

BOARD AGENDA

INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus
Diamondhead Education Center
Regular Meeting
June 11, 2015
6:30 PM

(6:00 PM Listening Session with Directors Ron Hill and Dan Luth)

- I. Call to Order
 - A. Welcome Public
 - B. Pledge of Allegiance
- 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 3
 - 2. Human Resources 7
 - 3. Donations 9
 - 4. Fiscal Year Designations, Appointments and Memberships 11
 - a. Designation of Official Newspaper
 - b. Appointment of Auditor 13
 - c. Appointment of Agent of Record-Property Liability Insurance
 - d. Appointment of Agent of Record - Employee Benefits
 - e. Appointment of Agent of Record - Workers' Compensation
 - f. Membership in Minnesota School Boards Association
 - g. Membership in Minnesota State High School League 31
 - h. Membership in Association of Metropolitan School Districts
 - 5. Appoint Board Member Representative to 917 32
 - 6. Approve Contract for Property, Casualty and Liability Insurance for 2015-2016 34
- III. New Business
 - A. Report on FY16 Adopted Budget 35
Presenter: Lisa Rider, Executive Director of Business Services
Time: 30 Minutes
 - B. Approve Intermediate District 917 Health and Safety Resolution 138
Presenter: Lisa Rider, Executive Director of Business Services
Time: 5 Minutes
 - C. Approve Annual Application for Health and Safety Program 141
Presenter: Lisa Rider, Executive Director of Business Services

Time: 5 Minutes	
D. Award Paper Bid	144
Presenter: Lisa Rider, Executive Director of Business Services	
Time: 5 Minutes	
E. Report on Parent/Student Handbook	145
Presenter: Cindy Amoroso, Assistant Superintendent	
Time: 15 Minutes	
F. Adopt a Resolution Terminating Classified Staff Effective at the Close of the 2014-2015 School Year	148
Presenter: Stacey Sovine, Executive Director of Human Resources	
Time: 5 Minutes	
G. Adopt a Resolution Relating to the Termination of Teaching Contracts for Named Long Term Substitute Teachers Effective at the Close of the 2014-2015 School Year	150
Presenter: Stacey Sovine, Executive Director of Human Resources	
Time: 5 Minutes	
H. Approve on a First Reading Basis, Board Policies 208, 305, 101, 101.1, 102, 103 and 403	151
Presenter: Dr. Joe Gothard, Superintendent	
Time: 15 Minutes	
I. Report on Technology Plan	178
Presenter: Doug Johnson, Director of Technology	
Time: 20 Minutes	
IV. Reports	
A. Superintendent	
B. Board Reports	
V. Adjourn to Closed Session as Permitted by Minnesota Statutes 13D.05 Subd. 3 for the Superintendent's Evaluation	

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
May 28, 2015

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

Call to Order

Directors Currier, Alt, Luth, Hill, Schmid, Sweep and Chair VandenBoom were present. Others in attendance were Superintendent Gothard, Student Representative Davidson, administrators, staff and members of the public.

Attendance

VandenBoom welcomed the audience and asked Davidson to lead the Pledge of Allegiance.

Pledge of Allegiance

VandenBoom gave an update regarding today's Groundbreaking Ceremony.

Public recognition was given to the Burnsville High School Robotics Team, President's Volunteer Service Award Recipients and Ben Davidson, school board student representative.

Public Recognition

Student Representative Davidson introduced Maedin Abegaz as the 2015-16 school board student representative and gave a verbal report. School board members recognized Davidson for his service on the school board and wished him well.

Student Representative

Moved by Hill, seconded by Sweep, to approve the agenda. Motion carried (7, 0).

Agenda

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

Consent Agenda
Minutes
Personnel

- Minutes of the May 14, 2015 board meeting and closed session.
- Approve personnel recommendations for J. VanOekel, J. Beenken, S. Eggers, L. Henke, A. Millea, N. Theis, H. Knutson, C. Kranz, S. Mathews, A. Wilkinson, J. Walsh, L. Baggot, A. Ridgley, S. Carrillo, M. Barrett and P. Tamasi.
- Adopt a resolution approving and accepting donations.
- Approve April payroll checks numbered 718092-718121, and direct deposit notices numbered 569485-572538, in the net amount of \$3,766,953.64. April and May claims to date represented by checks numbered 439308-439938, 1012861-

Donations
Payroll, direct deposits, receipts and investments

- 1013054, 108-111, and 101045-101047 and wire transfers and adjustments totaling \$7,282,375.76. Accept April receipts of \$12,743,061.01 and investments for the General Fund, 2012A Alt Facilities, and OPEB of \$44,082,642.55 as of April 30, 2015.
- Accept the budget analysis for the month ending April 30, 2015.
 - Approve, on a second reading basis, Board Policies 204: *School Board Meeting Minutes*, 205: *Closed Meetings and Open Meetings*, 207: *Public Hearings*, 209: *Code of Ethics*, 210: *Conflict of Interest-School Board Members*, 211: *Criminal or Civil Action Against School District, School, Board Member, Employee or Student*, 212: *School Board Member Development*, 213: *School Board Committees*, 214: *Out-of-State Travel by School Board Members*, 301: *School District Administration*, 302: *Superintendent*, 303: *Superintendent Selection*, 304: *Superintendent Contract, Duties, and Evaluation*, 306: *Administrator Code of Ethics* and rescind policies BDDG, BD, BDE, BBF, BBFA, BCG, BH, BCE, CBA & CBA-R, CBB and AFB.
 - Approve the extended field trip proposal submitted by Harriet Bishop Elementary School for sixth grade students to go to Eagle Bluff Environmental Center September 14-16, 2015 and that the IICA Policy requirement prohibiting extended elementary field trips is waived for this trip.
- Motion carried unanimously (7, 0).

Budget Analysis
Polices

Extended Field
Trip

Received a report on Vision One91 from Mark Hayes and Eric Anderson from ATS&R; and Mark Hovelson and Andy Hoffman from Wenck Construction.

Vision One91
Report

Moved by Alt, seconded by Schmid, to award the Burnsville High School Bid Package #1 to the following contractors and authorize the signing of contracts with said contractors.

Bid Package #1

#0240	Building Demolition	Veit & Company, Inc.	\$71,039
#0600	General Construction	Ebert Construction	\$671,900
#2300	Mechanical	Klamm Mechanical Contractors, Inc.	\$900,000
#2600	Electric	People's Electric Company, Inc.	\$566,500
#3110	Site Demo &Improvements	Max Steininger Inc.	\$530,000
#3300	Site Utilities	Veit & Company, Inc.	<u>\$410,000</u>

\$3,149,439

Motion carried unanimously (7, 0).

Moved by Currier, seconded by Luth, to award the bid for waste and recycling services to Dick's Sanitation, Inc. (DSI). Motion carried unanimously after discussion (7, 0).

Waste and Recycling Services

Moved by Hill, seconded by Sweep, to adopt the following resolution: BE IT RESOLVED, by the School Board of Independent School District 191 that the portion of teaching contracts of staff in excess of 1.0 and/or contractual rights be terminated at the close of the 2014- 2015 school year.

Termination of Teaching Contracts in Excess of 1.0

Teacher Name

Total FTE

Nancy Birch

0.020

BE IT FURTHER RESOLVED, that written notice is sent to said teacher regarding termination of that portion of her contract in excess of 1.0 and/or contractual rights. A roll call vote was taken and the motion passed unanimously (7, 0 with all voting in favor).

Moved by Luth, seconded by Schmid, to adopt the following resolution: BE IT RESOLVED, by the Board of Education of Independent School District 191, that the following classified personnel are hereby laid off from their clerical positions, effective June 30, 2015: Abigail Katzmarek, Cluster-West and Melissa McClellan, Cluster-Secondary.

Classified Personnel

Written notice shall be provided to each employee. Each clerical employee retains recall rights as per the Master Agreement.

BE IT FURTHER RESOLVED, by the Board of Education of Independent School District 191, that the following clerical positions are eliminated effective July 1, 2015 2 SPED Clerks. Motion carried unanimously (7, 0).

Verbal committee reports were given by Hill on behalf of the Student Performance and Achievement Committee and Legislative Committee; Luth on behalf of the Ad Hoc Technology Committee; Schmid on behalf of the Negotiating Committee; and Currier on behalf of the Policy Review Committee and the Burnsville Hall of Fame.

Committee Reports

Luth reminded board members to submit their superintendent

Announcements

evaluations.

Closing remarks were given by Chair VandenBoom.

Moved by Schmid, seconded by Alt, to adjourn at 9:00 p.m. Motion carried unanimously (7, 0).

Adjourn

DeeDee Currier, clerk

June 11, 2015

Date Approved

DRAFT

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

TO: Members, Board of Education
Joe Gothard, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: June 11, 2015

RE: Recommended Personnel Changes

**Certified
Change in Assignment**

Laura Connell -Assignment location changes to ERJH, 1.0 FTE, math teacher, effective 2015/16 school year

Leave of Absence

Colleen Coleman -Teacher, BHS, requests a .5 FTE parental leave of absence, working .5 FTE, effective 2015/16 school year

Modification of Contract

Carrie Brett -Assignment increases to .5 FTE, Counselor, NJH, effective 2015/16 school year

Recall from Layoff

Bethany Fiagle *Teacher, Grade 1, 1.0 FTE, Neill, effective 2015/16

Averyel Hagel -Teacher, Vocal Music, .2 FTE , HB, effective 2015/16 school year

Amy Leafblad -Teacher, Spanish, NJH, .2 FTE for a total of .6 FTE, effective 2015/16 school year

Marielle Vins -Teacher, Grade 2, 1.0 FTE, MWS, effective 2015/16 school year

Resignation

Benjamin Burk *Teacher, BHS, effective 6/5/15

Greta Fenske *School Psychologist, Central Cluster, effective 6/5/15

Cathy Maki -Social Worker, Central Cluster, effective 6/5/15

Mackenzie Oakes -Teacher, ST, effective 6/5/15

Nichole Short *School Psychologist, West and ECSE Clusters, effective 6/5/15

James Sperial -Teacher, BHS, effective 6/5/15

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 06/11/2015

Retirement

Kari Deering

-Teacher, MWS, after 36 years in the District, effective 6/5/15

Classified

Change on Assignment

Trudie Harris

*Assignment changes to Employment Specialist, ASC, 8 hrs/day, effective 7/1/15

Elizabeth Kopp

*Assignment changes to Tech Specialist Level 2, ASC, 8 hrs/day, effective 7/1/15

Charlotte Lindberg

*Assignment changes to Benefits Specialist, ASC, 8 hrs/day, effective 7/1/15

Elliott Lund

*Assignment changes to Tech Specialist Level 1, ASC, 8 hrs/day, effective 7/1/15

Diane Olson

*Assignment changes to EA Level 2, 5 hrs/day, effective 9/1/15

Pamela Rethlake-Homolka

*Assignment changes to Tech Specialist Level 1, ASC, 8 hrs/day, effective 7/1/15

Cheryl Walczak

*Assignment changes to Tech Specialist Level 1, ASC, 8 hrs/day, effective 7/1/15

Alec Whipple

*Assignment changes to Tech Specialist Level 2, ASC, 8 hrs/day, effective 7/1/15

Resignation

Dave Dixon

*SPED EA, BHS, effective 6/4/15

Laurie Hume

*Special Education Coordinator, Districtwide, effective 6/30/15

Taylor Quam

-Food Service Associate, Neill, effective 6/5/15

Patricia Wrucke

*Tech Specialist Level II, ASC, effective 6/19/15

Retirement

Diane Holker

-SPED EA, VV, after 5 years in the District, effective 6/4/15

Termination

Taylor Hays

*Green Schools Liaison, Districtwide, effective 6/3/15

Community Education

Appointment

Jeffrey Klinkhammer

-Replacement-Team Coordinator, SA, 7 hrs/day, SO, effective 6/8/15

Coaches/Co-Curricular

Appointment

Megan Helberg

-Replacement-Assistant Girls Soccer Coach, BHS, effective fall season

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 06/11/2015



**Agenda II.B.3
June 11, 2015**

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

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

Date: June 5, 2015

Re: Donations

RECOMMENDATION: To adopt a resolution to approve and accept donations as presented.

RESOLUTION TO APPROVE AND ACCEPT DONATIONS

WHEREAS,

1. School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and
2. Minnesota Statute 123B.02 states the School Board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated; and
3. Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and
4. Businesses and individuals have submitted donations to the district;

THEREFORE, BE IT RESOLVED by the School Board of ISD 191 to approve and accept with appreciation the donations as presented below and to permit their use as designated by the donors.

Moved by: _____

Seconded by: _____

Members in favor of the motion:

Members opposed:

Whereupon said Resolution was declared duly passed and adopted on June 11, 2015.

Bob VandenBoom
Chair - Board of Education

DeeDee Currier
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
2/19/2015	Hidden Valley PTO	Hidden Valley Elementary	Classroom money, field trips, student planners, Reading month, scholarship fund, rockets	\$12,850.00
5/1/2015	Robin Swanson	Hidden Valley Elementary	To be used for the beautification fund	\$60.00
5/21/2015	Various donors Thomson	ISD 191	Bowls for BrainPower, post-event donations	\$1,088.00
5/27/2015	Reuters/Jeff & Heather Walberg	John Metcalf Junior High	Co-Curricular Donation	\$175.04

Total monetary contributions to accept: **\$14,173.04**

INDEPENDENT SCHOOL DISTRICT 191
Burnsville-Eagan-Savage
Business Office

TO: Members of the School Board

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

DATE: June 3, 2015

RE: Annual Fiscal Year Authorizations

The annual organization of the school board occurs in January to conform with the term of office for school board members. Unlike the election of officers, some matters of school board organization are more readily conducted on a fiscal year basis. The following items pertain to fiscal year 2016. They are of a routine nature and although board action is required, discussion is usually unnecessary. I recommend approval of each resolution as indicated. In the event a board member wishes to discuss any item, it should be removed from the consent agenda so that it may receive individual attention.

a. Designation of Official Newspaper

The district is designating the Sun Thisweek as the official legal newspapers serving our area. This newspaper is widely distributed across the geographic area of the school district.

RECOMMENDATION: That the Sun Thisweek be designated as the official newspaper for the 2015-16 school year per M.S. 123.33; Subdivision 11, and M.S. Chapter 331.

b. Appointment of Auditor

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

RECOMMENDATION: That the firm of Clifton Larson Allen be contracted to perform the 2014-15 financial audit. Field work and final reporting will occur during the fall of 2015-16 school year.

c. Appointment of Agent of Record – Property & Liability

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

RECOMMENDATION: That the school board approve the property, casualty, liability agent of record agreement with the Kraus-Anderson Insurance Agency for the 2015-16 fiscal year.

d. Appointment of Agent of Record – Employee Benefits

This agreement recognizes Corporate Health Services (CHS) as agent for our dental, medical, LTD and life insurance.

RECOMMENDATION: That the school board appoint Corporate Health Services as agent of record for group medical, life, long term disability and dental insurance for the 2015-16 fiscal year.

e. Appointment of Agent of Record – Workers' Compensation Policy

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

RECOMMENDATION: That the school board approve the workers' compensation agent of record agreement with Marsh McClellan, for the 2015-16 fiscal year.

f. Membership in Minnesota School Boards Association

Annotation: Membership in the Minnesota School Boards Association is beneficial to the efficient operation of the school district. A 2/3 majority vote is required. The annual membership cost is approximately \$13,550.00.

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

g. Membership in Minnesota State High School League

Annotation: The Minnesota State High School League is the governing agency for all inter-scholastic co-curricular activities. The administration recommends renewal of our membership at an approximate annual cost of \$3,890.

RECOMMENDATION: That the school board renew the district's membership in the Minnesota State High School League.

h. Membership in the Association of Metropolitan School Districts

Annotation: The Association of Metropolitan School Districts serves as a research organization and advocate for the district's interest in legislation. We believe that continued membership is most important. The annual cost is approximately \$11,852.00.

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



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April 27, 2015

The School Board and Management of
Independent School District No. 191
Burnsville-Eagan-Savage Schools
100 River Ridge Court
Burnsville, MN 55337

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (CLA) will provide for Independent School District No. 191 (“you,” “your,” or “the entity”) for the year ended June 30, 2015.

Dennis Hoogveen is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 191, as of and for the year ended June 30, 2015, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity’s basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management’s discussion and analysis.
2. Schedule of funding progress for postemployment benefits.

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

1. Individual fund statements and supporting schedules.
2. Schedule of expenditures of federal awards
3. Uniform Financial Accounting and Reporting Standards (UFARS) Compliance Table.

The following information other than RSI accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditors’ report will not provide an opinion or any assurance on that information:

1. Statistical data.
2. Transmittal letter.

Further, we have agreed that the document will include statistical information and a transmittal letter to facilitate the entity's application for the ASBO Certificate of Excellence in Financial Reporting. Our engagement does not assure the entity that the ASBO Certificate will be awarded.

In addition, we will also audit the statement of cash receipts and disbursements of the student activity accounts of the entity for the year ended June 30, 2015.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of a trial balance.
- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.
- Preparation of adjusting journal entries, as applicable.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements are other than unmodified or the single audit compliance opinion is other than unqualified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and OMB Circular A-133. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of

abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Circular A-133 Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and OMB Circular A-133, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is

reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings, if any, should be available for our review at the start of final fieldwork.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited

financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a trial balance for use during the audit. Our preparation of the trial balance is limited to formatting information into a working trial balance based on management's chart of accounts or general ledger. You will be required to review, approve, and accept responsibility for the trial balance.
- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted

responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.

- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or bond offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We will work with you separately to establish and communicate the expected start date of the audit.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely matter to the Minnesota Department of Education, the Minnesota Office of the State Auditor, or its designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation or electronic versions to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies and legislative staff.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Department of Education or the Minnesota Office of the State Auditor. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our fees for the audit services will be based on the actual time spent at our standard hourly rates, plus out-of-pocket costs (such as report reproduction and supplies, postage, travel, copies, faxes, telephone, courier, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Based on our preliminary estimates, the fee for audit services should approximate \$36,522 plus out-of-pocket costs (such as report reproduction and supplies, postage, travel, copies, fax, telephone, courier, etc. Such fees have been estimated based on the anticipated cooperation from your personnel and the timely and accurate completion of schedules and information we request from your personnel. You will receive a listing of schedules and information necessary for the completion of the audit which should be completed and ready for our review at the start of audit fieldwork. If these schedules and requested items are not available or are not accurate at the agreed upon start date of audit fieldwork, the estimated fee for audit services will likely be higher. The fees were estimated based on the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also

may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Finance charges of one and one half percent (1.5%) per month will be added to any past due amounts. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf. You and your attorney will receive a copy of every subpoena or request we are asked to respond to. You can control the costs of any discovery process or document request by informing us which requests you would like us to act on.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), Independent School District No. 191 and CLA shall enter into a HIPAA Business Associate Agreement (BAA) in the form attached hereto. If the attached HIPAA Business Associate Agreement is acceptable, please sign, date, and return it to us.

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that Independent School District No. 191 and CLA have entered into a HIPAA Business Associate Agreement (BAA) as attached hereto dated April 27, 2015.

Consent

Consent to use financial information

Annually, we may assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by ET Section 301 of the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Independent School District No. 191's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between us. If you have any questions, please let us know. Please sign, date, and return an electronic version of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and our respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Dennis Hoogeveen, CPA
Partner
612/397-3063
Dennis.hoogeveen@CLAconnect.com

Enclosure

Response:

This letter correctly sets forth the understanding of Independent School District No. 191.

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____

HIPAA BUSINESS ASSOCIATE AGREEMENT

THIS HIPAA BUSINESS ASSOCIATE AGREEMENT (“Agreement”) is made by and between Independent School District No. 191 (hereinafter referred to as “Client”) and CliftonLarsonAllen LLP (hereinafter referred to as “CLA”). This Agreement is effective as of the date signed by Client.

RECITALS

WHEREAS, Client is a Covered Entity pursuant to the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009, and the regulations and policy guidances thereunder (the “HIPAA Standards”) and wishes to disclose certain information to CLA, or, if applicable, to allow CLA to create or receive information on behalf of Client pursuant to the terms of this Agreement, some of which may constitute Protected Health Information as defined under the HIPAA Standards (“PHI”); and

WHEREAS, Client and CLA intend to protect the privacy and provide for the security of PHI disclosed to CLA in compliance with the HIPAA Standards, and other applicable laws; and

WHEREAS, the purpose of this Agreement is to satisfy certain standards and requirements of the HIPAA Standards, as the same may be amended from time to time.

NOW, THEREFORE, in consideration of the foregoing recitals and mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

TERMS OF AGREEMENT

1. Obligations of CLA.

a. Permitted and Required Uses and Disclosures. CLA may use and/or disclose PHI received by CLA from the Client, or, if applicable, created or received by CLA on behalf of the Client (hereinafter collectively referred to as the “Client’s PHI”) to perform functions, activities, or services for, or on behalf of, the Client in accordance with the specifications set forth in this Agreement; provided that such use or disclosure would not violate the HIPAA Standards if done by the Client. CLA must disclose PHI received by CLA from the Client as required by the HIPAA Standards and other applicable laws. Notwithstanding any other provision herein to the contrary, CLA agrees to use or disclose only the “Minimum Necessary” amount of information, as such term is defined in the HIPAA Standards, required to conduct the authorized activities herein, except that CLA will limit disclosures to a limited data set as set forth in 45 CFR. 164.514(e)(2) as required by the HIPAA Standards.

b. Uses and Disclosures Restricted. CLA shall not use or further disclose the Client’s PHI other than as permitted or required by this Agreement or as permitted or required by law. CLA shall not disclose Client’s PHI in a manner that would violate any restriction thereof which has been duly communicated to CLA. Except as permitted by the HIPAA Standards, CLA

shall not directly or indirectly receive remuneration in exchange for any of the Client's PHI unless a valid authorization has been provided to CLA.

c. Safeguards. CLA shall use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to protected health information, to prevent the use or disclosure of the Client's PHI other than as provided for by this Agreement.

i. Administrative Safeguards. CLA shall implement all required administrative safeguards pursuant to 45 CFR 164.308 as such are made applicable to business associates pursuant to the HIPAA Standards. Additionally, CLA shall either implement or properly document the reasons for non-implementation of all administrative safeguards of 45 CFR 164.308 that are designated as "addressable" as such are made applicable to business associates pursuant to the HIPAA Standards.

ii. Physical Safeguards. CLA shall implement all required physical safeguards pursuant to 45 CFR 164.310 as such are made applicable to business associates pursuant to the HIPAA Standards. Additionally, CLA shall either implement or properly document the reasons for non-implementation of all physical safeguards of 45 C.F.R. § 164.310 that are designated "addressable" as such are made applicable to business associates pursuant to the HIPAA Standards.

iii. Technological Safeguards. CLA shall implement all required technical safeguards pursuant to 45 CFR 164.312 as such are made applicable to business associates pursuant to the HIPAA Standards. Additionally, CLA shall either implement or properly document the reasons for non-implementation of all technical safeguards of 45 CFR 164.312 that are designated as "addressable" as such are made applicable to business associates pursuant to the HIPAA Standards.

d. Reporting of Disclosures. CLA shall report to Client in writing within 60 days any use or disclosure of the Client's PHI other than as provided for by this Agreement, including breaches of unsecured protected health information as required at 45 CFR 164.410, and any security incident of which CLA becomes aware.

e. CLA's Agents. CLA shall ensure that any agents, including subcontractors, to whom it provides the Client's PHI agree in writing to the same restrictions and conditions that apply to CLA with respect to such PHI and shall make such information available to the Client upon request. Upon CLA contracting with an agent for the sharing of the Client's PHI, CLA shall provide the Client written notice of any such executed agreement.

f. Availability of Information to the Client. CLA shall make available to the Client such information as the Client may require to fulfill the Client's obligations under 45 CFR 164.524 to provide access to and/or provide a copy (including an electronic copy) of PHI pursuant to the HIPAA Standards or, if requested by the Client or required by the HIPAA Standards, CLA shall make such information available (in electronic format as required by the HIPAA Standards) to the subject of such information or such subject's designee and shall confirm to the Client in writing that the request has been fulfilled.

g. Amendment of PHI. CLA shall make the Client's PHI available to the Client, upon the Client's request, to fulfill the Client's obligations to amend PHI pursuant to the HIPAA Standards, and CLA shall, as directed by the Client, incorporate any amendments to PHI provided to CLA by the Client into copies pursuant to 45 CFR 164.526 such PHI maintained by CLA.

h. Internal Practices. CLA shall make its internal practices, books and records relating to the use and disclosure of Client's PHI available to the Secretary of the United States Department of Health and Human Services or his or her designee for purposes of determining the Client's compliance with the HIPAA Standards.

i. Accountings. CLA agrees to document disclosures of Client's PHI and information related to such disclosures as required for the Client to promptly respond to a request by an individual for an accounting of disclosures of such individual's PHI by CLA in compliance with the HIPAA Standards. CLA agrees to provide to the Client information collected in accordance with the requirements of this Section 1.i to permit the Client to make a timely and prompt response to a request by an individual for such accounting as required by the HIPAA Standards. As required by applicable HIPAA Standards, CLA shall provide an accounting of disclosures made by CLA upon a request made by an individual directly to CLA for such an accounting.

j. Notification of Breach. During the term of this Agreement, CLA shall notify the Client within a reasonable time following the occurrence of any breach of security, intrusion or unauthorized use or disclosure of Client's PHI and/or any use or disclosure of Client's PHI not provided for by this Agreement. CLA shall notify Client, without unreasonable delay and in no case later than 60 calendar days, of the discovery of an unauthorized acquisition, access, or disclosure of "unsecured protected health information," as such term is defined in the HIPAA Standards. Such notice shall include all information required by the HIPAA Standards.

k. Policies and Procedures; Documentation. CLA shall develop appropriate policies and procedures relating to its compliance with the administrative, physical, and technical safeguards set forth in Sections 1.c of this Agreement and shall document, retain, and update such policies and procedures as required by 45 CFR 164.316.

2. Specific Use and Disclosure Provisions. Except as otherwise limited in this Agreement, CLA may: (a) use Client's PHI to perform certain functions for or on behalf of Client as requested by Client from time to time, subject to the requirements of the HIPAA Standards and the terms of this Agreement; (b) use Client's PHI for the proper management and administration of CLA or to carry out the legal responsibilities of CLA; (c) disclose Client's PHI for the proper management and administration of CLA, provided that disclosures are required by law, or CLA obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies CLA of any instances of which it is aware in which the confidentiality of the information has been breached; and (d) use Client's PHI to provide Data Aggregation services to the Client as permitted by 45 CFR 164.504(e)(2)(i)(B).

3. **Client Obligations.** As required by the HIPAA Standards, Client shall: (a) provide CLA with the notice of privacy practices that Client produces in accordance with 45 CFR 164.520, as well as any changes to such notice; (b) provide CLA with any changes in, or revocation of, permission by an individual to use or disclose PHI, if such changes affect CLA's permitted or required uses and disclosures; and (c) notify CLA of any restriction to the use or disclosure of PHI that Client has agreed to in accordance with 45 CFR 164.522. Client shall not request CLA to use or disclose Client's PHI in any manner that would not be permissible under the HIPAA Standards if done by client, except that Client may request CLA to provide Data Aggregation services to the Client as permitted by 45 CFR 164.504(e)(2)(i)(B).

4. **Termination.** A breach by either party of any provision of this Agreement, as determined by the other party, shall constitute a material breach of the Agreement and shall provide grounds for termination of this Agreement and the services of CLA by the non-breaching party if the breaching party is unable to cure such breach within ten (10) days following written notice of such breach. CLA agrees to cooperate with the Client as necessary to mitigate the extent of any unauthorized disclosures of Client's PHI or any damages or potential damages and liability under the HIPAA Standards caused by any violation of this Agreement by CLA or other unauthorized use of Client's PHI.

5. **Treatment of Client's PHI after Termination.** Upon termination of the Agreement for any reason, including the cessation of services by CLA for any reason, CLA shall return or destroy all Client's PHI that CLA still maintains in any form, and shall retain no copies of such PHI. If the parties mutually agree that return or destruction is not feasible, this Agreement shall continue to apply to such information and, without limitation to the foregoing, CLA shall extend the protections of this Agreement to such information and limit further use and disclosure of such PHI to those purposes that make the return or destruction of such PHI infeasible. A senior officer of CLA shall certify in writing to the Client within thirty (30) days after termination or expiration of this Agreement that all Client's PHI has been returned or disposed of as required above.

6. **Amendment to Comply with Law.** The parties acknowledge that state and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The parties agree to promptly enter into negotiations concerning the terms of an amendment to this Agreement embodying written assurances consistent with the HIPAA Standards or other applicable laws upon the written request of the other party. Notwithstanding any other provision herein, either party may terminate this Agreement and the services of CLA, without penalty, upon thirty (30) days' written notice in the event (i) the other party does not promptly enter into negotiations to amend this Agreement when requested pursuant to this Section; or (ii) the other party does not enter into an amendment to this Agreement providing assurances regarding compliance with the HIPAA Standards or any other applicable laws relating to the security or privacy of PHI.

7. **No Third Party Beneficiaries.** Nothing expressed or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Client, CLA, and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

8. **Indemnification.** Client shall indemnify, hold harmless and defend (with counsel of CLA's choosing) CLA from and against all claims, suits, administrative proceedings, demands, losses, damages or penalties, including reasonable attorneys' fees, arising out of Client's misuse or improper disclosure of PHI or CLA's possession, use or disclosure of PHI at the direction of Client.

9. **Interpretation.** This Agreement shall be interpreted as broadly as necessary to implement and comply with the HIPAA Standards. The parties agree that any ambiguity in this Agreement shall be resolved in favor of a meaning that complies and is consistent with the HIPAA Standards. There shall be no presumption for or against either party, by reason of one of the parties causing this Agreement to be drafted, with respect to the interpretation or enforcement of this Agreement.

10. **Notices.** All notices and other communications required or permitted hereunder or necessary or convenient in connection herewith shall be in writing and shall be deemed to have been given when hand delivered or mailed by registered or certified mail, as follows (provided that notice of change of address shall be deemed given only when received):

If to Client, to:	Independent School District No. 191 100 River Ridge Court Burnsville, MN 55337
If to CLA, to:	Attention: Lisa Rider, Exec Dir of Business Services CliftonLarsonAllen LLP 220 South 6 th Street Minneapolis, MN 55402 Attention: Dennis Hoogeveen, Principal


or to such other names or addresses as Client or CLA, as the case may be, shall designate by notice to the other in the manner specified in this Section 10.

IN WITNESS WHEREOF, the parties have signed this Agreement.

Independent School District No. 191

CliftonLarsonAllen LLP

By: _____
Print Name: _____
Title: _____
Date: _____

By:  _____
Print Name: Dennis Hoogeveen
Title: Principal
Date: April 27, 2015

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2015-2016 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

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

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

Burnsville High School

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

1. Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR;
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.
3. Our school **WILL NOT** be renewing its membership in the Minnesota State High School League.

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

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

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

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

Signed: _____
Clerk/Secretary - Local Governing Board

Signed: _____
Superintendent or Head of School

Date: _____

Date: _____

District Office Address, City, Zip: 100 River Ridge Court, Burnsville, MN 55337

School Superintendent's Phone: 952-707-2005 School Superintendent's Email: jgothard@ISD191.org

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2015

Retain one copy for the school files.



**Agenda II.B.5
June 11, 2015**

To: Board of Education
Dr. Joe Gothard, Superintendent

From: Bob VandenBoom, Board Chair

Date: June 5, 2015

Re: Appoint Board Member Representative to 917

RECOMMENDATION: that the Board of Education approves appointing Director Ron Hill as a School Board Member of Intermediate School District 917, to represent Independent School District No. 191, for a term to be three years in length commencing July 1, 2015.

NOTICE OF ELECTION

TO: Ron Hill

You are hereby notified that at a meeting of Independent School District No. 191, Burnsville, MN, Dakota County, Minnesota, held on the 11 day of June 2015, you were duly appointed a School Board Member of Intermediate School District 917, to represent Independent School District No. 191, for a term to be three years in length.

Dated: June 11, 2015



Clerk of Appointing Independent School District

ACCEPTANCE

TO: Dr. DeeDee Currier

Clerk of School District No. 191, Dakota County, Minnesota:

I hereby signify my acceptance of the office of School Board Member of Intermediate School District 917, which your notice of appointment, dated June 11, 2015, informs me that I have been appointed.

Dated: June 11, 2015

Appointed for Intermediate School District 917

FORM OF OATH TO BE ADMINISTERED TO SCHOOL DISTRICT OFFICERS UPON QUALIFYING

I do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and faithfully discharge the duties of my office according to law and the best of my ability and understanding, so help me God.

School Board Member
Intermediate School District 917

Sworn and subscribed to, before me this _____ day of _____, 2015.

Notary



**Agenda II.B.6
June 11, 2015**

To: Members, Board of Education

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

Date: June 3, 2015

Re: Award the Contracts for Property, Casualty and Liability Insurance for 2015-2016

RECOMMENDATION: That the Board of Education approve the contracts for property, casualty and liability insurance for the 2015-2016 year with: Travelers Group; Charter Oak; National Union; Westchester Fire Insurance Company; Chartis Speciality; Auto Owners; Admiral Insurance Company; and Cincinnati Insurance Companies:

	<u>Amount</u>	<u>Insurer</u>
Package Policy	\$213,422	Travelers Group
Real, Personal Property & Extra Expense, Inland Marine Property Deductible \$25,000		
General Liability - \$1,000,000	69,770	Travelers Group
Automobile - \$1,000,000	19,875	Charter Oak
Umbrella - \$4,000,000	16,908	Travelers Group
Crime	7,033	National Union
School Leaders Legal Liability	50,201	Westchester
International Package	6,387	Chartis Specialty
Environmental Impairment	5,460	Admiral Ins.
Equipment Breakdown	7,692	Cincinnati
Flood	1016	Auto Owners
<hr/>		
Total	\$397,764	

The agent of record remains Kraus-Anderson Insurance. The premiums listed above are approximately \$19,000 higher than the 2014-2015 school year. This increase is due primarily to market increases. The property valuation was increased at a standard 3% which we can expect annually moving forward.

I recommend approval of the contracts for property, casualty and liability insurance for the 2015-2016 year.



**Agenda III.A
June 11, 2015**

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

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

Date: June 3, 2015

Re: Report on FY16 Adopted Budget

Receive a report from Lisa K. Rider, Executive Director of Business Services regarding presented budget documents.



BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT 191 ADOPTED BUDGET 2015-2016

Adopted Budget – Overview 2015-2016

2

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

37

Adopted Budget – Overview

2015-2016 (cont'd)

3

- Represents best estimate of revenues & expenditures prior to final legislation

- Subject to revisions

- Must be adopted by July 1
 - Board to take action June 25

38

Budget Process

4

➤ Board

- Retreat March 6;
- Workshop April 23;
- Special Board Meeting April 30

➤ Input Teams/Processes

- Principal Meetings: February 25; March 11; April 1; April 9
- Staff Meetings: May 6, 7, 11

Budget Process (cont'd)

5

- April 30, 2015 – Preliminary Budget Guidance Approved by Board of Education

- April 30, 2015 and forward
 - Administration completed line item budget for Board of Education including known staffing assumptions; updated estimates for unsettled contracts, incorporated board guidance as well as adjusted for other known items.

40

2015 – 2016 ADOPTED BUDGET CHANGE IN FUND BALANCE

6

ISD 191 BURNSVILLE - EAGAN - SAVAGE
2015-2016 ADOPTED BUDGET
CHANGES IN FUND BALANCE

FUND	PROJECTED FUND BALANCE 6/30/15	REVENUES	EXPENDITURES	PROJECTED FUND BALANCE 6/30/16
GENERAL	\$ 17,558,101	\$ 116,789,398	\$ 120,257,155	\$ 14,090,344
FOOD SERVICE	1,430,658	5,259,059	5,247,776	1,441,941
COMMUNITY SERVICE	747,489	5,957,102	5,951,064	753,527
CAPITAL PROJECTS	75,275,557	1,218,000	65,433,528	11,060,029
DEBT SERVICE	2,199,196	10,013,006	11,242,968	969,234
TRUST & AGENCY FUND	188,883	682,150	680,000	191,033
INTERNAL SERVICE FUND	19,401,137	20,912,307	21,851,734	18,461,710
TOTAL ALL FUNDS	\$ 116,801,021	\$ 160,831,022	\$ 230,664,225	\$ 46,967,818

Enrollment History & Projection EC – 12

2004 - 2016

7

ISD 191 BURNSVILLE-EAGAN-SAVAGE ENROLLMENT HISTORY AND PROJECTION 2004-2016

	<u>Year</u>	<u>Total</u>	<u>Change</u>
2003-04	Actual	11,080	(140)
2004-05	Actual	10,679	(401)
2005-06	Actual	10,535	(144)
2006-07	Actual	10,391	(144)
2007-08	Actual	10,213	(178)
2008-09	Actual	9,961	(252)
2009-10	Actual	9,838	(123)
2010-11	Actual	9,786	(52)
2011-12	Actual	9,585	(201)
2012-13	Actual	9,579	(6)
2013-14	Actual	9,474	(105)
2014-15	Estimate	9,397	(77)
2015-16	Estimate	9,309	(88)

42

General Fund Assumptions

Staffing Ratios

8

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Elementary	26.85	26.85	26.85	25.80	26.50	26.50	25.20	24.50
Junior High	25.88	25.88	25.88	33.00	35.00	33.00	33.00	33.00
Senior High	30.95	30.95	30.95	35.00	35.00	35.00	35.00	36.00

General Fund Assumptions 2015-2016

9

- General Education Formula - \$5,881 (assumption \$50 added to statute as of 6/10/15)
- Elementary class sizes average approximately 24.5:1 with a range of 21-30.
- Secondary class sizes set with a goal of 33-36:1 with a range based on subject

44

General Fund Assumptions (cont'd)

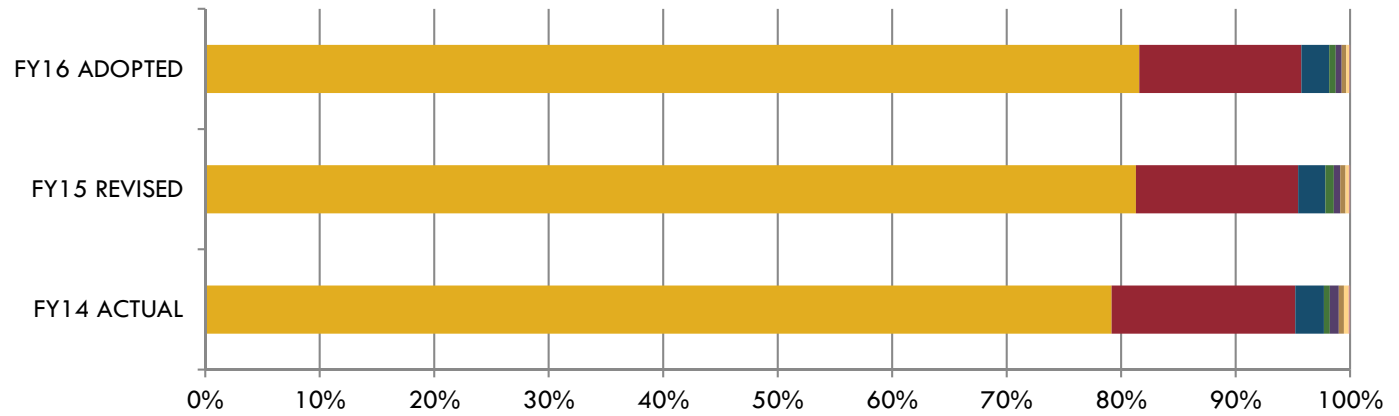
2015-2016

10

- Enrollment decrease of 88 students
- OPEB transfer to the operating funds of approximately \$550,000
- Five percent increase in health insurance

45

General Fund Expenditure Comparison

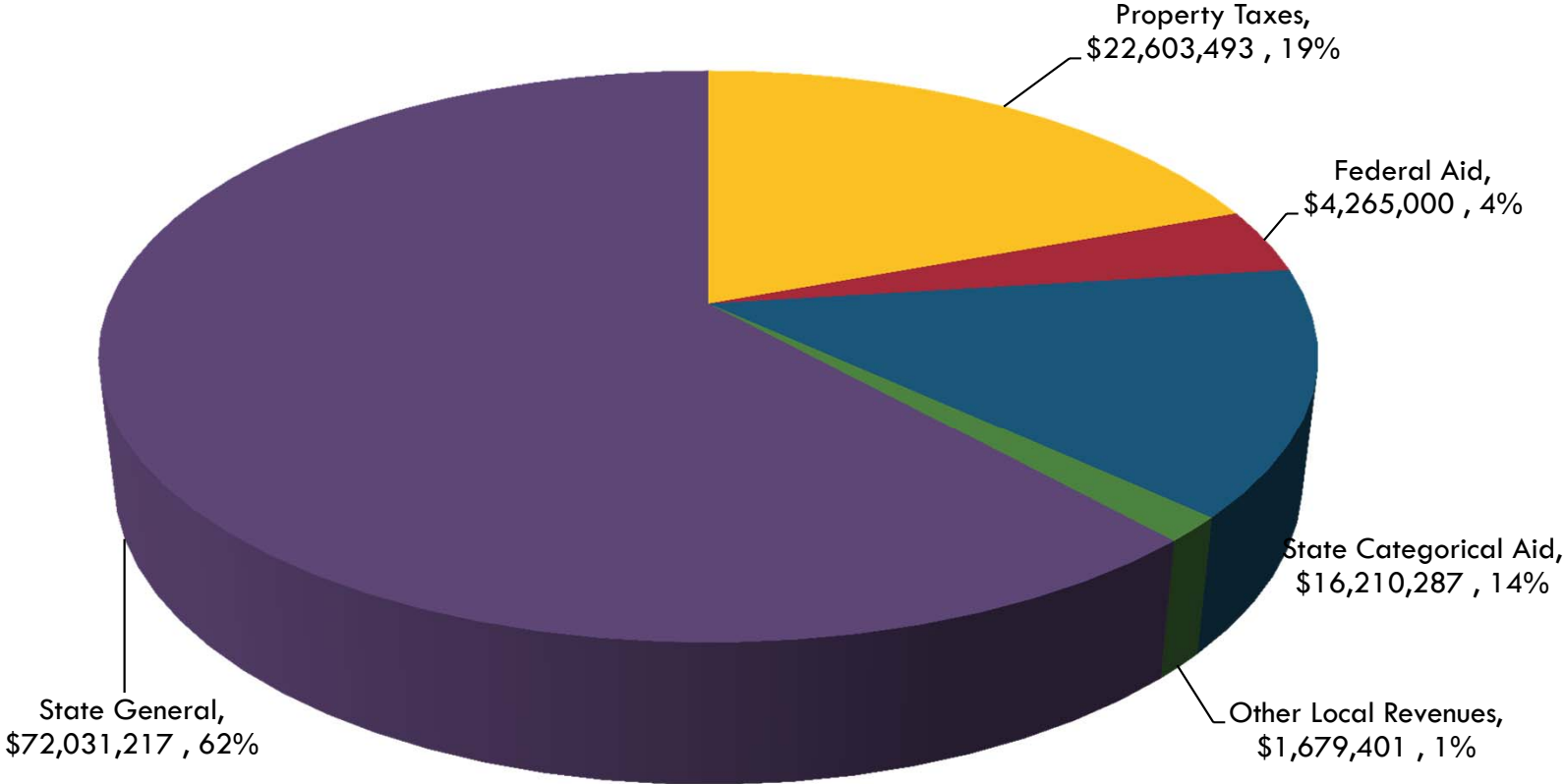


	FY14 ACTUAL	FY15 REVISED	FY16 ADOPTED
Salaries, Wages & Benefits	79.15%	81.29%	81.58%
Purchased Services, Supplies, Capital, Other	16.06%	14.17%	14.15%
Special Education Transportation	2.49%	2.37%	2.42%
Workers Comp, Unemployment, & Property Casualty Ins.	0.53%	0.73%	0.58%
Rentals and Leases	0.77%	0.56%	0.51%
Capital Lease - Principal	0.46%	0.46%	0.39%
Travel/Conferences	0.41%	0.30%	0.27%
Capital Lease - Interest	0.14%	0.11%	0.09%

**INDEPENDENT SCHOOL DISTRICT 191
GENERAL FUND REVENUE
2015-2016 ADOPTED BUDGET
\$116,789,398**



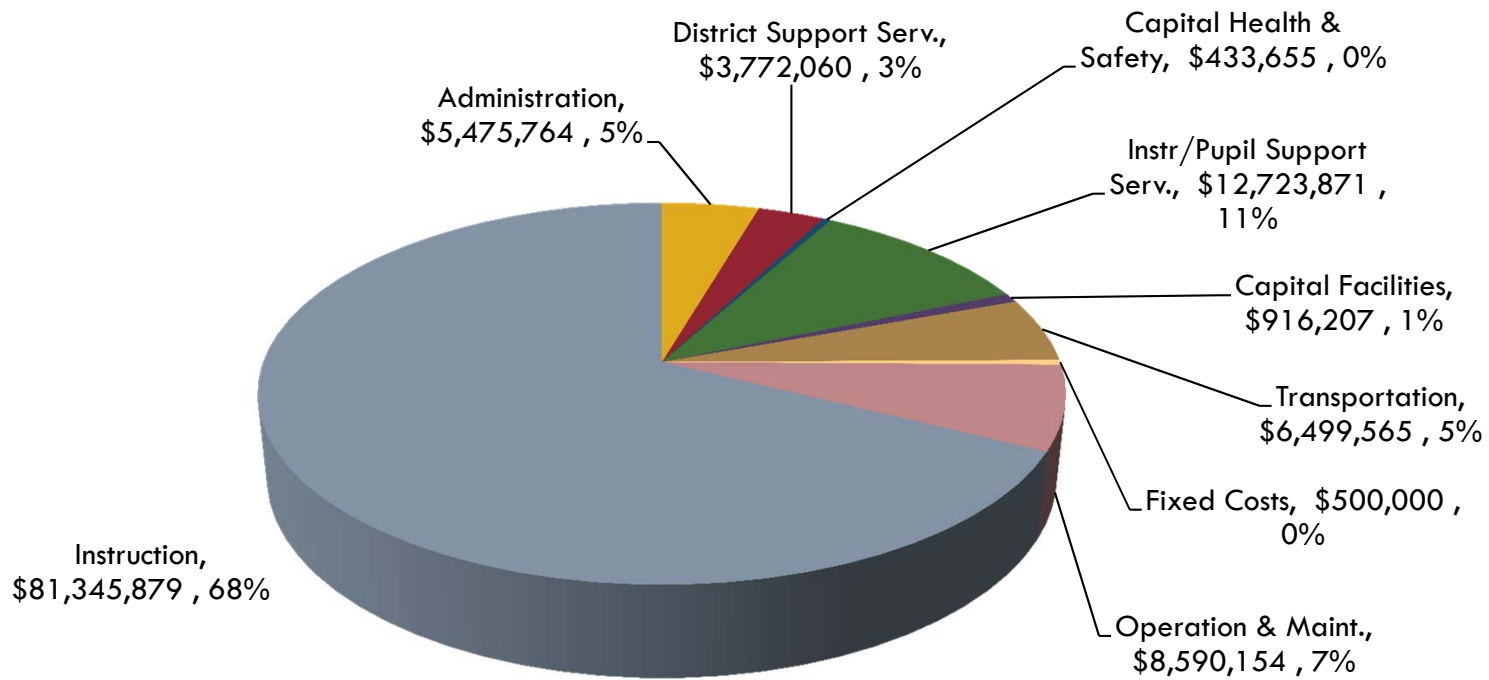
13



48

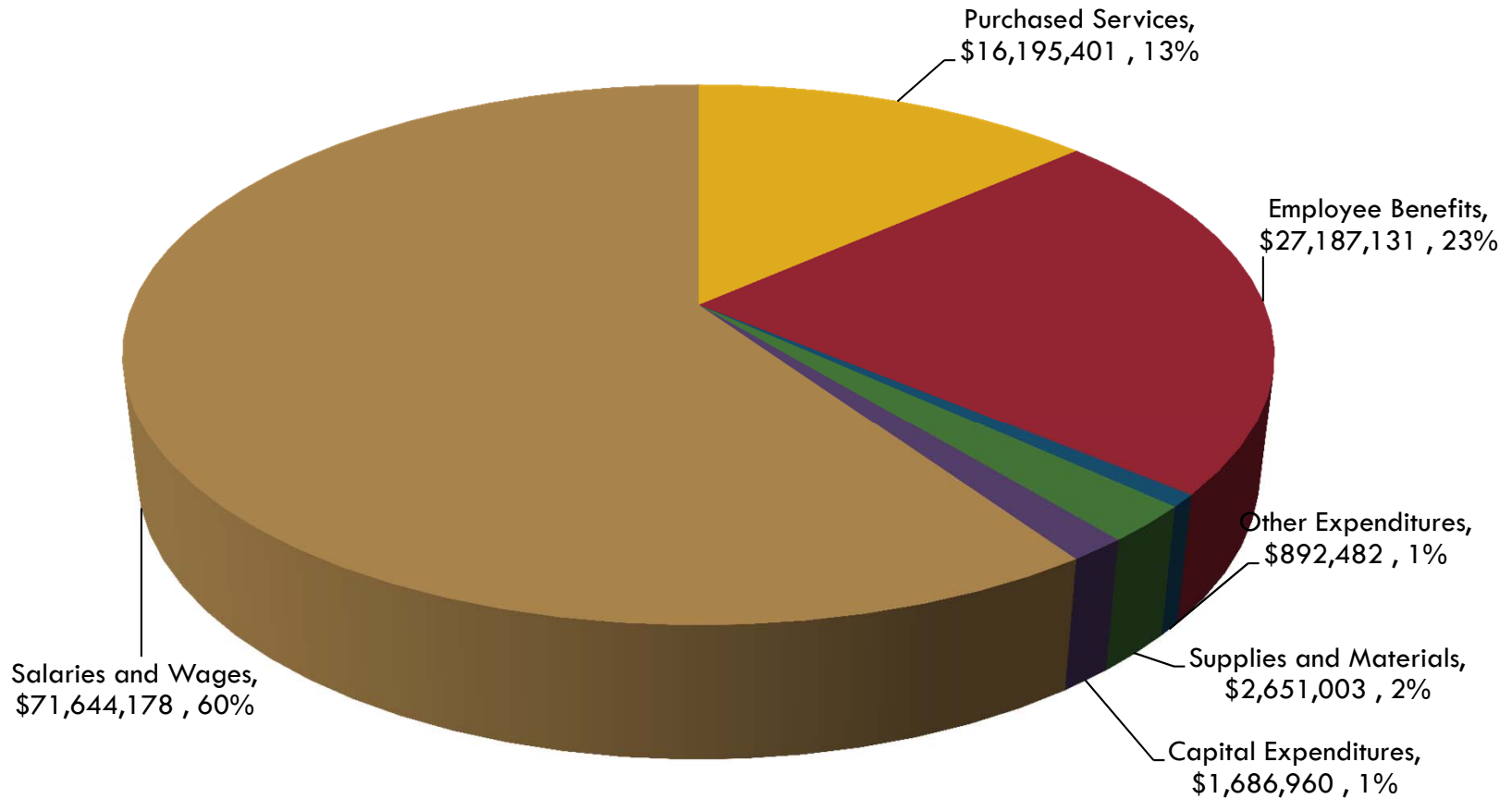


INDEPENDENT SCHOOL DISTRICT 191 GENERAL FUND EXPENDITURES BY PROGRAM 2015-2016 ADOPTED BUDGET \$120,257,155



49

**INDEPENDENT SCHOOL DISTRICT 191
GENERAL FUND EXPENDITURES BY OBJECT
2015-2016 ADOPTED BUDGET
\$120,257,155**



50

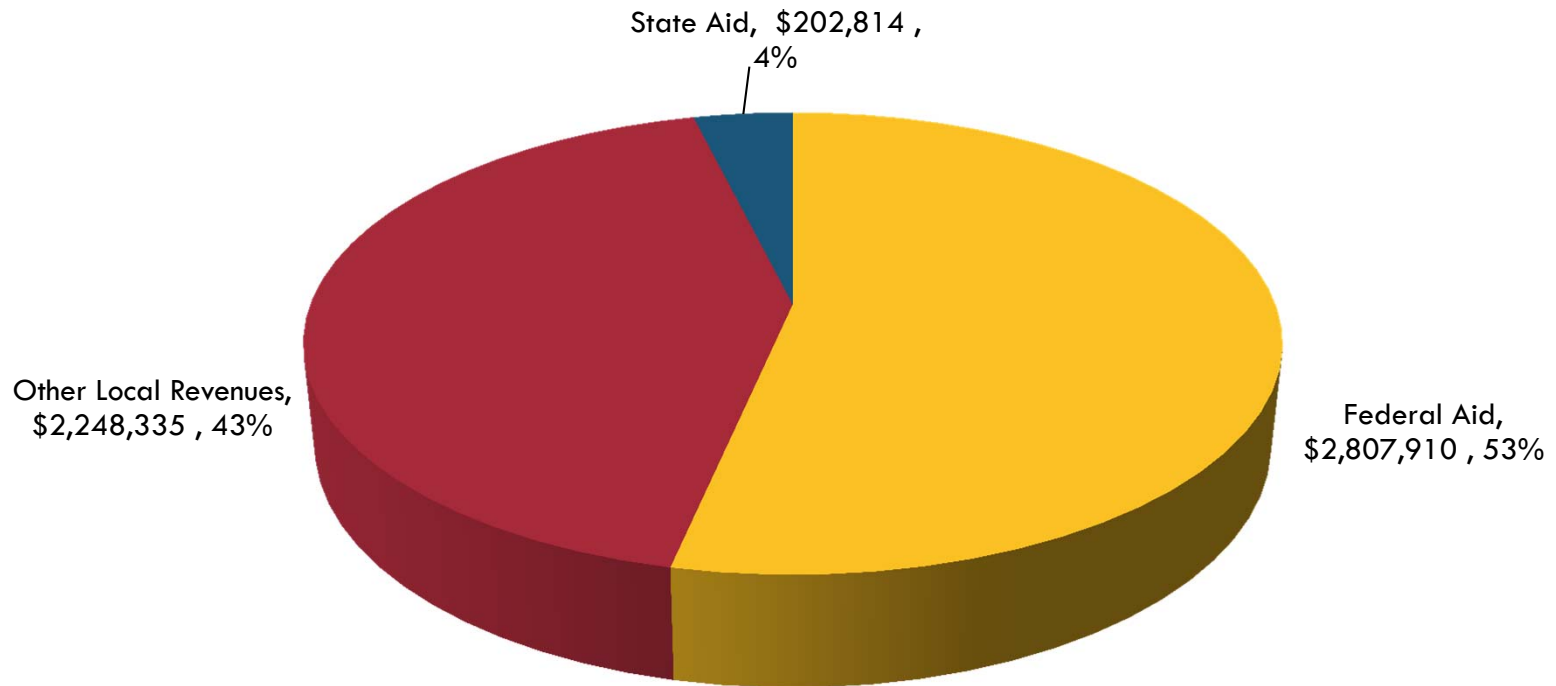
**ISD 191 BURNSVILLE – EAGAN – SAVAGE
2015 – 16 ADOPTED BUDGET
FOOD SERVICE FUND**

16

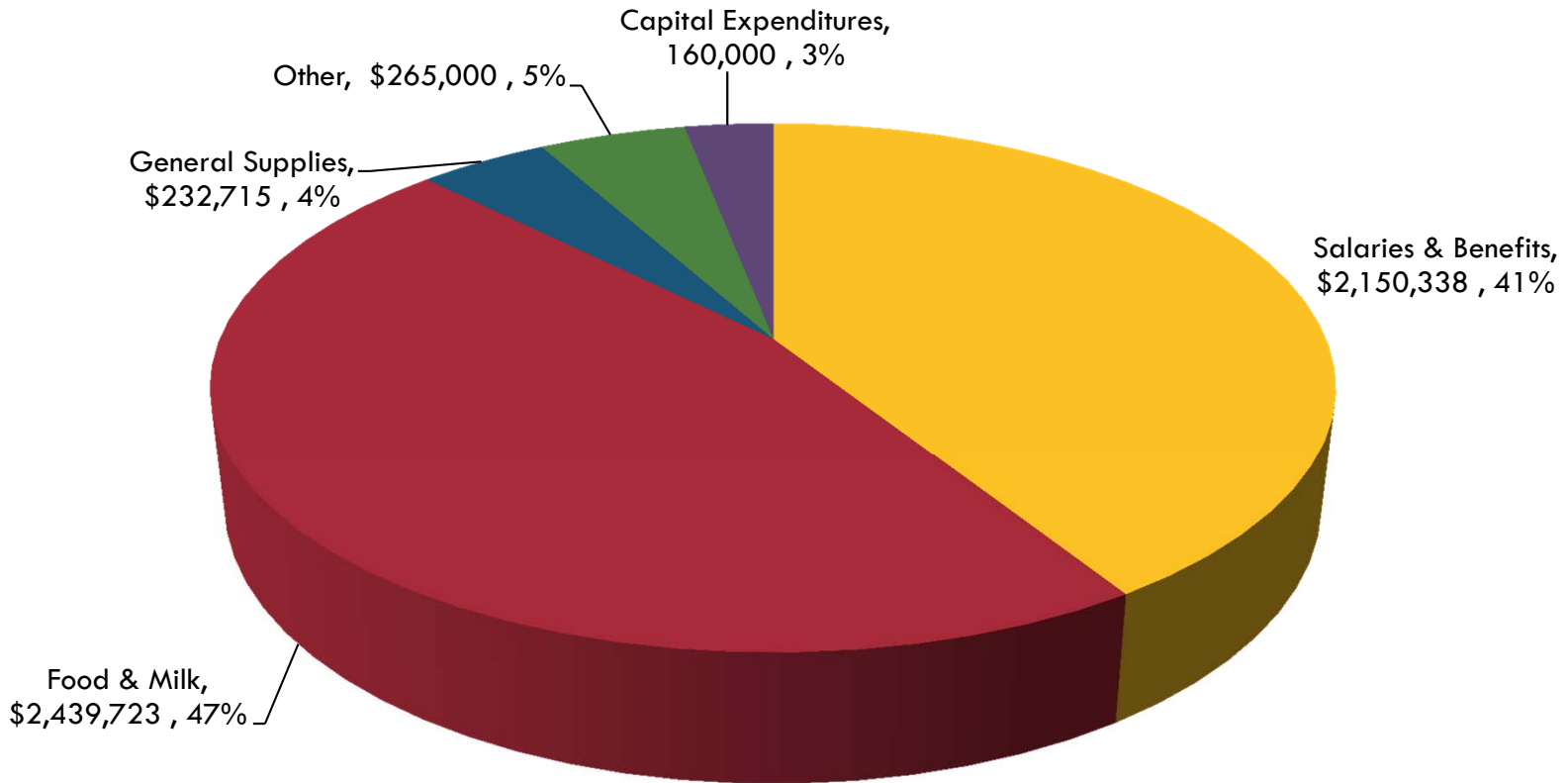
Projected Beginning Fund Balance	\$ 1,430,658
Revenues	5,259,059
Expenditures	(5,247,776)
Net Change in Fund Balance	11,283
Projected Ending Fund Balance	\$ 1,441,941

51

**INDEPENDENT SCHOOL DISTRICT 191
FOOD SERVICE REVENUE
2015-2016 ADOPTED BUDGET
\$5,259,059**



**INDEPENDENT SCHOOL DISTRICT 191
FOOD SERVICE EXPENDITURES BY OBJECT
2015-2016 ADOPTED BUDGET
\$5,247,776**

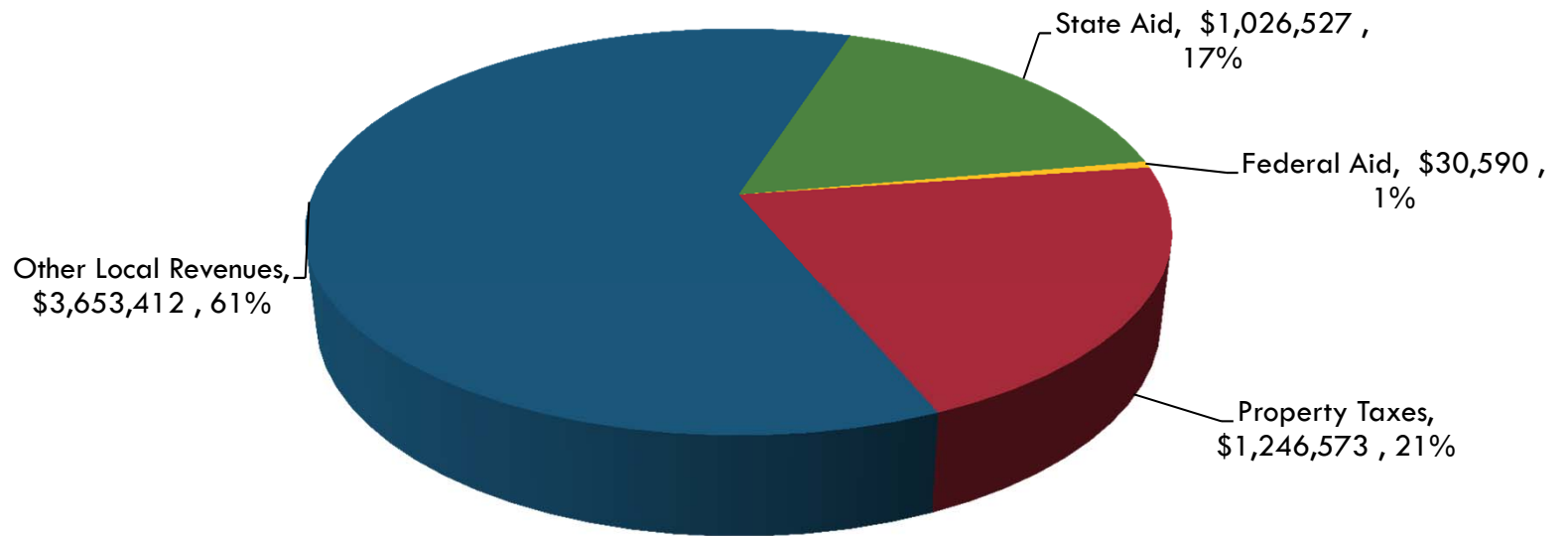


2015-2016 ADOPTED BUDGET COMMUNITY SERVICE FUND

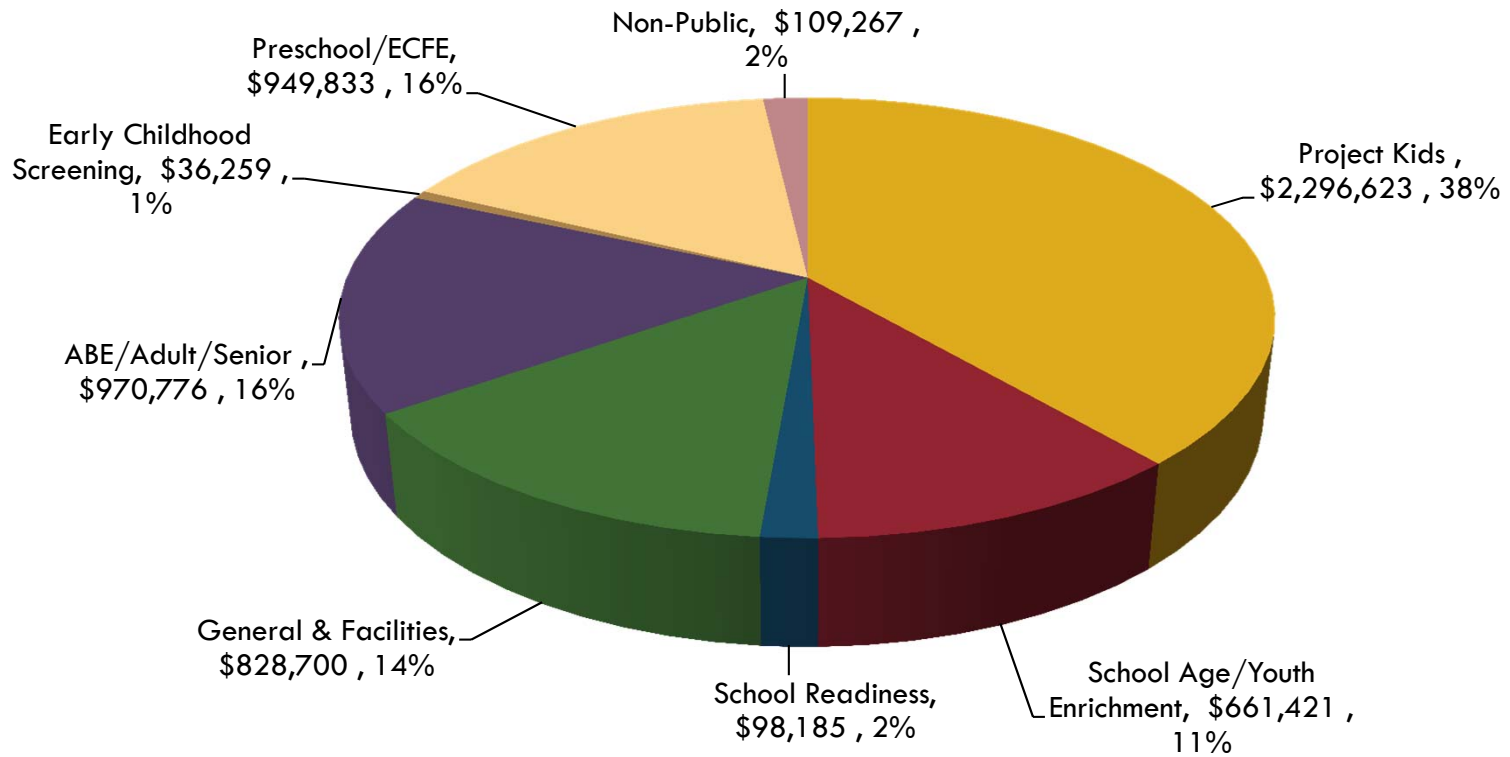
19

Projected Beginning Fund Balance	\$ 747,489
Revenues	5,957,102
Expenditures	<u>(5,951,064)</u>
Net Change in Fund Balance	6,038
Projected Ending Fund Balance	<u><u>\$ 753,527</u></u>

**INDEPENDENT SCHOOL DISTRICT 191
COMMUNITY SERVICE REVENUE
2015-2016 ADOPTED BUDGET
\$5,957,102**



**INDEPENDENT SCHOOL DISTRICT 191
COMMUNITY SERVICE EXPENDITURES BY PROGRAM
2015-2016 ADOPTED BUDGET
\$5,951,064**



**ISD 191 BURNSVILLE - EAGAN - SAVAGE
2015-2016 ADOPTED BUDGET
CAPITAL PROJECT FUND**

Projected Beginning Fund Balance	\$ 75,275,557
Revenues	1,218,000
Expenditures	(65,433,528)
Net Change in Fund Balance	<hr/> <u>(64,215,528)</u>
Projected Ending Fund Balance	<hr/> <u>\$ 11,060,029</u>

Includes both Alternative Facility Projects (Fund 06)
and Building Projects (Referendum Fund 26)
This does not include Referendum Capital Project Technology as
not available until 2016-2017.

**ISD 191 BURNSVILLE - EAGAN - SAVAGE
2015-2016 ADOPTED BUDGET
DEBT SERVICE FUNDS**

23

Projected Beginning Fund Balance	\$ 2,199,196
Revenues	10,013,006
Expenditures	(11,242,968)
Net Change in Fund Balance	<u>(1,229,962)</u>
Projected Ending Fund Balance	<u>\$ 969,234</u>

Adopted Budget 2015-2016

24

- Next Steps – Formal Board Approval at the
June 25, 2015 Board Meeting

59

TO: Members, Board of Education

FROM: Lisa Rider, Executive Director of Business Services

DATE: June 10, 2015

RE: Proposed FY2015-2016 Adopted Budget

Since April 30, 2015, when the board approved guidance for the General Fund Budget for FY2015-16 representing revenue assumption of \$500,000 growth on the general education formula and expenditures that would result in a 9.0% projected ending unassigned fund balance; the administration has worked to finalize positions for the coming year and to modify line item budgets within the given parameters.

Below is a summary of the Proposed FY2015-2016 Adopted Budget for your review. A full summary of the General Fund budget units and their narratives and details are available for review prior to action for adoption at the June 25, 2015 board meeting.

Fund	Revenue	Expenditure	Net Increase (Decrease)
General	\$116,789,398	\$120,257,155	\$ (3,467,757)
Food Service	5,259,059	5,247,776	11,283
Community Service	5,957,102	5,951,064	6,038
Capital Building Projects	1,218,000	65,433,528	(64,215,528)
Debt Service	10,013,006	11,242,968	(1,229,962)
Total Governmental	139,236,565	208,132,491	(68,895,926)
Trust and Agency	682,150	680,000	2,150
Internal Service Funds	20,912,307	21,851,734	(939,427)
All Funds	\$160,831,022	\$230,664,225	\$ (69,833,203)

The 2015-2016 Budget was prepared in accordance with the following Board of Education decisions. The parameters used to develop the budget are detailed in the presentation materials but are essentially as follows:

1. General education funding, on a per pupil basis, was increased to \$5,881 per adjusted pupil unit, an anticipated \$50 more than current statute as of June 10, 2015. Pending legislation has not been finalized as of June 10, 2015.
2. Elementary class sizes averaging around 24.5:1 resulting from a range of class sizes of 21-30 depending on grade level and secondary class sizes averaging around 33-36:1.

3. Enrollment decreased with estimates based on projected end of year Early Childhood-12 average daily membership of 9,309 for 2015-2016 and 9,397 for 2014-2015, a decrease of 88 average daily memberships. Magnet enrollments are included in this estimate.
4. An estimated \$550,000 reduction in Health Insurance costs across the operating funds is included as a result of the OPEB Trust implicit rate contributions.
5. Five percent increase in 2015-2016 health insurance premium costs for self-insured employee health benefits.
6. After pulling in actual salaries versus the average used in planning and adjusting for other line item budgets, expenditure estimates are about \$55,000 less than the total expenditures identified in the board estimates to result in a 9.0% projected ending fund balance preliminarily approved in April. Revenues include an increase in the general education formula from \$5,831 to \$5,881 assuming a \$50 per adjusted pupil unit increase on the current formula. Legislation is pending which may increase revenues further. Such adjustments would come before the board in future revisions to the budget. Together, these assumptions continue to result in an estimated projected end of year Unassigned Fund Balance for the General Fund of about 9.0% considering the use of restricted and committed fund balances in the areas of Area Learning Center, Capital, program carryover, and ProPay.

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

Given the projected fund balance is above the current Board Policy, there is no need for a waiver; however, prior to June 30, 2015 the board will need to define what fund balances they would be committing for 2015-2016.

GENERAL FUND

Overview

On April 30, 2015, the Board acted to preliminarily approve the General Fund total revenues and total expenditures which would result in a projected ending Unassigned General Fund balance of 9.0%. The revenue assumptions indicated within this adopted FY 16 budget are equal to the April estimates but do not yet reflect final legislation that is pending as of June 10, 2015. There is an anticipation legislation will provide for a higher general education formula than has been used in the estimates provided in this adopted budget. Federal assumptions are conservative and are expected to be modified mid-year. The budget proposed calls for an increase of Restricted Capital funds of \$629,562, a spend down of Restricted Area Learning Center funds of \$690,297 and a spend down of Committed Fund Balance by \$442,119. The projected spend down of fund balance and the resulting Unassigned Fund Balance is 9.0% of General Fund expenditures. As more current information becomes available, the budget will be revised accordingly.

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

Basic Allowance

The basic funding allowance is \$5,881 per pupil unit.

Special Education

Special education categorical aid has been estimated similar to prior year budgeted revenues. This is an area of particularly conservative revenue estimates due to the complexity of the calculation which is changing for 2015-2016 and beyond.

Referendum

The district's referendum authority is a combined \$1,696.37 per adjusted pupil unit prior to local optional allowance of \$424. After local optional subtraction the amount is \$1,272.37 reflecting the equivalent amounts approved by the voters in November 2011 and November 2007. Total referendum revenue adjusts each year in direct proportion to adjusted pupil units served. Estimated referendum revenue for the 2015-2016 year is approximately \$17.5 million, or roughly 15% of total General Fund revenues.

Alternative Teacher Compensation

Alternative teacher compensation revenue of approximately \$2.46 million is included in the 2015-2016 budget. The expenditures in this area are in excess of revenues as a purposeful spend down of previous years of committed fund balance. These funds may only be utilized for Alternative Teacher Compensation.

Compensatory

Compensatory revenue of approximately \$7.4 million is included and a portion of these funds is budgeted to cover costs of English Learner staff at all buildings. The remainder of this funding continues to be dedicated to providing educational programs for at risk students through various District initiatives.

English Learners

The estimate is based on the assessment of student needs within our district. The allocation expenditures have remained similar from FY15 to FY16. The degree of services needed by students vary, our assessment of students and the responding services will fluctuate.

Enrollment

Enrollment is a crucial factor in determining a school district's revenue because most funding formulas are student based. The 2015-2016 adopted budget assumes a decline in estimated EC-12 enrollment from estimated 9,397 students (Average Daily Membership) in 2014-2015 to 9,309 in 2015-2016. Enrollment uncertainty creates the potential for significant increases or decreases in student-based revenue. This assumption will need to be re-evaluated when the October 1, 2015, enrollment is known and the retention factor for 2014-2015 is determined. With each student generating approximately \$5,881 in revenue, a small deviation in enrollment can produce a significant change in revenue.

Revenue Restrictions

Restrictions on the use of general education revenue are offset with dedicated revenue. Following are restrictions imposed on general education revenue in 2015-2016:

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

Capital Expenditures

Capital expenditures are budgeted in the General Fund but are supported by revenue that is dedicated to this purpose. Capital expenditures included in this budget amount to approximately \$2.5 million and are projected to be less than revenue by approximately \$629,000. The decrease in planned spending of Capital funds is tied directly to the budget adjustment process in an effort to keep expenditures down as much as possible.

Student Transportation

The student transportation budget is based on current service levels and a contingency for potential changes related to transportation services for future years. Since implementing our new contract with Durham School Services in 2012-2013, actual savings have been realized. These savings have been removed from the budget during the FY15 revised budget process.

Site Based Budgeting

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

FOOD SERVICE

The Food Service Fund budget shows a surplus of \$11,283 for the 2015-2016 year. The lunch prices incorporated into this budget for 2015-2016 will continue to be \$2.40 for elementary, \$2.50 for Junior High and High School Students, and \$3.60 for adults. Milk prices will increase to \$0.50. Breakfast prices remain at \$1.40 for all students and \$2.00 for adults.

COMMUNITY EDUCATION

The Community Education Fund shows expenditures essentially equal to revenues with no transfer from the General Fund.

CAPITAL BUILDING PROJECTS

The Capital Building Projects Fund includes both the alternative facility projects (approved via 10 year plan) and Vision One91 referendum building projects although they are kept track of separately in our internal codes. These projects reflect the bond proceeds received in May, 2015 as a result of the Vision One91 referendum approval in February, 2015. Additionally, the expenditures indicate a projected spend down of fund balance for the 2015-2016 year of approximately \$65.4 million. This spend down is likely to be less than this as the project completion for the Vision One91 is anticipated to roll into the 2016-2017 fiscal year. However, for tracking purposes we are listing the entire building budget as approved in 2015-2016.

DEBT REDEMPTION

The Debt Redemption Fund is used to record revenues and expenses relating to principal and interest on bonded debt. These funds are dedicated to debt redemption and cannot be used for any other purpose.

FORMAT

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

SUMMARY

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

I am pleased to provide you with the FY 2015-2016 Adopted Budget for your consideration for approval on June 25, 2015. The copy will be bound after final board approval.

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 01010

Description	Location Description	Employee Number	Employee Name	Period FTE
1ST GRADE TCR	EDWARD NEILL	007300	ROSSINI, CATHERINE L	1.00
		014129	OLSEN, LAURA	1.00
		017212	ALLMAN, KELLIE R	1.00
	GIDEON POND	008371	MEAGHER, LORI A	1.00
		010401	ODEGARD, ELISA	1.00
		016727	SELBY, HANNAH	1.00
	HARRIET BISHOP	011875	MARSHALL, DEBRA L	1.00
		015065	STROWBRIDGE, STACI	1.00
		016643	BEEGLE, ANDREA L	1.00
		018092	FIAGLE, BETHANY	1.00
	HIDDEN VALLEY	002063	MILLER, DIANE	1.00
		014189	HIEBERT, TRACY	1.00
		014261	LANGRECK, LORI	1.00
		016049	BRIGGS, LORI A	1.00
	MW SAVAGE	007770	ANDERSON, MEGAN	1.00
		009901	BUSSE, CYNTHIA	1.00
		013315	SANDS, ANNE	1.00
	RAHN	007076	WHITE-JARZYNA, SUSAN L	1.00
		007314	GAMBUCCI, ANN MARIE	1.00
		017311	HOINS, DAWN	1.00
	SIOUX TRAIL	000000	Open Position	1.00
		014988	KUNKEL, ROBERTA E	1.00
		016429	PETERSON, CHRISTINE K	1.00
	SKY OAKS	007207	OSTDIEK, TERESA L	1.00
		008687	RISTEAU, JILL A	1.00
		014325	SCHNEIDER, MARISA LYNN MOE	1.00
		018133	GILIUSON, KRISTA	1.00
	VISTA VIEW	011357	GANDRUD, JENNIFER L	1.00
		013360	IVORY, COURTENEY	1.00
		017784	BELGRAVE, ANGELA I	1.00
	WM. BYRNE	008412	OSTENDORF, CHARLENE M	1.00
		012779	SMITH, MELISSA	0.50
		014128	SIMPSON, LISA	1.00
016675		MASON, BRIDGET C	0.50	
1ST GRADE TCR				33.00
2ND GRADE TCR	EDWARD NEILL	003833	LAMB, CYNTHIA L	1.00
		007279	BEARTH, LUKE A	1.00
		012899	LENTON, TIFFANEY	1.00
	GIDEON POND	010293	JOOSTEN, NANCY	1.00
		011595	STONEKING, STACY	1.00
		018034	AMBUEHL, JENNIFER A	1.00
	HARRIET BISHOP	008791	SVARE, JANE	1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE	
2ND GRADE TCR	HARRIET BISHOP	010295	ENGEN, AMY	1.00	
		012866	SCHMIDT-BOYLES, DAWN	1.00	
		016759	BERRYMAN, ASHLEY A	1.00	
	HIDDEN VALLEY	008217	DWIRE, MELINDA	1.00	
		011354	SCHAFER, KRISTY J	1.00	
		016740	NURMELA, CRYSTAL	1.00	
	MW SAVAGE	009755	CHRISTEN, LISA K.	1.00	
		017222	ELLIOTT, RACHEL R	1.00	
		018329	VINS, MARIELLE F	1.00	
	RAHN	009771	PLUCINAK, JODY L	1.00	
		010311	MATHYS, SANDRA	1.00	
		014112	HARTL, ARAN J	1.00	
	SIOUX TRAIL	007295	OTREMB, KAREN ANN HOBERG	1.00	
		012528	KLEVEN, MARK A	1.00	
		016364	WILLIAMS, SACIA A	1.00	
	SKY OAKS	012698	JERMELAND, MEGHAN M	1.00	
		012790	KOSMALKI, ERIN J	1.00	
		015696	MULDER, LINDSEY	1.00	
		017268	SINGLETON, SARAH K	1.00	
	VISTA VIEW	012554	DENNIS, TERESA L	1.00	
		012724	STEEG, KIMBERLY KAYE	1.00	
		013000	TUCCI, AMY J	1.00	
	WM. BYRNE	004991	BIGELOW, DEBRA K	1.00	
		009820	ORLANDO, KARI R	1.00	
		018290	JORGENSON, LINDSEY E	1.00	
	2ND GRADE TCR				32.00
	3RD GRADE TCR	EDWARD NEILL	006933	ZAKARIASEN, LYNDA K	1.00
			017951	JUNTUNEN, MEGHAN	1.00
			018033	THIES, BENJAMIN D	1.00
		GIDEON POND	015398	SKOGLUND, ALLISON L	1.00
016097			ZUCOLLO, SUSAN R	1.00	
017307			TRAETOW, ANDREA	1.00	
HARRIET BISHOP		007347	SMITH, KELLY L	1.00	
		007546	HABERLACK, CHERYL A	1.00	
		009294	MORLOCK, KATHERINE R	1.00	
		012343	HUBER, ERIN	1.00	
HIDDEN VALLEY		006810	KNUDSEN, EYENIA	1.00	
		008543	TOLLERUD, TERESA JO	1.00	
		011867	SCHLINK, JOANNE	1.00	
		017787	CHISAKA, BRIDGET N	1.00	
MW SAVAGE		006375	PRESTON, ANGELA	1.00	
	010787	STOLTZ, LISA A	1.00		
	010826	KACHMAN, ANGELA	1.00		

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
3RD GRADE TCR	RAHN	009764	HILL, GARY S	1.00
		011306	PETERSON, KERI	1.00
		013288	LUTZ, AMANDA J	1.00
	SIOUX TRAIL	000000	Open Position	1.00
		014308	BOCHE, SONIA R	1.00
		014318	HORWART, LESLIE	1.00
	SKY OAKS	017176	POLLITT, LINDSEY M	1.00
		017236	GABBERT, LINLEY K	1.00
		017864	BIEN, MEGAN M	1.00
	VISTA VIEW	008281	PLASCHKO, MARY BETH	1.00
		010911	SILVERS, KATHRYN	1.00
		013189	HOUTMAN, JENNIFER L	1.00
	WM. BYRNE	015044	COOPER, KIRENZA I	1.00
		017365	KOPEL, JACLYN C	1.00
		018007	LAMONT, HEIDI O	1.00
018008		TOMALA, CRYSTAL M	1.00	
3RD GRADE TCR				33.00
4TH GRADE TCR	EDWARD NEILL	007308	HOVLAND, SUSAN C	1.00
		007322	CONDON, JAMES F	1.00
		015626	PETRELLA, SARA M	1.00
	GIDEON POND	008289	GALLUS, JEFFREY	1.00
		013528	KING, DANIEL AUSTIN	1.00
	HARRIET BISHOP	010346	CORONIS, STACY S	1.00
		016895	GANT, SARAH M	1.00
		016896	NAEF, NATHAN A	1.00
		016951	WARD JOHNSTON, JULIE MARGARET	1.00
	HIDDEN VALLEY	015572	ANDERSON, KRISTEN L	1.00
		015700	REID, LISA M	1.00
		016463	LECOMPTE, EMILIE S	1.00
	MW SAVAGE	010888	JENSEN, LETA	1.00
		016629	VILLAS, HOLLIE R	1.00
		018113	MCCARTNEY, VERONICA M	1.00
	RAHN	008255	HILL, KARI L	1.00
		014242	TOFTE, ALISSA G	1.00
	SIOUX TRAIL	013117	BATTERMAN, JESSICA M	1.00
		017801	MULLIKEN, ASHLEY E	1.00
	SKY OAKS	016691	BERG, MATTHEW T	1.00
		016926	BRYANT, MELANIE A	1.00
		017759	TAYLOR, DAVID	1.00
	VISTA VIEW	000000	Open Position	1.00
		017819	ABRAHAMSON, JONATHAN	1.00
		017921	LEE, JENNIFER	1.00
	WM. BYRNE	013378	HAPPE, NICOLE	0.50

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE	
4TH GRADE TCR	WM. BYRNE	016313	HANSON, DEBRA A	1.00	
		017752	BRAGG, KAITLIN J	1.00	
4TH GRADE TCR				27.50	
5TH GRADE TCR	EDWARD NEILL	014779	ZAK, GLORIA	1.00	
		015745	ENGDAHL, ANN MARY	1.00	
		017677	GLAS, JOHN M	1.00	
	GIDEON POND	006803	MACNAUGHTON, LAURA	1.00	
		016859	SPROUL, SARAH C	1.00	
	HARRIET BISHOP	011321	WALLENTA, PAUL S	1.00	
		012377	ANDERSON, MELISSA	1.00	
		016154	MECHAVICH, EMILY A	1.00	
	HIDDEN VALLEY	016016	SCHWENN, JEFFREY A	1.00	
		017581	RAEBEL, BETH A	1.00	
		018377	ERTL, ABBY	1.00	
	MW SAVAGE	008220	FEELY, EILEEN	1.00	
		009298	ZUPKE, SAMUEL	1.00	
		013691	JARZYNA-INGLES, ANNE W	1.00	
	RAHN	002469	LAWELLIN, MARCIA	1.00	
		013382	MIKELSON, TERESA	1.00	
	SIOUX TRAIL	017293	DEZIEL, TRACY J	1.00	
		018356	NESS, KATIE L	1.00	
	SKY OAKS	006855	SCHILLING, PAM A	1.00	
		013416	GRIFFIN, MICHELE C	1.00	
		018046	WEBSTER, SUSAN M	1.00	
	VISTA VIEW	016616	TAPPER, COURTNEY	1.00	
		017953	ANDERSON, JANAYA L	1.00	
	WM. BYRNE	008128	GIERADA, BARBARA L	1.00	
		008287	KRUPKE, GRETA	1.00	
		015791	MONSON, KATE A	1.00	
	5TH GRADE TCR				26.00
	6TH GRADE TCR	EDWARD NEILL	017754	HYER, AARON	1.00
			018401	SPANTON, JENNIFER	1.00
		GIDEON POND	006421	ROBISON, THOMAS C	1.00
009750			CORONIS, ANTHONY L	1.00	
HARRIET BISHOP		009293	SCHROEDER, PATRICIA	1.00	
		014051	HIEB, MEGAN L	1.00	
		015404	SORUCO, MARIA R	1.00	
HIDDEN VALLEY		012397	PELTIER, BRAD W	1.00	
		016600	DAY, MARLYS L	1.00	
		017260	JAEGER, MOLLY E	1.00	
MW SAVAGE		008959	WURDEMAN, DEBRA SUE	1.00	
		013569	SAWDEY, MARY E	1.00	
	013583	TOFTE, ALEXANDER J	1.00		

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
6TH GRADE TCR	RAHN	000000	Open Position	1.00
		012304	LUNDAHL, TIMOTHY	1.00
	SIOUX TRAIL	010150	BARTON, DUANE	1.00
		015375	BIRCH, NANCY A	1.00
	SKY OAKS	016012	NEMETZ, J SCOTT	0.50
		017408	PRUGH PLOEHN, KATHRYN A	1.00
		018030	DAVIDSON, JESSICA J	0.50
		018091	KENNEDY, MATTHEW	1.00
	VISTA VIEW	007339	PODRATZ, ANNE MARIE	0.50
		014649	DRAYTON, MARGOT ELIZABETH	1.00
		016631	ORLENKO, CORBIN D	0.50
	WM. BYRNE	003383	ILES, CORNELIA	1.00
		012317	ENGLE, JOSEPH	1.00
		016320	GEDDES, RICHARD W	1.00
		016401	WALGENBACH, RACHEL C	0.50
	6TH GRADE TCR			
KINDERGARTEN TCR	EDWARD NEILL	009236	LIPPKA, JONALYN	1.00
		012095	PRAYFROCK, JUDIE A	1.00
		017751	BARNABY, BRIONNA	1.00
		018417	OLSON, REBECCA L	1.00
	GIDEON POND	012217	GRUENKE, BETH N	1.00
		015015	TREKELL, TERESE	1.00
		018073	CAMPBELL, ALEXIS K	1.00
	HARRIET BISHOP	000000	Open Position	1.00
		011361	HARROLD, STACEY L	1.00
		012306	MEYER, TANYA L	1.00
		016645	PAVEK, BROOKE C	1.00
	HIDDEN VALLEY	009569	ANDREWS, DONNA	1.00
		013352	FINCH, CHRISTINE M	1.00
		014130	MCCROSKEY, SHARI	1.00
		016679	MERKLING, ANGELA MARTIN	1.00
	MW SAVAGE	008735	GRANT, ANNETTE	1.00
		013290	LINDELL, MICHELLE M	1.00
		015682	GONZALEZ, MEGAN	1.00
	RAHN	009785	MCCARTHY, JENNIFER	1.00
		016946	DAHL, SABRINA LYNN	1.00
		017608	RICHARDSON, SARAH	1.00
		017885	WENZ, RACHEL M	1.00
	SIOUX TRAIL	009715	PEDERSON, ELIZABETH M	1.00
		016614	HAGEN, AIMEE E	1.00
		017910	RING, KATLIN	1.00
		018012	ODEGARD, ELIZABETH A	1.00
	SKY OAKS	006090	RITCHIE, JACKI RAE	1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
KINDERGARTEN TCR	SKY OAKS	014978	PUTMAN, TANJA	1.00
		017335	NICHOLSON, MARCIA L	1.00
		017880	KEDING, ANGELICA	1.00
		018111	WARRICK, ASHLEY	1.00
	VISTA VIEW	011718	BROSTROM, JEANNE L	1.00
		014453	RHINEVAULT, LYNN	1.00
		016608	DITMARSEN, SANDRA L	1.00
		018371	ZIMMERMAN, KARA J	1.00
	WM. BYRNE	008557	HANSMANN, PATRICIA I	1.00
		011322	FARRELL, TRACY E	1.00
		017292	CALNON, JENNIFER	1.00
		KINDERGARTEN TCR		
Budget Unit 01010				215.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 02010

Description	Location Description	Employee Number	Employee Name	Period FTE
LANG ARTS TCR	EAGLE RIDGE	006874	STEAD, AMY JO	1.00
		009749	BLAIR, MICHAEL E.	1.00
		017204	WALKER, ETHAN D	1.00
		018037	GRAMENTZ, JACQUELYN R	0.60
		018307	ELWARD, LUCIUS P	1.00
	METCALF	008627	ORTH, STEVEN D. R.	1.00
		008871	NASH, STEPHANIE	1.00
		015277	HANSEN, WILLIAM C	1.00
		018031	THOMAS, JESSICA	0.80
	NICOLLET	010823	SMOLKE, ANGELA S	1.00
		012894	SORENSEN, BRAD	0.80
		014966	CHRISTY SIGSTAD, DANIELLE H	0.40
		014991	NEMETH, HEATHER	1.00
LANG ARTS TCR				11.60
MATH TCR	EAGLE RIDGE	011805	NELSON, AMY MAI-LEE	1.00
		012283	NELSON, MICHELLE L	1.00
		017221	DURAND, ERIK M	0.80
		017957	WYSOCKI, STEVEN J	0.80
		018311	HAGEN, ALISON M	1.00
	METCALF	000000	Open Position	0.30
		004490	RIBNICK, BRIAN	1.00
		009760	KUZIEJ, JANET L	1.00
		014106	MUELLER, SARAH K	1.00
		014122	LOTZE, TIMOTHY	0.80
		018005	QUAMME, DAVID R	1.00
	NICOLLET	006804	NYSTROM, ROBERT J	1.00
		007817	AMUNDSON, JANE E	0.60
		012099	FUNCHES, MONIQUE ROY	0.40
		014989	GRUENEICH, JANELLE	0.40
		017014	WEGLEITNER, ELIZABETH M	0.40
		017791	BANITT, JUSTIN	0.40
MATH TCR				12.90
SCIENCE TCR	EAGLE RIDGE	006842	CHALLGREN, MARGARET TEN BROEK	0.80
		011818	HAMMER, JEFFREY	1.00
		014601	HOESCHEN, KERRY	1.00
		017755	JOHNSON, CORY CHARLES	0.60
		017771	HELWIG, KRISTINE K	0.80
		018352	ORSTAD, TARA	0.40
	METCALF	000000	Open Position	0.60
		007715	MARONDE, JOHN W	1.00
		011073	MEYER, CHAD	1.00
		016669	PETTINELLI, STEPHEN M	1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SCIENCE TCR	NICOLLET	000000	Open Position	0.10
		006968	SODERHOLM, WM ERIC	1.00
		007690	GORES, CHERYL L	1.00
		008274	HOLT, CLAYTON B	1.00
		017753	GYSBERG, JILL	0.60
SCIENCE TCR				11.90
SOC STU TCR	EAGLE RIDGE	008487	ALLEN, TRUDY L	1.00
		012432	KLUBBERUD, MICHAEL	0.80
		016920	DETLING, AMY LYN	0.40
		017361	CZAPAR, RYAN J	0.80
		017795	SIMMONS, SEAN D	1.00
		018037	GRAMENTZ, JACQUELYN R	0.40
	METCALF	005031	SHELERUD, SHARON	1.00
		008284	JEFFERS, LUCRETIA	1.00
		016894	BOUSU, MOLLIE J	1.00
		018010	FLUG, JOSHUA W	0.60
	NICOLLET	011911	ELFERING, JEAN	0.60
		013438	SCHWEIM, ROBERT W	1.00
		013468	SILBERMAN, KEVIN	1.00
		014431	IVERSON, ADAM	1.00
		014874	STILES, JENNIFER E	0.40
SOC STU TCR				12.00
WORLD LANG TCR	EAGLE RIDGE	017540	BARRY, AMBER LEIGH	1.00
		017737	BLAZQUEZ, JAVIER	0.60
	METCALF	005853	CHALLGREN, MARK A	1.00
	NICOLLET	005728	SAUERMANN-PAGE, KARIN G	0.20
		017786	LARSON, KATIE	1.00
		018386	LEAFBLAD, AMY	0.60
WORLD LANG TCR				4.40
Budget Unit 02010				52.80

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 03010

Description	Location Description	Employee Number	Employee Name	Period FTE
AREA LEADER	BHS	000000	Open Position	0.00
AREA LEADER				0.00
BEA PRESIDENT	DIAMONDHEAD	014589	WUENSCH, WENDY DRUGGE	1.00
BEA PRESIDENT				1.00
LANG ARTS TCR	BHS	000000	Open Position	0.80
		004912	WALTERS, TERRY J.	1.00
		009554	MEYER, JOSEPH	0.60
		012647	WALLER MCDEVITT, JENNIFER	0.60
		013366	DYRHAUG, MICHELLE	1.00
		013419	WEBBER, GLORIA M	1.00
		014101	BURKE, KATIE J	1.00
		014970	DEUTSCH, MATTHEW R	0.40
		016319	CONNELL, PAUL J	1.00
		016328	RUDOLPH, ROXANNE J	1.00
		016617	HANSEN, MARIE C	1.00
		016854	STAUM, ANNE C	1.00
		016884	BURNHAM, CHARLES F	1.00
		017521	KREBS, TYLER JON	1.00
		017781	EGGERS, SHEANA	0.60
		017844	WEINBERG, DAVID M	0.10
	018041	MILLEA, ALLISON B	1.00	
	EAGLE RIDGE	017781	EGGERS, SHEANA	0.40
LANG ARTS TCR				14.50
MATH TCR	BHS	000000	Open Position	1.00
		010805	MEUSER, TERESA	1.00
		011284	NOSS, JEAN	1.00
		012100	DELMONT, BROOKE	1.00
		013364	CHRISTIAN, DAVID	1.00
		013863	FLOYD, KEVIN S	1.00
		014075	CROATT, CHARLES C	1.00
		014443	FEIG, PETER E	0.40
		014622	HARROD, KIMBERLEE N	1.00
		016011	NELSON, JEFFREY P	0.40
		016602	GOMER, JENNA M	0.40
		016612	GEHRKE, ANDREW R	0.50
		017882	VOGT, KENDRA M	1.00
		018075	SCHLAGER, DEREK A	1.00
MATH TCR				11.70
SCIENCE TCR	BHS	003547	HUGSTAD-VAA, JENNIFER JO	1.00
		008728	MORGAN, WILLIAM E	1.00
		009394	HUEMOELLER, MICHAEL T	1.00
		011821	BLANDIN, MELISSA	0.40

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SCIENCE TCR	BHS	011833	DOUGLAS, LORI	1.00
		013396	HUTCHINSON, JENNIFER L	1.00
		013425	HUBER, JON ALAN	1.00
		015372	BANE, DEANNA S	0.60
		015980	AAMODT, WILLIAM P	1.00
		016497	SCHERRER, HUEL C	1.00
		016612	GEHRKE, ANDREW R	0.50
		016888	DAVIDSON, ELIZABETH A	1.00
		018605	WERNER-DEMPSEY, ANNE	1.00
SCIENCE TCR				11.50
SOC STU TCR	BHS	011282	GRAFF, JENNIFER	0.50
		011887	MCDEVITT, PAUL DAVID	1.00
		012944	STRAND, NATHAN R	0.60
		013373	AARS, KRISTINA	1.00
		013413	COLEMAN, COLLEEN M	0.50
		013426	MILINOVICH, CHRIS M	1.00
		013445	WENDLING, KATHRYN	1.00
		014596	JENSEN, JENNIFER	1.00
		015288	STAPP, BENJAMIN	0.40
		015377	ENGELHARDT, WILLIAM T	1.00
		015580	MOFFITT, LESLIE ALLAN	0.80
		015689	FRANSSEN, MICHAEL S	1.00
		016089	VAN SCHOONHOVEN, KATHERINE	1.00
		016304	EPPEN, MATTHEW W	1.00
SOC STU TCR				11.80
WORLD LANG TCR	BHS	005728	SAUERMANN-PAGE, KARIN G	0.80
		009250	DUNDON, MARY LOU	1.00
		009773	LEHNER, TIMOTHY	1.00
		010142	HOLCOMBE, SARA J	0.20
		014984	JENSEN, AMANDA LYNN	1.00
		015003	OLSON, KIM MARIE	1.00
		017737	BLAZQUEZ, JAVIER	0.40
WORLD LANG TCR				5.40
Budget Unit 03010				55.90

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 04010

Description	Location Description	Employee Number	Employee Name	Period FTE
ART TCR	BHS	007284	QUIRK, KATHLEEN	0.40
		008737	HAMMES, TIMOTHY	1.00
	EAGLE RIDGE	009625	WITTSTRUCK, JAMES	1.00
	EDWARD NEILL	017547	MERKEL, SARA A	1.00
	GIDEON POND	017241	SCHRIVER, MARA C	1.00
		005733	LAWRENCE, ROELY	1.00
	HARRIET BISHOP	016428	JORDAN, ALLISON A	0.20
		HIDDEN VALLEY	007820	PAULY, LYNN L
	METCALF	018484	PERRY, BRIAN	1.00
	MW SAVAGE	008797	KNOTT, KELLY S	1.00
	NICOLLET	007284	QUIRK, KATHLEEN	0.60
	RAHN	017565	PETRI, KATHRYN E	1.00
	SIoux TRAIL	018381	DEROUIN, JILL	1.00
	SKY OAKS	018376	COOPER, JENNIFER	1.00
	VISTA VIEW	018045	VO, KELLY RAE	1.00
	WM. BYRNE	014143	WEILANDGRUBER, ELIZABETH	1.00
ART TCR				14.20
BAND TCR	BHS	009402	HOLMES, MOLLY	1.00
		015996	FRENCH, KEITH J	1.00
	EAGLE RIDGE	018369	HAGEL, AVERYEL F	0.50
	EDWARD NEILL	015992	ELLISON, NICHOLAS	0.34
	GIDEON POND	008180	NORDMARK, PAMELA J	0.50
	HARRIET BISHOP	008180	NORDMARK, PAMELA J	0.50
	HIDDEN VALLEY	016979	SYLVESTER, GREGORY	0.33
		METCALF	003524	MRAZ, MARK T
	018374		GROVER, HOPE A	0.10
	MW SAVAGE	015992	ELLISON, NICHOLAS	0.33
	NICOLLET	012349	BAKKEN, ANN	0.50
	RAHN	006829	LANGSJOEN, SONJA	0.31
	SIoux TRAIL	016979	SYLVESTER, GREGORY	0.33
	SKY OAKS	006829	LANGSJOEN, SONJA	0.32
	VISTA VIEW	015992	ELLISON, NICHOLAS	0.33
	WM. BYRNE	006829	LANGSJOEN, SONJA	0.31
BAND TCR				7.20
MUSIC TCR	EDWARD NEILL	011452	TRANBY, BONITA K.	1.00
	GIDEON POND	018451	MELLO, MICHAEL	1.00
	HARRIET BISHOP	016624	PERRY, JESSICA A	1.00
	HIDDEN VALLEY	016353	OWENS, KARI J	1.00
	MW SAVAGE	017742	BUCK, REBECCA L	1.00
	RAHN	014982	LUCIUS, RACHEL H	1.00
	SIoux TRAIL	017772	ADEDEJI, OLUWATONI	1.00
	SKY OAKS	004880	SHOOK, JOANN	1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE	
MUSIC TCR	VISTA VIEW	017247	WOOD, KIMBERLY R	1.00	
	WM. BYRNE	004609	KANNE, VICKI ANN	1.00	
MUSIC TCR				10.00	
PHY ED TCR	BHS	007145	RIGGS, MARK D	1.00	
		007841	VAN DER WOUDE, MARK B	1.00	
		008269	VAN DER WOUDE, LORALIE A	1.00	
		012439	STACHOWSKI, SUSAN C	1.00	
		013495	BROWN, CHRISTOPHER M	0.50	
	EAGLE RIDGE	000000	Open Position	0.20	
		009827	PEARSON, CHAD W	1.00	
		011475	HERMES, SHELLEY	1.00	
		013495	BROWN, CHRISTOPHER M	0.50	
	EDWARD NEILL	015881	DUNGEY, NATHAN	1.00	
	GIDEON POND	015046	MORRISSEY, KEVIN P	1.00	
	HARRIET BISHOP	012303	LOESCH, JAKE	1.00	
		016001	FRITZ, KIMBERLY A	0.20	
	HIDDEN VALLEY	014820	CEOLA, MICHAEL	1.00	
	METCALF	006571	SCHOLL, WAYNE	1.00	
		016001	FRITZ, KIMBERLY A	0.80	
	MW SAVAGE	014605	MCKANE, MICHELLE M	1.00	
	NICOLLET	014115	ANDREWS, BRIDGETTE	0.80	
		014187	MILLER, CHAD	1.00	
	RAHN	010820	SHELDEN, JON	1.00	
	SIoux TRAIL	016376	SWEENEY, MICHAEL J	1.00	
	SKY OAKS	016539	MAY, GREGORY A	1.00	
	VISTA VIEW	012889	MOORLACH, BRIAN	1.00	
	WM. BYRNE	014613	JOHNSON, RONNA E	1.00	
	PHY ED TCR				21.00
	SCIENCE TCR	EDWARD NEILL	015982	ANDERSON, BJORN RS	1.00
		GIDEON POND	011789	RAU, JESSICA	1.00
		HARRIET BISHOP	007763	RISTEAU, JOSEPH S	0.20
007858			WARMKA, CHERI R	1.00	
HIDDEN VALLEY		009501	MOSEY, PATRICIA	1.00	
MW SAVAGE		016046	STRAHOTA, SARA J	1.00	
RAHN		017798	NIELSEN, BRITTNEY	1.00	
SIoux TRAIL		016693	KHAMRATTHANOME, BOUNTHAVY	1.00	
SKY OAKS		011352	KNUDSEN, JULIE A	1.00	
VISTA VIEW		014969	DEMPSEY, JODI JEAN	1.00	
WM. BYRNE		016589	PLANTE, MARY TRACEY	1.00	
SCIENCE TCR				10.20	
SPECIALIST	SKY OAKS	011362	TEIEN, JOAN K	0.50	
		017821	BRUINS, STEPHANIE	0.30	
SPECIALIST				0.80	

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
STRINGS TCR	BHS	018374	GROVER, HOPE A	0.20
	EAGLE RIDGE	017332	FRICANO, SARAH L	0.40
	HARRIET BISHOP	017332	FRICANO, SARAH L	0.60
		017807	ANDERSON, EMILY E	0.40
	METCALF	018374	GROVER, HOPE A	0.40
	RAHN	017807	ANDERSON, EMILY E	0.60
STRINGS TCR				2.60
VOCAL TCR	BHS	014149	SCHMIDT, MARTHA H	1.00
		018101	AKERVIK, ERIK M	1.00
	EAGLE RIDGE	018369	HAGEL, AVERYEL F	0.30
	HARRIET BISHOP	018369	HAGEL, AVERYEL F	0.20
	METCALF	003524	MRAZ, MARK T	0.50
	NICOLLET	012349	BAKKEN, ANN	0.50
	VOCAL TCR			
Budget Unit 04010				69.50

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 06010

Description	Location Description	Employee Number	Employee Name	Period FTE
FACS TCR	BHS	004518	THOM, MARLYS	1.00
		009374	ASFELD, BETH M	1.00
		016015	EICHTEN, HEIDI J	0.20
	EAGLE RIDGE	016015	EICHTEN, HEIDI J	0.80
	METCALF	015691	KING, LAURIE J	0.70
	NICOLLET	000000	Open Position	0.50
		015691	KING, LAURIE J	0.10
FACS TCR				4.30
Budget Unit 06010				4.30

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 06020

Description	Location Description	Employee Number	Employee Name	Period FTE
IND TECH TCR	BHS	009586	WOLF, NICHOLAS	1.00
		013441	TESMER, RUSSELL	1.00
	EAGLE RIDGE	010290	BRADY, STEVE	0.60
	METCALF	010290	BRADY, STEVE	0.40
		013431	PAETZOLD, ROBERT JAMES	0.30
		018229	FRANKS, ALEXANDER	1.00
	NICOLLET	013431	PAETZOLD, ROBERT JAMES	0.70
IND TECH TCR				5.00
Budget Unit 06020				5.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 06040

Description	Location Description	Employee Number	Employee Name	Period FTE
BUSINESS TCR	BHS	015991	DRAHOS, CYNTHIA	1.00
		017324	MALONE, MEGGAN J	1.00
	EAGLE RIDGE	008784	CARROLL, MICHELE	1.00
BUSINESS TCR				3.00
Budget Unit 06040				3.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 07010

Description	Location Description	Employee Number	Employee Name	Period FTE
EA MEDIA	BHS	017600	LAKE, LISA L	1.00
	EDWARD NEILL	006496	STICKLE, SHARON ANN	0.75
	GIDEON POND	014484	SCHMEICHEL, LINDA	0.75
	HARRIET BISHOP	013666	BECKER, SARAH J	0.75
	HIDDEN VALLEY	000000	Open Position	0.25
		010373	AKKERMAN, MARY	0.50
	MW SAVAGE	009053	FELDHAKE, M. MICHELLE	0.75
	RAHN	017282	SCHEUNEMAN, KRISTEN JOY	0.81
	SIoux TRAIL	012072	ENGBERG, DENISE G	0.75
	SKY OAKS	011193	BERGE, KRISTY K	0.75
	VISTA VIEW	014670	CERMAK, BARBARA L	0.75
	WM. BYRNE	011405	HORTON, SHEILA M	0.75
EA MEDIA				8.56
EA SUPPORT LVL 3	NICOLLET	009303	KINSELLA, JOSEPH	0.94
EA SUPPORT LVL 3				0.94
MEDIA COORDINATOR	DISTRICT-WIDE	009216	MEYER, NANCY L	1.00
MEDIA COORDINATOR				1.00
MEDIA SPECIALIST	BHS	010804	OIE, ROGER	1.00
	EAGLE RIDGE	008297	GALLAND, JOHN	1.00
	METCALF	015999	GRIFFITHS, ROBERT H	1.00
	NICOLLET	016356	CODDINGTON, LAURIE	1.00
MEDIA SPECIALIST				4.00
Budget Unit 07010				14.50

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 07020

Description	Location Description	Employee Number	Employee Name	Period FTE
GIFTED/ENRICH TCR	EDWARD NEILL	018523	PETTES, JULIE A	0.50
	GIDEON POND	013149	MIRS, LAUREL	0.50
	HARRIET BISHOP	007763	RISTEAU, JOSEPH S	0.80
		009752	CAMPEN, KIMBERLY A.	0.80
	HIDDEN VALLEY	007257	O'REILLY, JOHN T	0.50
	MW SAVAGE	012521	HOLDEN, NICHOLE L	0.50
	RAHN	014619	SLATTERY, CARA	0.50
	SIOUX TRAIL	014226	STALOCK, SHARRON C	0.50
	SKY OAKS	011362	TEIEN, JOAN K	0.50
	VISTA VIEW	007339	PODRATZ, ANNE MARIE	0.50
	WM. BYRNE	015074	CHAMERLIK, KAREN	0.50
GIFTED/ENRICH TCR				6.10
Budget Unit 07020				6.10

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 07030

Description	Location Description	Employee Number	Employee Name	Period FTE
COUNSELOR	BHS	000000	Open Position	1.00
		010808	LIMKE, JEFFREY	1.00
		011858	MARSHALL, VERONICA JEAN	1.00
		017554	WELKE, ASHLEY L	1.00
		018065	GAULKE, KAYLA M	1.00
	EAGLE RIDGE	013371	HARRISON, P SCOTT	1.00
		018025	HENDERSON, MICHELLE A	1.00
	METCALF	006550	SODERHOLM, JOHN	1.00
		010819	MAIDMENT, LORI	1.00
	NICOLLET	006865	KELSON, FREDERICK A	1.00
		015857	BRETT, CARRIE A	0.30
		016009	MARKHAM, ANGELA L	0.70
	COUNSELOR			
EA CAREER CNTR	BHS	013651	SEXTON, MARCIA	1.00
EA CAREER CNTR				1.00
Budget Unit 07030				12.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 07060

Description	Location Description	Employee Number	Employee Name	Period FTE
ESL TCR	ALTERNATIVE HIGH SCHOOL	012504	DURAND, KIM	1.00
		018074	SHAW, OKSANA	0.60
	BHS	014964	PARENT, ANDREA J	1.00
		017776	WINTERLIN, JEFFREY	1.00
		018074	SHAW, OKSANA	0.40
		018349	MOREN, KIMBERLY J	1.00
	EAGLE RIDGE	009748	BLAIR, FRANCES M.	1.00
		018313	KACK, AMANDA	0.40
	EDWARD NEILL	014996	MUSA-AGBONENI, KARI	1.00
		015021	DALY, JULIE	1.00
		018285	SCHAUER, ELI D	1.00
	GIDEON POND	016025	YOUNG, KRISTEN A	1.00
		017785	OLSON-WYMAN, SAMANTHA L	1.00
	HARRIET BISHOP	009629	MCKINNEY, MARGARET	1.00
		015741	PHILLIPS, MARIA	1.00
	HIDDEN VALLEY	011315	PROCTOR, BETH	1.00
		014131	MICHELS, CHRISTINE	1.00
		014986	KESSLER, CECILIA	1.00
		016427	THOMPSON, JENNA R	1.00
		017883	HELENBURG, JESAMINE C	1.00
		018085	O'BRIEN, BRIANNA	1.00
	METCALF	012887	FRIENDT, ANDREA LYNN	1.00
		018313	KACK, AMANDA	0.60
	MW SAVAGE	015383	BENSON, BRIANA M	1.00
		017837	ANDERSON, ALYSSA KAE	1.00
	NICOLLET	010313	OLSON, AMY	0.60
		017753	GYSBERG, JILL	0.40
	RAHN	015697	OLSON, KIMBERLY LENORA	1.00
		017003	ARIAS, ANGELA JOY	0.80
	SIOUX TRAIL	010638	FREDRICKSON, REBECCA	1.00
		017003	ARIAS, ANGELA JOY	0.20
	SKY OAKS	012947	BLOM, ANNE E	1.00
		015565	CADWELL, ANN M	1.00
		016507	STITZMEYER, ELIZABETH A	1.00
		016618	HENNEN, JENNIFER S	1.00
		017656	RIPHENBURG, WENDY A	1.00
		017770	CULLISON, CAROLINE E	1.00
		017822	JONES, NOELLE	1.00
	VISTA VIEW	013456	CONDON, ANNE T	1.00
		013535	GROVER, MELISSA MANGER	0.50
		014138	THOMPSON, SALOUA	1.00
		015527	LIMBERG, MINDI L	1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
ESL TCR	WM. BYRNE	017234	MARSHALLA, ASHLEY A	1.00
		018602	LORINCZ, KRISTEN L	1.00
ESL TCR				39.50
Budget Unit 07060				39.50

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 09010

Description	Location Description	Employee Number	Employee Name	Period FTE
ASSISTIVE TECH	CLUSTER - WEST	014623	JOHNSHOY, JANET	0.20
ASSISTIVE TECH				0.20
BEHAVIOR SPECIALIST	CLUSTER - SEC	017322	CZAPAR, KELLY N	1.00
BEHAVIOR SPECIALIST				1.00
CLERICAL	ASC	007572	KAISER, TANYA J	0.50
		011825	SIEBER, ANDREA	1.00
		013879	REISINGER, TONETTE A	1.00
	CLUSTER - CENT	016377	ALEXON, BETH J	1.00
	CLUSTER - EAST	015133	MOBERG, CARLENE	1.00
	CLUSTER - ECSE	014219	GRIES, BRENDA J	1.00
	CLUSTER - SEC	016194	SCALZO, KRISTIN	1.00
	CLUSTER - WEST	004467	BARLAGE, SUSAN	1.00
	ECSE CENTER	014210	WILLENBURG, JOANNA	1.00
CLERICAL				8.50
CULTURAL LIAISON	CLUSTER - ECSE	017832	HASSAN, RAHMA	0.88
		017905	RIVEROS, ANNA-MARIA	1.00
CULTURAL LIAISON				1.88
DAPE	CLUSTER - CENT	009267	HOLDEN, MATTHEW J	1.00
	CLUSTER - EAST	009239	OPATZ, LARRY	1.00
DAPE				2.00
DIR SPED	ASC	012806	CORBAY, STEPHANIE A	1.00
DIR SPED				1.00
EA HEALTH	DISTRICT-WIDE	006831	SPENCE, LORETTA	0.35
		010844	LUTH, DONITA	0.88
		012009	STENE, BARBARA	0.70
		013681	HANSEN, SARAH J	0.35
		015833	GADDY, KESHIA	0.70
EA HEALTH				2.98
ECSE TCR	CLUSTER - ECSE	007255	HAUER, PAMELA A	1.00
		015112	NELSON, TARA A	1.00
	ECSE CENTER	000000	Open Position	1.50
		007047	JAEGER, JEAN M	1.00
		012139	HIMRICH, JOANNE	1.00
		013692	NIEMIEC, ALICIA	1.00
		015386	ORLICH-SULLIVAN, MEGAN	1.00
		015695	THOMPSON, HYE-JEONG M	1.00
		016004	JORGENSEN, SHANNON E	1.00
		016213	STAHLY, JANICE	1.00
		016309	BAIMA, STEPHANIE A	1.00
		016501	NESS, KAREN M	1.00
		016999	RENKEN, CARISSA M	1.00
017586	PERLICH, SHAWN	1.00		

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
ECSE TCR	ECSE CENTER	017796	BLOMQUIST, STEPHANIE	1.00
		017981	BLOOD, KELSEY JO	1.00
		018026	ROCKE, MARGARET PAGE	1.00
		018536	SPAULDING, SHEILA J	1.00
ECSE TCR				18.50
LEAD SPEECH TCR	ECSE CENTER	012479	OSCARSON, KRISTI R	0.50
LEAD SPEECH TCR				0.50
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.10
	BEST	015733	MCDERMOTT-BATY, JODY	0.20
	BHS	009091	WALCHER, PAMELA J	0.65
	EAGLE RIDGE	015482	EILERTSON, JANE ANN	0.44
	ECSE CENTER	018006	HENKE, LORI A	0.87
	EDWARD NEILL	015733	MCDERMOTT-BATY, JODY	0.37
	HARRIET BISHOP	015983	BAGGOT, LYNN	0.10
	HIDDEN VALLEY	009363	BIEN, BERNADETTE L	0.27
	METCALF	011320	WALDRON, RACHELLE	0.53
	NICOLLET	010972	WITTNEBEL, KATHY	0.16
	RAHN	016826	BARR, BARBARA M	0.23
	SIoux TRAIL	015394	BEAULIEU, KOURTNEY A	0.67
	SKY OAKS	016142	BEENKEN, JULIE D	0.39
	VISTA VIEW	010553	WARDELL, BARBARA J	0.13
WM. BYRNE	016435	RIDGLEY, ANGELA K	0.10	
NURSE				5.21
OCC THERAPIST	CLUSTER - CENT	007847	KOLSTAD, MICHELE M	1.00
		012294	RUMPZA, LAURIE	0.20
	CLUSTER - EAST	007304	GOSSMAN, LISA ANN	0.80
	CLUSTER - ECSE	007268	MESARCHIK, MARY L	1.00
		009670	ROBOLE, VICKI M	0.80
		012294	RUMPZA, LAURIE	0.75
	CLUSTER - SEC	014609	ROESKE, MELISSA L	0.50
		007304	GOSSMAN, LISA ANN	0.20
	CLUSTER - WEST	012294	RUMPZA, LAURIE	0.05
014609		ROESKE, MELISSA L	0.30	
		014623	JOHNSHOY, JANET	0.60
OCC THERAPIST				6.20
PSYCHOLOGIST	CLUSTER - CENT	000000	Open Position	1.10
		009960	BOEKHOFF, LYNETTE	1.00
		017719	NIERENGARTEN, BRIANNA L	0.20
	CLUSTER - EAST	014118	KOMAR, KAREN K	1.00
		017716	NEWBY, MATTHEW	1.00
		018310	THOMPSON, DAVID P	1.00
	CLUSTER - ECSE	000000	Open Position	0.50
007836		NANIA, PAULA A	1.00	

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
PSYCHOLOGIST	CLUSTER - ECSE	011935	SCHULTZ, HOLLY	1.00
		015381	KRAL, MELISSA M	1.00
	CLUSTER - WEST	017719	NIERENGARTEN, BRIANNA L	0.80
		000000	Open Position	0.50
		010321	LAUTIGAR-BEUTZ, JULIE	0.70
		014949	CHRISTENSON, ANNE	1.00
PSYCHOLOGIST				11.80
READING SPECIALIST	EDWARD NEILL	009295	WAGNER-SMITH, SHERRY	0.68
		013372	HAYDEN, SUZANNE	0.68
	HIDDEN VALLEY	009786	COLLINS, LEANNE	0.68
		013422	KRZEWKI, CATHERINE D	0.68
	SKY OAKS	011543	RUHLAND, MARIA	0.68
		016885	CUNNIEN, LAURIE A	0.68
	VISTA VIEW	016431	WARD, KARI M	0.68
		016605	CRAWFORD, CINDY Y	0.68
READING SPECIALIST				5.44
SOCIAL WORKER	CLUSTER - CENT	000000	Open Position	0.50
		013144	ROLF, BRENDA J	0.50
	CLUSTER - ECSE	014751	KELLER, KATIE	1.00
	CLUSTER - SEC	000000	Open Position	0.50
		014594	HEWETT, THOMAS	1.00
SOCIAL WORKER				3.50
SPED COORD	DISTRICT-WIDE	000000	Open Position	1.00
		018325	DIETRICH, KELLY J	1.00
SPED COORD				2.00
SPED EA	BEST	010425	GOODLING, BEVERLY	0.88
		010529	TOUSIGNANT, KARE KATHLEEN	0.88
		010922	IVERSON, WILLIAM C	0.88
		011868	PAYNE, BARBARA	0.88
		013243	FINCH, JEANNE	0.88
		014312	ANDERSON, CHERYL L	0.88
		014641	ENGSTROM, HEATHER L	0.88
		015516	FRANK, SHARON M	0.88
		018130	DUALEH, ABDULKARIM H	0.88
		018419	CHROUST, VICKI	0.88
		018460	TUCKER, CINDY I	0.88
		018461	KHAN, NAJMA	0.88
		BHS	005969	BENGTSON, CAROL
	007879		BERG, DAVID A	0.88
	009609		GREINER, JODELL	0.88
	010398		THOENNES, SALLY	0.88
	011860		WOLFF, DENISE	0.88
	012061		HOLTAN, HELEN	0.88

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	BHS	013097	RINEVELD, DEBORAH J	0.88
		013140	WAGNER, PATRICIA	0.88
		013630	HOFFER, JESSICA M	0.88
		013864	HOKS, LINDA	0.88
		014658	RAY, STEPHEN	0.88
		016055	LARSON, JANET ANNE	0.88
		016095	GARVIS, ANGELA N	0.88
		016344	CHRISSIS, ERIK R	0.88
		018093	BUCKNER, ANTHONY L	0.88
		018102	STRAND, JORDAN	0.88
	DISTRICT-WIDE	006624	WESSEN, JANE E	1.00
		011462	VAURIO, SONYA	0.75
	EAGLE RIDGE	009616	HAYES, ERIC L	0.88
		015023	BRINGGOLD, DEBBIE	0.88
		016208	MCCRAY, SHARON	0.88
		017997	ZEIMET, KARLIE	0.88
	ECSE CENTER	000000	Open Position	1.31
		006168	FREDRIKSON, KAYE E	0.65
		012514	HO, LINDA S	0.81
		013037	WALTERSON, KRISTEN A	0.81
		013672	RINGGER, TRACY A	0.81
		014502	REILLY, TERRI LYNN	0.65
		015809	INSELMAN, SANDRA L	0.81
		015913	KENNEDY, LORA J	0.81
		016918	HILCHEY, LINDA M	0.81
		017161	WEATHERFORD, ANDREA M	0.81
		017383	JOHNSON, KAREN A	0.81
		017496	ABDALLAH, HIBO SAAD	0.81
		017497	EISENBERG, RACHELLE L	0.81
		017612	HANDRAHAN, JOANN MARY	0.38
		017654	KEIRSTEAD, AMY	0.81
		017895	BACHMEIER, MICHELLE M	0.72
		018000	WESLEY, JANET M	0.81
		018409	ARTIGA-ROSA, PATRICIA	0.81
		018533	BURKART, PAULA J	0.81
		EDWARD NEILL	000000	Open Position
	012533		ROCKETT, JOAN	0.84
	014868		POFAHL, JANELL C	0.84
	015757		TILLMAN, JACK R	0.84
	016375		KUHLMAN, SUSAN M	0.84
	016470		GILLIS, CINDY M	0.84
	017618		HERMAN, LINDA R	0.84
	018481		FRIESTAD, TAM	0.84

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	GIDEON POND	000000	Open Position	0.84
		011968	HENDRICKSON, LISA	0.84
		017838	TERFEHR, DIANE C	0.84
	HARRIET BISHOP	008372	SISLER, JANE L	0.84
		008958	CARNEY, CATHERINE	0.84
	HIDDEN VALLEY	007928	HUNTER, SANDRA J	0.84
		012912	JONES, JEAN	0.84
		014639	WIEDEMANN, LAURA E	0.84
		015892	SOLBERG, CATHY	0.84
		015894	SANZ, MARGARET M	0.84
		016209	ULRICH, KIMBERLY A	0.88
		017729	WEBER, ROBERT D	0.84
		METCALF	010011	PAYNE, DEBRA K
	013202		HRIMNAK, SANDI J	0.88
	013641		WHITE, RUTHANN	0.88
	014293		BUTORAC, MELANIE A	0.88
	014871		ADRIAN, JANN L	0.88
	015936		THOMPSON, ROBERT L	0.88
	016518		ASHLEY, JAMES M	0.88
	MW SAVAGE	010469	HICKERSON, KAREN A	0.84
		010587	PETERSON, DENISE	0.84
		010686	LATOURELLE, SANDRA E	0.84
		011033	VAN GUILDER, SUZANN	0.84
		016378	SCHILLER, LORI L	0.84
		018088	REDDY, ANN C	0.84
		018172	PACKER, TARA J	0.84
		018408	CAMPBELL, COURTNEY	0.84
	NICOLLET	011936	DIDDE, SALLY	0.88
		012367	KAUFMAN, MARGARET M	0.88
		012492	NEEDHAM, DIANE M	0.88
		014511	FELTON, MICHELLE M.	0.88
	RAHN	007092	SCHNEEWEIS, PATRICIA RAE	0.84
		010095	MANSANO, KATHLEEN M	0.84
		010377	CAMPBELL, SUSAN	0.84
		012562	SCHUNK, MARIANA S	0.84
		013483	WEGNER, LISA L	0.84
		015240	DROEGE, SHERYL L	0.84
		017640	RAICHERT, SARAH	0.84
		017884	SMITH, NATHAN J	0.84
	SIOUX TRAIL	010470	HUGHES, DEBORAH JEAN	0.84
		010560	POLSKI, LEANN	0.84
		011032	ANDERSON, BARBARA J	0.84
		013485	THEYSON, BRENDA	0.84

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE	
SPED EA	SIOUX TRAIL	016433	DYLLA, TAMMY S	0.84	
		018407	CAYER, CHRISTINA	0.84	
		018560	KNIGHT, HEIDI	0.84	
	SKY OAKS	009596	BOLDT, JULIE A	0.84	
		009852	SHORT, CLAIRE	0.84	
		013572	KEGLEY, RENEE C	0.84	
		016460	SMITH, SHERI D	0.81	
		016553	DATRES, SUSAN	0.84	
		017513	HEY, LINDA L	0.84	
		VISTA VIEW	009428	ZIEGLMEIER, KAREN C	0.84
	010053		ROARK, KARI L	0.84	
	011513		BROWN, RUTH	0.84	
	013150		DUBANOSKI, BARBARA JEAN	0.84	
	013604		LARSON, JOANN C	0.84	
	013980		AUGE, ELIZABETH	0.84	
	015128		ADAMSON, KIMBERLY S	0.84	
	018216		HALL, JENNIFER J	0.84	
	WM. BYRNE	007646	BARTELLS, CAROL A	0.84	
		008473	RASINEN, DIANA M	0.84	
		009964	ENGEL, SUSAN J	0.84	
		015532	BURRILL, SARAH	0.84	
		016340	MISZKIEWICZ, KELLY A	0.84	
		016665	KOECHLEIN, LAURIE LEEANNE	0.84	
		018482	SIMPSON, DAWN	0.84	
	SPED EA				108.45
	SPED LEAD TCR	BHS	016232	WORKMAN, CAROLYN J	0.50
	SPED LEAD TCR				0.50
SPED SUPERVISOR	DISTRICT-WIDE	009802	O'NEILL-MAGER, JENNIFER	1.00	
		017542	SMITH, JACQUELINE J	1.00	
		018288	REMSING, JODY L	1.00	
SPED SUPERVISOR				3.00	
SPED TCR	ALTERNATIVE HIGH SCHOOL	013156	MORRIS, ANGELA J	1.00	
	BEST	000000	Open Position	1.00	
		018345	HAMILTON, EDWARD L	1.00	
		018604	SCHMIDTKE, ANGILA R	1.00	
	BHS	000000	Open Position	1.00	
		006077	WEGLEITNER, JANE M	1.00	
		009500	DEBRONSKY, ROBIN S	1.00	
		009804	HULTING, LINDA JANE	1.00	
		010825	WILLIAMS, KAREN	1.00	
		012230	MCCOOL, MOLLY	1.00	
		014142	WEI, HAIHUA	1.00	
	014998	NEUER, MICHELLE E	1.00		

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED TCR	BHS	016823	BUNKERS, KATHLEEN K	1.00
		016898	KNOX, JACOB M	1.00
		017296	SWENSON, JENELLE M	0.50
		017548	REGAN, HEATHER R	1.00
		017557	WALKER, RYAN M	1.00
		017799	EILER, ELIZABETH P	1.00
		018598	LYONS, JOANNA L	1.00
		018600	SCHROEDER, ALYSSA M	1.00
	CLUSTER - CENT	012336	LOGAN, KARI M	0.50
		013437	SULLIVAN, JODI L	1.00
		014127	ZONDAG, KIMBERLY	1.00
	CLUSTER - EAST	017216	CHOUANARD, MARY E	1.00
		017246	CANTON, EMILIE J	1.00
	CLUSTER - SEC	012869	SCHEIT, ANDREA	0.50
		016232	WORKMAN, CAROLYN J	0.50
		017296	SWENSON, JENELLE M	0.50
	CLUSTER - WEST	007298	BRENNAN, CAROL ANN	1.00
		009390	ANDERSON, BARBARA JEAN	0.50
	EAGLE RIDGE	009835	MORTINSON, ELIZABETH	1.00
		010301	CARLSON, SCOTT A	1.00
		010375	BANKS, LEANNE	1.00
		011330	WEBBER, JEFFREY	1.00
	EDWARD NEILL	000000	Open Position	1.00
		006092	DOYLE, SANDRA J.	1.00
		014744	BYRNE, ELISE R	1.00
		016311	DISCHER, TRACY L	1.00
		018291	BING, DENA M	1.00
	GIDEON POND	010755	LYNCH, MOLLY	1.00
		017958	RASMUSSEN, EMILY	1.00
	HARRIET BISHOP	009390	ANDERSON, BARBARA JEAN	0.50
		010323	MILLER, JILL ELIZABETH	1.00
	HIDDEN VALLEY	000000	Open Position	1.50
		004110	GOETZ, DEBORAH E	1.00
		017678	JOHNSON, HOLLIE E	1.00
		017805	MILLER, ERIN M	1.00
	METCALF	000000	Open Position	0.50
		009409	GEDITZ, RANDALL J	1.00
		010297	JOHNSON, DAVID P	1.00
		011317	COX, KELLY J	1.00
		011913	FOLEY, COLLEEN CHARLOTTE	1.00
		012754	NASH, DEREK B	1.00
		016878	TETZLOFF, MITZI R	1.00
	MW SAVAGE	006793	BISEK, KATHRYN A	1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE	
SPED TCR	MW SAVAGE	009228	ROARK, KIMBERLY J	1.00	
		009959	FECHNER, SUSAN	1.00	
		012880	MURRAY, MARGARET E	1.00	
		016045	TANGNEY, AMY K	1.00	
	NICOLLET	010741	RAPPE, BRIAN	1.00	
		012339	BELL, ANGELA	1.00	
		012901	MCCUE, MICHELLE	1.00	
		016355	SCHROEDER, JEAN M	1.00	
		017681	KAPPEL, GENEVIEVE N	1.00	
		018367	BLONS, LLIANE M	1.00	
		RAHN	000000	Open Position	1.00
	009244		LANGE, LINDA L	1.00	
	015148		WEGENER, KIMBERLY E	1.00	
	016186		LAUER, LISA N	1.00	
	SIOUX TRAIL	009789	HIRSCHEY, WENDY	1.00	
		011822	TUSHIE, PATRICIA	1.00	
		015010	NELSON, KATIE L	1.00	
		016448	HENRICH, SARAH L	1.00	
	SKY OAKS	006100	SAUNDERS, SHARON D	1.00	
		006816	HATRICK, MARY MERRILL	1.00	
		014593	HANSON, AMY E	1.00	
		015135	PRED, RENEE R	1.00	
		018337	MORAN, LAURA E	0.50	
	VISTA VIEW	012312	STROH, CAROL	1.00	
		013524	STEINKRAUS, JENNIFER	1.00	
		016013	PETERSON, JULIE A	1.00	
		017522	BORRELL, MARY	1.00	
		018337	MORAN, LAURA E	0.50	
	WM. BYRNE	009811	BYRNE, EDWARD	1.00	
		015022	OGDAHL, MICHAEL A	1.00	
		017616	STEPHENS, DAWN M	1.00	
		017674	HOYT, KASEY D	1.00	
	SPED TCR				82.50
	SPEECH TCR	CLUSTER - CENT	006452	BERG, JANET	0.60
			012301	HJERMSTAD, HEATHER	1.00
			012335	SCHLICHTING, CATHERINE	0.50
			015993	FAUST, DANIELLE M	1.00
			016315	JAMISON, DARCI L	1.00
			018002	GOLDSMITH, EMILY R	1.00
		CLUSTER - EAST	007839	BARNES, CHERISE C	0.75
014147			KLINNERT, ELIZABETH	1.00	
014479			KIBLER, JEANNE	1.00	
CLUSTER - ECSE		007269	BARTH, TAMI RAE	1.00	

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPEECH TCR	CLUSTER - ECSE	007835	WOODCOCK, SUSAN M	0.80
		008309	HENDRIX, EUGENIA M	1.00
		013693	NEAL, BRYENY B	1.00
		014624	JORDAN, JOANNA	1.00
		014961	SPRY, KARIE	1.00
		015693	MEULEBROECK, SUSANNE	1.00
		015962	NIESEN, ELIZABETH A	1.00
		016023	VODNICK, SARAH A	0.50
		018403	REGNIER, STACY	1.00
	CLUSTER - SEC	013406	ALLEN, SUSAN M	1.00
	CLUSTER - WEST	005747	CORDAHL, AMBER	1.00
		006452	BERG, JANET	0.40
		011808	SPODEN, ANNEMARIE	1.00
		013411	BRINKMAN, CAROLE I	0.50
		018097	MAGNER, HEIDI	1.00
SPEECH TCR				22.05
WORK EXP TCR	BEST	017904	ERICKSON, SHELLY L	1.00
	BHS	007838	MOULSOFF, NORINE L	1.00
	CLUSTER - SEC	018063	LEHMKUHL, AMY	1.00
WORK EXP TCR				3.00
Budget Unit 09010				290.20

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 10010

Description	Location Description	Employee Number	Employee Name	Period FTE
ACADEMIC ENRICHMENT COORD	DIAMONDHEAD	017655	JENSEN, STEVEN	0.50
ACADEMIC ENRICHMENT COORD				0.50
ART TCR	ALTERNATIVE HIGH SCHOOL	017556	NAGAHASHI, ANDREW T	1.00
ART TCR				1.00
CLERICAL	ALTERNATIVE HIGH SCHOOL	011345	DILLE, BARBARA L	1.00
		015821	NAAS, ANNE B	1.00
	BALC - SECONDARY	009223	REIHER, PAM	1.00
CLERICAL				3.00
COUNSELOR	ALTERNATIVE HIGH SCHOOL	016786	RUSSELL, DESHA S	1.00
COUNSELOR				1.00
LANG ARTS TCR	ALTERNATIVE HIGH SCHOOL	013329	MEILLEUR, STEPHANIE J	1.00
		014533	SLONEKER, ANGELA	1.00
	BHS	009554	MEYER, JOSEPH	0.40
		014970	DEUTSCH, MATTHEW R	0.60
	EAGLE RIDGE	018029	GOEBEL, ARIELLE THIBEAULT	1.00
	METCALF	015401	FOLDENAUR, HOLLY A	1.00
	NICOLLET	014966	CHRISTY SIGSTAD, DANIELLE H	0.40
LANG ARTS TCR				5.40
MATH TCR	ALTERNATIVE HIGH SCHOOL	012268	JOHNSON, DEBRA S	1.00
		017652	MCNEIL, ANTHONY M	1.00
	BHS	014443	FEIG, PETER E	0.60
		016011	NELSON, JEFFREY P	0.40
	EAGLE RIDGE	018379	CONNELL, LAURA	1.00
	METCALF	014527	BENSON, ROSS S	1.00
	NICOLLET	012099	FUNCHES, MONIQUE ROY	0.60
		014989	GRUENEICH, JANELLE	0.60
		017014	WEGLEITNER, ELIZABETH M	0.60
017791		BANITT, JUSTIN	0.60	
MATH TCR				7.40
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.65
NURSE				0.65
PHY ED TCR	ALTERNATIVE HIGH SCHOOL	014892	REUSS, ERIC	1.00
PHY ED TCR				1.00
PRINCIPAL	BALC - SECONDARY	012351	PORTER, JANICE	1.00
PRINCIPAL				1.00
PRINCIPAL ASST	ALTERNATIVE HIGH SCHOOL	017873	DERDEN, WILLIAM M	1.00
PRINCIPAL ASST				1.00
READING TCR	ALTERNATIVE HIGH SCHOOL	000000	Open Position	0.20
		014600	KIRCHNER, AMY	0.50
READING TCR				0.70
SCIENCE TCR	ALTERNATIVE HIGH SCHOOL	013415	ENGELHARDT, ANGELA C	1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
SCIENCE TCR	ALTERNATIVE HIGH SCHOOL	016103	PILNEY, MAUREEN A	1.00
	BHS	011821	BLANDIN, MELISSA	0.60
		015372	BANE, DEANNA S	0.40
	EAGLE RIDGE	017755	JOHNSON, CORY CHARLES	0.40
		018352	ORSTAD, TARA	0.60
	METCALF	016003	PRANSCHKE, STEPHANIE T	1.00
SCIENCE TCR				5.00
SOC STU TCR	ALTERNATIVE HIGH SCHOOL	014195	SCHLOMANN, AMY M	1.00
		014600	KIRCHNER, AMY	0.50
		017126	BERGMAN, ANNA T	1.00
	BHS	012944	STRAND, NATHAN R	0.40
		015288	STAPP, BENJAMIN	0.60
	EAGLE RIDGE	018036	CLEVELAND, GEOFFREY W	1.00
	METCALF	017243	STUCYNSKI, MARY E	0.80
		018010	FLUG, JOSHUA W	0.20
	NICOLLET	000000	Open Position	0.80
		011911	ELFERING, JEAN	0.40
SOC STU TCR				6.70
WORK EXP TCR	ALTERNATIVE HIGH SCHOOL	017214	BATES, DANIEL W	0.80
WORK EXP TCR				0.80
Budget Unit 10010				35.15

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 10030

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	BHS	010287	TANBERG, TERESA L	0.88
CLERICAL				0.88
DIR HEALTH SERVICES	ASC	015911	WILLSON, DAWN M	1.00
DIR HEALTH SERVICES				1.00
EA HEALTH	DISTRICT-WIDE	006831	SPENCE, LORETTA	0.35
		011895	WITTENKELLER, JANE E	0.88
		013681	HANSEN, SARAH J	0.52
EA HEALTH				1.75
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.25
	BHS	009091	WALCHER, PAMELA J	0.35
	EAGLE RIDGE	015482	EILERTSON, JANE ANN	0.56
	EDWARD NEILL	015733	MCDERMOTT-BATY, JODY	0.23
	HARRIET BISHOP	015983	BAGGOT, LYNN	0.65
	HIDDEN VALLEY	009363	BIEN, BERNADETTE L	0.63
	METCALF	011320	WALDRON, RACHELLE	0.47
	NICOLLET	010972	WITTNEBEL, KATHY	0.84
	RAHN	016826	BARR, BARBARA M	0.37
	SIOUX TRAIL	015394	BEAULIEU, KOURTNEY A	0.23
	SKY OAKS	016142	BEENKEN, JULIE D	0.51
	VISTA VIEW	010553	WARDELL, BARBARA J	0.47
	WM. BYRNE	016435	RIDGLEY, ANGELA K	0.65
NURSE				6.21
NURSE - REGISTERED	DISTRICT-WIDE	012375	ROBISON, KIMBERLY A	0.70
NURSE - REGISTERED				0.70
Budget Unit 10030				10.54

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 11010

Description	Location Description	Employee Number	Employee Name	Period FTE
BHS THEATER OPS MGR	BHS	010591	DAY, RANDELL	1.00
BHS THEATER OPS MGR				1.00
ELEM STUDENT COUNCIL	MW SAVAGE	000000	Open Position	0.00
ELEM STUDENT COUNCIL				0.00
PLAY - FULL LENGTH DIRECTOR	METCALF	000000	Open Position	0.00
PLAY - FULL LENGTH DIRECTOR				0.00
YEARBOOK - ASST	BHS	000000	Open Position	0.00
YEARBOOK - ASST				0.00
Budget Unit 11010				1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 11020

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR ACTIVITIES	BHS	011828	MARSHALL, JEFFREY	1.00
DIR ACTIVITIES				1.00
EA SUPPORT LVL 3	BHS	015800	PULLEY, ERIC D	0.38
EA SUPPORT LVL 3				0.38
SOCCER - ASST GIRLS	BHS	000000	Open Position	0.00
SOCCER - ASST GIRLS				0.00
Budget Unit 11020				1.38

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 12010

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	007888	SHERIN, JUDITH L	0.50
		018293	SANDELL, HEIDI	0.15
CLERICAL				0.65
EA SUPPORT LVL 3	HIDDEN VALLEY	017431	QUINTANA, MARIANA	0.47
EA SUPPORT LVL 3				0.47
TITLE 1 TCR	EDWARD NEILL	014652	HERKENHOFF, PATRICIA ANN	1.00
	GIDEON POND	013149	MIRS, LAUREL	0.50
	HIDDEN VALLEY	007923	GRISWOLD, CHERYL A	1.00
	MW SAVAGE	018289	HARVES, NICOLE R	0.60
	RAHN	014619	SLATTERY, CARA	0.02
		016667	KEULER, LORI J	0.50
	SIOUX TRAIL	018211	HENDRICKSON, CAROLINE	0.80
	SKY OAKS	017821	BRUINS, STEPHANIE	0.70
		018350	HART-BOHNEN, TARA L	1.00
VISTA VIEW	000000	Open Position	1.00	
TITLE 1 TCR				7.12
TLT COORDINATOR	DISTRICT-WIDE	018296	VAN OSDEL, BETHANY A	0.75
TLT COORDINATOR				0.75
Budget Unit 12010				8.99

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 12020

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	007888	SHERIN, JUDITH L	0.50
CLERICAL				0.50
TLT COORDINATOR	ASC	014534	BABIASH, JENNIFER M	1.00
	DISTRICT-WIDE	018296	VAN OSDEL, BETHANY A	0.25
		018334	SHANLEY, SARAH J	1.00
TLT COORDINATOR				2.25
Budget Unit 12020				2.75

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 12030

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	018293	SANDELL, HEIDI	0.35
CLERICAL				0.35
ESL COORDINATOR	ASC	018545	KROHN, JULIE C	1.00
ESL COORDINATOR				1.00
Budget Unit 12030				1.35

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 13010

Description	Location Description	Employee Number	Employee Name	Period FTE
BLT/DLT	GIDEON POND	000000	Open Position	0.00
BLT/DLT				0.00
CIC COORDINATOR	DISTRICT-WIDE	009277	ZEIGLER, SARAH	0.50
CIC COORDINATOR				0.50
CONTINUOUS IMPROVMENT COACH	DISTRICT-WIDE	006326	NEPSUND, CYNTHIA J	1.00
		007569	O'REILLY, GINA	1.00
		008189	BRAUN, JEAN C	1.00
		009277	ZEIGLER, SARAH	0.50
		009302	BOHR, JENNIFER L	1.00
		010299	WEIGHTMAN, ELIZABETH C	1.00
		011817	ALVEY, HEATHER	1.00
		011966	WEAR, LISA	1.00
		012319	CIN, STEPHANIE P	1.00
		013470	SMALLEY, AMY C	1.00
CONTINUOUS IMPROVMENT COACH				9.50
Budget Unit 13010				10.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 13020

Description	Location Description	Employee Number	Employee Name	Period FTE
AVID COORDINATOR	ALTERNATIVE HIGH SCHOOL	017214	BATES, DANIEL W	0.20
	BHS	016602	GOMER, JENNA M	0.20
	EAGLE RIDGE	012432	KLUBBERUD, MICHAEL	0.20
	METCALF	018031	THOMAS, JESSICA	0.20
	NICOLLET	014874	STILES, JENNIFER E	0.20
AVID COORDINATOR				1.00
AVID TCR	EAGLE RIDGE	006842	CHALLGREN, MARGARET TEN BROEK	0.20
		017361	CZAPAR, RYAN J	0.20
		017771	HELWIG, KRISTINE K	0.20
	METCALF	014122	LOTZE, TIMOTHY	0.20
		015691	KING, LAURIE J	0.20
		017243	STUCYNSKI, MARY E	0.20
AVID TCR				1.20
CULTURAL LIAISON	DISTRICT-WIDE	000000	Open Position	2.00
		015209	GRANT, HEIDI A	1.00
		016451	LOPEZ, MARIA T	1.00
		016970	RAMOS, VERONICA	1.00
		018140	KAAHIYE, AXMAD	1.00
		018158	ABDULLAHI, SAHRO	1.00
		018233	OMAR, ABDULAH	1.00
CULTURAL LIAISON				8.00
DIR DIVERSITY/INTEGRATED SVCS	ASC	018287	STANLEY, STACIE L	1.00
DIR DIVERSITY/INTEGRATED SVCS				1.00
EA SUPPORT LVL 3	HIDDEN VALLEY	017991	ALI, MARYAN H	0.69
		017992	GUTIERREZ BELTRAN, MARIA L	0.81
	SKY OAKS	017995	ABTOW, ANAB A	0.81
EA SUPPORT LVL 3				2.31
SOCIAL WORKER	EDWARD NEILL	013144	ROLF, BRENDA J	0.50
	GIDEON POND	018516	KHALIF, ABDULLAHI M	0.50
	HARRIET BISHOP	018297	KOCH, REBECCA M	0.50
	HIDDEN VALLEY	018306	REICHERT, KRISTEN K	0.50
	MW SAVAGE	018320	CHESLA, PATRICK J	0.50
	RAHN	018297	KOCH, REBECCA M	0.50
	SIoux TRAIL	018353	MORRISSEY, MICHELLE M	0.50
	SKY OAKS	018516	KHALIF, ABDULLAHI M	0.50
	VISTA VIEW	018320	CHESLA, PATRICK J	0.50
	WM. BYRNE	018353	MORRISSEY, MICHELLE M	0.50
SOCIAL WORKER				5.00
Budget Unit 13020				18.51

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 13030

Description	Location Description	Employee Number	Employee Name	Period FTE	
EA HEALTH	ALTERNATIVE HIGH SCHOOL	000000	Open Position	0.25	
EA HEALTH				0.25	
EA SUPPORT	GIDEON POND	018488	BURKHARDT, MARK	0.50	
	WM. BYRNE	013905	WENDLING, PAULA L	0.21	
EA SUPPORT				0.71	
EA SUPPORT LVL 3	ALTERNATIVE HIGH SCHOOL	017874	JARYAN, ALFRED	0.62	
	NICOLLET	016338	WICKHAM, LAURA	0.84	
	RAHN	018472	WATERS, STACIE	0.19	
EA SUPPORT LVL 3				1.66	
INTERVENTIONIST	BHS	000000	Open Position	1.80	
		016011	NELSON, JEFFREY P	0.20	
	EAGLE RIDGE	016920	DETLING, AMY LYN	0.60	
		017221	DURAND, ERIK M	0.20	
		017957	WYSOCKI, STEVEN J	0.20	
	EDWARD NEILL	010637	KUGLER, JULIE	1.00	
		018055	NIFFENEGGER, KAMALA N	1.00	
	GIDEON POND	000000	Open Position	0.50	
		015074	CHAMERLIK, KAREN	0.50	
	HARRIET BISHOP	009752	CAMPEN, KIMBERLY A.	0.20	
		016428	JORDAN, ALLISON A	0.80	
	HIDDEN VALLEY	007257	O'REILLY, JOHN T	0.50	
		009358	KRAFT, STEPHEN	1.00	
	METCALF	017240	SCHNOBRICH, ANGELA M	1.00	
	MW SAVAGE	011355	DUETHMAN, ELIZABETH A	1.00	
	NICOLLET	000000	Open Position	0.60	
		015857	BRETT, CARRIE A	0.20	
	RAHN	014619	SLATTERY, CARA	0.48	
		016667	KEULER, LORI J	0.50	
	SIOUX TRAIL	000000	Open Position	0.50	
		014226	STALOCK, SHARRON C	0.50	
	SKY OAKS	014633	LEIGHTON, ELIZABETH M	1.00	
		016012	NEMETZ, J SCOTT	0.50	
		018030	DAVIDSON, JESSICA J	0.50	
	VISTA VIEW	000000	Open Position	0.20	
		010142	HOLCOMBE, SARA J	0.80	
		016619	BORDONARO, JENNIFER ELIZABETH	1.00	
	WM. BYRNE	013378	HAPPE, NICOLE	0.50	
	INTERVENTIONIST				17.78
	PBIS COORDINATOR	DISTRICT-WIDE	016087	ROBB, EMILY C	0.20
	PBIS COORDINATOR				0.20
	READING SPECIALIST	EDWARD NEILL	009295	WAGNER-SMITH, SHERRY	0.32
			013372	HAYDEN, SUZANNE	0.32

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
READING SPECIALIST	HIDDEN VALLEY	009786	COLLINS, LEANNE	0.32
		013422	KRZEWKI, CATHERINE D	0.32
	SKY OAKS	011543	RUHLAND, MARIA	0.32
		016885	CUNNIEN, LAURIE A	0.32
	VISTA VIEW	016431	WARD, KARI M	0.32
		016605	CRAWFORD, CINDY Y	0.32
READING SPECIALIST				2.56
SOCIAL WORKER	HIDDEN VALLEY	018306	REICHERT, KRISTEN K	0.50
SOCIAL WORKER				0.50
Budget Unit 13030				23.66

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 14010

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR TECHNOLOGY	ASC	018391	JOHNSON, DOUGLAS A	1.00
DIR TECHNOLOGY				1.00
INSTRUCTION/TECHNOLOGY COORD	ASC	016735	GORTON, RACHEL	1.00
INSTRUCTION/TECHNOLOGY COORD				1.00
TECH SPEC 1	ASC	010890	RETHLAKE-HOMOLKA, PAM	1.00
		016345	WALCZAK, CHERYL M	1.00
		017435	LUND, ELLIOTT J	1.00
TECH SPEC 1				3.00
TECH SPEC 2	ASC	016683	HREHA, JUSTIN T	1.00
		017002	KOPP, ELIZABETH A	1.00
		018040	DOLNEY, ALEXANDER N	1.00
		018396	WHIPPLE, ALEC H	1.00
TECH SPEC 2				4.00
TECH SPEC 3	ASC	012287	LUND, TIMOTHY J	1.00
TECH SPEC 3				1.00
TECH SPEC 4	ASC	005573	WEILER, ROBERT M	1.00
TECH SPEC 4				1.00
TECH SUPP	DIAMONDHEAD	009777	HENRY, JOEL E	1.00
TECH SUPP				1.00
Budget Unit 14010				12.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 15010

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR INSTRUCTION	ASC	018215	WATKINS, DAVID	1.00
DIR INSTRUCTION				1.00
Budget Unit 15010				1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 15020

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR CURRICULUM	DIAMONDHEAD	017175	FUNSTON, KATHY L	1.00
DIR CURRICULUM				1.00
Budget Unit 15020				1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 15040

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	DIAMONDHEAD	014360	CECKA, NANETTE	1.00
CLERICAL				1.00
STUDENT INFO/TESTING COORD	ASC	011756	ERICKSON, CONSTANCE	0.50
STUDENT INFO/TESTING COORD				0.50
Budget Unit 15040				1.50

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 16010

Description	Location Description	Employee Number	Employee Name	Period FTE
SCHOOL BOARD	DISTRICT-WIDE	006811	CURRIER, DEEDEE C	0.00
		013108	HILL, RONALD I	0.00
		014317	SWEEP, SANDRA M	0.00
		014416	LUTH, DANIEL W	0.00
		017471	SCHMID, JAMES D	0.00
		017593	VANDENBOOM, ROBERT J	0.00
		018011	ALT, ABIGAIL	0.00
SCHOOL BOARD				0.00
Budget Unit 16010				0.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 16020

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

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 16030

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

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 16040

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

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 16050

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	011739	PARISEAU, MARCIA L	0.50
		014243	LAQUA, NANCY A	1.00
		015662	WILSON, MICHELE L	1.00
		015940	ZELLMER, JULIE A	1.00
		015943	LEACH, CHARLOTTE	1.00
		016596	KAISERSHOT, STACY L	1.00
		018321	DITTER, NATALIE L	1.00
		018322	SWANSON, RENAE A	1.00
CLERICAL				7.50
DIR ACCOUNTING	ASC	018405	WINTERLIN, GORDON D	1.00
DIR ACCOUNTING				1.00
DIR BUSINESS	ASC	016166	RIDER, LISA K	1.00
DIR BUSINESS				1.00
PYRL SUPERVISOR	ASC	016574	ROBASSE, CHRISTINE M	1.00
PYRL SUPERVISOR				1.00
Budget Unit 16050				10.50

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 16060

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

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 16070

Description	Location Description	Employee Number	Employee Name	Period FTE
BILINGUAL GREETER CE	ASC	018175	ROMERO, DENISE	0.50
BILINGUAL GREETER CE				0.50
CLERICAL	DIAMONDHEAD	015033	HARDT, ANNETTE	1.00
		018083	CURTIS, MICHELE A	1.00
		018207	LOPEZ, KASSANDRA	1.00
		018293	SANDELL, HEIDI	0.50
CLERICAL				3.50
INFORMATION SYSTEMS COORD	ASC	012023	MCCARTHY, BRIGID M	1.00
INFORMATION SYSTEMS COORD				1.00
STUDENT INFO/TESTING COORD	ASC	011756	ERICKSON, CONSTANCE	0.50
STUDENT INFO/TESTING COORD				0.50
Budget Unit 16070				5.50

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 17011

Description	Location Description	Employee Number	Employee Name	Period FTE
PRINCIPAL	EDWARD NEILL	017169	VAUGHT, ELIZABETH C	1.00
	GIDEON POND	017563	BLACK, KRISTINE C	1.00
	HARRIET BISHOP	013381	NESVIG, ERIKA	1.00
	HIDDEN VALLEY	009829	BONNEVILLE, JON G	1.00
	MW SAVAGE	008086	NEPSUND, JEFF L	1.00
	RAHN	018070	BORER, BARBARA	1.00
	SIOUX TRAIL	018071	MCPARLAND, SHANNON	1.00
	SKY OAKS	018003	GOELDNER, DREW S	1.00
	VISTA VIEW	013654	ROBB, BRADLEY E	1.00
	WM. BYRNE	017156	BOMSTA, LYLE J	1.00
PRINCIPAL				10.00
Budget Unit 17011				10.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 17012

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	EDWARD NEILL	014558	STICKLE, CAROLYN E	1.00
	GIDEON POND	013867	ZIMMERMAN, SYBIL	1.00
	HARRIET BISHOP	013925	HINMAN, JENNIFER J	1.00
	HIDDEN VALLEY	013957	BERRA, ANGELA M	1.00
		016690	LARSON, DEBORAH M	0.88
	MW SAVAGE	009856	BYRNE, PATRICIA C	0.50
		011910	HREHA, KYLE J	1.00
	RAHN	015885	CROSBIE, CYNTHIA	1.00
	SIOUX TRAIL	010841	CENCI, BARB	1.00
	SKY OAKS	016287	PERALTA, NANCY E	1.00
	VISTA VIEW	006482	DAHLER, ELOISE J	1.00
	WM. BYRNE	017583	MCBRIDE, KRISTEN	1.00
CLERICAL				11.38
Budget Unit 17012				11.38

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 17013

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LUNCH	EDWARD NEILL	017006	ROSENBERGER, ROSE M	0.12
		018387	KRUGER, TARA N	0.38
	GIDEON POND	015754	KUMP, JOLENE	0.25
		018488	BURKHARDT, MARK	0.25
	HARRIET BISHOP	013398	GUSTAFSON, RENEE D	0.28
		013666	BECKER, SARAH J	0.06
		017450	NGUYEN, TUNHI T	0.25
		017833	HEEREY, HEATHER	0.25
	HIDDEN VALLEY	018541	CHHEN, KUOY L	0.16
		012372	MCCONNELL, DIANE	0.25
		017431	QUINTANA, MARIANA	0.12
		018150	CHRISTENSEN, MARY	0.31
	MW SAVAGE	018384	SCHWARZ, DARCIE N	0.25
		014441	BAKER, YVONNE M	0.31
	RAHN	018430	COOK, LAURIE N	0.31
		010976	MOSLEY, JULIE G	0.25
	SIoux TRAIL	015131	HENLE, ANGELA G	0.25
	SKY OAKS	015616	BERGE, SARA K	0.50
		018505	WINEY, HUNTER	0.25
	VISTA VIEW	018152	FOSTER, LATISHA L	0.31
		018160	OMAR, AMANI	0.28
	WM. BYRNE	013905	WENDLING, PAULA L	0.25
		015501	KELJIK, SUSAN B	0.22
016036		KOCH, DONALD C	0.25	
EA LUNCH				6.12
EA SUPPORT	EDWARD NEILL	017006	ROSENBERGER, ROSE M	0.69
		018387	KRUGER, TARA N	0.38
	GIDEON POND	015754	KUMP, JOLENE	0.31
		018488	BURKHARDT, MARK	0.12
	HARRIET BISHOP	011373	FONTANA, PEGGY	1.00
		013398	GUSTAFSON, RENEE D	0.19
		017833	HEEREY, HEATHER	0.12
		018541	CHHEN, KUOY L	0.06
	HIDDEN VALLEY	000000	Open Position	0.09
		012372	MCCONNELL, DIANE	0.25
		018150	CHRISTENSEN, MARY	0.12
	MW SAVAGE	015460	SAMUEL, LAURIE	0.44
	RAHN	010976	MOSLEY, JULIE G	0.50
	SIoux TRAIL	015131	HENLE, ANGELA G	0.22
	SKY OAKS	011193	BERGE, KRISTY K	0.25
		015616	BERGE, SARA K	0.25
018341		MILLER, KATHERINE C	1.00	

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE
EA SUPPORT	VISTA VIEW	014670	CERMAK, BARBARA L	0.06
		016244	GILBERTSON, SHERRY A	0.62
		017120	OLSON, DIANE B	0.62
	WM. BYRNE	000000	Open Position	0.75
		013905	WENDLING, PAULA L	0.42
		015501	KELJIK, SUSAN B	0.22
EA SUPPORT				8.70
EA SUPPORT LVL 3	RAHN	018472	WATERS, STACIE	0.62
EA SUPPORT LVL 3				0.62
Budget Unit 17013				15.45

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 17021

Description	Location Description	Employee Number	Employee Name	Period FTE
DEAN	BHS	014612	MULLINS, CYNTHIA	1.00
DEAN				1.00
PRINCIPAL	BHS	014077	HELKE, DAVID M	1.00
	EAGLE RIDGE	007490	LEAKE, DONALD L	1.00
	METCALF	014914	RONN, KELLY J	1.00
	NICOLLET	011279	BRANDNER, RENEE	1.00
PRINCIPAL				4.00
PRINCIPAL ASST	BHS	007326	MORRISSETTE, BRUCE P	1.00
		007829	ROCZNIAK, EUGENE A	1.00
		014183	BELLMONT, CHRISTOPHER	1.00
	EAGLE RIDGE	014960	BRASPENICK, CHERIE	1.00
	METCALF	015977	HEIM, WILLIAM V	1.00
	NICOLLET	016900	LEACH, JEFFREY A	1.00
PRINCIPAL ASST				6.00
Budget Unit 17021				11.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 17022

Description	Location Description	Employee Number	Employee Name	Period FTE
BURSAR	BHS	016592	BECKERS, CHRISTINE A	1.00
BURSAR				1.00
CLERICAL	BHS	008305	DECKER, WENDY	1.00
		011374	FRATZKE, JAYNE M	1.00
		015803	RIGGS, JEANINE L	1.00
		016459	SCHERER, DEBRA M	1.00
		017141	WADE, LISA P	0.62
		017676	BRISCOE, MELANIE A	1.00
		017943	MANN, LINDSEY	1.00
		018554	THORNTON, JENIFER A	1.00
	EAGLE RIDGE	009963	CLEVELAND, KATHRYN	1.00
		014316	SIMON, LYDIA	1.00
		017903	PETROSKEY, KELLIE A	1.00
	METCALF	008233	BIELECK, DEBORAH D	1.00
		012064	PETERSON, LAURA J	1.00
		012853	MATERNOWSKI, PATRICIA	1.00
	NICOLLET	003613	STEPHES, JANET	1.00
		011378	MARO, JULIE A	1.00
		011980	DERENDAL, BARBARA L	1.00
	CLERICAL			
REGISTRAR	BHS	017539	WOOD, EMILY L	1.00
REGISTRAR				1.00
Budget Unit 17022				18.62

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 17023

Description	Location Description	Employee Number	Employee Name	Period FTE
EA SUPPORT	BHS	018535	NUR, IFRAH H	0.25
EA SUPPORT				0.25
EA SUPPORT LVL 3	BHS	012978	RUZZI, YVONNE R	0.88
		015800	PULLEY, ERIC D	0.50
		016348	VILLE, JUANITA	0.88
	EAGLE RIDGE	009118	NEUMAN, JEAN M	0.81
		011497	SHAFFER, PENNY L	0.88
	METCALF	000000	Open Position	0.81
		011892	PETERSON, KIM L	0.81
	NICOLLET	006653	PERKINS, TERRI M	0.88
	EA SUPPORT LVL 3			
SCIENCE LAB	BHS	018535	NUR, IFRAH H	0.50
SCIENCE LAB				0.50
Budget Unit 17023				7.19

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 18010

Description	Location Description	Employee Number	Employee Name	Period FTE	
EA TRANS	EDWARD NEILL	015757	TILLMAN, JACK R	0.16	
	GIDEON POND	015754	KUMP, JOLENE	0.38	
	HARRIET BISHOP	008958	CARNEY, CATHERINE	0.06	
		013398	GUSTAFSON, RENEE D	0.12	
		013666	BECKER, SARAH J	0.06	
		017833	HEEREY, HEATHER	0.06	
		018541	CHHEN, KUOY L	0.06	
	HIDDEN VALLEY	000000	Open Position	0.19	
		017431	QUINTANA, MARIANA	0.12	
	MW SAVAGE	015460	SAMUEL, LAURIE	0.38	
	RAHN	010976	MOSLEY, JULIE G	0.19	
		017282	SCHEUNEMAN, KRISTEN JOY	0.06	
		018472	WATERS, STACIE	0.06	
	SIOUX TRAIL	012072	ENGBERG, DENISE G	0.25	
	SKY OAKS	018505	WINEY, HUNTER	0.38	
	VISTA VIEW	014670	CERMAK, BARBARA L	0.19	
	WM. BYRNE	000000	Open Position	0.16	
		015501	KELJIK, SUSAN B	0.09	
	EA TRANS				2.97
	Budget Unit 18010				2.97

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 19010

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	ALTERNATIVE HIGH SCHOOL	006402	DIMBERIO, ROBBIE	1.00
		017639	PRESS, MARY	1.00
		018104	ABBOTT, MARK M	0.50
	BHS	005403	CHANTARA, THOMAS KHAMRING	1.00
		007303	HRIMNAK, JOSEPH MICHAEL	1.00
		011401	GOMEZ, OSCAR A	1.00
		011601	ZEIMET, EDWARD	1.00
		014940	MORALES, MANUELA	1.00
		015467	ORELLANA, LAURA I	1.00
		015904	FOSTER, KENT M	1.00
		016544	O'LEARY, TIMOTHY J	1.00
		016567	ANDERSON, JOHN CHARLES	1.00
		017019	SCHMIDT, BRENT G	1.00
		018190	JOHNSON, BRIAN J	1.00
		018192	WOLFRAM, MICHAEL	1.00
		018226	SCHWANKE, CRAIG A	1.00
		018230	SAHLI, TERESEA	1.00
		018305	WICK, DARRYL	1.00
	DIAMONDHEAD	011220	TOELLER, JOHN F.	1.00
		011234	CARLSON, KEITH A	1.00
		012135	GRAUPMANN, DAVID A	1.00
		013225	BERG, HAROLD J	1.00
		014811	THURBER, LAURIE	1.00
	DISTRICT-WIDE	000000	Open Position	1.00
		010543	WURDEMAN, SCOTT	1.00
		015179	WENDORF, ERIC S	1.00
		018366	BOGUE, DREW A	0.50
	EAGLE RIDGE	003670	JOHNSON, GLENN A.	1.00
		010273	SCHALLENBERG, CATHERINE	1.00
		012446	GORZYCKI, MARK	1.00
		014939	LY, TY V	1.00
		016566	ALVARADO, ANGEL	1.00
	EDWARD NEILL	014228	BENNETT, HOWARD D	1.00
		017433	REIMERS, JAMES F	1.00
		018608	SATHER, DEREK D	0.50
	GIDEON POND	017436	LAKE, DAVID	1.00
		018487	GREINER, STEVE	1.00
		018608	SATHER, DEREK D	0.50
	HARRIET BISHOP	000000	Open Position	0.50
		015758	CARLSON, SANDRA K	1.00
		017084	LAVALLE, PATRICK J	1.00
	HIDDEN VALLEY	007748	NELSON, KIRK A	1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Description	Location Description	Employee Number	Employee Name	Period FTE	
CUSTODIAN	HIDDEN VALLEY	017163	SULLIVAN, GERALDINE E	1.00	
		018047	MATYKIEWICZ, BRANDON J	1.00	
	METCALF	000000	Open Position	0.00	
		005087	LEON, STEVEN F	1.00	
		016816	SAHLI, JONATHAN C	1.00	
		016890	KREPS, RODNEY V	1.00	
		017643	VENDEL, MATTHEW M	1.00	
	MW SAVAGE	000000	Open Position	1.50	
		005868	FREDERICKSON, NORMAN D	1.00	
		017916	ROBASSE, CHARLES W	1.00	
	NICOLLET	010163	WESTLUND, DALE V	1.00	
		013074	MARTINEZ, ROBERT V	1.00	
		015476	MARCHESSAULT, PATRICK	1.00	
		015783	O'LEARY, DANIEL L	1.00	
		015910	TESKE, JEFFREY J	1.00	
	RAHN	011614	NEEDHAM, TIMOTHY	1.00	
		015736	GILBERTSON, DALE	1.00	
		018555	MCDONALD, DAVID	0.50	
	SIOUX TRAIL	011269	GLENDE, MARK	1.00	
		017333	JONES, GARY A	1.00	
		018104	ABBOTT, MARK M	0.50	
	SKY OAKS	017328	KINYON, TERRY R	1.00	
		017334	OLDER, GLEN R	1.00	
		018153	KAISERSHOT, TROY M	1.00	
	VISTA VIEW	009048	PAHL, NICK H	1.00	
		017694	WOLLERSHEIM, CHRISTIAN P	1.00	
		018366	BOGUE, DREW A	0.50	
	WM. BYRNE	009178	BERGUM, THOMAS J	1.00	
		017644	HENDERSON, SEAN M	1.00	
		018555	MCDONALD, DAVID	0.50	
	CUSTODIAN				67.00
	DIR OF OPERATIONS	ASC	004356	SIMON, GLENN D.	0.40
	DIR OF OPERATIONS				0.40
	OPS SUPERVISOR	DISTRICT-WIDE	000000	Open Position	1.00
			004439	JOHNSON, DONLEY D.	1.00
			012926	SHAWBACK JR, ARTHUR	1.00
OPS SUPERVISOR				3.00	
Budget Unit 19010				70.40	

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 19020

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	DISTRICT-WIDE	001524	WENDORF, GREGORY	0.75
		002941	LENO, CRAIG ALAN	1.00
		012488	SCHUUR, MYRON G	1.00
		012673	DYKSTRA, BRYAN G.	1.00
		017638	POWERS, DANIEL	1.00
		018191	POWERS, SCOTT D	1.00
CUSTODIAN				5.75
Budget Unit 19020				5.75

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 19030

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	011725	THOMPSON, SUSAN M	1.00
CLERICAL				1.00
Budget Unit 19030				1.00

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 19050

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	DISTRICT-WIDE	001524	WENDORF, GREGORY	0.25
		008678	HARTMAN, THOMAS P	1.00
CUSTODIAN				1.25
Budget Unit 19050				1.25

FY16 Adopted Budget Staffing By Budget Unit (As of Jun 11, 2015)

Budget Unit: 20030

Description	Location Description	Employee Number	Employee Name	Period FTE
EA SUPPORT LVL 3	BHS	008955	LORIG, DIANE	0.88
		009806	WALLS, ELI	0.88
		012451	ROBLES, MICHELLE R	0.88
		015056	DOVE, BETTY ANN	0.88
		018246	GINGERY, GARY	0.88
	METCALF	012065	ROBERTSON, PAULA	0.81
EA SUPPORT LVL 3				5.19
Budget Unit 20030				5.19

2016 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
01010	- General Elementary Instruction - Personnel	
Provides the funding necessary to provide instruction in the core academic subjects of language arts, math, and social studies at the district's ten elementary schools. This budget unit consists of salaries and benefits for 215.00 FTEs.		20,900,124
01030	- General Elementary Instruction - Subs	
Provides the funding necessary for elementary substitutes. This budget unit consists of salaries and benefits for no FTEs.		408,000
02010	- General Junior High Instruction - Personnel	
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's three junior highs. This budget unit consists of salaries and benefits for 52.80 FTEs.		5,528,539
02020	- General Junior High Instruction - Subs	
Provides the funding necessary for junior high substitutes. This budget unit consists of salaries and benefits for no FTEs.		153,000
03010	- General High School Instruction - Personnel	
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's senior high. This budget unit consists of salaries and benefits for 55.90 FTEs.		6,194,028
03020	- General High School Instruction - Subs	
Provides the funding necessary for high school substitutes. This budget unit consists of salaries and benefits for no FTEs.		102,000
04010	- PhyEd, Health, Art, Science, Music - Personnel	
Provides the funding to provide K-12 physical education, 7-12 health, K-12 visual arts, K-12 general/vocal music, K-6 science, and 5-12 Instructional music instruction. This budget unit consists of salaries and benefits for 69.50 FTEs.		5,987,199
05010	- AVID Electives - Personnel	
Provides the funding necessary for AVID elective courses offered from general ed uction formula funds. This budget unit consists of salaries and benefits for 2.40 FTEs.		223,873
06010	- Family and Consumer Science Instruction	
Provides the funding to operate the instructional program of family and consumer science. This budget unit consists of salaries and benefits for 4.30 FTEs.		437,136
06020	- Trade and Industrial Education	
Provides the funding to operate the instructional program of trade and industrial education. This budget unit consists of salaries and benefits for 5.00 FTEs.		453,417
06040	- Business and Office Education	
Provides the funding to operate the instructional program of business and office education. This budget unit consists of salaries and benefits for 3.00 FTEs.		298,816
06060	- Post-Secondary Tuition	
Provides the budget for secondary students to attend classes through the District's various University and College programs including college in the schools (CIS) and post-secondary enrollment options (PSEO). This budget unit consists of salaries and benefits for no FTEs.		575,000

2016 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
07010	- K-12 Media Services	
Provides the funding to provide K-12 media services- media specialists and media educational assistants. This budget unit consists of salaries and benefits for 14.50 FTEs.		985,341
07020	- K-12 Gifted and Talented	
Provides the funding to provide for a half-time gifted and talented instructor at each elementary school and an additional 1.0 at the gifted and talented magnet school. This budget unit consists of salaries and benefits for 6.10 FTEs.		637,681
07030	- 7-12 Guidance Services	
Provides the funding to provide 7-12 guidance services. This budget unit consists of salaries and benefits for 12.00 FTEs.		1,128,341
07060	- English Second Language Learner	
Provides funding for the district's K-12 English Second Language Learner program and includes salaries, benefits, and other instructional expenses. This budget unit consists of salaries and benefits for 39.50 FTEs.		3,354,843
08010	- Site Allocation of Instructional/Operational Resources	
Provides the per pupil funding allocation for instructional and operational related expenses. This funding is intended to cover the costs of building level equipment repairs, purchase of general supplies, classroom supplies, telephone, etc. This budget unit consists of salaries and benefits for no FTEs.		533,728
08020	- Building Level Copier Leases	
Provides the funding for the monthly lease costs of the main multi-functional device within each school. This budget unit consists of salaries and benefits for no FTEs.		144,835
09010	- Special Ed Salaries/Benefits	
Provides funding for staff costs necessary to operate the Office of Individualized Student Services. Most, but not all of these expenditures, are either reimbursed with state or federal special education funds or are related to general education functions. This budget unit consists of salaries and benefits for 290.20 FTEs.		22,687,030
09020	- Special Ed Benefits	
Provides funding for Individualized Student Services staff benefits. This budget unit consists of salaries and benefits for no FTEs.		49,568
09030	- Special Ed Purchased Services	
Provides funding for Individualized Student Services purchased services, supplies and equipment. This budget unit consists of salaries and benefits for no FTEs.		2,238,184
09040	- Special Ed Transportation	
Required transportation, purchased services, supplies and equipment for students served by Individualized Student Services. This budget unit consists of salaries and benefits for no FTEs.		3,113,100
09100	- OLD SPED	
This budget unit consists of salaries and benefits for no FTEs.		
10010	- Alternative Learning Center	
Provides categorical funds to operate the alternative high school, school within a school, extended day and extended year programs for elementary and junior high school students. This budget unit consists of salaries and benefits for 35.15 FTEs.		3,998,025

2016 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
10020	- Mental Health Services	235,156
<p>Licensed mental health professionals, through a financial partnership with Headway, who are able to respond to pressing mental health needs, proactively support student success, and be readily available in case of a crisis.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
10030	- K-12 Nursing/Health Services	909,356
<p>Provides funding to operate the district health services department including salaries, benefits and other operating expenses for the district school health offices. Certain FTEs may also be included in Special Ed Salaries, 09010.</p> <p>This budget unit consists of salaries and benefits for 10.54 FTEs.</p>		
11010	- Co-Curricular Activities (Non-Athletic)	405,555
<p>Provides the funding to support co-curricular activities. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for 1.00 FTEs.</p>		
11020	- High School Interscholastic Athletics	1,095,956
<p>Provides the funding to provide high school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for 1.38 FTEs.</p>		
11021	- Jr High Interscholastic Athletics	92,580
<p>Provides the funding to provide junior high athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
12010	- Title I, Part A Regular - Improving Basic Programs	1,150,000
<p>Provides funding to help ensure all children meet challenging state academic standards. Includes staffing, instructional, Supplemental Education Services and staff development expenses.</p> <p>This budget unit consists of salaries and benefits for 8.99 FTEs.</p>		
12020	- Title II, Part A Regular - Teacher/Principal Training & Recruiting	250,000
<p>Funding pays a portion of teacher and administrative salaries of highly qualified professionals working to improve student achievement.</p> <p>This budget unit consists of salaries and benefits for 2.75 FTEs.</p>		
12030	- Title III Regular - Limited English Proficient Students	175,000
<p>Funding supports ESL personnel, their professional development, and for interpretation needs of our LEP families.</p> <p>This budget unit consists of salaries and benefits for 1.35 FTEs.</p>		
12050	- Carl Perkins Grant	68,000
<p>Funding pays for professional development and supplies to teachers of Family and Consumer Science, Business, and Technology Education at Burnsville Senior High School.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
13010	- Q-Comp/Pro-Pay	2,778,859
<p>Provides for expenditures associated with the district's Q-Comp / Pro-Pay programs including salaries and benefits, stipends, performance incentives and other operating expenses.</p> <p>This budget unit consists of salaries and benefits for 10.00 FTEs.</p>		
13020	- Integration and Achievement	1,923,278
<p>Provides for expenditures related to the integration and achievement program including salaries and benefits, professional development and other operating expenses.</p> <p>This budget unit consists of salaries and benefits for 18.51 FTEs.</p>		

2016 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
<p>13030 - Compensatory Education</p> <p>Provides funding for compensatory programs and initiatives to meet the educational needs of students who are under prepared or are not meeting age appropriate performance standards.</p> <p>This budget unit consists of salaries and benefits for 23.66 FTEs.</p>		2,917,138
<p>14010 - Technology</p> <p>Provides funding manage and support the district's technologies including instructional, operational resources, equipment and supplies including the District's intranet and telephone systems.</p> <p>This budget unit consists of salaries and benefits for 12.00 FTEs.</p>		2,594,489
<p>15010 - Instructional Development</p> <p>Provides the funding for district professional development (PD) to support the acquisition of district learning goals. Includes operational resources, purchased services, equipment, supplies, and building level PD allocations.</p> <p>This budget unit consists of salaries and benefits for 1.00 FTEs.</p>		537,735
<p>15020 - Curriculum Development</p> <p>Provides the funding for the ongoing development of a comprehensive written curriculum. Also includes operational resources, purchased services, equipment and supplies.</p> <p>This budget unit consists of salaries and benefits for 1.00 FTEs.</p>		310,429
<p>15030 - Curriculum Adoptions</p> <p>Provides the funding for the purchase of curriculum resources to support delivery of the written curriculum including textbooks, manipulatives, software and software subscriptions.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		600,000
<p>15040 - Assessment Program</p> <p>Provides the funding necessary to implement required accountability assessments to monitor student progress toward achievement of academic standards through software fees, purchased services, equipment and supplies.</p> <p>This budget unit consists of salaries and benefits for 1.50 FTEs.</p>		275,957
<p>16010 - Board of Education</p> <p>Provides the funding for the School Board. Includes School Board stipends, District elections, legal fees and other expenses related to Board initiatives.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		129,022
<p>16020 - Superintendent</p> <p>Provides the funding to operate the office of Superintendent of Schools to support the District's mission, vision, and instructional goals.</p> <p>This budget unit consists of salaries and benefits for 2.00 FTEs.</p>		379,080
<p>16030 - Assistant Superintendent</p> <p>Provides the funding to operate the office of the Assistant Superintendent of Schools to support the development, operation and evaluation of the district's elementary and secondary instructional programs.</p> <p>This budget unit consists of salaries and benefits for 1.50 FTEs.</p>		177,551
<p>16040 - Human Resources</p> <p>Provides the funding to support operation of the Human Resources office including advertising, recruiting, hiring, staff development, legal fees, software applications, and compliance requirements.</p> <p>This budget unit consists of salaries and benefits for 5.00 FTEs.</p>		776,121
<p>16041 - Workers Comp, Unemployment, & Premiums for Property Casualty Liability Insurance</p> <p>Provides the funding to support the District's workers comp, unemployment, and property, casualty liability insurance and contingencies for deductibles.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		1,200,000

2016 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
16050	- Business	
Provides the funding to operate the school district's business services- including accounting, payroll, and mandatory state and federal reporting.		1,097,060
This budget unit consists of salaries and benefits for 10.50 FTEs.		
16051	- Business - Salary Contingency	
Unallocated FTEs for teacher reserves and overload schedules, yet to be determined.		61,800
This budget unit consists of salaries and benefits for no FTEs.		
16054	- Business - OPEB Implicit Chargeback	
Represents allowable medical, dental, and life insurance costs reimbursable by the district's other postemployment benefits trust.		-546,307
This budget unit consists of salaries and benefits for no FTEs.		
16060	- Communications and Marketing	
Provides the funding to the District's communications and marketing initiatives, maintenance of District websites, social networks, publications, etc.		368,039
This budget unit consists of salaries and benefits for 2.00 FTEs.		
16070	- Student Registration and Census	
Provides the funding to operate the school district's student registration, enrollment, and reporting services.		444,031
This budget unit consists of salaries and benefits for 5.50 FTEs.		
17011	- Elementary Administrators	
Provides the funding to operate the elementary principals' offices at each school.		1,339,200
This budget unit consists of salaries and benefits for 10.00 FTEs.		
17012	- Elementary Building Clerical	
Provides the funding to operate the elementary principals' offices at each school.		472,508
This budget unit consists of salaries and benefits for 11.38 FTEs.		
17013	- Elementary EAs	
Provides the funding various administrative and educational roles at each school.		334,969
This budget unit consists of salaries and benefits for 15.45 FTEs.		
17014	- Elementary Admin Benefits	
Provides the funding for the benefits of the above administrator, clerical and EA staff.		614,244
This budget unit consists of salaries and benefits for no FTEs.		
17021	- Secondary Administrators	
Provides the funding to operate the secondary principals' offices at each school.		1,312,666
This budget unit consists of salaries and benefits for 11.00 FTEs.		
17022	- Secondary Building Clerical	
Provides the funding to operate the secondary principals' offices at each school.		780,488
This budget unit consists of salaries and benefits for 18.62 FTEs.		
17023	- Secondary EAs	
Provides the funding various administrative and educational roles at each school.		241,364
This budget unit consists of salaries and benefits for 7.19 FTEs.		
17024	- Secondary Admin Benefits	
Provides the funding for the benefits of the above administrator, clerical and EA staff.		754,826
This budget unit consists of salaries and benefits for no FTEs.		

2016 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 11, 2015)

		2016
		Adopted Budget
17025	- Miscellaneous Stipends	
Provides the funding for miscellaneous stipends and extra hours that are currently not attached to another budget unit. This budget unit consists of salaries and benefits for no FTEs.		147,889
17026	- Campus Cup	
Provides the funding of the Café located at the Senior Campus at Diamondhead. This budget unit consists of salaries and benefits for no FTEs.		113,681
18010	- Student Transportation	
Provides the funding to transport eligible students to and from school including during regular and extended year/day terms. This budget unit consists of salaries and benefits for 2.97 FTEs.		3,387,925
19010	- Custodial	
Provides the funding to operate the District's custodial services. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 70.40 FTEs.		5,205,745
19020	- Building, Grounds and Maintenance	
Provides the funding to operate the District's building, grounds and maintenance departments. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 5.75 FTEs.		1,407,815
19030	- Environmental Health and Safety/ADA Compliance	
Provides the funding to operate the District's environmental health and safety department. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 1.00 FTEs.		433,655
19040	- Facility Leases	
Provides the funding for the District's facility leases for BEST, Pates Stadium and the Hamilton Building. This budget unit consists of salaries and benefits for no FTEs.		658,207
19050	- Warehouse and Purchasing	
Provides the funding to operate the school district's warehouse and purchasing departments. This budget unit consists of salaries and benefits for 1.25 FTEs.		94,686
19060	- Utilities	
Provides the funding for the District's utilities. This budget unit consists of salaries and benefits for no FTEs.		1,936,587
20010	- School Resource Officers	
Provides the primary funding for school police resource officers for the district's secondary schools. This budget unit consists of salaries and benefits for no FTEs.		260,000
20030	- Safe Schools	
Provides the primary funding for additional supervision at Burnsville Senior High and Metcalf Junior High. This budget unit consists of salaries and benefits for 5.19 FTEs.		217,007
21000	- Miscellaneous State and Local Grants	
Provides the primary funding for various grants received outside of Federal and Special Education funding. This budget unit consists of salaries and benefits for no FTEs.		6,000
Total General Fund Expenditure Budget		120,257,155
Total General Fund Period FTEs - 1,085.72		



**Agenda III.B.
June 11, 2015**

To: Members, Board of Education

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

Date: June 2, 2015

Re: Resolution Approving Intermediate District 917 Health and Safety

RECOMMENDATION: That the Board of Education approve the formal resolution authorizing the inclusion of proportionate share of Intermediate District 917's Health and Safety Expenditures in District 191's property tax levy payable in 2016.

State allows school districts to levy property taxes to support their Health and Safety program, including the Health and Safety program of Intermediate Districts of which they are a member. Intermediate District 917 has proposed a levy for this purpose in the amount of \$24,400. Our prorated share would be \$4,163. Adoption of the resolution attached authorizes the inclusion of the amount in our Health and Safety tax levy payable 2016. I recommend approval.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #191
(Burnsville)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of School Board of Independent School District No. 191, State of Minnesota, was held on June 11, 2015 at 6:30 o'clock p.m., for the purpose, in part, of approving the Intermediate School District No. 917's health and safety program budget and authorizing the inclusion of a proportionate share of Intermediate School District's health and safety projects in the district's application for health and safety revenue.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT
NO. 917'S HEALTH AND SAFETY PROGRAM BUDGET AND
AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF
THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR HEALTH
AND SAFETY REVENUE**

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

1. The School Board of Intermediate School District 917 has approved a health and safety program budget for its facilities for the 2015-2016 school year in the amount of \$24,400.00. The various components of this program budget are attached as Exhibit A here to and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's health and safety budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its health and safety revenue application.
3. The proportionate share of the costs of the intermediate school district's health and safety program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district health and safety program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted Marginal Cost pupil units. The inclusion of this proportionate share in the district's health and safety revenue

application for fiscal year 2016 is hereby approved, subject to approval by the Commissioner of Education.

3. Upon receipt of the proportionate share of health and safety revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF DAKOTA

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

WITNESS MY HAND officially as such Clerk this 11 day of June 2015.

Clerk
Independent School District #191



Agenda III.C.
June 11, 2015

To: Members, Board of Education

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

Date: June 3, 2015

Re: Approve Annual Application for Health and Safety Program

RECOMMENDATION: That the Board of Education approves annual Application for Health and Safety program as estimated for FY15, FY16 and FY17 by UFARS finance and affirm current Board Policy 803: *Health and Safety* as it currently exists.

Minnesota Statute 123B.57 subdivision, 1, requires board approval of a Health and Safety Policy and approval of the estimated budgets by UFARS finance by fiscal year. Below are the estimates provided through our Health and Safety submission for approval by the Board of Education. These projects are aligned with the Health and Safety Policy of the district. Board Policy 803 was approved by second reading of the board on May 16, 2013. No adjustments to the current policy are needed.

UFARS Finance	FY15	FY16	FY17
347-Physical Hazards	221,831	95,892	101,494
349-Other Hazardous Materials	20,500	36,700	26,200
352- Environmental Health and Safety	164,800	211,450	250,850
358-Asbestos Removal	13,750	28,000	10,000
363-Fire Safety	60,834	61,613	57,072
Indoor Air Quality	0	0	60,650
Total	\$481,715	\$433,655	\$506,266

BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

Policy 803 Health and Safety Policy

I. PURPOSE

The purpose of this policy is to provide a safe and healthful environment for employees, students and the public in all school district buildings and on district grounds.

II. SCOPE

This policy is intended to protect the health and safety of employees, students, and visiting public. All employees must follow safe working practices, obey rules and regulations and work in a way that maintains the high safety and health standards developed and sanctioned by the school district.

III. DEFINITIONS

None.

IV. POLICY STATEMENT

The school district's health and safety programs will assist administration, supervisors, and staff in controlling hazards and risks which will minimize employee injuries and illnesses. This policy is designed to encourage all employees to promote the safety of their fellow employees, students, and the public. To accomplish health and safety goals, all administrators and supervisors are responsible and accountable for implementing this policy, and to insure it is followed. The policy of the district is to provide a safe work environment, adequate tools and training, and the necessary personal protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices provided by the district.

The following written management plans have been established to assist in reducing or eliminating hazards to persons and facilities. The district expects that staff will fulfill their individual responsibilities toward achieving safety excellence and environmental responsiveness by exercising good judgment at all times and abiding by the requirements set forth in the health and safety programs listed below.

- Asbestos
- AWAIR (Safety Committee)
- Bloodborne Pathogens
- Chemical Hygiene (Lab Safety Standards)
- Community Right to Know
- Compressed Gas
- Fire Prevention & Protection
- First Aid/CPR/AED
- Hearing Conservation
- Indoor Air Quality
- Integrated Pest Management
- Lead In Water and Paint
- Lockout/Tag out
- OSHA Inspections & Compliance
- Playground Safety

History: Issued as Policy EB 7/94, revised 3/05; changed to Policy 803 5/13		
Approved by: Board of Education	Clerk's Signature: /s/ Bob VandenBoom	Date: May 16, 2013

- Personal Protective Equipment
- Aerial Lifts
- Propane Tank Safety
- Industrial Arts Safety Officer

Cross References:

- Radon Respiratory Protection
- Underground and Above Ground Storage Tanks
- Fork Lift Operations
- Hazardous Waste (pharmaceutical waste)
- Confined Space
- Emergency Action Plan
- Employee Right To Know
- Electrical Safety
- Machine Guarding
- Fall Protection
- Respiratory Protection

V. RESPONSIBILITIES

Director of Operations and Properties – maintain written management plans for each of the areas above and to ensure employees have access to these plans.

VI. EXCLUSIONS

None, it is assumed that the policy applies across the school district.

VII. CONTACTS

<u>Office/Department</u>	<u>Telephone Number</u>
Director of Operations and Properties	952-707-2035

VIII. LEGAL REFERENCES

M.S. 123B.57

M.S. 182 (Occupational Health & Safety)



Agenda Item III.D
June 11, 2015

TO: Members, Board of Education
 FROM: Lisa Rider, Executive Director of Business Services
 DATE: June 2, 2015
 RE: Bid Award – Paper for copiers and printers

Recommendation: That the School Board award a contract for purchase of copier and printer paper valued at \$83,739 to Paper 101.

On May 22nd, 2015, Strategic Source, Inc., on our behalf, opened bids to supply paper for the District’s copiers and printers. Five suppliers submitted offers that met our specifications and their bids were considered. All five quotes submitted were analyzed based on requested annual quantity and delivery options requested. Paper 101 provided the lowest pricing, \$83,793, regardless of delivery option selected indicated by the summary bid tab below.

Summary Tabulation of Bids Received

Supplier	Paper 101	CJ Duffy Paper Company	Contract Paper Company	Staples Contract & Commercial	Wilcox Paper LLC
Net Amount of Bid	\$83,793	\$84,988	\$86,202	\$87,201	\$85,363

This represents our anticipated paper needs district wide for the 2015-16school year.



**Agenda III.E
June 11, 2015**

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

From: Cindy Amoroso, Assistant Superintendent

Date: June 3, 2015

Re: Report on Parent/Student Handbook

Receive a report from Cindy Amoroso, Assistant Superintendent, regarding changes to the 2015-16 Parent/Student Handbook which will be brought to the Board with a recommendation for approval at the June 25 meeting.

This year, a report is being given to the Board because changes are being made to the information in and format of the Handbook. The changes result from a year-long study the Associate Principals have been doing around discipline and culture, and their collaboration with ISD191 staff and administrators to produce information that better meets the needs of students, parents and staff. The changes being made are to: 1) produce a more streamlined, focused communication regarding required information and information that may have legal implications, and 2) to communicate the Code of Conduct in a way that is better aligned with our Positive Behavior Intervention Supports (PBIS) model, is better able to address the needs of our students, and is more descriptive of behavior and different levels of severity. Our expectations for behavior or consequences of inappropriate behavior have not been lowered or changed, just the way we are communicating this in the Handbook.

Details of the changes will be explained so the Board will be informed prior to receiving the revised handbook for the June 25 action item. An example from the old Handbook, with an example of the revised new Handbook item, is provided for comparison and to illustrate the difference.

Excerpt from 2014-15 Handbook

<p>Disorderly/Disrespectful/Insubordinate/Disruptive Conduct - (Policy JFC-R) Any act which interferes with the effective operations of the school, in or out of the classroom, including but not limited to: engaging in offensive, obscene, or abusive behavior; boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others; gang symbols, drawings/messages, or any other type of insignia to display association with an organization that is disruptive to the learning environment; inappropriate cheers or other examples of poor sportsmanship at athletic events; failure to respect private property; gambling or possession of gambling paraphernalia; selling of non-school-sponsored school items; failure to comply with staff directions; disruptive behavior in detention or in-school suspension. Exceptions may be made in this policy for attire that signifies membership in a school-sponsored activity.</p>			
Grades K-6	(*)	(*)	1-3 day suspension, police notification
Grades 7-9	(*), 1-3 day suspension	(*), 1-3 day suspension	(*), 1-5 day suspension, police notification, possible recommendation for expulsion
Grades 10-12	(*), 1-3 day suspension	(*), 1-3 day suspension, police notification	(*), 1-5 day suspension, police notification, possible recommendation for expulsion

Excerpt from 2015-16 Handbook

Behavior	Lowest level should be considered first, followed by progressively more intensive consequences.			
	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no ODR)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, ODR required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, ODR required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, ODR required)
Disrespect	Making inappropriate gestures, verbal or written comments, or symbols to others.			
Disruption	Engaging in minor behavior that distracts from the learning environment.			
	Persistently or habitually engaging in minor behavior that distracts from the learning environment (e.g. talking out of turn, throwing small items, horseplay).			
	Engaging in moderate to serious behavior that distracts from teaching and learning and directly affects the safety of others; gang symbols, drawings/messages, or any other type of insignia to display association with an organization that is disruptive to the learning environment.			
	Possession or use of any object that causes distraction, such as wallet chains, lighters, radios, squirt guns, games, laser pointers, etc, is prohibited. If a nuisance object is used in a manner which constitutes a threat, physical assault and/or a weapon violation, the appropriate consequences will be applied.			
			Engaging in an inappropriate behavior of a sexual nature.	
			Engaging in intentional, negative actions that significantly disrupt the rights of other students and/or school community members to learn and be safe.	
		Filming a fight or other student incident and broadcasting the contents on social media.		

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: III.F

To: Members of the Board of Education
Superintendent Joseph Gothard

From: Stacey Sovine
Executive Director of Human Resources

Date: June 11, 2015

RE: **Resolution Terminating Non-Licensed Staff**

RECOMMENDATION: It is recommended that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the School Board of Independent School District 191, that the following non-licensed staff are hereby terminated or laid off for the following amounts at the end of the 2014 - 2015 school year

DISTRICTWIDE

Dawn Willson	Districtwide - DEC	.2 FTE annual release
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UNAFFILIATED

Renae Nesburg Busse	Districtwide - DEC	1.0 annual release
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FOOD SERVICE ASSOCIATES

Courtney Mauser	Metcalf Jr. High	15 minute daily release
Luz (Lucy) Delgadillo	Metcalf Jr. High	15 minute daily release
Melinda Cizinski	Metcalf Jr. High	15 minute daily release
Cheryl Schmid	Metcalf Jr. High	15 minute daily release
Nicole Scott	Metcalf Jr. High	15 minute daily release
Rebecca Betting	Metcalf Jr. High	2 1/2 hour daily release

EDUCATIONAL ASSISTANTS

Kay Sponsel	Rahn Elementary	2 1/2 hour daily release
Rose Rosenberger	Edward Neill Elementary	15 minute daily release
Angela Henle	Sioux Trail Elementary	15 minute daily release
Heidi Knight	Sioux Trail Elementary	15 minute daily release
Ifrah Nur	Burnsville High School	1 hour daily release
Jane Sisler	Harriet Bishop Elementary	30 minute daily release
Kuoy Chhen	Harriet Bishop Elementary	1 hour daily release
Mariana Quintana	Hidden Valley Elementary	45 minute daily release

Mary Christensen	Hidden Valley Elementary	1 hour daily release
Yvonne Baker	M.W. Savage Elementary	30 minute daily release
Laurie Samuel	M.W. Savage Elementary	30 minute daily release
Laurie Cook	M.W. Savage Elementary	30 minute daily release
Latisha Foster	Vista View Elementary	30 minute daily release
Amani Omar	Vista View Elementary	45 minute daily release
Susan Keljik	Wm. Byrne Elementary	30 minute daily release
Dawn Simpson	Wm. Byrne Elementary	15 minute daily release

Written notice shall be provided to each employee. Each food service and educational assistant employee retains recall rights as per the Master Agreement.

BE IT FURTHER RESOLVED by the Board of Education of Independent School District 191, that the following non-licensed positions are eliminated effective July 1, 2015

- 1 TLT Coordinator
- 7 Tech Educational Assistants
- 1 Tech Custodian
- 1 Food Service Associate

**BURNSVILLE – EAGAN – SAVAGE
INDEPENDENT SCHOOL DISTRICT 191
HUMAN RESOURCES**

AGENDA ITEM: III.G

To: Members of the Board of Education
Superintendent Joseph Gothard

From: Stacey Sovine
Executive Director of Human Resources

Date: June 11, 2015

RE: **Resolution relating to the Termination of Teaching Contracts for the following Long Term Substitute Teachers effective at the close of the 2014 - 2015 school year**

RECOMMENDATION: It is the recommendation that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the School Board of Independent School District 191, that the teaching contracts of the following long-term substitute teachers be terminated at the close of the 2014 - 2015 school year.

BE IT FURTHER RESOLVED, that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law.

LAST	FIRST	SCHOOL
Isakson	Julie	Byrne
Tofte	Andrew	ST



**Agenda III.H
June 11, 2015**

To: Board of Education, Members

From: Dr. Joe Gothard, Superintendent

Date: June 5, 2015

Re: Board Policies 208, 305, 101, 101.1, 102, 103 and 403

RECOMMENDATION: that the Board of Education approves the first reading of Board Policies 208: *Development, Adoption and Implementation of Policies*; 305: *Policy Implementation*; 101: *Legal Status of the School District*; 101.1 *Name of the School District*; 102: *Equal Educational Opportunity*; 103: *Complaints-Students, Employees, Parents, Other Persons*; 403: *Discipline, Suspension, and Dismissal of School District Employees* and rescind Polices KL and GCPAB.

The Policy Review Committee and administration have reviewed these policies and recommend approval on a first reading basis.

Board Policies with revisions and current policies (when applicable) are attached for your review.

Attachments

/jmk

Adopted: 11/2003

Burnsville-Eagan-Savage School District Policy 208

Reviewed:

Revised: 3/2010, 1/2013, 3/2013

Rescinds: BF

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.

B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. ~~The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.~~

C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

D. All proposed policies will be reviewed by the school board's Policy Review Committee prior to being submitted to the school board for consideration.

IV. ADOPTION OF POLICY

A. The school board shall give notice of proposed policy changes or adoption of new policies or repeal of existing policies by placing the item on the agenda of two regularly scheduled school board meetings. The proposals shall be distributed

and public comment will be allowed at both meetings prior to final school board action.

- B. The final action taken to adopt the proposed policy or repeal an existing policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The adopted policy will be effective on the later of the date of passage or the date stated in the motion. A repealed policy will no longer be in effect on the later of the date of board action or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted or repealed by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption or repeal of the policy shall be included in the minutes. The emergency ~~policy action~~ shall expire within one year following the emergency action unless the policy adoption or repeal procedure stated above is followed and the policy adoption or repeal is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

~~[NOTE: MSBA does not believe the suspension of policy is a good idea.]~~

V. IMPLEMENTATION OF POLICY

- A. ~~It shall be the responsibility of t~~The superintendent is responsible to implement school board policies and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. ~~These guidelines and directives, including e~~Employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. ~~Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.~~ Policies adopted by the school board shall be posted to the school district's website using the codification system and format approved by the school board.
- C. ~~It shall be the responsibility of t~~The superintendent, and employees designated by the superintendent, ~~and individual school board members~~ are responsible to keep the digital policiesy manuals current: <http://www.isd191.org/about-us/district-policies>.
- D. The school board shall review policies at least once every ~~three~~ five years. The superintendent shall be responsible for developing a system of periodic review,

addressing approximately one ~~third~~ -fifth of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; ~~and~~ 806 Crisis Management Policy; and 208 Development, Adoption, and Implementation of Policies.

- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the action taken, the need for a policy, and will present a recommended policy to the school board for approval.

VI. RESPONSIBILITIES

- A. Board Members—Discharge their governance responsibility through the adoption of policies that establish the focus, criteria, and parameters for decision-making by school district staff to ensure decisions made are congruent with school district goals and priorities.
- B. Board Policy Review Committee—Reviews recommended policies, prior to submitting to the full board for consideration, to ensure policies are within the scope of the school board’s authority and support the school district’s mission, vision, core values, and strategic direction.
- C. District Administrators—Are responsible for informing their subordinates of existing policies and administrative regulations and ensuring that all policies and regulations are implemented with fidelity.
- D. Staff—Are responsible for implementing all school board policies and administrative regulations with fidelity.
- E. Superintendent—Periodically reviews and evaluates all current policies, keeping the school board apprised of the need to revise or repeal existing policies or adopt new policies.

VII. CONTACTS

The Office of the Superintendent may be contacted relative to this policy at (952) 707-2005.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: Burnsville-Eagan-Savage School District Policy 305 (Policy Implementation)

Adopted: _____
Reviewed: _____
Revised: _____
Rescinds: _____

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall ~~not be inconsistent~~ with said policies. ~~At least annually, these written procedures shall be presented to the school board for review.~~
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: Burnsville-Eagan-Savage School District Policy 208 (Development, Adoption, and Implementation of Policies)

Adopted: _____
Reviewed: _____
Revised: _____
Rescinds: _____

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. Funds

- 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district ~~officials~~administrators/board members occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district ~~officials~~administrators/board members hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

~~1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.~~

12. The school district shall establish and apply the school curriculum.

~~2. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.~~

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: Burnsville-Eagan-Savage School District Policy 201 (Legal Status of School Board)
Burnsville-Eagan-Savage School District Policy 603 (Curriculum Development)
Burnsville-Eagan-Savage School District Policy 604 (Instructional Curriculum)
Burnsville-Eagan-Savage School District Policy 606 (Textbooks and Instructional Materials)
Burnsville-Eagan-Savage School District Policy 705 (Investments)
Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)

Burnsville-Eagan-Savage School District Policy 801 (Equal Access to School Facilities)

MSBA Service Manual, Chapter 3, Employee Negotiations

MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

Adopted: _____
Reviewed: _____
Revised: _____
Rescinds: _____

Burnsville-Eagan-Savage School District Policy 101.1

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 191. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The public name of the school district shall be the Burnsville-Eagan-Savage School District.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 191 (Burnsville-Eagan-Savage), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:

Adopted: 10/1999
Reviewed: 2009
Revised: 6/2012
Rescinds: AC

Burnsville-Eagan-Savage School District Policy 102

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

~~II. SCOPE~~

~~This policy applies to all areas of education including academics, coursework, cocurricular and extracurricular activities, or other rights or privileges of enrollment.~~

~~III. DEFINITIONS~~

~~*Equal Opportunity*—The principle of non-discrimination which emphasizes that opportunities in education should be freely available to all students irrespective of their race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age, or any other individual or group characteristic unrelated to ability, performance, and qualification.~~

~~IV. POLICY STATEMENT~~

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. ~~This policy applies to all areas of education including academics, coursework, cocurricular and extracurricular activities, or other rights or privileges of enrollment.~~
- D. ~~Every school district employee is responsible to comply with and ensure compliance with this policy conscientiously.~~

- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the ~~building principal or supervising school district official.~~ ~~In the absence of a specific designee, an inquiry or a complaint should be referred to~~ Assistant Superintendent for Teaching and Learning.

III. CONTACTS

The Office of the Assistant Superintendent for Teaching and Learning may be contacted relative to this policy at (952) 707-2015.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Burnsville-Eagan-Savage School District Policy 402 (Disability Nondiscrimination)
Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)
Burnsville-Eagan-Savage School District Policy 522 (Student Sex Nondiscrimination)

Adopted: 6/1986
Reviewed: _____
Revised: 8/2006
Rescinds: KL

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, [negotiated agreement, or Terms and Conditions of Employment](#), the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent, or school board. However, persons are encouraged to file a complaint at the building level [with the staff member most immediately involved with the issue](#) when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in [a reasonable time-period in writing](#) to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. ~~Complaints by students, parents, or citizens warrant professional and prompt handling.~~ The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the

applicable provisions of Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act) or other law.

D. Before a complaint against an employee is acted upon the employee will have the opportunity to respond to the complaint in writing and/or in conference with the appropriate administrator to present information relevant to the complaint.

E. No reprisals against a complainant or witness will be tolerated.

III. COMPLAINT PROCEDURES

A. Those making complaints will be urged to provide adequate detail and to identify themselves so the matter can be handled appropriately. The school will make reasonable efforts to investigate and resolve anonymous complaints.

B. Each school will develop a system to handle general complaints concerning policy and practice. These complaints will be heard, recorded, and periodically reviewed to determine general areas of concern.

C. Followup procedures may include an informal conference with the parties involved to attempt to resolve the matter, either individually or together as the administrator determines. Such discussion will take place within ten days after the complaint has been received.

D. If the issue is not resolved at the conference, the complainant may request that the matter be reviewed by the next highest administrative authority. In such cases, the appropriate administrator will provide the following:

1. A statement of the complaint prepared by the complainant and specifying the precise nature of the complaint.

2. A statement of the facts on both sides of the matter.

3. A summary of the opportunities afforded both sides to be heard.

4. A statement from the complainant proposing resolution of the matter.

5. A statement from the involved staff member(s) proposing resolution of the matter.

6. A recommendation from the administration for proposed resolution of the matter.

IV. SCHOOL BOARD INVOLVEMENT IN THE COMPLAINT PROCESS

- ~~A. The superintendent will provide documentation similar to that listed in III.D. above if the school board is required to get involved to resolve the complaint.~~
- ~~B. The school board will be guided by its code of ethics when hearing complaints.~~
- ~~C. School board members who receive complaints should encourage the complainant to discuss the issue with the appropriate staff member or administrator.~~
- ~~D. If the complainant does not wish to discuss the issue with the appropriate staff member or administrator, the school board member will refer the matter to the superintendent for study and possible resolution.~~
- ~~E. Complaints made directly to the full school board shall be referred to the superintendent for study and possible referral to the appropriate staff member or administrator.~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: Burnsville-Eagan-Savage School District Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin "T" (School Records – Privacy – Access to Data)

Adopted:
Reviewed:
Revised:
Rescinds: KL

103R COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

The following guidelines should be followed when a complaint or concern is voiced. The goal should be to resolve conflict at the lowest intervention level possible, but do not hesitate to follow the entire process if necessary. It is always wise to keep the administrator aware of any conflicts that are being handled in your building or program, no matter at what level the intervention is currently proceeding.

I. COMPLAINT PROCEDURES

- A. Those making complaints will be urged to provide adequate detail and to identify themselves so the matter can be handled appropriately. The school will make reasonable efforts to investigate and resolve anonymous complaints.
- B. Each school will develop a system to handle general complaints concerning policy and practice. These complaints will be heard, recorded, and periodically reviewed to determine general areas of concern.
- C. Follow up procedures may include an informal conference with the parties involved to attempt to resolve the matter, either individually or together as the administrator determines. Such discussion will take place within ten days after the complaint has been received.
- D. If the issue is not resolved at the conference, the complainant may request that the matter be reviewed by the next highest administrative authority. In such cases, the appropriate administrator will provide the following:
 - 1. A statement of the complaint prepared by the complainant and specifying the precise nature of the complaint.
 - 2. A statement of the facts on both sides of the matter.
 - 3. A summary of the opportunities afforded both sides to be heard.
 - 4. A statement from the complainant proposing resolution of the matter.
 - 5. A statement from the involved staff member(s) proposing resolution of the matter.
 - 6. A recommendation from the administration for proposed resolution of the matter.

II. SCHOOL BOARD INVOLVEMENT IN THE COMPLAINT PROCESS

- A. The superintendent will provide documentation similar to that listed in I.D. above if the school board is required to get involved to resolve the complaint.
- B. The school board will be guided by its code of ethics when hearing complaints.
- C. School board members who receive complaints should encourage the complainant to discuss the issue with the appropriate staff member or administrator.
- D. If the complainant does not wish to discuss the issue with the appropriate staff member or administrator, the school board member will refer the matter to the superintendent for study and possible resolution.
- E. Complaints made directly to the full school board shall be referred to the superintendent for study and possible referral to the appropriate staff member or administrator.

Descriptor Term: **Public Complaints**

Descriptor Code: **KL**

Issued Date: **6/86**

Reviewed Date:

Revised Date: **8/06**

Rescinds:

Complaints by students, parents or citizens warrant special, professional and prompt handling.

It is the policy of the District to respond to a complaint and to seek resolution of the issue at the appropriate organizational level because complaints can generally be handled most expeditiously closest to their source.

Complainants are encouraged to take their concerns to the staff member most immediately involved with the issue in order to seek resolution.

In the event that a complaint cannot be resolved at the staff level, the complainant is encouraged to seek its resolution through successive administrative levels to the Superintendent, and subsequently to the Board of Education, if necessary.

Administrators who receive complaints which has not been satisfactorily resolved at the appropriate organizational level under this policy shall follow these procedures:

The appropriate administrator will hold an informal conference with the parties involved, either individually or together as the administrator may determine, in an effort to resolve the matter. Such discussion will take place within 10 days after the complaint has been received.

All parties are urged to seek resolution of a complaint within a reasonable time after the occurrence of the incident which forms the basis of the complaint.

If the issue cannot be resolved, the complainant may request that the matter be reviewed by the next highest administrative authority.

In such cases the appropriate administrator will provide the following:

- A statement of the complaint prepared by the complainant and specifying the precise nature of the complaint. The statement must be signed by the complainant.
- A statement of the facts on both sides of the matter.
- A summary of the opportunities afforded both sides to be heard.
- A statement on how the complaint would propose to resolve the matter.
- A statement on how the staff member would propose to resolve the matter.
- A recommendation on how the complaint can best be resolved from the point of view of the administrator.

The Superintendent will provide similar documentation of the matter if Board involvement becomes necessary to resolve the complaint.

Before a complaint against an employee is acted upon, the employee will have the opportunity to respond to the complaint in writing and/or in conference with the appropriate administrator in order to present information relevant to the complaint.

The following will be the role of the Board of Education in dealing with complaints.

The Board of Education will be guided by its code of ethics in such matters.

Individual members who receive complaints should encourage the complainant to discuss the issue with the appropriate staff member or administrator.

If the complainant does not wish to discuss the issue with the appropriate staff member or administrator, the Board member will refer the matter to the Superintendent for study and possible resolution.

Complaints made directly to the Board as a whole shall be referred to the Superintendent for study and possible resolution through normal channels.

Vague or anonymous complaints concerning school personnel are difficult to resolve. Therefore, persons making complaints will be urged to provide adequate detail and to identify themselves so that the matter can be appropriately handled.

Board members or administrators who receive a vague or anonymous complaint will use discretion in pursuing the matter.

Each school will devise a system to deal with complaints of a general nature concerning policy and practice. Such complaints will be heard, recorded, and occasionally reviewed to determine general areas of concern.

There shall be no reprisals against any student by any employee involved in a complaint.

Adopted: 4/1987
Reviewed: _____
Revised: 7/2001
Rescinds: GCPAB

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve the effective operation of Independent School District 191's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of Independent School District 191;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard

performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of Independent School District 191 and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by Independent School District 191 include, but are not limited to verbal or written warning; written reprimand;

disciplinary suspension, demotion or leave of absence without pay; and dismissal/termination or discharge from employment.:

1. ~~oral verbal or written warning;~~

2. ~~written warning or reprimand;~~

3. ~~probation;~~

4. ~~disciplinary suspension, demotion or leave of absence with pay;~~

5. ~~disciplinary suspension, demotion or leave of absence without pay; and~~

6. ~~dismissal/termination or discharge from employment.~~

- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish Independent School District 191's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the Executive Director of Human Resources for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. Independent School District 191 retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)

Minn. Stat. § 122A.41 (Teacher Tenure)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 122A.58 (Coaches)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: MSBA Service Manual, Chapter 3, Employees

Descriptor Term: **Discipline, Suspension and Dismissal of School District Employees**

Descriptor Code: **GCPAB**

Issued Date: **4/87**

Reviewed Date:

Revised Date: **7/01**

Rescinds:

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2. failure to observe rules, regulations, policies and standards of Independent School District 191 and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job, which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position.
8. failure to follow the canons of professional and personal ethics;
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10. unauthorized destruction of school district property;
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Legal References:

- Minn. Stat. 123.34, Subd. 9 (Superintendent)
- Minn. Stat. 123.35, Subds. 5 and 6 (Employment and discharge of teachers and employees)
- Minn. Stat. 125.12 (Teachers)
- Minn. Stat. 125.17 (Teacher tenure)
- Minn. Stat. 125.121 (Coaches)
- Minn. Stat. 197.46 et. seq. (Veterans Preference Act)



**Agenda III.I
June 11, 2015**

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

From: Doug A. Johnson, Director of Technology

Date: June 5, 2015

Re: Vision One91 Technology Plan

Receive a report from Doug A. Johnson, director of technology regarding the Vision One91 Technology Plan.



3-Year Tech Plan Review

June 11, 2015



A brief overview

- 1) How the plan was developed
- 2) Mission of the plan
- 3) High level review of components

1) Plan development

1. Year-long undertaking
2. Curriculum plan as core
3. Alignment with:
 - a. VisionOne91
 - b. Cultural proficiency plans
 - c. T&L Goals
 - d. Referendum information
4. Reviewed by DLT, DTAC, ITAC, T&L, Principals, All Staff
5. Needs surveys



2) Mission



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

3) Components

Vision and Expectations

Technology Curriculum and Integration

Professional Development

Parents and Community

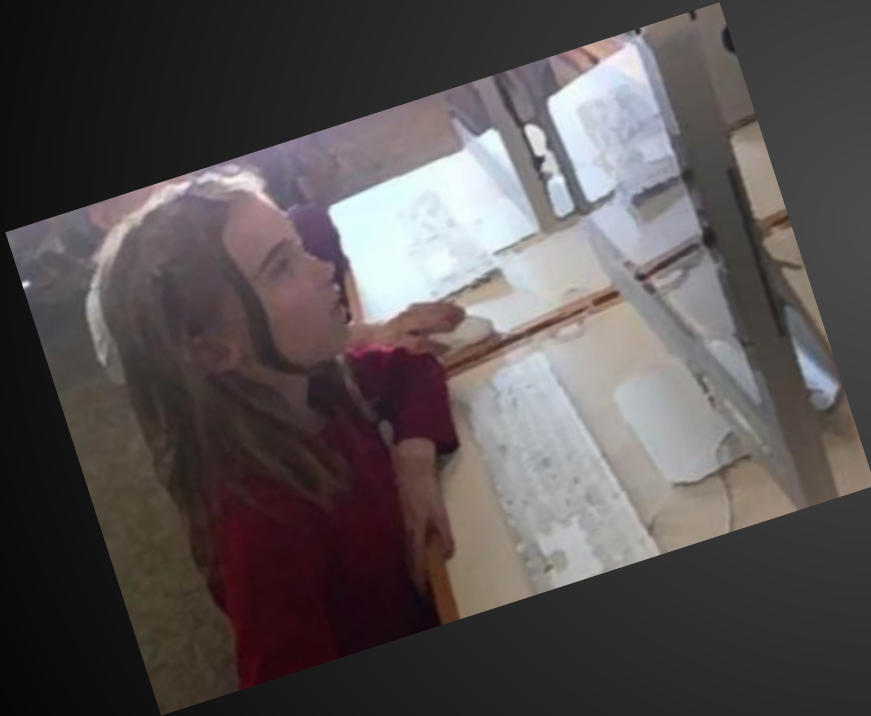
Infrastructure and Technology Equipment

Students
Real-World-Ready

Vision and Expectations

Clear and refined vision

- Stakeholder input
- Collaboration with T&L
- Updated policies
- Targeted budgets
- Annual objectives for each goal



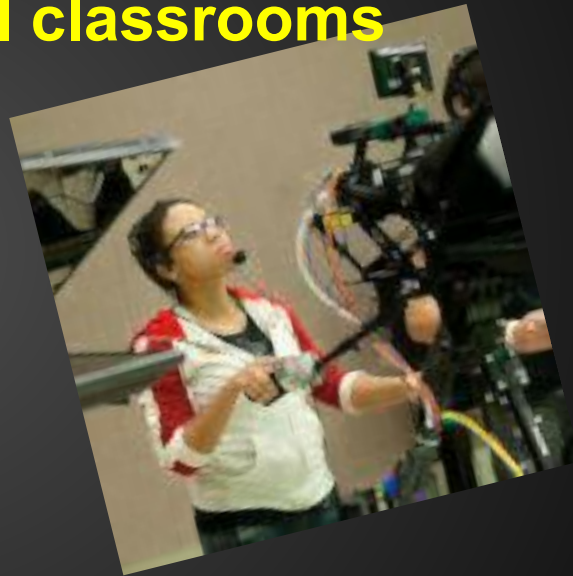
Student learning and curriculum

Blended into daily practice in all classrooms

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

Online Learning

- Explore hybrid* classes
- Explore fully online classes



* Tech plan includes a glossary

A path for growth

Self-paced instruction
guided by formative
assessment

“Flipped classroom”
Project- based learning

Provide differentiated /
culturally relevant
materials and activities

Organize multimedia
and assessments

Textbooks

Paper:

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

Second order
change

First order
change



Professional development

Principals and supervisors as digital leaders

- Online learning for administrators
- Clear and specific teacher expectations in Danielson

Teachers as 21st Century Educators

- Ongoing support for standard tools
- Self-paced learning sequence through LMS
- Digital coaches in buildings to provide embedded PD
- Internal grant process for innovation



Parents and community

Promote home school communication

- Feedback through surveys, SASIAC, and DTAC
- SchoolView promotion and use tracking
- Survey to determine % of homes with technologies
- Information on low-cost home Internet access

Family education on technology use

- Technology at PTO meetings, open houses, etc.
- Outreach to culturally diverse families
- Information and training on digital citizenship and online safety
- Annual tech fair



Infrastructure, access, and equity

Adaptive reading and math programs K-5

Learning management system 6-12

Determine and fund standard classroom technologies

Determine and fund specialized technologies

Assign student devices to K-5 classrooms on 3:1 ratio

Assure all 6-12 student have access to a personal device



Infrastructure, access, and equity

Evaluate and adopt new student information system

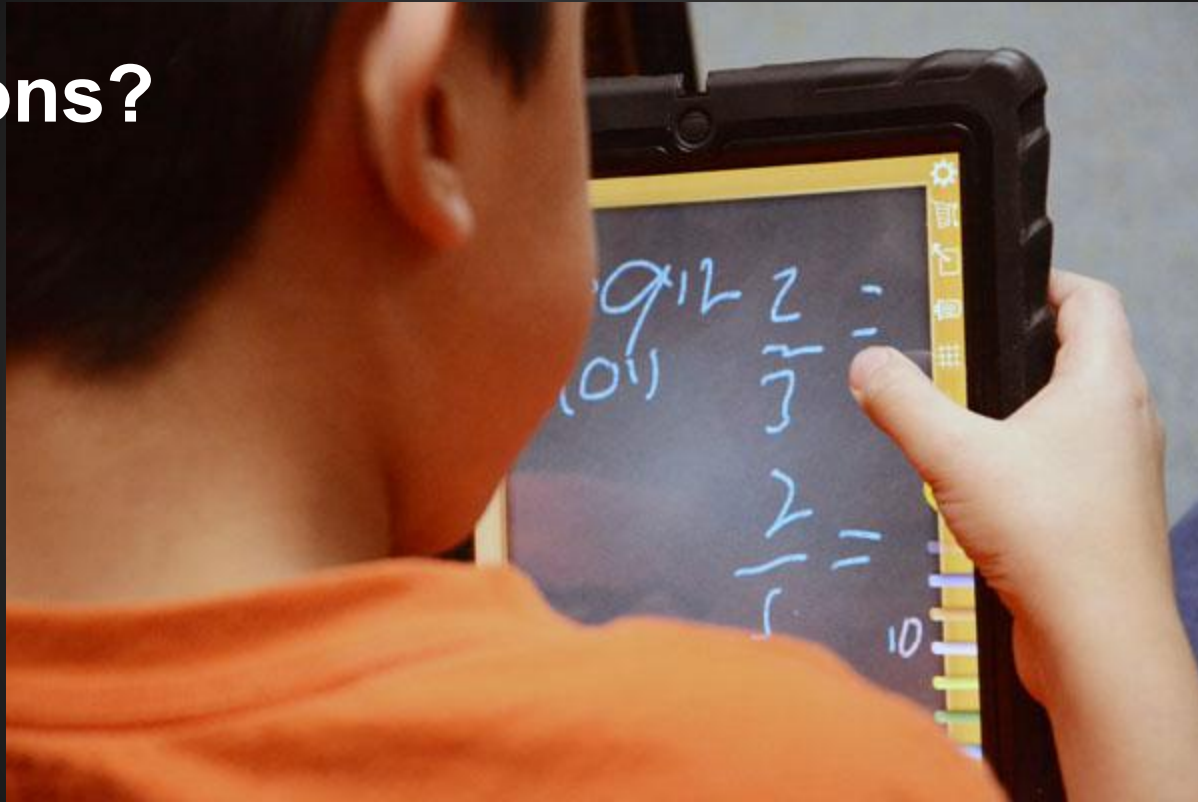
Work on data/network security, outsource network services, track network reliability

Evaluate wireless and Internet capacities

Review and adjust practices and tech staffing for maximum efficiency



Questions?





Technology & Innovative Learning 3 Year Plan 2015 - 2018

Draft Draft Draft

One91 is an innovative learning community where learning excels with technology

Mission

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

Measure of Success

Within three years, all students in every school will be actively engaged in their own learning with the guidance and support of collaborative teachers and peers using technology to personalize instruction and drive learning.

Technology will Support Student Learning at All Levels

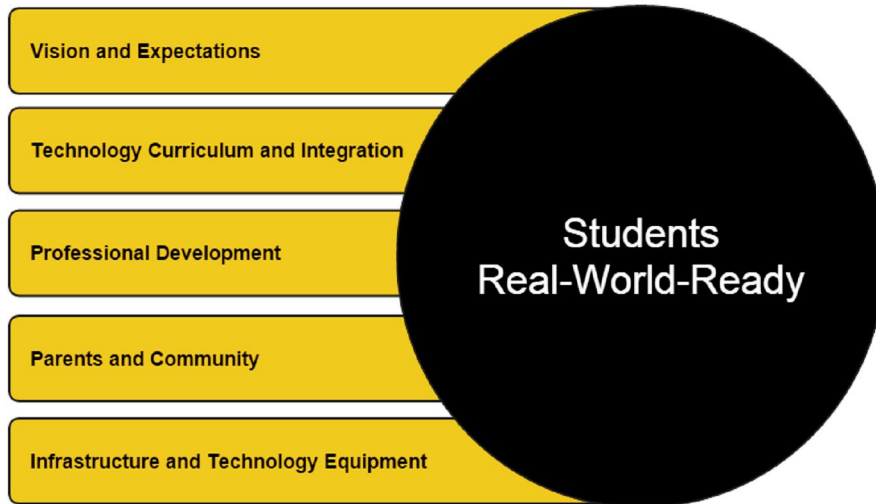
- by fostering a student-centered collaborative learning environment that provides options for varied time, pace, path, and place
- by facilitating access to high-quality resources at a variety of levels and in multimedia
- by positioning students to safely and appropriately publish and participate in a digital academic environment
- by providing collaborative online environments to communicate and support student learning
- by utilizing technology tools and applications to meet the demands of career and college readiness, including articulated sophisticated technology and information literacy skills

Plan Development

This plan was developed collaboratively with input and dialogue from multiple stakeholders including the Superintendent's Leadership Team, Instructional Technology Advisory Committee, the Teaching and Learning Department, the District Advisory Committee, Vision One91 committee members, and additional teachers and staff.

Technology Alignment to District Priorities

- Strategic Roadmap
- Literacy and Problem-Solving
- Collaborative Learning Strategies
- Danielson Framework
- Culturally Proficient School Systems



Goal 1: Vision

1.1 Establish and refine a clear and shared vision for technology use in One91 Ability for all teaching staff to articulate how technology plays a role in Vision One91. Evidence would include principals creating clear messaging for staff and community, staff responses on annual technology survey, and classroom technology use that aligns with vision.

Action Steps		Timeframe	Notes
A	Shared planning and alignment between the Technology department and other district departments, particularly Teaching and Learning	2015-2018	
B	Instructional Technology Advisory Committee will provide suggestions, feedback and communications between the tech department and schools.	2015-2016 annual	Moves to a hybrid model for 15/16
C	District Technology Advisory Committee will meet on a regular basis to provide input on policy making, budgeting, planning, and program evaluation.	2015-2018	
D	District policies, regulation, and guidelines are updated and reflect the learning environments outlined in Vision One91	2015-2017	<ul style="list-style-type: none"> ● Data privacy ● Social media use by students and staff ● Student handbooks ● Signs in schools ● District and school websites ● Intellectual property
E	Establish consistent district-wide terminology connected to technology used for learning. See glossary .	2015-2016	
F	Develop budget for technology referendum dollars that meets a sustainable technology plan and goals.	2015-18 Revise annually	
G	Participation by administrative, teacher, and student leadership in conferences, online events, and studies related to best practices in educational technology capacity.	2015-18	

Goal 2: Student Learning, Curriculum and Technology

2.1 To embed technology into daily learning by creating blended learning and individualized learning environments Students, teachers, principals, continuous improvement coaches, and TLT report an increase in instruction that utilizes technology for rigorous learning activities and production identified on annual technology survey. Students will acquire technology skills needed for real-world readiness. Responsible innovated technology uses will be encouraged, supported, and shared.

Action Steps			Timeframe	Notes
A	K-5	Strategic technology use that allows for differentiation strategies and resources that align with literacy and math goals, integrated with Teaching and Learning and SIP goals and objectives, and provides differentiated instruction opportunities.	2015-2016	Work with elementary curriculum coordinator to embed technology in professional development Align with ISTE Standards
B	K-5	Adopt district-wide online resources that support literacy and math objectives including adaptive reading and math programs, accessed by classroom-housed devices.	2015-2018	Review and pilot 2015-2016 Adopt district-wide 2016-2017
C	K-12	Review and adopt K-5 technology Scope and Sequence for student technology and digital use. Identify, articulate, and embed technology skills 6-12, including digital safety/citizenship skills. <i>From Vision 191: Academic Core and Schedules--Objective: To identify a common set of courses and schedules (block of minutes) that will be used for instruction across the district and develop a framework for the technology driven academic core experience that ensures all One91 students are on the path to be Real World Ready at graduation--no doors closed.</i>	2015-2018	Implementation 2016-2017 *see section below/staffing *may include coding and keyboarding
D	6-8	Support Vision 191 planners in developing middle school technology exploratory course(s).	2015-2016	
E	6-12	Embed technology through content applications delivered via LMS: Social studies, Math, ELA, Science that allow for differentiation, individualization, personalization and culturally proficient teaching and learning. Additional courses will be added as curriculum for each area is revised.	2015-2016	SAMR model development (see diagram below) Digital Curriculum

F	6-12	Utilize student portfolio options within LMS	2017-2018	
G	K-1 2	K-12 Investigate adopting or developing a tool to create Individual Learning Plans for every student, including but not limited to current IEPs.	2016-2018	Assess new student proficiency in tech use and provide remediation if needed
H	9-12	Support of 9-12 Career and College Pathways and electives (PLTW)	2016-2017	

2.2 To encourage innovative uses of technology to increase student engagement through the development of hybrid courses 9-12: Goal 2.2 focuses on augmenting the face-to-face instruction with some seat time replaced by online instruction. Students may be physically located in the school or learn from a separate location (home, internship, etc.)

Action Steps			Timeframe	Notes
A	9-12	Research and evaluate how hybrid classes will be implemented in One91	2015-2016	Policies, expectations, etc must be considered
B	9-12	Evaluate which hybrid 9-12 classes will have priority for development and implementation.	2015-2016	Professional development for identified teachers, course writing, communication with students and families. Details of implementation will be developed as courses are developed.
C	9-12	Evaluate the use of commercial online course for special needs such as credit recovery, summer-school, or other special needs.	2016-18	

2.3 To research and evaluate online courses 9-12 instruction in a completely online environment. No face-to-face time would be required.

Action Steps			Timeframe	Notes
A	9-12	Research and data analysis of what courses our students are currently taking online	2017-2018	Identify who is taking online courses, which courses they are taking, and what impact that has on ISD191
B	9-12	Research and evaluation of desire to offer online courses at BHS and BAHS	2017-2018	

Goal 3: Professional Development

3.1: To champion principals and supervisors as digital leaders: All buildings will embed instructional technology in their School Improvement Plans (SIP). Increase in interest, comfort and integration of technology into other areas of instructional leadership, including paperless meetings and interactive staff inservices. High-leverage questions established around technology and teacher use and participation in building technology plans. Clear and consistent policies and information regarding personal use of devices and use of district devices

Action Steps	Timeframe	Notes
A Develop online professional learning opportunities for instructional leaders, principals, and continuous improvement coaches that focus on digital leadership and effective instructional strategies using technology.	2015-2016	Use LMS to deliver admin PD
B Create clear and specific teacher expectations around instructional technology use and establish baseline skills and knowledge. Curate and/or create conferencing questions and expectations principals to use for coaching around effective teacher technology use. Develop “look fors” in Danielson model around technology use. Create and add district produced videos of exemplary technology use. DRAFT One91 Technology Expectations Use expectations as part of the teacher evaluation criteria.	2016-2017	Sample Conferencing Questions Add to Teachscape or create repository Continuous Improvement Coaches
C Focused professional learning around digital leadership for all district leaders.	2017-2018	transforming school culture using social media integrating digital tools leading professional learning accessing new opportunities and resources

3.2 Increase capacity of teachers to be 21st Century educators: Evidence of changing instructional practice as witnessed by principals, continuous improvement coaches, instructional technology team, principals, TLT, and colleagues. Ready!One91 Framework for 6-12 ELA, Social Studies, Math, Science. One91:1 Training for specific Social Studies groups as identified in the 1:1 Rollout Plans. Creation and/or implementation of metrics to monitor effective teacher use of technology for instruction.

Action Steps		Timeframe	Notes
A	Embed 21st Century teaching and instructional technology into curriculum development, instructional strategies, assessment strategies and tools	2015-2016	Identification of specific strategies with recurring and consistent use
B	Support personnel and new features of standard technologies such as Google Apps, Chromebooks, iPads, online resources, etc.	2015-2018	
C	Create individualized self-paced sequence of learning within the LMS around technology themes. Provide required and optional professional learning opportunities on the learning management system. Increase understanding and use of instructional technology theories and frameworks such as SAMR and TPACK to effectively frame technology use around student learning	2015-2016	Leveled Level 1 = New to district Higher levels would be tapped into for conferences and device testing
D	Provide PD in LMS and classroom management for teachers	2015-2018	Timeline is specific for content / grade level
E	Provide differentiated professional learning opportunities including August Tech Camp, Spring EdCamp, after-school, online and hybrid options, and participation in regional conferences		EdCamps, TIES Conference, Tech Camp
F	Fund and collaboratively hire building-level Digital Coaches at all elementary schools to provide embedded PD and assume responsibility for information and technology literacy curriculum.	2016-2017	
G	Fund Media EAs at all levels and redefine role of the secondary Media Specialists	2016-2017	
H	Establish and encourage innovation through an internal grant process	2016-2017	

Goal 4: Parents and Community: Accurate and complete understanding of community and family access to internet and digital tools. Increased use of parents and students using SchoolView and other district tools. Increased understanding by parents of how educational technology is used for their child's learning measured via an annual parent/community survey

4.1 To promote school-home community and communication through the use of technology, gain insight into internet access available to students at home, and provide home Internet access to families when necessary.

Action Steps		Timeframe	Notes
A	Gather feedback from students and parents through parent/community survey, SASIAC (Student Achievement and Systems Improvement Advisory Council) and District Technology Advisory Committee	2015-2016 annual	
B	Determine number of parents and students using SchoolView and create a plan to increase that number.	2015-2016	
C	Conduct survey to determine % of homes with Internet access and home devices used. Create program that assures all students have needed home access and families have the skills needed to connect.	2015-2016	
D	Create an information campaign on low-cost home wireless access.	2015-2016	

4.2 To provide experiences for parents and family around technology use in learning. Increased understanding by parents of how educational technology is used for their child's learning measured via an annual parent/community survey. Availability and attendance at community events around digital topics

	Action Steps	Timeframe	Notes
A	Increase presence of technology at PTO meetings, open houses and back to school nights so parents and community can learn and experience how technology is being used in schools. Provide outreach to culturally diverse families.	2015-2016*	*significant increase in 2016-2017
B	Provide opportunities for parents and families to learn about digital citizenship, safety, and the changing landscape of education.	2015-2016*	Work with Community Education and building principals *significant increase in 2016-2017
C	Provide information to buildings on a regular basis. Info and resources can then be shared via back-to-school night, newsletters, social media, etc. Work with principals to create key messages and resources for families, including for those who speak languages other than English.	2015-2016*	*significant increase in 2016-2017
D	Establish annual Tech Share Fair for students, staff and community.	2015-2018	

Goal 5: Infrastructure, Equity, and Access

5.1 To implement a district-wide learning management system: 6-12 students and teachers utilize the LMS as the central hub for digital curriculum, course communication, and online learn. Create a 1:1 learning environment for all 6-12th grade students that includes a learning management system.

Action Steps			Timeframe	Notes
A	6-12	Implementation of a Learning Management System (LMS) LMS Implementation will align with curriculum development.	2015-2016	Our district-wide LMS selected Spring 2015 6-12 Social Studies 6-12 Math (specific courses) 6-12 Science (specific courses) Additional subjects/courses in following years
B	K-5	Study and evaluate feasibility of an LMS for K-5	2015-2016	
C	K-12	Provide training and development work time for TLT and other district leaders so that the district LMS is the delivery vehicle for professional learning.	summer 2015	

5.2 To establish classroom, teacher, and student technology access standards Every class has a common set of educational resources that are connected to grade and subject standards. Technology purchases are aligned to classroom standards.

Action Steps			Timeframe	Notes
A	PreK	Adopt Pre-K Standard Classroom Technology Package	2016-2018	May include SmartTables, LearningPads, etc.
B	K-5	Adopt K-5 Standard Classroom Technology Package, including student devices at a 3:1 student to device ratio that remain in the classroom, including teacher device(s) and peripherals.	2015 - 2016	Add devices on a 3-4 year rollout plan.
C	6-12	Adopt 6-12 Standard Classroom Technology Package, including teacher device(s) and peripherals.	2015 - 2016	Create equipment replacement schedule.
D	K-12	Identify classrooms in need of specialized technology and establish baseline standards and costs (science, math, phy ed, music, EL, etc.)	2015-2016	

5.3 To provide students with digital learning experiences accessed through mobile learning devices. Provide every 6-12 student with an educational digital device available 24/7 to ensure equitable digital access and allows learning experiences that capitalize on modern needs for career and college readiness with no doors closed at graduation.

Action Steps			Timeframe	Notes
A		Superintendent's Leadership Team (SLT) and School Board Approval for 1:1	2015-16	
B		Prepare for student device Implementation that supports learning and teaching goals	2015-16	Student Device Readiness Analysis Doc
C	6-12	Student Device Implementation	2016-2017 continuing to 2020	Various Implementation Models possible
D	K-2 3-5	Evaluate student device implementation K-2, 3-5	2016-2020	

5.4 To identify key district-wide video and digital resources: Staff and students will have access to high quality multicultural video products that support instruction and other district goals. These include videos from Open Educational Resources, commercial vendors, and internally created productions.				
Action Steps			Timeframe	Notes
A	K-12	Evaluate and identify district choice for video production, conferencing and multimedia storage (Discovery Education, Safari Montage, VBrick, YouTube, Skype, GoToMeeting, GoogleHangout). Begin implementation and professional learning.	2016-17	
B	K-12	Evaluate and upgrade video production studio(s) as needed for district-wide consistency and equitable access for all students.	2015-18	

5.5 To ensure data privacy: The district will actively monitor its data security practices, conduct external data security audits, and create practices and procedures to assure staff, student, and family data privacy.				
Action Steps			Timeframe	Notes
A		Conduct network and data security audit by outside consultant	2015-2016	
B		Move firewall and universal threat protection services to Internet provider (TIES) for greater reliability, less district maintenance and management and cost savings	2016-2017	
C		Create standing data security review committee	2015-2016	

5.6 Other Key Infrastructure Goals Internet and wireless access will be available in all learning spaces, adequate for all instructional purposes, and reach 99.999% reliability. Technology staffing will be sufficient to provide response times to help desk tickets of less than 24 hours.

Action Steps			Timeframe	Notes
A		Evaluate, select, and adopt a new student information system. Provide communication and training on changes.	2015-2018	TIES abandoning TIESIS
B		Review and adjust our device management process to streamline for instruction	2015-2016	
C	K-5	Evaluate elementary school wireless network	2015-2016	
D		Evaluate tech staffing model. Eliminate Tech EA position. Assign one Tech 1 and Tech 2 team to each cluster of schools. Monitor Help Desk Ticket completion times.	2015-2016	
E		Monitor Internet reliability. Record and analyze downtime	2015-2018	

Glossary

Blended Learning is a formal education program in which a student learns at least in part through online delivery of content and instruction with some element of student control over time, place, or pace. Students still come to school but face-to-face classroom methods are combined with computer-mediated activities.

Content Standards are the expectations of what students need to know and be able to do at the end of each grade or grade band. Content standards are state, national, or international depending on the subject.

Differentiation, Differentiated Learning or Differentiated Instruction is a framework or philosophy for effective technology that involves providing different students with different avenues to learning (often in the same classroom). Teachers can differentiate through four ways: 1) through content, 2) process, 3) product, or 4) learning environment based on individual learner. ([Wikipedia](#), accessed July 21, 2014)
[Comparison of Differentiated, Individualized, and Personalized Learning.](#)

Digital Citizenship are the norms of appropriate, responsible, and safe behavior with regards to technology use.

Digital Learning is any instructional practice that effectively uses technology to strengthen a student's learning experience. ([Alliance for Excellent Education](#), 2014). "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning. (MDE, 2013)

Hybrid Learning is "a form of digital learning that occurs when: a student learns part time in a supervised physical setting and part time through digital delivery of instruction; or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction." (MDE, 2013)

Individualized Instruction "refers to instruction that is paced to the learning needs of different learners. Learning goals are the same for all students, but students can progress through the material at different speeds according to their learning needs." ([www.ed.gov](#) accessed July 21, 2014) [Comparison of Differentiated, Individualized, and Personalized Learning.](#)

Instructional Technology is defined as "the theory and practice of design, development, utilization, management, and evaluation of processes and resources for learning." (Seels and Richey, 1994, p.1).

Instructional Technology Equity is the equitable access and use of technology for learning.

ISTE Standards are created by the International Society for Technology in Education and identify the standards for learning, teaching and leading in a digital age. ([ISTE Standards](#)). There are standards for Administrators, Teachers, Students, Technology Coaches, and Computer Science Educators.

Learning Management System (LMS) is a software application or web-based technology used to plan, implement, manage, and assess learning.

One-to-One (1:1) refers to one device for every student.

MEMO Standards are created by the [Minnesota Educational Media Organization](#) (now ITEM) to outline what students needs to know and be able to do in regards to Information and Technology Literacy.

Personalized Learning “refers to instruction that is paced to learning needs, tailored to learning preferences, and tailored to the specific interests of different learners. In an environment that is fully personalized, the learning objectives and content as well as the method and pace may all vary (so personalization encompasses differentiation and individualization).” ([www.ed.gov](#) accessed July 21, 2014)
[Comparison of Differentiated, Individualized, and Personalized Learning.](#)

SAMR is a framework for scaffolding technology integration into classroom instruction. SAMR standards for the levels of integration from Substitution, Augmentation, Modification and Redefinition.

TPACK is a framework “that identifies the knowledge teachers need to know to teach effectively with technology.” ([www.tpack.org](#)). TPACK stands for Technological Pedagogical Content Knowledge.

UDL is a set of principles for curriculum development that give all individuals equal opportunities to learn. UDL provides a blueprint for creating instructional goals, methods, materials, and assessments that work for everyone - not a single, one-size-fits-all solution but rather flexible approaches that can be customized and adjusted for individual needs.” ([National Center on Universal Design for Learning](#), accessed July 16, 2014.)