-approved using the **Travel Request Form**.
2. Expenditure reimbursements will be paid only when submitted on an official Employee Mileage and Expense Report as supplied by the Finance Department. All reports must include the signed Travel Request Form, an itemized receipt, the originator's signature, supervisor's signature, account number, and adequate detail to delineate the expenditure. This report is to be submitted to Accounts Payable. Employee Mileage and Expense Report shall be submitted by the employee to the supervisor within 30 days of the incident. Forms received by the Finance Department after 45 days will not be reimbursed.
3. Employees will not be reimbursed for sales tax. To avoid paying for sales tax employees are encouraged to purchase supplies through their building administrative assistant.

4. Gratuities to be reimbursed must not exceed 20% of the cost of the meal/ride.
5. In cases where the district pays for expenses (either through P Card purchases or otherwise) that are **deemed unallowable** according to this expense policy, the funds will be recovered.

IV. GUIDELINES

A. Mileage Reimbursement:

1. District employees and School Board members traveling in their personal vehicles on District 720 business may request reimbursement based on the IRS standard mileage rate at the time of travel.
2. A google map and an official Employee Mileage and Expense Report are required for mileage reimbursement.
3. All employees are expected to drive from their home to their first assigned work station of the day and from their last assigned work station of the day back home without reimbursement. Any authorized travel between/among work stations during the work day is reimbursable per the district mileage chart.
4. Employees receiving an automobile allowance per their contract shall receive this reimbursement automatically on their paychecks. Mileage beyond the seven-county metropolitan area shall be paid at the approved mileage rate.

B. Conferences and Other Travel

1. Travel, hotel, and conference registration should be paid with a P Card whenever possible.
2. Individuals are expected to select transportation and accommodations at a conference, workshop, or seminar at the most reasonable rate while considering safety and convenience.
3. Expenses incurred by a spouse or personal guest are not reimbursable expenses.
4. The district will not reimburse for entertainment or recreational costs that are either part of or separate from the conference, workshop, or seminar.
5. The district will not reimburse telephone calls for personal or family purposes, gratuities for baggage carriers, porters, valet, and hotel staff

(bellhops and housecleaners), laundry expenses, ATM fees, bank fees, or check cashing.

6. If a personal automobile is driven in lieu of air travel, the school district will reimburse the lesser of either the coach air fare or the authorized mileage as provided by school policy or employment agreements. The employee must provide documentation to substantiate the cost.
7. Reimbursement for the use of rental cars is allowed only with prior approval of the Finance Department.
8. If your commute to the conference is less than your normal work commute mileage will not be reimbursed.

C. Accommodations:

1. The District will pay for lodging expense only tied to the event itself. Lodging after the conference concludes will not be reimbursed by the District.
2. Reimbursement shall be limited to authorized staff or board members only.
3. Reimbursement for lodging within the seven-county metropolitan area shall be allowed only with prior approval by the supervisor.

D. Airline Travel:

1. The district will reimburse a reasonable cost of baggage fees when necessary.
2. The district will reimburse only coach airfare. No seat upgrades will be reimbursed.
3. Employees utilizing school district funds to pay for airline travel are required to ensure that any frequent flier miles or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
4. District employees are responsible for tracking frequent flier miles earned with district funds, and providing records of such tracking upon request.
5. Employees who have existing frequent flier miles or benefits issued by an airline based upon previously reimbursed airline travel for school

district purposes will be required to utilize those frequent flier miles or benefits toward any subsequent airline travel related to school district purposes.

E. Meals while Traveling:

1. The maximum reimbursement for meals per person (which is meant to include the cost of the meal itself, tax, and tip) is as follows: \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Gratuities to be reimbursed must not exceed 20% of the cost of the meal. Individual amounts cannot be combined if one meal is excluded from the day's reimbursements. Reimbursement will be based upon actual expenditures; individuals must provide itemized receipts for meal expenditures.
2. No reimbursements will be provided for meals that are included in the conference/event program.
3. The District will not reimburse the cost of alcoholic beverages.
4. Group meals must contain an itemized receipt. The names of the other individuals and the business purpose must be noted.

F. Food at District Events:

1. Food and drink consumed by staff members during the work day and at the normal work location shall be purchased at the employee's own expense.
2. No food will be purchased for all day professional development sessions.
3. No food will be purchased for before and after school activities.
4. No food will be purchased for holiday and beginning or yearend celebrations.
5. No food will be purchased for School Board meetings.

V. NON REIMBURSEABLE EXPENSES

- Alcoholic beverages/tobacco
- Lottery tickets
- Cash advances or ATM transactions
- Gift certificates/Gift cards
- Flowers or gifts (for recognition, death, or celebratory purpose)

- Personal meals (per procedure)
- Computers, computer software, hardware, wireless devices, and accessories (must go through Technology)
- Donations to charitable organizations
- Employee relocation expenses
- Payments to individuals or employees
- Any purchases prohibited by District policy or not related to District business
- Purchase of gift cards or credits for companies such as iTunes and Spotify are discouraged. If purchased, records must be reported/submitted to Accounts Payable to account for downloads.

This list is not intended to be all-inclusive. If you have specific questions, please call your Accounts Payable for assistance at 952-496-5016.

Travel Request Form

Date:	
Name:	
School:	
Department/Grade Level:	
Activity:	
Sponsor/Company:	
Date(s) of Activity:	
Start and End Time:	
Location of Activity:	

Estimated Expenses:

Type of Expense	Estimated Cost	Code (for Finance Team)
Registration Fee		
Mileage/Ground Transport		
Substitute		
Extra Pay		
Lodging		
Airfare		
Meals not covered by Activity		
Miscellaneous Costs (Specify)		
Total Cost to District 720		

*Attach agenda and other relevant documents to support request.

District/Departmental Goals to be accomplished:

How will this Activity Enhance Student Learning/the District?

How do you plan you share/use this information with colleagues?

(Signature indicates staff has reviewed policy 412)

Signature of Approval: _____ Date: _____

SHAKOPEE PUBLIC SCHOOLS

MASTERCARD

PURCHASE CARD PROGRAM

Procedures Manual

Program Card Administrator

Name: Tyler Dehne
Tel: (952) 496-5997

Introduction

Welcome to the Shakopee Public School MasterCard Purchase Program provided by PFM Financial Services LLC (“PFM”) through BMO Bank, IL. The Purchase Card is a simplified and cost-effective method of purchasing and remitting payment for approved expenditures. The Purchase Card can be used for retail purchases; i.e. in person or by mail, telephone or fax.

The Purchase Card (P-Card) is embraced by public and private organizations as a means to create an easy to use process perfectly suited for small dollar purchases. In the continuing effort to improve service to our District staff, this is one more opportunity to achieve that goal.

The Purchase Card is to be used in accordance with the guidelines established within this manual. You are asked to treat this program with the same sense of responsibility and security you would use with your personal credit cards.

All Purchase Cards are issued at the request of the Director of Finance and card usage will be audited and may be rescinded at any time. **You are the only person authorized to use your card!**

This manual provides the guidelines under which you may utilize your Purchase Card. Please read it carefully. Your signature on the Cardholder Authorization Form indicates that you have read and understand the intent of the program and agree to adhere to the guidelines established for this program. The Program Card Administrator will receive your Purchase Card approximately 2-3 weeks after submitting your application to PFM. PFM will deliver the purchase card to the Program Administrator. The Program Administrator will send the purchase card to you through interschool mail. You may then call the Harris Bank activation number, 1-800-263-2263, to activate your purchase card. Please contact the Program Card Administrator, if you have any questions.

Record keeping will be essential to ensure the success of this program. This is not an extraordinary requirement since standard reimbursement policies require the retention of all receipts.

Finally, remember you are spending School District/public funds each time you use the Purchase Card.

Shakopee Public School MasterCard Purchase Card:

Please read this manual in its entirety before signing the last two pages and forwarding them to the Program Administrator. The manual will provide you with a variety of information:

- ✓ What type of purchases can and cannot be made on the Purchase Card
- ✓ What type of merchants will accept the Purchase Card
- ✓ Record maintenance and monthly statement reconciliation
- ✓ Other miscellaneous information

When you receive your Purchase Card, sign the back of the card and call Harris Bank to activate the card. Always keep the card in a safe place! Then, sign the Acknowledgement Form and the Terms of Revocation Form and return them to the Program Administrator. Although the card is issued in your name, it is the property of Shakopee Public School and is only to be used for School District purchases as defined in this manual. Purchase cards are renewed automatically and new cards are issued by Harris Bank every 36 to 48 months. Your new card will be delivered to the Program Administrator, who will forward it to you through interschool mail.

General Information:

- The Purchase Card may be used at any merchant that accepts MasterCard credit cards.
- The Purchase Card **is not** to be used for **personal purchases**.
- You are responsible for the security of your card and any transactions made against the card. The Purchase Card is issued in your name and it will be assumed that any purchases made against the Purchase Card will have been made by you.
- Use of the Purchase Card not in accordance with the guidelines established for this program will result in revocation of the card and termination of your employment.
- You will not be charged an annual fee for your card.
- Harris Bank will pay merchants within 48 hours of the merchants' posting of your transaction to MasterCard.
- Your department budget will be reduced by each transaction and will be reflected on your monthly expense reports.

- Monthly card member Activity Report will be printed by the Finance department and forwarded to you by the 10th of each month.
- Original receipts and a copy of the Monthly Card member Activity Report should be forwarded to the Project Administrator within five days of receipt of Activity Report.

Acceptable MasterCard Purchase Card Purchases

- Purchases of a small dollar amount
- Recurring Expenses, i.e. leases, insurance
- Food Services
- Utilities
- Fuel for District vehicles
- Approved supplies for your program
- Student incentives
- Conference/Seminar registrations
- Travel/Conference expenses
- Books
- Craft supplies
- Instructional games and toys
- Hardware Items
- Fed Ex/UPS charges
- Student field trip entry fees
- Other miscellaneous items that apply to your program and budget.

Unacceptable MasterCard Purchase Card Purchases

- Alcoholic Beverages/tobacco
- Lottery Tickets
- Cash Advances or ATM transactions
- Gift Certificates

This list is not intended to be all-inclusive. If you have specific questions, please call your Purchase Card Administrator for assistance.

Program Restrictions

Each MasterCard Purchase Card has been assigned a monthly credit limit determined by the Director of Finance. Harris Bank will only take direction from your authorized program administrator. All requests and limit changes must be approved by your program administrator or Harris Bank will not make those changes.

The MasterCard will be accepted for purchases of generally approved Shakopee Public Schools commodities. Businesses and services determined not to offer products commonly accepted for District use have been blocked from accepting the Purchase Card. Limiting the acceptable Merchant Category Codes does this. The Merchant Category Code is a four-digit classification code used in the authorization and settlement systems to identify the type of merchant.

Levels of credit authorization are in place to clearly define the individual purchasing limit controls.

If your card is declined by a merchant and you feel the decline should not have occurred, contact the Program Administrator or Corporate Client Services at 1-800-263-2263 within 24 hours.

Request for transaction, daily and monthly limit changes are to be made by the cardholder to the Program Administrator.

Reconciliation and Payment

The MasterCard Purchase Card program carries corporate, not individual, liability. A single invoice covering all the Shakopee Public School Purchase Card transactions will be paid each month by Accounts Payable. You will not be required to pay your monthly statement using personal funds. The Purchase Card does not impact your personal credit rating in any way.

It is required that you retain all original receipts for goods purchased. If you purchase via phone or mail, require the merchant to include a receipt with the goods when the product is shipped to you. If that is not possible, you must obtain a packing slip when the shipment is received to document the purchase.

Every cardholder will need to review their statement (at a minimum once per month) for all transactions made against the MasterCard Purchase Card during the previous billing cycle. You will receive monthly Activity Reports within ten days of the close of the month from the Finance department. **Original receipts and a copy of your Harris Bank Statement (printed by the Finance department) should be forwarded to the Program Card Administrator each month, within five days of receipt of the statement.**

The cardholder may keep a transaction log of all receipts and statements. The log serves to remind cardholders of transactions and assists in reconciliation of the monthly statements. A periodic audit will be conducted of card activity, retention of receipts, reconciled detail and signed monthly statements.

Misuse of the MasterCard Purchase Card includes:

- **Using the Purchase Card for personal purchases**
- **Purchase of unauthorized items**
- **Use of the Purchase Card by someone other than the cardholder**
- **Fraudulent record keeping**

In the case of misuse, the Program Administrator shall document the occurrence on the Cardholder Misuse Report and forward it to the Director of Finance immediately. **Any case of card misuse may result in termination of employment for the cardholder.**

When Your Records Do Not Agree with Your Monthly Statement

There may be an occasion when you find items on your transaction log that do not correspond with your retained receipts on monthly cardholder statement. Reconciliation of your monthly statement is very important to determine if you made a particular transaction, the amount of the transaction is correct, or if you have a quality of service issue.

Your first recourse is to contact the merchant involved to try to resolve the error. If the merchant agrees that an error has been made, your account will be credited. Highlight the transaction in question on your statement as a reminder that the item is still pending resolution. Be sure to check that the credit is received on your next monthly statement.

If you are unable to resolve the issue directly with the merchant, contact the customer service department at Harris Bank, 1-800-263-2263. When calling, be sure to have detailed information regarding the dispute. State that you would like to dispute a charge on your Purchase Card. You are required by law to submit the information in writing to initiate a claims dispute with Harris Bank. The amount of the next monthly statement will be reduced by the amount of the disputed item until the question is resolved. (See Cardholder Dispute Form at the back of the manual.)

Any charges you wish to dispute must be identified in writing within 30 days of the statement date to Harris Bank.

You are responsible for the transactions identified on your statement. When an audit is conducted on your account, you must be able to produce receipts that a District approved transaction occurred. If an error is discovered you are responsible to show that the error or dispute resolution process has been followed.

Lost or Stolen Cards

The MasterCard Purchase Card is the property of the Shakopee Public Schools and should be secured just as you would secure your personal credit cards. If your card is lost or stolen contact Harris Bank customer service number (1-800-263-2263) immediately, then notify the Purchase Card Administrator. When calling customer service, be prepared to provide your social security number.

Upon notifying Harris Bank, the card will be deactivated immediately. If the card is reported lost or stolen and is later used, the Merchant will decline it. Prompt action in these circumstances is very important to reduce the School District's liability for fraudulent charges.

Sales Tax

Merchants are usually required by taxing authorities to include sales tax when goods are purchased. Purchases of items by public or non-profit private schools for their own use are generally exempt from sales tax. The exemption applies to the public or non-profit schools, not to the individual. Sales tax is only allowed on: airfare, car rental, hotel stay, gas and food eaten in at a restaurant.

It is the cardholder's responsibility to notify the merchant that the Shakopee Public School ISD #720 is **tax exempt**. Our Minnesota state tax exempt number is #8014338 and a copy of the Shakopee Public Schools tax exempt form can be obtained from the Program Administrator. You will need to make a copy of the form, insert the vendor name, and then date the form prior to issuance (i.e. faxing or mailing). Do not e-mail this form; e-mail is not secure.

Do not distribute this form to any other employee in the organization. If they need one, they must contact the Finance department.

In Summary

The Shakopee Public School District Purchase Card Program is an opportunity to reduce paperwork, expedite the purchasing process at the department level and reduce the District's administrative expenses. Shakopee School District gets cash back when you use your p-card.

Exercise good judgment and act within your authorized budget when using your card. The Purchase Card is issued in your name and all activity will be assumed to have been incurred by you. We ask you to maintain simple but accurate records and receipts for auditing purposes.

The purchase card is a program in progress. Utilized as another option to make low dollar value purchases, the program will continue to evolve and transform as it best fits the District's needs.

If you have any questions about the program or need additional information, please contact the Program Card Administrator at 952-496-5017.

ACKNOWLEDGEMENT OF RECEIPT OF THE MASTERCARD PURCHASE CARD

I acknowledge that, on the date indicated below, I received my Purchase Card. I have received a copy of the procedure manual explaining the use and responsibilities of the Purchase Card. I understand that:

- ❖ The Purchase Card is a cost-effective method for the purchase and payment of small dollar material transactions and is limited to \$_____ per month.
- ❖ The Purchase Card is to be used solely for business purchases; not personal purchases.
- ❖ I am responsible for reconciling monthly statements and maintaining accurate accounting records.
- ❖ Should my employment with Shakopee Public Schools terminate, I am responsible for returning the Purchase Card to the Program Administrator.

Employee Signature: _____

Employee Name: _____
(Please Print)

Employee #: _____ Date: _____

Please return this form to the Program Administrator.

TERMS OF REVOCATION FORM

As an authorized user of the MasterCard Purchase Card, I understand that I am the only person authorized to make purchases with the Purchase Card issued to me and that such purchases must be in connection with my employment with, for the benefit of, and authorized by the Shakopee Public Schools.

I understand that the following items constitute misuse of the MasterCard Purchase Card. Any misuse may result in the revocation of my privileges to be a MasterCard Purchase Cardholder and immediate termination of employment.

Misuse of the MasterCard Purchase Card includes the following:

- **Using the MasterCard Purchase Card for personal purchases**
- **Purchase of unauthorized items**
- **Use of the Purchase Card by someone other than the cardholder**
- **Fraudulent record keeping**

If the MasterCard Purchase Card is used for personal purchases, for unauthorized items or by someone other than myself, I hereby agree to personally pay the Shakopee Public Schools for such purchases and hereby authorize the District, if necessary, to withhold from my paycheck any amount necessary to pay these charges.

Name of Cardholder _____ **Date** _____

(Please Print)

Cardholder's Signature _____

<p>Note: The Shakopee Public Schools retains the right to take further legal action in the event of gross misuse or fraud involving District funds.</p>
--

Please return this form to the Program Administrator.

SHAKOPEE PUBLIC SCHOOLS

MASTERCARD

PURCHASE CARD PROGRAM

PROCEDURES MANUAL

AND APPLICATION

Program Card Administrator

Name: Tyler Dehne

Tel: (952) 496-5997

Accounts Payable

Name: Laureen Plcha

Tel: (952) 496-5016

INTRODUCTION

Welcome to the Shakopee Public School MasterCard Purchase Program provided by PFM Financial Services LLC ("PFM") through BMO Bank, IL. The Purchase Card is a simplified and cost-effective method of purchasing and remitting payment for approved expenditures. The Purchase Card can be used for retail purchases; i.e. in person, online, by mail, telephone or fax.

The Purchase Card (P-Card) is embraced by public and private organizations as a means to create an easy to use process perfectly suited for small dollar purchases. In the continuing effort to improve service to our District staff, this is one more opportunity to achieve that goal.

The Purchase Card is to be used in accordance with the guidelines established within this manual. You are asked to treat this program with the same sense of responsibility and security you would use with your personal credit cards.

All Purchase Cards are issued at the request of the Program Administrator and card usage will be audited and may be rescinded at any time.

This manual provides the guidelines under which you may utilize your Purchase Card. Please read it carefully. Your signature on the Cardholder Authorization Form indicates that you have read and understand the intent of the program and agree to adhere to the guidelines established for this program. The Program Card Administrator will receive your Purchase Card approximately 2-3 weeks after submitting your application to PFM. PFM will deliver the purchase card to the Program Administrator. The Program Administrator will send the purchase card to you through interschool mail. You may then call the Harris Bank activation number, 1-800-263-2263, to activate your purchase card. Please contact the Program Card Administrator, if you have any questions.

Record keeping will be essential to ensure the success of this program. This is not an extraordinary requirement since standard reimbursement policies require the retention of all itemized receipts.

Finally, remember you are spending School District/public funds each time you use the Purchase Card.

SHAKOPEE PUBLIC SCHOOL MASTERCARD PURCHASE CARD:

Please read this manual in its entirety before signing the last two pages and forwarding them to the Program Administrator. The manual will provide you with a variety of information:

- ✓ What type of purchases can and cannot be made on the Purchase Card
- ✓ What type of merchants will accept the Purchase Card
- ✓ Record maintenance and monthly statement reconciliation
- ✓ Other miscellaneous information

When you receive your Purchase Card, sign the back of the card and call Harris Bank to activate the card. Always keep the card in a safe place! Then, sign the Acknowledgement Form and the Terms of Revocation Form and return them to the Program Administrator. Although the card is issued in your name, it is the property of Shakopee Public School and is only to be used for School District purchases as defined in this manual. Purchase cards are renewed automatically and new cards are issued by Harris Bank every 36 to 48 months. Your new card will be delivered to the Program Administrator, who will forward it to you through interschool mail.

GENERAL INFO:

- The Purchase Card is **not** to be used for **personal purchases**. Personal use of the Purchase card is considered a serious violation to the program. Purchases must never be shipped to your home address. All purchases must be shipped to a Shakopee School District site.
- Intentional use or repeated misuse not in accordance with the guidelines established for the Purchase Card will result in punishment up to card revocation and/or employee termination.
- Shakopee Public Schools prohibits the use of rewards programs for purchase as there is a potential for using rewards points for personal purchases. The District's policy is that we must not participate in such programs because there is not a way to monitor such rewards in a way that is cost effective. The purchase of Amazon Prime, Sam's or Costco memberships must be pre-approved by the Director of Finance and Operations and must be used for district business only.
- Pyramiding charges is prohibited (use of multiple transactions to circumvent per transaction limits).

RECONCILIATION:

- Your department budget will be reduced by each transaction and will be reflected on your monthly expense reports.
- It is required that you retain all original receipts for goods purchased. All receipts for Purchase Card purchases must be detailed and itemized. Receipts must show each individual item purchased; not just a total amount. The same would apply for restaurant receipts. Payment-alone signature receipts will not be considered by the Program Administrator as proof of the purchase if it is not accompanied by the vendor's itemized receipts.
- Each receipt must show the vendor name, date of the transaction, individual items purchased, and the total dollar amount. **Each individual receipt must be coded.**
- Cardholder must print the **New Transaction List** for the statement cycle (28th – 27th) and attach all detailed receipts to a Supervisor for approval and a signature.
- Lack of monitoring statements and submitting the required documentation to Accounts Payable by the 10th of the subsequent month will result in your Purchase Card balance being placed at \$0 until the statement period is completed, and the documentation is submitted to Accounts Payable and fully reconciled.

APPROVAL:

- P Card Statements must be approved by a person who has been authorized to approve or deny reimbursement of expenses. Normally, the authorized approver is one level senior to the requestor, but it may be another person(s) in the department or unit who is not one level senior, but has delegated authority to approve or deny expenses. Under no circumstance should the delegation of approval authority create a situation where an employee is approving the P Card activity of their supervisor. Departments have the discretion to require their employees to obtain pre-approval.
- Approvers are responsible for validating that all charges: comply with district policy; are a prudent use of public funds; are appropriately documented; and are submitted and accounted for in a timely manner. Expenses incurred on sponsored funds must also follow certified approver

program rules and guidelines.

SECURITY:

- You are responsible for the security of your card and any transactions made against the card. The Purchase Card is issued in your name and it will be assumed that any purchases made against the Purchase Card will have been made by you.
- The Purchase Card must remain on district premises in a safe locked unit unless being used. Cards must not be carried in a purse or billfold unless the user is going to be making an imminent purchase or is in travel status. At no time may a photocopy of a Purchase Card be made to provide to others.
- Use precaution when selecting what devices are utilized to place online orders with your Purchase Card. With increased use of portable devices such as iPads, laptops, and smart phones are at a higher risk of exposing confidential account information. In the event that a portable device is being used to make online Purchase Card purchases and that device is lost or stolen, immediately contact the Program Administrator and Technology for the appropriate course of action to protect your account. To prevent these situations, it is highly encouraged to only make online purchases from a secure district computer and not from any portable device.
- When doing business online, utilize only sites that are secure. Be aware of scams. Discard any email communication solicitations from banks or other entities "phishing" for card information. The District's card provider will never make contact to you via email asking for personal card information.

ACCEPTABLE MASTERCARD PURCHASE CARD PURCHASES

Please note that all travel, conferences, seminars, and food expenses must follow board policy 412 expense reimbursement.

Purchases over \$XXX must follow state contract rules. See policy.

- Recurring expenses, i.e. leases, insurance
- Utilities
- Fuel for district vehicles
- Approved supplies for your program
- Books
- Craft supplies
- Instructional games and toys
- Hardware items
- Fed Ex/UPS charges
- Student field trip entry fees
- Professional dues and subscriptions
- Memberships (professional organizations only)
- Other miscellaneous items that apply to your program and budget

UNACCEPTABLE MASTERCARD PURCHASE CARD PURCHASES

- Alcoholic Beverages/tobacco
- Lottery Tickets
- Cash Advances or ATM transactions
- Gift Certificates/Gift Cards
- Flowers or gifts (for recognition, death, or celebratory purpose)
- Personal Meals
- Computers, computer software, hardware, wireless devices and accessories (must go through Technology)
- Donations to charitable organizations
- Employee relocation expenses
- Payments to individuals or employees
- Any purchases prohibited by District policy or not related to District business

This list is not intended to be all-inclusive. If you have specific questions, please call your Purchase Card Administrator at 952-496-5997 for assistance.

REPAYMENT OF UNSUBSTANTIATED / UNALLOWABLE EXPENSES

In cases where the district pays for expenses (either through P Card purchases or otherwise) that are deemed unallowable according to this expense policy, the funds will be recovered by one of the following methods:

1. The individual pays the district via personal check or money order. Cash payments are not allowed.
2. In cases where the employee does not submit payment as required above, the employee and the district will establish a payment plan under which the district will deduct the amount owed from the employee's paycheck.
3. For amounts deemed uncollectable (i.e., the individual is no longer a district employee), the district may seek legal remedies against the individual.

PROGRAM RESTRICTIONS

Each MasterCard Purchase Card has been assigned a monthly credit limit determined by the Director of Finance and Operations. Harris Bank will only take direction from your authorized Program Administrator. All requests and limit changes must be approved by your Program Administrator or Harris Bank will not make those changes.

The MasterCard will be accepted for purchases of generally approved Shakopee Public Schools commodities. Businesses and services determined not to offer products commonly accepted for District use have been blocked from accepting the Purchase Card. Limiting the acceptable Merchant Category Codes does this. The Merchant Category Code is a four-digit classification code used in the authorization and settlement systems to identify the type of merchant.

Levels of credit authorization are in place to clearly define the individual purchasing limit controls.

If your card is declined by a merchant and you feel the decline should not have occurred, contact the Program Administrator or Corporate Client Services at 1-800-263-2263 within 24 hours.

Request for transaction, daily and monthly limit changes are to be made by the cardholder to the Program Administrator.

WHEN YOUR RECORDS DO NOT AGREE WITH YOUR MONTHLY STATEMENT

There may be an occasion when you find items on your transaction log that do not correspond with your retained receipts on monthly cardholder statement.

Reconciliation of your monthly statement is very important to determine if you made a particular transaction, the amount of the transaction is correct, or if you have a quality of service issue.

Your first recourse is to contact the merchant involved to try to resolve the error. If the merchant agrees that an error has been made, your account will be credited. Highlight the transaction in question on your statement as a reminder that the item is still pending resolution. Be sure to check that the credit is received on your next monthly statement.

If you are unable to resolve the issue directly with the merchant, contact the customer service department at Harris Bank, 1-800-263-2263. When calling, be sure to have detailed information regarding the dispute. State that you would like to dispute a charge on your Purchase Card. You are required by law to submit the information in writing to initiate a claims dispute with Harris Bank. The amount of the next monthly statement will be reduced by the amount of the disputed item until the question is resolved. (See Cardholder Dispute Form at the back of the manual.)

You are responsible for the transactions identified on your statement. If an error is discovered, you are responsible to show that the error or dispute resolution process has been followed.

Any charges you wish to dispute must be identified in writing within 30 days of the statement date to Harris Bank.

LOST OR STOLEN CARDS

The MasterCard Purchase Card is the property of the Shakopee Public Schools and must be secured just as you would secure your personal credit cards. If your card is lost or stolen contact Harris Bank customer service number (1-800-263-2263) immediately, then notify the Purchase Card Administrator. When calling customer service, be prepared to provide your social security number.

Upon notifying Harris Bank, the card will be deactivated immediately. If the card is reported lost or stolen and is later used, the Merchant will decline it. Prompt action in these circumstances is very important to reduce the School District's liability for fraudulent charges.

SALES TAX

Merchants are usually required by taxing authorities to include sales tax when goods are purchased. The District is exempt from paying Minnesota sales tax on its purchases. Sales tax is only allowed on: airfare, car rental, hotel stay, gas, and food eaten in at a restaurant.

It is the cardholder's responsibility to ensure the merchant does not charge Minnesota sales tax on the purchase. The cardholder must notify the merchant that the Shakopee Public School ISD #720 is tax exempt before they ring up the purchase. The tax exempt number is listed on the front of the Purchase Card and a copy of the Shakopee Public Schools tax exempt form can be obtained from Accounts Payable. Cardholders must be prepared to present this certificate to any Minnesota merchant as a necessary verification of our tax exempt status. If the cardholder notices after the fact that sales tax was charged, it is their responsibility to call the vendor and have this corrected. **If tax is not removed from the purchase, the cardholder will be responsible for paying the sales tax.** This amount must be reimbursed to the School District and submitted to Accounts payable with the New Transaction List on the 10th of the subsequent month.

CARDHOLDER APPLICATION FORM

MasterCard Purchase Card applicants need to acquire authorization from their Department Supervisor to apply for the Purchase Card.

APPLICANT INFORMATION: (Please print clearly)

School Location _____ Employee # _____

Applicant's Name _____

Applicant E-Mail address _____

Applicant Phone Number _____

SUPERVISOR AUTHORIZATION:

As the Department Supervisor, I hereby grant the above mentioned applicant authorization to apply for, and use, the Shakopee Public School MasterCard Purchase Card for the account number listed below. I also agree to review and sign the monthly MasterCard Purchase Card statements issued to the above applicant. If the applicant's employment with the District is terminated, I agree to notify the Program Card Administrator immediately.

Supervisor Signature _____

Default Budget Code _____

ADMINISTRATOR AUTHORIZATION: (District Office use only)

Transaction Limit: _____ Daily Limit: _____

Monthly Limit: _____

Approver Name: _____

TERMS OF REVOCATION FORM

As an authorized user of the MasterCard Purchase Card, I understand that I am the only person authorized to make purchases with the Purchase Card issued to me and that such purchases must be in connection with my employment with, for the benefit of, and authorized by the Shakopee Public Schools.

I understand that the following items constitute misuse of the MasterCard Purchase Card. Any misuse may result in the revocation of my privileges to be a MasterCard Purchase Cardholder and immediate termination of employment.

Misuse of the MasterCard Purchase Card includes the following:

- Using the MasterCard Purchase Card for personal purchases
- Purchase of unacceptable items
- Use of the Purchase Card by someone other than the cardholder
- Fraudulent record keeping
- Failure to submit the required documentation within defined timelines

If the MasterCard Purchase Card is used for personal purchases, for unauthorized items or by someone other than myself, I hereby agree to personally pay the Shakopee Public Schools for such purchases and hereby authorize the District, if necessary, to withhold from my paycheck any amount necessary to pay these charges.

Name of Cardholder _____ Date _____

(Please Print)

Cardholder's Signature _____

<p>Note: The Shakopee Public Schools retains the right to take further legal action in the event of gross misuse or fraud involving District funds.</p>
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Please return this form to the Program Administrator.