

**BOARD AGENDA  
INDEPENDENT SCHOOL DISTRICT 191**

Burnsville High School Senior Campus  
Diamondhead Education Center  
Regular Meeting  
September 5, 2013  
6:30 PM

I. Call to Order

- A. Welcome the Public and the New Student Advisor Sangeetha Shreedaran
- B. Pledge of Allegiance
- C. Public Recognition - 2013 Minnesota School Nurse Administrator the Year

II. Business Meeting

A. Approval of Agenda

B. Consent Agenda

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

1. Minutes

- a. August 15, 2013, Board Meeting 2
- b. August 19, 2013, Board Retreat 5
- c. September 4, 2013, Board Retreat 6

2. Human Resource Report 7

3. Donations 10

4. Approve Change Order # 1 for Cedar School ISD 917 SUN Program Alterations 13

5. Approve Change Order # 2 for Burnsville High School 2013/2014 Deferred Maintenance 16

III. New Business

- A. Receive a Report on the First Day of School  
Presenter: Superintendent Gothard  
Time: 5 minutes

- B. Receive a Report on Summer Construction Projects  
Presenter: Glenn Simon  
Time: 15 minutes

- C. Approve an Agreement with MSBA for Policy Customization Services 19  
Presenter: Joe Gothard  
Time: 5 minutes

IV. Reports

- A. Student Advisor
- B. Superintendent
- C. Board Members

V. Adjourn

School Board Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
August 15, 2013

The meeting of the Board of Education was called to order by Chair Sweep at 6:30 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

Members present: Directors Schmid, Hill, Currier, Alt and Chair Sweep. Others in attendance were Superintendent Gothard, administrators and staff. Members absent: Directors VandenBoom and Luth.

Attendance

Sweep appointed Schmid as clerk in the absence of VandenBoom.

Appoint clerk

Currier led the Pledge of Allegiance.

Pledge

B. Borer, principal at Rahn; E. Nesvig, interim-principal at Harriett Bishop; and S. McParland, principal at Sioux Trail were introduced.

Public Recognition

Steve Fiebiger from Foundation 191 awarded eleven grants totaling \$10,960 for learning projects during the 2013-2014 school year in ISD 191.

Moved by Hill, seconded by Schmid, to approve the agenda. Motion carried (5, 0).

Agenda

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

Consent Agenda

- Minutes of the August 1, 2013, board meeting
- Personnel changes for N. Anderson, L. Biagini. A. Campbell, B. Fiagle, L. Gilbertson, B. Haeg, A. Heath, A. Herkenhoff, M. Kennedy, J. Kopel, M. McLaughlin, A. Millea, B. O'Brien, J. Picard, M. Rose, A. Wilde, K. Filipi, J. Flug, J. Thomas, L. Gabbert, R. Debronsky, R. Brunner, R. Sertich, C. Street, S. Cuautle Pliego, M. Curtis, D. Olson, C. Stark, S. Carrillo, R. Kreps, H. Dionne, C. Godfrey, B. Korman, M. Memmen, and T. Nikolai.

Minutes  
HR Report

- Donations of office supplies valued at \$500.00 from Eagle Ridge Partners LLC. to Sky Oaks; \$2,881.89 from Sky Oaks PTO to Sky Oaks; \$43.05 from Wells Fargo Community Support Campaign Fund to Hidden Valley; \$4000.00 from Gen YOUth Foundation granted to Hidden Valley, \$79.95 from R. Swanson to Hidden Valley; and used books valued at \$75.00 from Mr. and

Donations



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Bob VandenBoom, clerk

September 5, 2013  
Date Approved

DRAFT

School Board Retreat Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
August 19, 2013

The retreat of the Board of Education was called to order by Chair Sweep at 8:35 a.m. at the Oak Ridge Hotel and Conference Center, 1 Oak Ridge Drive, Chaska, MN, 55318.

Call to Order

Members present: Directors Luth, Schmid, Hill, Currier, Alt, VandenBoom and Chair Sweep. Others in attendance were Superintendent Gothard, T. Fisher, H. Reinhardt, administrators and staff.

Attendance

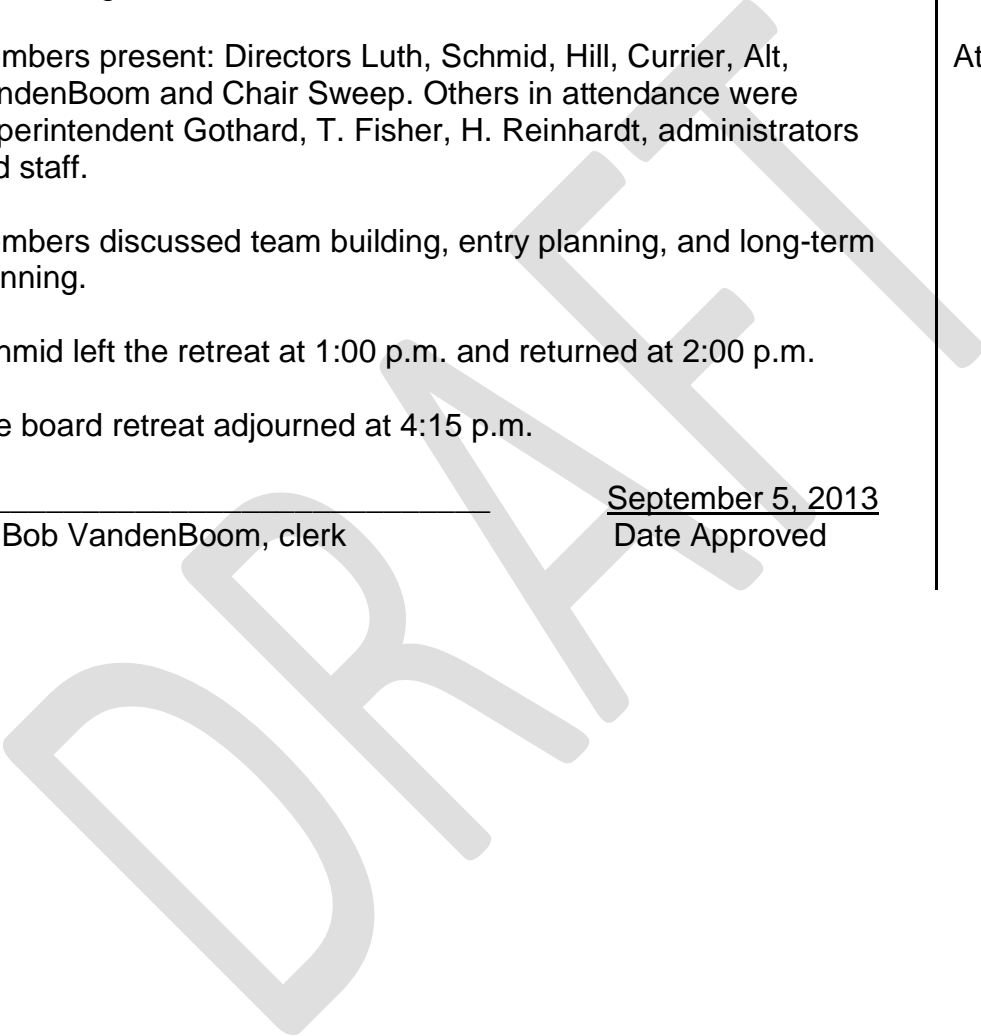
Members discussed team building, entry planning, and long-term planning.

Schmid left the retreat at 1:00 p.m. and returned at 2:00 p.m.

The board retreat adjourned at 4:15 p.m.

\_\_\_\_\_  
Bob VandenBoom, clerk

September 5, 2013  
Date Approved



School Board Retreat Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
September 4, 2013

The retreat of the Board of Education was called to order by Chair Sweep at 5:05 p.m. at Brackett's Crossing Country Club (17976 Judicial Road, Lakeville, MN, 55044).

Members present: Directors Luth, Schmid, Hill, Currier, Alt, VandenBoom and Chair Sweep. Others in attendance were Superintendent Gothard, C. Amoroso, S. Corbey, R. Dunn, L. Rider, and S. Sovine.

Members continued the discussion on team building, entry planning, and long-term planning.

The board retreat adjourned at 9:35 p.m.

\_\_\_\_\_  
Bob VandenBoom, clerk

\_\_\_\_\_  
Date Approved

Call to Order

Attendance

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

**TO:** Members, Board of Education  
Joseph Gothard, Superintendent

**FROM:** Stacey Sovine, Executive Director of Human Resources

**DATE:** September 5, 2013

**RE:** Recommended Personnel Changes

**Certified  
Appointment**

Jo Abraham	-Replacement-Teacher, LA, .4 FTE, NJH, effective 8/26/13
Erik Akervik	-Replacement-Teacher, Vocal Music, 1.0 FTE, BHS/ERJH, effective 8/20/13
Christine Balasis	-New-Teacher, SPED Resource, .5 FTE ERJH and .5 FTE MJH, effective 8/20/13
Melissa Chmielewski	-Replacement-Long term substitute, PE, 1.0 FTE, NJH, effective 8/26/13-10/11/13
Seukhwan Ko	-Replacement-ESL, .5 FTE, MWS, effective 8/20/13
Phillip Lundberg	*Replacement - Title 1, .25 FTE, St. John, effective 9/3/13
Heidi Magner	-Replacement-Speech Language Pathologist, 1.0 FTE, West Cluster, effective 8/20/13
Veronica McCartney	-Replacement-Long term substitute, Grade 3, 1.0 FTE, SO, effective 8/26/13-10/25/13
Kristian Miller	-Replacement-Long term substitute, PE/Health, 1.0 FTE, MJH, effective 8/26/13-10/16/13
Kimberly Ramirez	-Replacement-Teacher, Social Studies, .4 FTE, NJH, effective 8/20/13
Derek Schlager	-Replacement-Teacher, Math, 1.0 FTE, BHS, effective 8/20/13
Bethany Schoeneck	-Replacement-Teacher, Music, 1.0 FTE, GP, effective 8/20/13
Ashley Warrick	-Replacement-Teacher, Grade 1, 1.0 FTE, SO, effective 8/26/13

\*added to original report  
Burnsville-Eagan-Savage #191  
Board Meeting – 09/05/2013

Danielle Zdon

\*New-Teacher, Kindergarten, 1.0 FTE, Rahn, effective 9/5/13

**Change in Assignment**

Catherine Shogren

-Assignment increases to .6 FTE, ECFE, DEC, effective 8/26/13

**Leave of Absence**

Bridgette Andrews

\*Teacher, NJH, requests a 1.0 FTE parental leave of absence, effective 9/25/13 - 11/20/13

Kimberly Fritz

\*Teacher, , MJH, requests a 1.0 FTE parental leave of absence, effective 10/9/13 - 10/18/13

**Resignation**

Bryan Fisher

-Teacher, BHS/ERJH, effective 8/15/13

**Classified Appointment**

Mark Abbott

-Replacement-B-Shift Custodian, 8 hrs/day, BHS, effective 8/26/13

Anthony Buckner

\*Replacement-MEA, 6.75 hrs/day, BHS, effective 9/5/13

Cynthia Byrnes

-New-TLT Coordinator, Federal Programs, 8 hrs/day, District-wide, effective 9/3/13

Melinda Cizinski

-Replacement-2nd Cook, 3 hrs/day, MJH, effective 8/27/13

Abdulkarim Dualeh

\*Replacement-MEA, 6.75 hrs/day, BHS, effective 9/5/13

Courtney Mauser

-Replacement-2nd Cook, 3.5 hrs/day, MJH, effective 8/26/13

Ann Reddy

-Replacement-EA Level III, 6.5 hrs/day, MWS, effective 8/27/13

Julie Sadek

\*Replacement-2nd Cook, 3 hrs/day, NJH, effective 9/3/13

Glenn Simon

-Replacement-Director of Operations and Properties, 8 hrs/day, Districtwide, effective 9/5/13

Jordan Strand

\*Replacement-MEA, 6.75 hrs/day, BHS, effective 9/5/13

**Change in Assignment**

Jacqueline Callahan

-Assignment increases to 19.5 hours per week, MEA, ECSE, effective 8/27/13

Darla Teal

-Assignment changes to 2nd Cook, 5.75 hrs/day, BHS, effective 8/28/13

Katie Theiler

-Assignment changes to 2nd Cook, 3.75 hrs/day, HB, effective 8/26/13

\*added to original report  
Burnsville-Eagan-Savage #191  
Board Meeting – 09/05/2013

**Resignation**

Karen Knudsen

\*2nd Cook, BHS, effective 8/26/13

Melissa Reuvers

-2nd Cook, VV, effective 8/22/13

Jennifer Sampson

-2nd Cook, (currently on leave), effective 8/19/13

Marsha White

-2nd Cook, NJH, effective 8/31/13

**Retirement**

Dianne Cunningham

-MEA, BHS, after 10 years in the District, effective 8/23/13

Julie Stroup

-MEA, Neill, after 22 years in the District, effective 8/26/13

**Community Education****Appointment**

Brianna Ostoff

-Replacement-Youth Services Coordinator, 8 hrs/day, BHS, effective 8/28/13

To: Mr. Joe Gothard  
From: Erika Nesvig *EN*  
CC: Rose Herrmann (Code – 01-491-260-000-096-000)  
Date: August 6, 2013  
Memo: Wells Fargo Foundation Educational Matching Gift

I am pleased to inform you that Harriet Bishop Elementary School has received a Wells Fargo Foundation Educational Matching Gift in the amount of \$100.00. I recommend that the School Board accept this charitable match.


Wells Fargo Foundation  
Educational Matching Gift Program  
P.O. Box 2157  
Princeton, NJ 08543-2157

EN/jh

**EAGLE RIDGE JUNIOR HIGH SCHOOL  
BURNSVILLE-EAGAN-SAVAGE  
INDEPENDENT SCHOOL DISTRICT 191**



**MEMO**

TO: Superintendent Joe Gothard and members of the District 191 School Board  
 FROM: Don Leake   
 DATE: August 16, 2013  
 Re: Donations to Eagle Ridge Junior High School

I recommend that the Board of Education accept a donation of \$338.15 from the Wells Fargo Foundation Educational Matching Gift Program. The Wells Fargo address The contributions earmarked for our school were donated by the following donors:

Janice Swanberg 14382 Natchez Ave Savage, MN 55378	\$42.00
Kathy Volner 14538 Natchez Crl Savage, MN 55378	\$210.00
Nisa Rian 13808 Yosemite Ave South Savage, MN 55378	\$18.84
Brionne Sillman 13415 Glenhurst Avenue Savage, MN 55378	\$67.31

I recommend that the Board of Education accept a donation of \$289.84 from the Wells Fargo Community Support Campaign. The Wells Fargo address is Community Support, P. O. Box 2157, Princeton, NJ 08543-2157. The contribution earmarked for our school was donated by the following donors:

Brionne Sillman 13415 Glenhurst Ave Savage, MN 55378	\$57.69
Janice Swanberg 14382 Natchez Ave Savage, MN 55378	\$36.00

Nisa Rian \$16.15  
13808 Yosemite Ave South  
Savage, MN 55378

Kathy Volner \$180.00  
14538 Natchez Crl  
Savage, MN 55378

I recommend that the Board of Education accept a donation of \$125.00 from Ameriprise Financial Employee Gift Matching Program. The contribution earmarked for our school was donated by the following donor:

Susan Burton \$125.00  
14021 Lynn Avenue  
Savage, MN 55378

I recommend that the Board of Education accept a donation of \$57.69 from Ameriprise Financial Annual Giving Campaign. The contribution earmarked for our school was donated by the following donor:

Susan Burton \$57.69  
14021 Lynn Avenue  
Savage, MN 55378

We are grateful for these generous donations, and want to extend our appreciation for their support of our school community.



**Agenda II.B.4.  
September 5, 2013**

**To: Members, Board of Education**

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

**Date: September 5, 2013**

**Re: Change Order #1 for the Sun Program Alterations to Cedar School**

RECOMMENDATION: That the Board of Education approve change order #1 for the Sun Program Alterations to Cedar School in the amount of \$22,879.00.

On April 18, 2013 the School Board approved the bid for the Sun Program Alterations to Cedar School. Change Order #1 is an addition of \$22,879.00 to the contract amount. Items on this change order are the result of unforeseen conditions uncovered during demolition and changes made to student offices that were necessary during construction of the rooms.

The items on this change order have been reviewed and validated by ATS&R Architects and Engineers. These change orders have been shared with Intermediate 917 who will ultimately be the entity to pay for this change order.

 **AIA<sup>®</sup> Document G701<sup>™</sup> – 2001**

### Change Order

<b>PROJECT</b> (Name and address): Cedar School SUN Program Alterations 2140 Diffley Road Eagan, Minnesota	<b>CHANGE ORDER NUMBER:</b> 001 <b>DATE:</b> August 5, 2013	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): CM Construction Company, Inc. 12215 Nicollet Avenue South Burnsville, MN 55337	<b>ARCHITECT'S PROJECT NUMBER:</b> 13007 <b>CONTRACT DATE:</b> April 18, 2013 <b>CONTRACT FOR:</b> General Construction	

#### THE CONTRACT IS CHANGED AS FOLLOWS:

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

1.	Per CM RFCOP #1, dated 05/07/13, Revise Shower Layout	ADD	\$1,017.00
2.	Per CM RFCOP #3, dated 07/26/13, Modify Ceiling Lights	ADD	\$902.00
3.	Per CM GCPR #1, dated 06/11/13, Remove Additional Ceiling in Room 312	ADD	\$1,287.00
4.	Per CM GCPR #2, dated 06/11/13, Remove Additional Ceilings in Rooms A111A and A111B	ADD	\$750.00
5.	Per CM GCPR #3, dated 06/17/13, Add Cleanout to Bathroom	ADD	\$309.00
6.	Per CM GCPR #4, dated 06/17/13, Additional Drywall in Room 316	ADD	\$1,216.00
7.	Per CM GCPR #5, dated 06/24/13, Cut Existing Fin Tube Covers	ADD	\$1,101.00
8.	Per CM GCPR #6, dated 06/24/13, Relocate Data Outlet	ADD	\$175.00
9.	Per CM GCPR #9, dated 06/25/13, Laminate Walls With Drywall	ADD	\$2,346.00
10.	Per CM GCPR #10, dated 06/25/13, Route Sanitary to Cleanout	ADD	\$5,651.00
11.	Per CM GCPR #11, dated 07/02/13, Remove Masonry and Plumbing, and Add Vent and Patch Roof	ADD	\$1,049.00
12.	Per CM GCPR #12, dated 07/03/13, Reconnect Condensates in Wall	ADD	\$5,167.00
13.	Per CM GCPR #13, dated 07/02/13, Prep Column For Tile	ADD	\$345.00
14.	Per CM GCPR #14, dated 07/03/13, Level Floors at Uneven Areas	ADD	\$1,238.00
15.	Per CM GCPR #15, dated 07/24/13, Add Sprinkler Head in Room A111C	ADD	\$326.00

**TOTAL ADD THIS CHANGE ORDER: \$22,879.00**

The original Contract Sum was	\$	<u>289,550.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>289,550.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>22,879.00</u>
The new Contract Sum including this Change Order will be	\$	<u>312,429.00</u>

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is Unchanged

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

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

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

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

ADDRESS

BY (Signature)

Mark G. Hayes, AIA, Partner  
(Typed name)

DATE

CM Construction Company, Inc.  
CONTRACTOR (Firm name)

12215 Nicollet Avenue South, Burnsville,  
MN 55337

ADDRESS

BY (Signature)

LIM OLIVER  
(Typed name)

DATE

Burnsville-Eagan-Savage Public Schools  
OWNER (Firm name)

Independent School District No. 191, 100  
River Ridge Court, Burnsville, MN  
55337-1613

ADDRESS

BY (Signature)

(Typed name)

DATE

8-12-13



**Agenda II.B.5.  
September 5, 2013**

**To: Members, Board of Education**

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

**Date: September 5, 2013**

**Re: Change Order #2 for the 2013-2014 Burnsville High School Deferred Maintenance Project**

RECOMMENDATION: That the Board of Education approve change order #2 for the 2013-2014 Burnsville High School Deferred Maintenance Project in the amount of \$95,257.00.

On December 20, 2012 the School Board approved the bid for the 2013-2014 Deferred Maintenance Project at Burnsville High School. Change Order #2 is an add of \$95,257.00 to the contract amount. Items on this change order are the result of unforeseen conditions uncovered during demolition and deducts for items that were part of the project and are no longer needed.

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



# AIA<sup>®</sup> Document G701™ – 2001

## Change Order

<b>PROJECT</b> (Name and address): Burnsville High School 2013/2014 Deferred Maintenance 600 East Highway 13 Burnsville, Minnesota	<b>CHANGE ORDER NUMBER:</b> 002 <b>DATE:</b> August 5, 2013	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): CM Construction Company, Inc. 12215 Nicollet Avenue South Burnsville, MN 55337	<b>ARCHITECT'S PROJECT NUMBER:</b> 09064.4 <b>CONTRACT DATE:</b> December 20, 2012 <b>CONTRACT FOR:</b> General Construction	

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

1.	Per CM RFCOP #3, dated 04/02/13, Move Receptacle For Casework	ADD	\$6,114.00
2.	Per CM RFCOP #7, dated 05/21/13, Add Duplex Receptacle	ADD	\$500.00
3.	Per CM RFCOP #8, dated 05/24/13, Wall Furring Changes at Kitchen Hood	ADD	\$4,151.00
4.	Per CM RFCOP #9, dated 06/28/13, Reroute Circuits at Panels L6 & L7	ADD	\$3,846.00
5.	Per CM GCPR #16, dated 05/31/13, Credit for Data Allowances	DEDUCT	\$(10,500.00)
6.	Per CM GCPR #17, dated 06/17/13, Finish Ends of Skylight in Room 1-110	ADD	\$695.00
7.	Per CM GCPR #18, dated 06/25/13, Remove Plaster Ceilings	ADD	\$15,520.00
8.	Per CM GCPR #19, dated 06/29/13, Remove Ceiling and Block Wall	ADD	\$3,139.00
9.	Per CM GCPR #20, dated 06/29/13, Add Tunnel Fans	ADD	\$1,909.00
10.	Per CM GCPR #21, dated 06/29/13, Add VAV	ADD	\$1,405.00
11.	Per CM GCPR #22, dated 07/01/13, Demo and Cap Hose Bib	ADD	\$450.00
12.	Per CM GCPR #23, dated 07/01/13, Add Control Valves to AHU E-7, E-8	ADD	\$11,903.00
13.	Per CM GCPR #24, dated 07/05/13, Mechanical Changes per RFI #109	ADD	\$12,857.00
14.	Per CM GCPR #25, dated 07/05/13, Remove Existing Thinset	ADD	\$1,463.00
15.	Per CM GCPR #27, dated 07/15/13, Scarify Existing Terrazzo	ADD	\$1,206.00
16.	Per CM GCPR #28, dated 07/09/13, Paint GST Block in Room 4-D214	ADD	\$261.00
17.	Per CM GCPR #29, dated 07/10/13, Laminate Walls in Room 2-104	ADD	\$1,652.00
18.	Per CM GCPR #30, Option 2, dated 08/03/13, Remove and Replace Topping	ADD	\$18,260.00
19.	Per CM GCPR #31, dated 07/12/13, Add Stainless Steel Cover Plate	ADD	\$400.00
20.	Per CM GCPR #35, dated 07/15/13, Relocate Heater #4	ADD	\$350.00
21.	Per CM GCPR #36, dated 07/15/13, Additional Masonry at Door 1-107	ADD	\$1,343.00
22.	Per CM GCPR #37, dated 07/15/13, Remove Ceiling and Grid in Room 2-101	ADD	\$573.00
23.	Per CM GCPR #38, dated 07/17/13, Add Moisture Vapor Barrier	ADD	\$14,739.00
24.	Per CM GCPR #39, dated 07/19/13, Remove Thinset in Room 1-113	ADD	\$2,461.00
25.	Per CM GCPR #41, dated 07/30/13, Credit To Not Seal and Wax Floor	DEDUCT	\$(378.00)
26.	Per CM GCPR #42, dated 07/30/13, Reroute Fire Alarm Conduit	ADD	\$938.00

TOTAL ADD THIS CHANGE ORDER: \$95,257.00

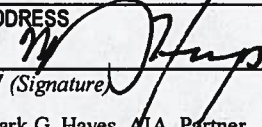
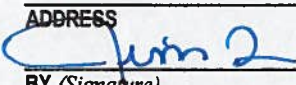
The original Contract Sum was	\$ 8,558,995.00
The net change by previously authorized Change Orders	\$ 6,431.00
The Contract Sum prior to this Change Order was	\$ 8,565,426.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 95,257.00
The new Contract Sum including this Change Order will be	\$ 8,660,683.00

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is

**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.

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User Notes: (943868233)

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

<u>Armstrong, Torseth, Skold &amp; Rydeen, Inc.</u>	<u>CM Construction Company, Inc.</u>	<u>Burnsville-Eagan-Savage Public Schools</u>
<b>ARCHITECT</b> (Firm name)	<b>CONTRACTOR</b> (Firm name)	<b>OWNER</b> (Firm name)
8501 Golden Valley Road, Suite 300, Minneapolis, MN 55427	12215 Nicollet Avenue South, Burnsville, MN 55337	Independent School District No. 191, 100 River Ridge Court, Burnsville, MN 55337-1613
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
		
<b>BY</b> (Signature)	<b>BY</b> (Signature)	<b>BY</b> (Signature)
Mark G. Hayes, AIA, Partner (Typed name)	JIM OLIVER (Typed name)	
8/7 / 2013	8-12-13	
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>



Superintendent of Schools

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**TO:** Members, Board of Education Agenda Item III.C

**FROM:** Joe Gothard, superintendent

**DATE:** September 5, 2013

**RE:** Board Policy Manual

**Recommendation:** that the Board of Education approves an agreement with MSBA for policy customization services.

As part of the ongoing work to update the Board of Education's governance policies, the Board Policy Committee recommends approving an agreement with MSBA for policy customization services.

Custom Policy Services are available to individual school districts that are members of MSBA Policy Services. For the fee of \$5,950, the MSBA Policy Consultant will revise the district's policy manual.

The policy consultant will meet and/or confer with the Board Policy Committee to determine what the board desires from this service.

All policies will be reviewed and a report generated which will note:

- Statements of "policy" that are really administrative procedure and should be moved to that type of manual;
- Areas where policies are needed to state the board's expectations more clearly and efficiently;
- Areas where policies are needed to meet state or federal requirements; and
- Obsolete or illegal policies that should be repealed.

Legal references that are out of date will be updated. Obsolete and illegal policies will be noted and a recommendation made that they be eliminated. Missing policies will be added to the district's new policy manual. The district's manual will be organized according to the MSBA policy numbering system to make future revisions easier. An opportunity for review and finalization will be provided.

## AGREEMENT FOR POLICY CUSTOMIZATION SERVICES

This Agreement, made and entered into this 5 day of September 2013, by and between the **Minnesota School Boards Association, a Minnesota non-profit corporation (“Association”)** and **Independent School District No. 191, Burnsville-Eagan-Savage Schools (“District”)**, is for policy customization services. In consideration of the mutual promises contained herein, and other good and valuable consideration, the **Association** and the **District** agree as follows:

The Association agrees to provide the District with the services of a Policy Consultant who will develop with the school board and the superintendent a customized, revised Policy Manual. The Policy Consultant will do the following, to the extent s/he deems necessary:

- ☞ Review existing Board policies.
- ☞ Meet and/or confer with the Board and/or its designee for the purpose of assisting and advising the Board and/or its designee during the customization process.
- ☞ Customize the Board’s existing Policy Manual as stated in Exhibit A, which is attached and incorporated by reference herein.

The District agrees that it will do the following:

- ☞ Provide the Association’s Policy Consultant with the Board’s existing policies, as well as any other materials requested, within 30 days after the Policy Consultant makes a written request.
- ☞ Furnish assistance and information to the Policy Consultant during the customized Policy Manual development as requested and in a timely manner.
- ☞ Hold the Association harmless for any damage caused by any policy, contract, advice, or other consulting services rendered pursuant to this Agreement.

The District further agrees to pay to the Association the sum of **\$5,950** according to the following schedule:

50% due upon return of this Agreement	<b>\$2,975</b>
50% due upon receipt of the draft manual	<b>\$2,975</b>

In witness whereof, the parties hereto have executed this Agreement as of the date first written above.

**Minnesota School Boards Association**

**Independent School District No. 191**

By: \_\_\_\_\_

By: \_\_\_\_\_

Kirk Schneidawind  
Executive Director

Name: Sandra Sweep  
Title: Chairman of the Board

By: \_\_\_\_\_

Name: Bob VandenBoom  
Title: Clerk

## **EXHIBIT "A"**

### **POLICY CUSTOMIZATION SERVICES**

In providing MSBA's Policy Customization Services, MSBA's Policy Consultant or her/his designee will do the following:

Confer with the School Board or its designee to explain what the policy customization service provides and to ascertain what the Board desires with respect to this service.

Have the District send copies of all policies to the MSBA Policy Consultant.

Revise existing Board policies.

Update legal references and provide missing legal and cross references.

Prepare a report, which will include identification of the following:

- \* Statements of "policy" that are really administrative procedure that should be moved to that type of manual.
- \* Good organization of the revised Policy Manual for ease of use.
- \* Good policies (i.e. clear, concise, legal).
- \* Areas where policies are needed to state the Board's expectations more clearly and efficiently.
- \* Areas where policies are needed to meet state/federal requirements.

Dovetail District policies with MSBA model policies. District policies not contained in the MSBA Policy Reference Manual are reviewed for compliance with current federal and state requirements and consistency in use of terms. Those policies which should be included are then added to the District's new Policy Manual.

Number all policies in accordance with the MSBA policy system.

Provide the Board with one draft copy of the new Policy Manual.  
(Note: extensive re-writing may require additional costs.)

Confer with the Board and/or its designee to go through the new Policy Manual and explain what changes were made, answer questions, etc.

Perform editing services on the policy manual draft copy within 180 days following delivery of the draft copy of the policy manual. Deliver final copy of the revised policy manual to the District along with the electronic files.