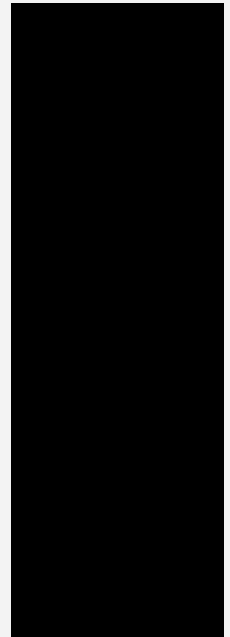


# SHAKOPEE PUBLIC SCHOOLS



SCHOOL BOARD AGENDA





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

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Monday, February 26, 2018  
6:00 PM

1. CALL TO ORDER AND ROLL CALL - CHAIR SWANSON
2. PLEDGE OF ALLEGIANCE
3. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS
  3. 1. Shakopee Education Endowment Foundation (SEEF) Presentation 11  
of Grants Awarded  
Since 1992, SEEF has donated over \$339,000 in grants to fund projects that directly benefit Shakopee Students. This year our grant total is \$24,400. Attached is the list of grants funded by the Foundation.
  3. 2. Shakopee Mdewakanton Sioux Community Grant Recognition 15  
The Shakopee Mdewakanton Sioux Community has donated \$100,000 for mental health identification of potential issues for early childhood. Providing more screening and mental health identification services. Also, expansion of adult education classes around mental health and to extend services to high school students with mental health concerns.
  3. 3. Eagle Creek Elementary Hometown Solar Grant Award  
The Minnesota Municipal Power Agency is pleased to inform you that Shakopee Public Schools, Eagle Creek Elementary School has been selected as a recipient of the 2018 MMPA Energy Education, Hometown Solar Grant Award.  
  
MMPA is dedicated to Energy Education in our member communities. The Hometown Solar Grant Program allows the Agency to provide an educational asset to our member communities and to help teach our youth first-hand about how sunlight is converted into electricity, and the unique characteristics of solar power.
4. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS
5. CONSENT ITEMS

5. 1. Personnel Items

**5.1.1 Acceptance of Retirement**

Last Name, First Name, Position, Location, Effective Date  
Reuss, Karen, Teacher, Business, High School, 6/01/2018

**Recommended Action**

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

**5.1.2 Acceptance of Resignations**

Last Name, First Name, Position, Location, Effective Date  
Breeggemann, Mark, Custodian, Grounds, District Wide Grounds,  
2/14/2018

Hayes, Dory, Food Service Worker I, High School, 1/19/2018

Vande Castle, Jennifer, Program Support Assistant, Sun Path  
Elementary School, 2/27/2018

Vizenor, Robin, Program Support Assistant, Eagle Creek  
Elementary School, 2/09/2018

Weis, Sherry, Office Assistant, Pearson 6th Grade Center,  
3/21/2018

**Recommended Action**

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

**5.1.3 Approval of Certified Contract for the 2017-18 School Year**

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

Reynoldson, Taylor, Building Substitute Teacher , Sun Path  
Elementary School, N/A, N/A, 1.0, 1/31/2018, \$125.00/day, R

**Recommended Action**

Approve certified contract as presented.

**5.1.4 Approval of NonCertified Contracts for the 2017-18 School Year**

Last Name, First Name, Position, Location, Salary, Effective  
Davenport , Helena, Program Support Assistant , West Junior High  
School, \$14.59/hr, 1/29/2018

Peterson, Ann, Program Support Assistant, Eagle Creek Elementary  
School, \$14.59/hr, 2/05/2018

**Recommended Action**

Approve noncertified contracts as presented.

**5.1.5 Approval of Long Term Substitute Contracts**

Name LTS, Replacing, Position, Location, Approx. Dates,

Grade/Step, Approx. Days, FTE, Salary

Arvin, Betsi, Winkler, Andrea, Teacher, Grade 2, Sweeney Elementary School, 2/05/2018 through approx. 4/06/2018, MA Step 3, 40 days, 1.0, \$254.10/day

Bauder, Cynthia, Hinderaker, Kimberly, Teacher, Special Services, Jackson Elementary School, 2/07/2018 through approx. 3/28/2018, MA Step 3, 31 days, 1.0, \$254.10/day

Callies, Emma, Leszczynski, Kimberly, Teacher, Spanish, High School, 1/15/2018 through approx. 6/1/2018, BA Step 3, 95 days, 1.0, \$212.04/day

Carter, Ellen, Olson, Sarah, Teacher, Language Arts, High School, 2/07/2018 through approx. 5/01/2018, BA Step 3, 55 days, .60, \$127.22/day

Dalbec, Janie, Kathan, Megan, Teacher, Special Services, West Junior High School, 1/23/2018 through approx. 6/01/2018, BA Step 3, 94 days, 1.0, \$212.04/day

Drill-Mellum, Lucia, Batalden, Jennifer, Teacher, Kindergarten, Jackson Elementary School, 3/09/2018 thru approx. 6/01/2018, BA Step 3, 57 days, 1.0, \$212.04/day

Laughlin, Heather, Mavetz, Jeni, Teacher, Special Services, High School, 2/12/2018 through approx. 6/01/2018, BA + 30 Step 3, 75 days, .70 , \$170.51/day

Leadstrom, Ashley, Knutson, Nicole, Teacher, Grade 3 , Red Oak Elementary School, 1/24/2018 through approx. 2/23/2018, BA Step 3, 23 days, 1.0, \$212.04/day

Nurmela, Michael, Anderson, Todd, Teacher, Tech Education, High School, 2/08/2018 through A approx. 3/26/2018, BA Step 3, 33 days, 1.0, \$212.04/day

Rotert, Candace, Valiant, Lavonne, School Nurse, Sun Path Elementary School, 1/19/2018 through approx. 4/30/2018, BA Step 5, 68 days, 1.0, \$224.04/day

### **Recommended Action**

Approve long term substitute contracts as presented.

### **5.1.6 Approval of Co-Curricular Assignments**

Last Name, First Name, Position Title

Webster, Stephanie, One Act Play

Horan-Hengel, Megan, Assistant Cheerleading

Strand, Kelsey, Assistant Speech

Brennan, David, Assistant Speech

Forsythe, Joshua, Assistant Speech

Klosa, Brian, Assistant Speech

Schleper, Thomas, Head Baseball Coach

Schmitz, Eric, Assistant Baseball Coach  
Ryan, Kyle, Assistant Baseball Coach  
Ungar, James, Assistant Baseball Coach  
Thom, Joshua, Assistant Baseball Coach  
Wagener, Robert, Assistant Baseball Coach  
Stone, Jody, JH Baseball Coach  
Stromgren, Kenny, JH Baseball Coach  
Gardner, Matthew, JH Baseball Coach  
Hartfiel, Curt, Volunteer Baseball Coach  
Conrad, Matthew, Volunteer Baseball Coach  
Fittante, Joseph, Head Softball Coach  
Schneider, Tara, Head Girls Lacrosse Coach  
Pierce, Katherine, Assistant Lacrosse Coach  
Krmopotich, Colleen, Assistant Lacrosse Coach  
Russell, Daniel, Assistant Lacrosse Coach  
Pollock, Sean, Head Boys Lacrosse Coach  
Puch, Timothy, Assistant Lacrosse Coach  
Allen, Philip, Assistant Lacrosse Coach  
Mueller, Thomas, Assistant Lacrosse Coach  
Arnfelt, Jennifer, Head Boys Tennis Coach  
Gerleman, Alex, Assistant Tennis Coach  
Menden, Courtney, Assistant Tennis Coach  
Roach, Jack, Volunteer Tennis Coach  
Weiers, Andrew, Head Boys Golf Coach  
Plagge, Nathan, Assistant Golf Coach  
Brown, Andrew, JH Golf Coach  
Lyons, Christopher, JH Golf Coach  
Miller, Jon, Head Girls Golf Coach  
Corteau, Donnat, Assistant Golf Coach  
Fish, Joshua, JH Golf Coach  
Haskins, Zachary, Head Boys Track & Field Coach  
Siegmeier, Emily, Head Boys Track & Field Coach  
Honza, George, Assistant Track & Field Coach  
Bristol, Lauren, Assistant Track & Field Coach  
Wachter, Jeff, Assistant Track & Field Coach  
Loonan, John, Assistant Track & Field Coach  
Chukuske, Ryan, Assistant Track & Field Coach  
Bruzda, Emily, Assistant Track & Field Coach  
Laughlin, Wade, Assistant Track & Field Coach

**Recommended Action**

Approve the Co-Curricular Assignments as presented.

**5.1.7 Request for Unpaid Leave of Absence**

Megan Kathan, teacher at West Junior High School, is requesting an unpaid leave of absence starting 1/02/2018 through 6/01/2018.

**Recommended Action**

Approve the leave of absence for Megan Kathan as presented.

**5.1.8 Request for Unpaid Leave of Absence**

Jeni Mavetz, teacher at the High School, is requesting an unpaid leave of absence starting 4/30/2018 through approx. 6/01/2018, following her FMLA leave.

**Recommended Action**

Approve the unpaid leave of absence for Jeni Mavetz as presented.

**5.1.9 Request for Unpaid Childcare Leave of Absence**

Christine Schultz, teacher at Sweeney Elementary School, is requesting an unpaid childcare leave of absence for the entire 2018-19 school year.

**Recommended Action**

Approve the leave unpaid of absence for Christine Schultz as presented.

5. 2. Approval of minutes of the School Board ReOrganization and Business Meeting held January 8, 2018, the School Board Special Business Meeting on February 12, 2018 and the School Board Work Session held on February 12, 2018 as presented. 16

**Recommended Action**

Approve the minutes of the School Board ReOrganization and Business Meeting held January 8, 2018, the School Board Special Business Meeting on February 12, 2018 and the School Board Work Session held on February 12, 2018 as presented.

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

**Recommended Action**

Approve the bills and authorize to pay same as presented.

5. 4. Approval of wires reports 23

**Recommended Action**

Approve the wires reports as presented.

5. 5. PCard User List Approval 29

A draft of the 2018 school district Purchasing Card users and spending limits was initially presented to the Board for approval at the January 8, 2018 Business Meeting. Following additional review, the attached final list is presented for approval.

**Recommended Action**

Approve the 2018 final list of P-Card users and their corresponding credit limits as presented.

## 6. OLD BUSINESS DISCUSSION ITEMS

- |                                                                                                                                                                                                                                                                                                                                                                                          |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 6. 1. Districtwide School Safety Update                                                                                                                                                                                                                                                                                                                                                  | 32 |
| Safety and security of our students and staff in the Shakopee Schools is our top priority.<br>Presenter: Int. Superintendent Gary Anger<br>Time: 5 minutes                                                                                                                                                                                                                               |    |
| 6. 2. Enrollment Update                                                                                                                                                                                                                                                                                                                                                                  | 70 |
| Int. Superintendent Gary Anger will present an overview of the 2017-18 enrollment patterns for the board.<br>Presenter: Int. Superintendent Gary Anger<br>Time: 5 minutes                                                                                                                                                                                                                |    |
| 6. 3. Discussion Regarding IntraDistrict and Open Enrollment Procedures                                                                                                                                                                                                                                                                                                                  |    |
| Int. Superintendent Gary Anger, Pearson 6th Grade Center Kevin Bjerken and Data & Testing Administrator Dave Orlowsky will update the board on progress towards creating a centralized IntraDistrict and Open Enrollment process.<br>Presenter: Int. Superintendent Gary Anger, Pearson 6th Grade Center Kevin Bjerken and Data & Testing Administrator Dave Orlowsky<br>Time: 5 minutes |    |
| 6. 4. District Financial Advisor Update                                                                                                                                                                                                                                                                                                                                                  | 71 |
| Int. Superintendent Gary Anger will introduce Jodi Zesbaugh, Joel Sutter and Shelby McQuaid from Ehlers Investment Partners. The board is invited to ask any questions of Ehlers they may have.<br>Presenter: Int. Superintendent Gary Anger<br>Time: 5 minutes                                                                                                                          |    |

## 7. OLD BUSINESS ACTION ITEMS

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 7. 1. Recognition and Acceptance of Retirement of School Board Member Mary Romansky                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 119 |
| On January 11, 2018 MSBA (Minnesota School Boards Association) honored Shakopee School Board member Mary Romansky at its annual recognition luncheon for 20 years of service. Her fellow board members were honored to attend this celebration for Mary. She has served on the Shakopee School Board since 1997. She has spent decades serving the children of Shakopee through her service on the school board, the board for SouthWest Metro Educational Cooperative and through her non-profit "Good to Go Kids." Mary was also named an All-State School Board member in 2016. |     |

"I have had the honor of working with Mary for many years during

my time as Superintendent and now again as acting interim,” said Jon McBroom, acting interim Superintendent of Shakopee schools. “Mary is a dedicated servant of the community. We are lucky to have had her on the school board for so long.”

"I would like to echo the sentiments from Mr. McBroom in that it has been an honor to serve along side Mary Romansky here in the Shakopee School District. We wish Mary all the best in the future and hope to see her soon at future school district events", said Gary Anger

**Recommended Action**

Accept the retirement from the School Board by Mary Romansky effective January 26, 2018 and thank her for her many, many years of service and dedication to the Shakopee School District.

Presenter: School Board Chair Scott Swanson

Time: 10 minutes

7. 2. Approval of July 1, 2017- June 30, 2019 Shakopee Education Association (SEA) Teacher Contract 122

Human Resources Generalist Natasha Halseth will present highlights of the 2017-19 SEA teacher contract for board review and approval. SEA President Dale Anderson and Int. Superintendent Gary Anger will issue a joint statement.

**Recommended Action**

Approve the 2017-19 Shakopee Education Association Collective Bargaining Agreement.

Presenter: Human Resources Generalist Natasha Halseth

Time: 10 minutes

7. 3. Approval of 2017-18 Revised Budget 177

Int. Superintendent Gary Anger, along with Jon McBroom, will present the revised 2017-18 budget for final board approval. A reminder to the public that they can provide input on potential budget adjustments. A link can be found on the district website and below.

**Recommend Action**

Approve the 2017-18 revised budget as presented.

Presenter: Int. Superintendent Gary Anger

Time: 10 minutes

7. 4. Approval of Change Order #14 Shakopee High School Expansion and Renovation 186

Change Order #14 for the Shakopee High School Additions and Renovations Project in the amount of \$19,874.07 is presented for approval.

**Recommended Action**

Approve Change Order #14 as presented.

Presenter: Ekalath Sophaphanh, ICS Consulting

Time: 5 minutes

7. 5. Approval of Change Order #15 Shakopee High School Expansion and Renovation 188

Change Order #15 for the Shakopee High School Additions and Renovations Project in the amount of \$116,986.68 is presented for approval.

**Recommended Action**

Approve Change Order #15 as presented.

Presenter: Ekalath Sophaphanh, ICS Consulting

Time: 5 minutes

7. 6. Approval of Change Order #16 Shakopee High School Expansion and Renovation 190

Change Order #16 for the Shakopee High School Additions and Renovations Project in the amount of \$456,354.28 is presented for approval.

**Recommended Action**

Approve Change Order #16 as presented.

Presenter: Ekalath Sophaphanh, ICS Consulting

Time: 5 minutes

7. 7. Approval of Change Order #8 Vaughan Field Stadium/Concessions Improvements 191

Change Order #8 for the Vaughan Field Stadium/Concessions Improvements Project in the deduct amount of -\$43,047.27 is presented for approval.

**Recommended Action**

Approve Change Order #8 as presented.

Presenter: Ekalath Sophaphanh, ICS Consulting

Time: 5 minutes

7. 8. Approval of Facility Fee Schedule 192

Jon McBroom will present the Shakopee Schools Facility Fee Schedule for final board approval.

**Recommended Action**

Approve the Facility Fee Schedule as presented.

Presenter: Jon McBroom

Time: 10 minutes

7. 9. Approval of FY18 Achievement & Integration Budget Workbook 195

Int. Superintendent Gary Anger will present a revised 2017-18 Achievement & Integration Budget Workbook for board review

and approval.

**Recommended Action**

2017-18 Achievement & Integration Budget Workbook

Presenter: Int. Superintendent Gary Anger

Time: 5 minutes

8. NEW BUSINESS DISCUSSION ITEMS

9. NEW BUSINESS ACTION ITEMS

9. 1. School Board Vacancy

School Board Chair Scott Swanson will facilitate a discussion regarding the school board vacancy.

**Recommended Action**

A motion will be presented to either leave the position vacant, appoint a replacement, or facilitate a replacement process for the School Board vacancy.

Presenter: School Board Scott Swanson

Time: 15 minutes

9. 2. Special Education Funding Resolution

209

School Board Treasurer Angela Tucker will present a special education funding resolution for board review and approval.

**Recommended Action**

NOW, THEREFORE, BE IT RESOLVED, that Shakopee Public Schools urge the Governor and Legislature to strenuously advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels; and

NOW, THEREFORE BE IT RESOLVED that there is an urgency the Minnesota Legislature to convene a task to work on special education funding, specifically with a focus on the impacts of the new special education funding formulas, the projected cross-subsidy and recommendations with a timeline to eliminate the cross-subsidy as presented.

Presenter: School Board Treasurer Angela Tucker

Time: 10 minutes

10. OTHER

11. COMMITTEE REPORTS

12. RECOGNITION OF VISITORS TO BOARD MEETING

13. UPCOMING MEETINGS AND IMPORTANT DATES

February 26, 2018 4:00PM Policy Committee Meeting District Office  
Board Room

February 26, 2018 5:00PM Finance Committee Meeting Supt's

Conference Room

March 19, 2018 5:00PM Finance Committee Meeting Supt's Conference Room

March 19, 2018 6:00PM School Board Business Meeting District Office Board Room

March 21, 2018 5:00PM BOC District Office Board Room

14. ADJOURNMENT



## Shakopee Educational Endowment Foundation (SEEF)

P.O. Box 144, Shakopee, MN 55379  
[www.ShakopeeEdFoundation.org](http://www.ShakopeeEdFoundation.org)

February 12, 2018

To: Superintendent Gary Anger  
From: Jack Trimbo  
Director, Shakopee Educational Endowment Foundation  
Re: Donation

Dear Gary,

Our behalf of our entire Board of Directors a very sincere welcome back.

Since 1992 our Foundation has donated over \$339,000 in grants to fund projects that directly benefit Shakopee Students. This year our grant total is \$24,400. In addition to our check we have also enclosed a list of grants for the current year.

We wish you and our district the very best,

A handwritten signature in black ink that reads "Jack T." with a stylized flourish at the end.

Jack Trimbo  
Director, Shakopee Educational Endowment Foundation  
952-445-5049  
[Ltjt3@yahoo.com](mailto:Ltjt3@yahoo.com)



## Shakopee Educational Endowment Foundation 2017-18 Grant Awards

| School                      | Teacher                              | Grade            | Project Title                                                                   | Grant      |
|-----------------------------|--------------------------------------|------------------|---------------------------------------------------------------------------------|------------|
| All Elem. Schools           | Erin Heilman                         | Gr. 4-5          | Enriching Reading for ALL                                                       | \$2,000.00 |
| All Elem. Schools           | Sarah Hughes                         | Gr. 3            | Robotics Engineering Project                                                    | \$2,000.00 |
| All Elem. Schools           | Emily Leskee                         | Gr. K-5          | Printmaking: Connecting Art and Math                                            | \$1,141.00 |
| Eagle Creek Elementary      | Jenn Bartley                         | Gr. K            | Teaching Sight Words with Snap Word Cards                                       | \$408.00   |
| Jackson Elementary          | Sari Flatness                        | Gr. 3            | Orchestra Hall Field Trip                                                       | \$936.00   |
| Jackson Elementary          | Char Konietzko                       | Gr. 1            | Developing Interpersonal Communication Skills                                   | \$979.00   |
| Jackson Elementary          | Julie Lund                           | Gr. K-5          | Bass Bars for Adaptations and Modifications                                     | \$768.00   |
| Jackson Elementary          | Stephanie Masloski                   | Gr. K            | Soft Start Morning Manipulatives                                                | \$1,515.00 |
| Jackson Elementary          | Jane Rosholt                         | Gr. 1            | Snap Words Sight Words Cards                                                    | \$268.00   |
| Jackson Elementary          | Natalie Weatherman                   | Gr. K-5          | Creativity, Coding, and Collaboration                                           | \$2,000.00 |
| Red Oak Elementary          | Shelly Schanen                       | Gr. K            | Teaching Kindergarteners to Read                                                | \$357.00   |
| Sun Path Elementary         | Sara Connell                         | Gr. K            | Building Fine Motor Skills: Partnering with Seniors at All Saints Senior Living | \$928.00   |
| Sweeney Elementary          | Carrie Beckler                       | Gr. K-5          | Bass Bars for Adaptations and Modifications                                     | \$974.00   |
| Pearson 6th Gr. Center      | Kris Underwood                       | Gr. 6            | After School Cribbage Club                                                      | \$150.00   |
| East Jr. High               | Eric Hills                           | Gr. 7-9          | 3D Printer for the Learning Commons                                             | \$970.00   |
| East & West Jr. Highs       | S. Betley, J. Toufar, TJ Hendricksen | Gr. K-12         | Inclusive Engineering: Connecting Students of all Abilities Phase 2             | \$2,000.00 |
| West Jr. High               | Zach Eidelbes                        | Gr. 7-9          | 3D Printer for the Learning Commons                                             | \$970.00   |
| West Jr. High               | TJ Hendrickson                       | Gr. 7-9          | Laser Ventilation Equipment                                                     | \$1,500.00 |
| West Jr. High & High School | Lori Thomas                          | Gr. 7-12<br>SPED | Cruzin' to Success: Learning New Strategies to De-Escalate and Self Regulate    | \$567.00   |
| High School                 | Millie Kleinfehn                     | Gr. 10           | Silent Sustained Reading in English 10                                          | \$870.00   |
| High School                 | Rachel Paulson                       | Gr. 10-12        | Photography Studio Equipment                                                    | \$1,994.00 |
| High School                 | Uli Rodriguez                        | Gr. 7-12         | Guitars Not Cellphones After School Club                                        | \$800.00   |
| High School                 | Heather Schroeder                    | Gr. 10-12        | Saber Pause: Mindful Moment Classrooms                                          | \$305.00   |

\$24,400.00

**Total SEEF grants awarded since 1992 - \$339,061.**



**SHAKOPEE  
EDUCATIONAL  
ENDOWMENT  
FOUNDATION**

#### **BOARD of DIRECTORS**

Sarah Baumgartner  
Stephanie Bode  
Reggie Bowerman  
Kathy Busch  
Ali Kofiro  
Kristin Koller  
Marlene Larson  
Julie Maynard-Johnson  
Kathy Michaelis  
Bert Notermann  
Joe Perusich  
Kristi Peterson  
Paulette Risklund  
Julie Mason Theis  
Jack Trimbo  
Pamela Wilger

To learn more or view a short video  
about SEEF or to make a donation,  
please visit us online at  
[www.ShakopeeEdFoundation.org](http://www.ShakopeeEdFoundation.org)



Dedicated to enriching and improving  
education in the Shakopee School District  
by funding projects that bring innovative  
learning opportunities to students in  
the district.

[www.ShakopeeEdFoundation.org](http://www.ShakopeeEdFoundation.org)

**WHO ARE WE AND WHAT DO WE DO?** The **Shakopee Educational Endowment Foundation (SEEF)** is dedicated to enriching and improving education in the Shakopee School District by funding projects that bring innovative learning opportunities to students in the district. Thanks to donations from the community and school district staff, SEEF has provided more than \$300,312 in grants to fund projects that directly benefit Shakopee students. Here are a few examples of how your contributions have gone to work in our schools:

- Interactive response systems
- Document cameras
- Artist in Residence programs
- Age simulation suits for nursing students
- Early Childhood literacy initiative
- Children's literature books
- Science laboratory equipment
- Industrial technology design software
- Heart rate monitors
- Stability balls
- Admission to orchestra concerts, cultural events and museums
- Cross-age writing collaboration materials
- TouchMath for special education students
- Computer programming and coding test boards
- English as a second language books and software programs
- High Potential program learning activities
- Oil immersion microscopes
- Storytelling puppets



**SUPPORTIVE BUT SEPARATE** While contributions to the Shakopee Educational Endowment Foundation go to enhancing school district programs, the Foundation is not a part of the school system. District staff submit written grant proposals to the Foundation board who, in turn, independently fund proposals that would best benefit the students. The Foundation is governed by a volunteer Board of Directors that operates independently from the School Board.



### THANK YOU

The Shakopee Educational Endowment Foundation wishes to acknowledge and thank all who have supported SEEF over the past 25 years. Your gifts enrich and improve education for the students of Shakopee schools and allow SEEF to continue efforts to fund innovative learning opportunities in District 720. Special thanks to the following organizations and individuals who have made significant gifts to the foundation since its inception in 1991.

[www.ShakopeeEdFoundation.org](http://www.ShakopeeEdFoundation.org)



### DONORS

#### FOUNDER \$25,000 +

Lion's Tap\*  
Mdewakanton Sioux Community  
Shakopee Public School Employees\*

#### SUSTAINER \$10,000 +

American Legion  
Reggie & Lesa Bowerman\*  
Canterbury Park\*  
Culver's of Shakopee  
Sue & Farmer Marschall  
Shakopee Lions Club\*  
Valleyfair

#### SUPPORTIVE \$5,000 +

Fraternal Order of Eagles  
Robert & Betty Mayer, Memorials  
Mayer family  
R. Menden Accounting & Tax Service\*  
Shakopee Public Utilities  
Shakopee Rotary Club  
Shakopee Services  
Michael Walsh  
Alan Welch

\* 2015/2016 Donors  
Amounts listed for each category are cumulative

Please visit us online to see a comprehensive list of donors.

### THE FUTURE DEPENDS ON OUR COMMUNITY

The future of the foundation relies on donations from a broad range of generous community businesses, service clubs, local citizens and district staff. In order to continue to fulfill grant requests for innovative programs and initiatives the Foundation is asking for your support. Donations of any amount are appreciated and vital to the foundation and its mission. The Foundation invites planned gifts, such as estates, wills, trusts, and annuities; and encourages annual pledges.



Donations are tax-deductible and gifts of \$1000 or more are recognized on the donor plaque at the Shakopee High School.

Please visit us online at  
[www.ShakopeeEdFoundation.org](http://www.ShakopeeEdFoundation.org)  
to make your annual gift.

Please return this section with your contribution. **THANK YOU FOR YOUR SUPPORT!**

Enclosed is my contribution. Donations of any amount are appreciated and important to the Foundation and its mission.

I would like to make a pledge of \$ \_\_\_\_\_ a year for \_\_\_\_\_ years

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_

- Contributions to the Shakopee Education Endowment Fund are tax deductible.
- If your employer has a matching gift program, please submit the necessary information.

Please send this form along with your contribution and/or pledge to:

Shakopee Education Endowment Fund  
P.O. Box 144  
Shakopee, MN 55379





# Shakopee Mdewakanton Sioux Community

2330 SIOUX TRAIL NW • PRIOR LAKE, MINNESOTA 55372  
TRIBAL OFFICE: 952-445-8900 • FAX: 952-233-4256

## OFFICERS

Charles R. Vig  
*Chairman*

Keith B. Anderson  
*Vice-Chairman*

Freedom Brewer  
*Secretary/Treasurer*

January 30, 2018

Shakopee Public Schools  
John McBroom, Acting Superintendent  
1200 Town Square  
Shakopee, MN 55379

Dear Acting Superintendent McBroom;

This letter is in response to your letter dated January 15, 2018. The Business Council has selected option one (1). This option addressed mental health identification of potential issues for early childhood. Providing more screening and mental health identification services. Also expansion of adult education classes around mental health and to extend services to high school students with mental health concerns.

Funds for this program total \$100,000. These funds will be made through the SMSC Finance department.

Congratulations on the funding of your donation request. If you have questions about the distribution of funds, please contact Kenora Crowfeather, Financial Accountant/Grant Coordinator, at [Kenora.Crowfeather@ShakopeeDakota.org](mailto:Kenora.Crowfeather@ShakopeeDakota.org) or at 952-496-6131.

Sincerely,

Charles R. Vig  
Chairman

cc: Donations Coordinator

# Minutes of School Board ReOrganization and Regular Business Meeting

## School Board Shakopee Public Schools

---

A School Board ReOrganization and Regular Business Meeting of the School Board of Shakopee Public Schools was held Monday, January 8, 2018, beginning at 6:00 PM in the Shakopee Schools District Office Board Room, 1200 Town Square, Shakopee, MN 55379.

### 1. CALL TO ORDER AND ROLL CALL - CHAIR

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

ABSENT:

### 2. PLEDGE OF ALLEGIANCE

### 3. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS

### 4. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS

### 5. ORGANIZATIONAL BUSINESS

#### 5. 1. Election

The chairperson accepted nominations for the office of chairperson, and proceeded through the election of that individual. The newly elected chairperson will proceed with the nomination and election of the vice-chairperson, the clerk, and the treasurer. Officers for this past year were Chair Mr. Swanson; Vice-Chair Ms. Tucker; Clerk Ms. Hallett and Treasurer Mr. McKeand.

Bowerman moved to nominate Mr. Swanson as Chair. Romansky/Tucker moved to close nominations as presented; motion passed unanimously. Mr. Swanson was elected Chair; motion passed unanimously. Hallett moved to nominate Mr. Pass as Vice-Chair. McKeand/Bowerman moved to close nominations as presented; motion passed unanimously. Mr. Pass was elected Vice-Chair; motion passed unanimously. Romansky moved to nominate Ms. Hallett as Clerk. McKeand/Tucker moved to close nominations as presented; motion passed unanimously. Ms. Hallett was elected Clerk; motion passed unanimously. Romansky moved to nominate Ms. Tucker as Treasurer. McKeand/Bowerman moved to close nominations as presented; motion passed unanimously. Ms. Tucker was elected Treasurer; motion passed unanimously.

#### 5. 2. Compensation

The School Board must adopt a resolution setting the compensation for the individual members. Compensation is currently \$4,500 annually, with an additional \$500 per year for the Chairperson and Vice Chairperson.

#### **Recommended Action**

McKeand/Bowerman moved to approve compensation for 2018 as presented; motion passed unanimously.

#### 5. 3. Designation of Official Depository and Additional Depositories

The School Board must designate an official bank depository. Anchor Bank is currently the official depository for the District. We will keep all of our funds in the official depository; however, we will invest moneys through a number of institutions. Additional depositories are as follows:

1. HomeTown Bank
2. Wells Fargo
3. US Bank Minneapolis
4. US Bank St. Paul
5. Minnesota School District Liquid Asset Fund Plus
6. BMO-Harris Bank
7. Bremmer Bank

8. MinnTrust through PMA
9. Associated Bank – for OPEB Trust transactions

**Recommended Action**

Pass/McKeand moved to approve the designation of official depository and additional depositories as presented; motion passed unanimously.

5. 4. Designation of Official Newspaper

The School Board must designate an official newspaper. The Shakopee Valley News is our official newspaper and the only local publication that meets the legal requirements for an official newspaper.

**Recommended Action**

McKeand/Romansky moved to approve the designation of Shakopee Valley News as the official newspaper of the District as presented; motion passed unanimously.

5. 5. Information: Appointments to Special Assignments and Standing Committees

The Chair will designate appointment to these positions at a future time.

5. 6. Legal Assistance

The District uses more than one firm for its legal business depending on type of expertise needed.

**Recommended Action**

Bowerman/Tucker moved to authorize the Superintendent and/or his designee to secure legal advice as needed during the year as presented; motion passed unanimously.

5. 7. Use of Facsimile Signature

The following resolution should be adopted so the District can utilize check-signing software for 2018.

**Recommended Action**

Hallett/Pass moved to authorize the utilization of a check signing software and facsimile signatures for the chairperson, clerk and treasurer to sign all checks issued by the school district except checks that are written on activity accounts. The activity account checks will be signed by the Director of Human Resources and Director of Finance and Operations after all signatures are obtained on the supporting documentation; motion passed unanimously.

5. 8. Investments of Funds

Action by the school board is needed to allow the Director of Finance and Operations to invest surplus cash prior to the time he/she receives approval from the school board. The irregularity with which the school district receives its payments creates an investment opportunity at certain times during the year. It is impossible to invest this cash in a timely way if pre-approval of each investment is needed from the school board.

**Recommended Action**

Tucker/McKeand moved to grant the Director of Finance and Operations or his/her designee be given the authority to invest surplus funds without prior approval of the school board within the limitations set by law and to complete required wire transfers with notification to the Board by the next meeting or as needed as presented; motion passed unanimously.

5. 9. Electronic Funds Transfer

Minnesota Statutes 471.38, Subd. 3 and 3A requires the District to have controls relating to electronic funds transfers.

**Recommended Action**

Hallett/Tucker moved to grant the Director of Finance and Operations or his/her designee the authority to make electronic funds transfers (EFT) through the official depository. The official depository shall receive a certified copy of this authorization. The official depository will notify the District of an EFT within one day of receiving an EFT. The initiator of the EFT, the amount of the EFT and the approval of the designated business official will be documented and reported to the School Board at its next regular meeting as presented; motion passed unanimously.

5. 10. Pre-Payment of Bills

There are times when the prompt payment of bills allows us to receive a discount. In some instances, we cannot take advantage of these discounts if we must wait for formal approval of these bills.

**Recommended Action**

Bowerman/McKeand moved to grant the Director of Finance and Operations or his/her designee the authority to pay bills prior to approval of those bills, so that it may take advantage of discounts offered for prompt payment as presented; motion passed unanimously.

**5. 11. Approval of P-Card Users**

The following list of school district Purchasing Card users and spending limits needs to be reviewed and approved.

**Recommended Action**

The p-card user list and spending limits will be approved at a future Business Meeting.

**5. 12. Appointment of District Physicians**

There are times when the district has the need of physicians' services.

**Recommended Action**

Romansky/McKeand moved to appoint the physicians of the Shakopee Park Nicollet Medical Center as school district physicians for 2018 calendar year as presented; motion passed unanimously.

**5. 13. Board Meeting Schedule for Calendar Year 2018**

Dates and times for Calendar Year 2018 need to be reviewed and confirmed.

**Recommended Action**

Tucker/McKeand moved to approve meeting dates and times for 2018 as presented; motion passed unanimously.

**5. 14. LEA Designation 2018**

Annual LEA (Local Education Agency) designation is made to ensure the maintenance of compliance with the appropriate Federal statutes and regulations (Public Law 107-110), and State procedures currently in effect. Designee will also act as the responsible authority in all matters relating to its administration.

**Recommended Action**

Hallett/Pass moved to designate the Superintendent as LEA representative for 2018 as presented; motion passed unanimously.

**5. 15. Designation of Identified Official with Authority for the MDE External User Access Recertification System**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

**Recommended Action**

Tucker/Bowerman moved to authorize Interim Superintendent Gary Anger to act as the primary Identified Official with Authority (IoWA) and Sarah Koehn as the IoWA to add and remove names only for the Shakopee Public School District 0720-01 as presented; motion passed unanimously.

**5. 16. Policy**

The district's policies need to be recognized in their present form for 2018.

**Recommended Action**

Romansky/Bowerman moved to authorize approved policies for continuation in 2018 as presented; motion passed unanimously.

**5. 17. Board Meetings on Holidays**

The board will take action to allow board meetings on Columbus Day.

**Recommended Action**

McKeand/Pass moved to approve board meetings on Columbus Day 2018 as presented; motion passed unanimously.

**6. CONSENT ITEMS**

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

## 6. 1. Personnel Items

### 6.1.1 Acceptance of Resignations

Last Name, First Name, Position, Location, Effective

Boroos, Jean, Health Assistant, Pearson 6th Grade Center, 1/05/2018

Callahan, Pamela, Program Support Assistant, Sun Path Elementary School, 12/08/2017

Hommerding, Meghan, Program Support Assistant, West Junior High School, 12/22/2018

Johnson, Suzanne, Director of Finance and Operations, Districtwide, 1/31/2018

#### **Recommended Action**

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

### 6.1.2 Approval of Non-Certified Contracts

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

Duran Marin, Valeria, Office Assistant, High School, \$15.40/hr, 1/02/2018

Evink, Rebecca, Food Service Worker, Eagle Creek Elementary School, \$12.52/hr, 11/29/2017

Gutierrez, Nicole, Program Support Assistant, Central Family Center, \$14.59/hr, 1/02/2018

Solonyinka, Jesseline, Program Support Assistant, Red Oak Elementary School, \$13.35/hr, 12/18/2017

Toth, Miranda, Program Support Assistant, Pearson 6th Grade Center, \$14.87/hr, 1/02/2018

Villafana, Nicole, Program Support Assistant, Sweeney Elementary School, \$15.16/hr, 12/22/2017

#### **Recommended Action**

Approved non-certified contracts as presented.

### 6.1.3 Approval of Long Term Substitute Contracts

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

Olson, Michael, Hill, Brenda, School Social Worker, East Junior High School, 1/02/2018 through approx.

6/1/2018, MA Step 3, 104 days, 1.0, \$254.10/day

Rademacher, Jody, Avalos, Miranda, Teacher, Stepping Stones, Central Family Center, 12/18/2017 through approx. 3/19/2018, BA Step 3, 60 days, 1.0, \$212.04/day

#### **Recommended Action**

Approved long term substitute contracts as presented.

### 6.1.4 Approval of Assignment Change

Last Name, First Name, Old Position, New Position, FTE, Salary, Effective

Strauss, Nathaniel, Technology Support Specialist, Manager of Technology, 1.0, \$80,000.00, 12/11/2017

#### **Recommended Action**

Approved the assignment change listed above.

### 6.1.5 Approval of Co-Curricular Assignments

Last Name, First Name, Position Title

Webster, Stephanie, Volunteer Speech Coach

Feltis, Hailey, Junior High Musical

#### **Recommended Action**

Approved the co-curricular assignments as presented.

### 6.1.6 Approval of Teacher Seniority List

The teacher seniority list is presented for approval.

#### **Recommended Action**

Approved the teacher seniority list as presented.

## 6. 2. Approval of minutes of the Truth in Taxation Hearing and School Board Business Meeting held December 11, 2017

#### **Recommended Action**

Approved the minutes of the Truth in Taxation Hearing and School Board Business Meeting held December 11, 2017 as presented.

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

**Recommended Action**

Approved the bills and authorize to pay same as presented.

6. 4. Approval of wires report

**Recommended Action**

Approved the wires report as presented.

6. 5. Approval of 2018-19 Middle School Registration Guide

**Recommended Action**

Approved the 2018-19 Middle School Registration Guide as presented.

6. 6. Approval of 2018-19 Course Proposals

**Recommended Action**

Approved the 2018-19 Course Proposals as presented.

6. 7. Approval of 2018 SRO Agreement

**Recommended Action**

Approved the 2018 School Resource Officer Agreement as presented.,

6. 8. Change Order #2 Sweeney Elementary Boiler Replacement Project

Change Order #2 for the Sweeney Elementary Boiler Replace Project in the amount of \$4,276.25 is presented for approval.

**Recommended Action**

Approved Change Order #2 as presented.

6. 9. Acceptance of Bids 2018 LTFM Re-Roofing Pearson Elementary Sections A, B, C & F

**Recommended Action**

Accepted the bids for the 2018 LTFM Re-Roofing Pearson Elementary Sections A, B, C & F and awarded the project to Palmer West Construction Company with a base bid total of \$747,800 and a line item add for wall panels of \$65,800 for a total amount of \$813,600 as presented.

**7. OLD BUSINESS DISCUSSION ITEMS**

7. 1. ACT Testing Update

Dave Orlowsky and Sarah Jordan presented an update on the ACT testing which will be held on February 27, 2018.

7. 2. Construction Update

ICS Consulting presented a construction update for the board.

7. 3. 2017-18 Budget Update

Acting Interim Superintendent Jon McBroom presented an update regarding the 2017-18 budget.

**8. OLD BUSINESS ACTION ITEMS**

8. 1. Status of the Pearson 6th Grade Center for the 2018-19 School Year

Acting Interim Superintendent Jon McBroom provided a status update regarding the Pearson 6th Grade Center for the 2018-19 School Year. Tucker/Bowerman moved to not open Pearson as an elementary building following the migration of 6<sup>th</sup> grade to our Middle Schools and 9<sup>th</sup> grade to the High School and to make appropriate adjustments where needed; motion passed unanimously.

**9. NEW BUSINESS DISCUSSION**

9. 1. Budget Assumption Discussion Regarding 2018-19 School Year

Acting Interim Superintendent Jon McBroom provided some assumption information for the 2018-19 School Year for board discussion.

9. 2. Facility Building Rental Adjustments

Acting Interim Superintendent Jon McBroom presented a draft of facility building rental adjustments for board review.

9. 3. Update on High School Registration Guide

Director of Teaching & Learning Nancy Thul provided an update regarding the 2018-19 High School Registration Guide for board review.

Bowerman/Tucker moved to adopt the graduation requirements and approved the 2018-19 High School Registration Guide as presented; motion passed unanimously.

10. NEW BUSINESS ACTION ITEMS

11. OTHER

12. COMMITTEE REPORTS

13. RECOGNITION OF VISITORS TO BOARD MEETING

14. UPCOMING MEETINGS AND IMPORTANT DATES

15. ADJOURNMENT

At 8:28PM, Tucker/Pass moved to adjourn; motion passed unanimously.

# **Minutes of School Board Special Business Meeting**

## **School Board Shakopee Public Schools**

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A School Board Special Business Meeting of the School Board of Shakopee Public Schools was held Monday, February 12, 2018, beginning at 5:30 PM in the District Office Board Room, 1200 Town Square, Shakopee, MN 55379.

### **1. CALL TO ORDER AND ROLL CALL - CHAIR SWANSON**

PRESENT: Hallett, McKeand, Pass, Tucker and Swanson

ABSENT: Bowerman

### **2. CONSIDERATION OF AGENDA AS PRESENTED**

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

### **3. ADJOURN TO CLOSED SESSION**

At 5:31PM, Hallett/McKeand moved to enter Closed Session; motion passed unanimously.

#### **3. 1. Closed Session**

Pursuant to Minnesota Statutes Section 13D.05, Subdivision 3, (c) (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property –  
Legal Description: Block A Lot O-L PlatNumber 27417 SubdivisionCd 27417  
SubdivisionName Jackson Elementary

### **4. ADJOURNMENT FROM CLOSED SESSION**

At 6:10PM, Tucker/McKeand moved to adjourn from Closed Session and the board to return to the School Board Special Business Meeting as presented; motion passed unanimously.

### **5. POTENTIAL ACTION REGARDING SALE OF PROPERTY**

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

### **6. ADJOURNMENT FROM SCHOOL BOARD SPECIAL BUSINESS MEETING**

At 6:12PM, Tucker/Hallett moved to adjourn the school board special business meeting as presented; motion passed unanimously.

### Bank Account - Wires Out

| Date       | Description                                                | Amount             |
|------------|------------------------------------------------------------|--------------------|
| 11/1/2017  | Community Ed Credit Card Fees                              | 51.60              |
| 11/1/2017  | Health Partners Dental Access Fee                          | 3,740.00           |
| 11/1/2017  | Teachers Retirement Association ACH                        | 254,469.56         |
| 11/2/2017  | Health Savings Account Contributions                       | 14,991.15          |
| 11/2/2017  | Voluntary Employees' Beneficiary Association Contributions | 44,295.63          |
| 11/2/2017  | Public Employee Retirement Association ACH                 | 68,032.62          |
| 11/3/2017  | Voluntary Employees' Beneficiary Association Contributions | 62.50              |
| 11/6/2017  | Community Ed Credit Card Fees                              | 27.20              |
| 11/6/2017  | RevTrak Credit Card Fees                                   | 4,692.51           |
| 11/6/2017  | Account Service Charge                                     | 1,666.18           |
| 11/7/2017  | Community Ed Credit Card Fees                              | 1,708.86           |
| 11/7/2017  | Dependent/Medical Claim Reimbursement                      | 7,020.08           |
| 11/10/2017 | Payroll Direct Deposit                                     | 1,377,611.05       |
| 11/13/2017 | IRS Federal Tax ACH                                        | 524,177.88         |
| 11/14/2017 | State of MN Taxes ACH                                      | 129.09             |
| 11/14/2017 | State of MN Taxes ACH                                      | 205.59             |
| 11/14/2017 | State of MN Taxes ACH                                      | 485.29             |
| 11/14/2017 | Dependent/Medical Claim Reimbursement                      | 11,367.91          |
| 11/14/2017 | State of MN Taxes ACH                                      | 83,455.00          |
| 11/15/2017 | 403b Wire                                                  | 133,135.66         |
| 11/15/2017 | ACA Reinsurance ACH                                        | 7,736.90           |
| 11/16/2017 | Health Savings Account Contributions                       | 16,399.52          |
| 11/16/2017 | Voluntary Employees' Beneficiary Association Contributions | 41,117.60          |
| 11/16/2017 | Public Employee Retirement Association ACH                 | 73,159.88          |
| 11/16/2017 | Teachers Retirement Association ACH                        | 254,006.36         |
| 11/20/2017 | Employee Reimbursement ACH                                 | 9,545.39           |
| 11/21/2017 | Dependent/Medical Claim Reimbursement                      | 10,220.32          |
| 11/22/2017 | Select Account Administrative Fee                          | 3,281.70           |
| 11/24/2017 | Payroll Direct Deposit                                     | 1,397,903.04       |
| 11/27/2017 | 403b Wire                                                  | 132,147.39         |
| 11/27/2017 | IRS Federal Tax ACH                                        | 527,622.78         |
| 11/28/2017 | State of MN Taxes ACH                                      | 177.12             |
| 11/28/2017 | State of MN Taxes ACH                                      | 485.29             |
| 11/28/2017 | State of MN Taxes ACH                                      | 84,456.00          |
| 11/29/2017 | Dependent/Medical Claim Reimbursement                      | 11,923.49          |
| 11/29/2017 | Public Employee Retirement Association ACH                 | 71,786.49          |
| 11/29/2017 | Teachers Retirement Association ACH                        | 257,126.90         |
| 11/30/2017 | Health Savings Account Contributions                       | 14,666.16          |
| 11/30/2017 | Voluntary Employees' Beneficiary Association Contributions | 40,299.90          |
|            |                                                            | <hr/> 5,485,387.59 |

### Investment Accounts - Wires Out

| Date       | Description                              | Amount        |
|------------|------------------------------------------|---------------|
| 11/1/2017  | General Fund - AP Checks                 | 250,000.00    |
| 11/6/2017  | General Fund - AP Checks                 | 300,000.00    |
| 11/6/2017  | General Fund - October P-Card Payment    | 112,895.04    |
| 11/9/2017  | General Fund - Payroll Checks            | 1,400,000.00  |
| 11/13/2017 | General Fund - Payroll Taxes/Deductions  | 1,000,000.00  |
| 11/15/2017 | 2015 Building Fund - Construction Checks | 525,000.00    |
| 11/16/2017 | General Fund - AP Checks                 | 400,000.00    |
| 11/21/2017 | 2015 Building Fund - Construction Checks | 3,800,000.00  |
| 11/22/2017 | General Fund - Payroll Checks            | 1,500,000.00  |
| 11/24/2017 | General Fund - Payroll Taxes/Deductions  | 1,200,000.00  |
| 11/29/2017 | 2015 Building Fund - Construction Checks | 100,000.00    |
| 11/29/2017 | General Fund - AP Checks                 | 1,000,000.00  |
| 11/30/2017 | 2015 Building Fund - Fees                | 1,325.86      |
| 11/30/2017 | Dental Insurance Trust Payments          | 53,460.91     |
| 11/30/2017 | Health Insurance Trust Payments          | 568,836.59    |
| 11/30/2017 | OPEB Fees                                | 2,169.85      |
|            |                                          | <hr/>         |
|            |                                          | 12,213,688.25 |

### Bank Account - Wires Out

| Date       | Description                                                       | Amount             |
|------------|-------------------------------------------------------------------|--------------------|
| 12/1/2017  | Health Partners Dental Access Fee                                 | 3,720.00           |
| 12/4/2017  | Community Ed Credit Card Fees                                     | 52.40              |
| 12/5/2017  | Account Service Charge                                            | 1,049.80           |
| 12/5/2017  | Dependent/Medical Claim Reimbursement                             | 9,936.00           |
| 12/6/2017  | Community Ed Credit Card Fees                                     | 1,768.15           |
| 12/6/2017  | RevTrak Credit Card Fees                                          | 5,101.47           |
| 12/7/2017  | Community Ed Credit Card Fees                                     | 26.50              |
| 12/8/2017  | Payroll Direct Deposit                                            | 1,418,060.21       |
| 12/11/2017 | IRS Federal Tax ACH                                               | 529,117.57         |
| 12/12/2017 | 403b Wire                                                         | 130,682.14         |
| 12/12/2017 | Dependent/Medical Claim Reimbursement                             | 7,675.09           |
| 12/12/2017 | State of MN Taxes ACH                                             | 100.00             |
| 12/12/2017 | State of MN Taxes ACH                                             | 84,476.00          |
| 12/12/2017 | State of MN Taxes ACH                                             | 205.59             |
| 12/13/2017 | Choir Tour Fundraising                                            | 707.29             |
| 12/13/2017 | Public Employee Retirement Association (PERA) ACH                 | 93,203.63          |
| 12/13/2017 | Teachers Retirement Association (TRA) ACH                         | 256,557.58         |
| 12/14/2017 | 403b Wire                                                         | 13,862.13          |
| 12/14/2017 | Health Savings Account (HSA) Contributions                        | 14,666.16          |
| 12/14/2017 | Voluntary Employees' Beneficiary Association (VEBA) Contributions | 38,690.93          |
| 12/19/2017 | Dependent/Medical Claim Reimbursement                             | 7,298.78           |
| 12/20/2017 | Employee Reimbursement ACH                                        | 9,377.74           |
| 12/22/2017 | 403b Wire                                                         | 129,325.36         |
| 12/22/2017 | Payroll Direct Deposit                                            | 1,420,935.63       |
| 12/22/2017 | Select Account Administrative Fee                                 | 3,232.95           |
| 12/26/2017 | IRS Federal Tax ACH                                               | 532,632.76         |
| 12/27/2017 | Dependent/Medical Claim Reimbursement                             | 10,542.46          |
| 12/27/2017 | State of MN Taxes ACH                                             | 205.59             |
| 12/27/2017 | State of MN Taxes ACH                                             | 100.00             |
| 12/27/2017 | State of MN Taxes ACH                                             | 85,997.00          |
| 12/28/2017 | Health Savings Account (HSA) Contributions                        | 14,596.72          |
| 12/28/2017 | Voluntary Employees' Beneficiary Association (VEBA) Contributions | 39,851.13          |
| 12/29/2017 | Public Employee Retirement Association (PERA) ACH                 | 72,317.12          |
| 12/29/2017 | Teachers Retirement Association (TRA) ACH                         | 258,521.20         |
|            |                                                                   | <hr/> 5,194,593.08 |

### Investment Accounts - Wires Out

| Date       | Description                              | Amount       |
|------------|------------------------------------------|--------------|
| 12/5/2017  | General Fund - November P-Card Payment   | 93,427.76    |
| 12/7/2017  | General Fund - Payroll Checks            | 1,400,000.00 |
| 12/15/2017 | General Fund - AP Checks                 | 350,000.00   |
| 12/26/2017 | General Fund - Payroll Taxes/Deductions  | 1,000,000.00 |
| 12/11/2017 | General Fund - Payroll Taxes/Deductions  | 1,200,000.00 |
| 12/12/2017 | General Fund - AP Checks                 | 400,000.00   |
| 12/21/2017 | General Fund - Payroll Checks            | 1,400,000.00 |
| 12/27/2017 | General Fund - AP Checks                 | 400,000.00   |
| 12/31/2017 | 2015 Building Fund - Fees                | 1,188.76     |
| 12/13/2017 | 2015 Building Fund - Construction Checks | 230,000.00   |
| 12/26/2017 | 2015 Building Fund - Construction Checks | 2,800,000.00 |
| 12/31/2017 | Dental Insurance Trust Payments          | 53,794.67    |
| 12/31/2017 | Health Insurance Trust Payments          | 562,215.55   |
| 12/31/2017 | OPEB Fees                                | 2,136.82     |
|            |                                          | <hr/>        |
|            |                                          | 9,892,763.56 |

### Bank Account - Wires Out

| Date      | Description                                                       | Amount             |
|-----------|-------------------------------------------------------------------|--------------------|
| 1/2/2018  | Health Partners Dental Access Fee                                 | 3,680.00           |
| 1/3/2018  | Dependent/Medical Claim Reimbursement                             | 16,561.52          |
| 1/5/2018  | Account Service Charge                                            | 1,002.45           |
| 1/5/2018  | Payroll Direct Deposit                                            | 1,380,447.76       |
| 1/5/2018  | RevTrak Credit Card Fees                                          | 4,009.34           |
| 1/5/2018  | Teacher Severance Payout                                          | 23,496.36          |
| 1/5/2018  | Unemployment Insurance Payment                                    | 5,349.02           |
| 1/8/2018  | IRS Federal Tax ACH                                               | 500,769.44         |
| 1/9/2018  | 403b Wire                                                         | 132,290.10         |
| 1/9/2018  | Community Ed Credit Card Fees                                     | 1,851.18           |
| 1/9/2018  | Community Ed Credit Card Fees                                     | 70.70              |
| 1/9/2018  | Dependent/Medical Claim Reimbursement                             | 10,135.28          |
| 1/9/2018  | State of MN Taxes ACH                                             | 80,737.00          |
| 1/9/2018  | State of MN Taxes ACH                                             | 100.00             |
| 1/10/2018 | Public Employee Retirement Association (PERA) ACH                 | 64,966.40          |
| 1/10/2018 | Teachers Retirement Association (TRA) ACH                         | 253,663.12         |
| 1/12/2018 | Health Savings Account (HSA) Contributions                        | 14,357.62          |
| 1/12/2018 | Voluntary Employees' Beneficiary Association (VEBA) Contributions | 35,059.82          |
| 1/16/2018 | Dependent/Medical Claim Reimbursement                             | 19,147.07          |
| 1/18/2018 | Voluntary Employees' Beneficiary Association (VEBA) Contributions | 1,375.00           |
| 1/19/2018 | Community Ed Credit Card Fees                                     | 59.70              |
| 1/19/2018 | Employee Reimbursement ACH                                        | 7,713.57           |
| 1/19/2018 | Payroll Direct Deposit                                            | 1,392,527.29       |
| 1/22/2018 | 403b Wire                                                         | 134,657.28         |
| 1/22/2018 | IRS Federal Tax ACH                                               | 532,306.52         |
| 1/23/2018 | Dependent/Medical Claim Reimbursement                             | 9,425.91           |
| 1/23/2018 | State of MN Taxes ACH                                             | 171.07             |
| 1/23/2018 | State of MN Taxes ACH                                             | 83,328.00          |
| 1/23/2018 | State of MN Taxes ACH                                             | 100.00             |
| 1/26/2018 | Health Savings Account (HSA) Contributions                        | 15,283.69          |
| 1/26/2018 | Voluntary Employees' Beneficiary Association (VEBA) Contributions | 37,856.76          |
| 1/29/2018 | IRS Federal Tax ACH                                               | 16.24              |
| 1/29/2018 | Public Employee Retirement Association (PERA) ACH                 | 72,951.75          |
| 1/29/2018 | Teachers Retirement Association (TRA) ACH                         | 255,947.78         |
| 1/30/2018 | Dependent/Medical Claim Reimbursement                             | 14,708.75          |
|           |                                                                   | <hr/> 5,106,123.49 |

### Investment Accounts - Wires Out

| Date      | Description                              | Amount        |
|-----------|------------------------------------------|---------------|
| 1/4/2018  | General Fund - December P-Card Payment   | 69,485.73     |
| 1/4/2018  | General Fund - Payroll Checks            | 1,400,000.00  |
| 1/8/2018  | General Fund - Payroll Taxes/Deductions  | 1,000,000.00  |
| 1/9/2018  | General Fund - AP Checks                 | 400,000.00    |
| 1/17/2018 | 2015 Building Fund - Construction Checks | 400,000.00    |
| 1/18/2018 | General Fund - Payroll Checks            | 1,400,000.00  |
| 1/22/2018 | General Fund - Payroll Taxes/Deductions  | 1,100,000.00  |
| 1/24/2018 | 2015 Building Fund - Construction Checks | 2,700,000.00  |
| 1/29/2018 | General Fund - Debt Service Payments     | 17,428,778.24 |
| 1/31/2018 | 2015 Building Fund - Fees                | 1,188.30      |
| 1/31/2018 | Dental Insurance Trust Payments          | 90,724.43     |
| 1/31/2018 | Health Insurance Trust Payments          | 669,346.12    |
| 1/31/2018 | OPEB Fees                                | 2,156.67      |
|           |                                          | <hr/>         |
|           |                                          | 26,661,679.49 |

| <b>Transaction Limits:</b> |           |                                                                                                                                          |
|----------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------|
| Level 1                    | \$2,000   | Custodians, Teachers, ECCE, Community Education, Communications                                                                          |
| Level 2                    | \$3,000   | Student Council Advisor - Sr High                                                                                                        |
| Level 3                    | \$5,000   | Principals, Assistant Principals                                                                                                         |
| Level 4                    | \$10,000  | Food Serv Mgr, Athletic Dir, Building & Grounds Mgr, Secretaries, Technology, Curriculum, Data/Assessment Dir., Superintendent Secretary |
| Level 5                    | \$50,000  | Superintendent, Teaching and Learning Director                                                                                           |
| Level 6                    | \$100,000 | Technology Mgr, Purchase Card Program Administrators (Business)                                                                          |

| <b>Number</b> | <b>Last Name</b> | <b>First Name</b> | <b>Credit Limit</b> | <b>Organization Name</b> |
|---------------|------------------|-------------------|---------------------|--------------------------|
| 2431          | Aho              | Neil              | \$ 2,000            | Custodial                |
| 2483          | Ames             | Jennifer          | \$ 2,000            | District Office          |
| 6067          | Amundsen         | Thom              | \$ 2,000            | Senior High              |
| 6994          | Anderson         | Holly             | \$ 10,000           | District Office          |
| 7555          | Anderson         | Todd              | \$ 2,000            | Senior High              |
| 2497          | Anger            | Gary              | \$ 50,000           | District Office          |
| 9019          | Bartl-Kortgard   | Lorie             | \$ 2,000            | District Office          |
| 9852          | Bauman           | John              | \$ 2,000            | Custodial                |
| 5249          | Baumbach         | Heather           | \$ 2,000            | East Jr. High            |
| 9888          | Benz             | Jeremy            | \$ 2,000            | Custodial                |
| 1876          | Berens           | Elaine            | \$ 10,000           | Central Family Center    |
| 2283          | Betton           | Ray               | \$ 2,000            | Senior High              |
| 4766          | Bjerken          | Kevin             | \$ 5,000            | Pearson                  |
| 8975          | Blume            | Larissa           | \$ 2,000            | West Jr. High            |
| 8339          | Chial            | Naomi             | \$ 10,000           | West Jr. High            |
| 5589          | Christenson      | Eric              | \$ 2,000            | Senior High              |
| 3912          | Colin            | Sarah             | \$ 2,000            | West Jr. High            |
| 2056          | Condon           | Arine             | \$ 10,000           | Tokata                   |
| 9677          | Dehne            | Tyler             | \$ 100,000          | District Office          |
| 2148          | Doran            | Scott             | \$ 5,000            | Senior High              |
| 3470          | Drozdz           | Bryan             | \$ 100,000          | District Office          |
| 8328          | Fales            | Sally             | \$ 2,000            | Custodial                |
| 0309          | Fred             | Julie             | \$ 5,000            | District Office          |
| 6729          | Fundermann       | Jessica           | \$ 2,000            | East Jr. High            |
| 4591          | Gilkison         | Sara              | \$ 2,000            | Senior High              |
| 8561          | Gregory          | Cindy             | \$ 10,000           | District Office          |
| 8916          | Hammerschmidt    | Laurie            | \$ 10,000           | Red Oak                  |
| 7304          | Headrick         | Matthew           | \$ 5,000            | East Jr. High            |
| 4932          | Heller           | William           | \$ 2,000            | Custodial                |
| 9246          | Hellerud         | Sonia             | \$ 2,000            | District Office          |
| 2125          | Hendrickson      | TJ                | \$ 2,000            | West Jr. High            |
| 7561          | Hollar           | David             | \$ 2,000            | Custodial                |

| <b>Number</b> | <b>Last Name</b> | <b>First Name</b> | <b>Credit Limit</b> | <b>Organization Name</b> |
|---------------|------------------|-------------------|---------------------|--------------------------|
| 2700          | Janke            | John              | \$ 10,000           | Senior High              |
| 2008          | Janke            | Stephanie         | \$ 10,000           | Senior High              |
| 7167          | Johnson          | Alison            | \$ 10,000           | District Office          |
| 6703          | Jordan           | Sarah             | \$ 5,000            | Senior High              |
| 0324          | Karst            | Mary              | \$ 10,000           | East Jr. High            |
| 2860          | Koehn            | Sarah             | \$ 10,000           | District Office          |
| 8649          | Koivisto         | Josie             | \$ 5,000            | Eagle Creek              |
| 6061          | Lang             | Stuart            | \$ 5,000            | Senior High              |
| 5268          | Latterner        | Kim               | \$ 2,000            | Central Family Center    |
| 9957          | Lee              | Christopher       | \$ 10,000           | District Office          |
| 0129          | Lehman           | Daniel            | \$ 2,000            | Custodial                |
| 0038          | Link             | Lori              | \$ 5,000            | West Jr. High            |
| 2856          | Lohman           | Martin            | \$ 2,000            | East Jr. High            |
| 3645          | Lusignan         | Shari             | \$ 10,000           | District Office          |
| 3152          | Lyons            | Christopher       | \$ 2,000            | West Jr. High            |
| 4286          | Mainhardt        | Robert            | \$ 2,000            | Senior High              |
| 4027          | Marin            | Jorge             | \$ 2,000            | Custodial                |
| 5970          | Matuza           | Emily             | \$ 10,000           | Sun Path                 |
| 7030          | McCray           | Ashley            | \$ 2,000            | District Office          |
| 0559          | McNally          | Crystal           | \$ 2,000            | District Office          |
| 2512          | Miklausich       | James             | \$ 5,000            | East Jr. High            |
| 4060          | Mohlin           | Joleen            | \$ 10,000           | District Office          |
| 1830          | Nettesheim       | Paul              | \$ 5,000            | Senior High              |
| 6711          | Norell           | Emily             | \$ 2,000            | West Jr. High            |
| 9111          | Oman             | John              | \$ 2,000            | East Jr. High            |
| 5807          | Orlowsky         | Dave              | \$ 10,000           | District Office          |
| 4026          | Oxtra            | Cristina          | \$ 2,000            | West Jr. High            |
| 4188          | Pawlicki         | Jeff              | \$ 5,000            | Senior High              |
| 4969          | Perrine          | Mitch             | \$ 5,000            | Red Oak                  |
| 6929          | Petersen         | Wendy             | \$ 10,000           | Jackson                  |
| 9937          | Petricka         | David             | \$ 2,000            | Custodial                |
| 2274          | Phillips         | Andrea            | \$ 10,000           | Pearson                  |
| 8411          | Rolfsrud         | Ford              | \$ 5,000            | Red Oak                  |
| 7804          | Ross             | Deb               | \$ 10,000           | District Office          |
| 7729          | Savage           | Katherine         | \$ 2,000            | Central Family Center    |
| 7937          | Schleif          | Doug              | \$ 5,000            | Jackson                  |
| 5506          | Schmitt          | Marty             | \$ 2,000            | Custodial                |
| 0583          | Serbus           | Eric              | \$ 5,000            | Tokata                   |
| 3522          | Shoemaker        | Cristina          | \$ 10,000           | Senior High              |
| 9880          | Smith            | Kain              | \$ 10,000           | Custodial                |
| 0136          | Solander         | Susan             | \$ 2,000            | District Office          |
| 3137          | Starke           | Emily             | \$ 2,000            | District Office          |
| 0738          | Steinhoff        | Jenny             | \$ 10,000           | Sweeney                  |
| 7538          | Stier            | Terry             | \$ 2,000            | Custodial                |

| <b>Number</b> | <b>Last Name</b> | <b>First Name</b> | <b>Credit Limit</b> | <b>Organization Name</b> |
|---------------|------------------|-------------------|---------------------|--------------------------|
| 5167          | Theis            | Merry             | \$ 10,000           | Eagle Creek              |
| 0486          | Thul             | Nancy             | \$ 50,000           | District Office          |
| 2340          | Toufar           | Jacob             | \$ 2,000            | East Jr. High            |
| 2171          | Tyson            | Joshua            | \$ 2,000            | Senior High              |
| 3584          | VanderVeen       | Sean              | \$ 2,000            | West Jr. High            |
| 8491          | Wilson           | Shawna            | \$ 2,000            | Senior High              |
| 3290          | Young            | Joel              | \$ 5,000            | West Jr. High            |
| 4662          | Young            | Kurt              | \$ 2,000            | Custodial                |
| 0603          | Zahn             | Melissa           | \$ 5,000            | Central Family Center    |



SHAKOPEE PUBLIC SCHOOLS

## CRISIS MANAGEMENT PLAN

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## INTRODUCTION

### PURPOSE OF THE PLAN

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The purpose of the Shakopee Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Shakopee ISD #720 and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Shakopee ISD #720 has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below.

### SCOPE OF THE PLAN

---

The Shakopee Emergency Operations Plan (EOP) outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

### STATEMENT OF PURPOSE

---

This plan outlines Shakopee ISD #720s approach to emergency management and operations. It has been developed to assist staff and students during an emergency situation. This plan takes an all-hazard approach to emergency management and plans for mitigation/prevention, preparedness, response, and recovery.

### INCIDENT COMMAND SYSTEM IN SCHOOLS

---

The National Incident Management System (NIMS) was adopted by the U.S. Department of Homeland Security for use by all local, state and federal agencies when responding to emergencies. The Incident Command System (ICS) is the organizational structure within NIMS that is used by community response agencies for managing response to all emergencies. The system provides an integrated and coordinated management structure, common terminology and flexibility to add or decrease functions depending on the scope of the emergency.

### ICS AND SCHOOL EMERGENCY RESPONSE TEAMS

---

Incident command functions are necessary for emergency response in the community and within schools. Teams are structured according to incident command functions. The organization of the Incident Command System (ICS) is built around the following key management roles:

**Command:** Has overall responsibility for managing the incident or event and direct responsibility for public information, safety and liaison with community response agencies.

**Operations:** Provides response to an incident by directing actions, developing objectives, organizing and directing resources.

**Logistics:** Identifies and provides resources and services necessary to support incident response.

**Planning:** Develops action plans, collects and evaluates information, identifies issues and makes recommendations for future actions.

**Finance:** Manages financial aspects of an incident, monitors costs, provides for recordkeeping and coordinates with insurance

When building school emergency response teams; schools must identify people to perform each of the five major functions and have at least one backup for every position. Key personnel should be cross-trained in the critical requirements of all functions, of the ICS system.

The Incident Command System can be expanded or contracted according to the management needs of each incident. Only those functions necessary to manage the incident or event need to be filled. Team members may be assigned to more than one function in the Incident Command System, but roles and responsibilities in these functions are not combined.

## ALICE

ALICE is a citizen response to a violent intruder in one of our schools.

Alert      Lockdown      Inform      Counter      Evacuate

ALICE is based on the premise that PROACTIVE response strategies are preferred in an active shooter situation compared to PASSIVE response strategies.

This premise is the result of recommendations from agencies such as the U.S. Department of Education and the Department of Homeland Security, as well as studies following mass shooting events such as Columbine High School, Virginia Tech University, and Sandy Hook Elementary.

**Alert:** All are authorized to announce. No codes are used.

**Lockdown:** Must include barricade training.

**Inform:** Use technology to provide play-by-play information.

**Counter:** Interrupt the skill set needed to shoot accurately.

**Evacuate:** Get away from danger if possible.

## CRISIS MANAGEMENT TEAM

### Command

Command 1 \_\_\_\_\_

Command 2 \_\_\_\_\_

### Operations

Operations 1 \_\_\_\_\_

Operations 2 \_\_\_\_\_

### Logistics

Logistics 1 \_\_\_\_\_

Logistics 2 \_\_\_\_\_

Building Nurse \_\_\_\_\_ Phone \_\_\_\_\_

Head Custodian \_\_\_\_\_ Phone \_\_\_\_\_

School Resource Officer \_\_\_\_\_ Phone \_\_\_\_\_

Relocation Site Name \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

## EMERGENCY NUMBERS

|                                      |              |
|--------------------------------------|--------------|
| Ambulance, Police & Fire .....       | 911          |
| Shakopee Police Office .....         | 952-233-9400 |
| Scott County Sheriff's Office .....  | 952-496-8300 |
| Scott County Dispatch.....           | 952-445-1411 |
| St. Francis Hospital.....            | 952-423-3000 |
| MN Poison Control.....               | 800-222-1222 |
| Scott County Intake.....             | 952-445-7751 |
| District Office Transportation ..... | 952-496-5996 |
| Palmer Bus Service.....              | 952-445-1166 |
| Klingberg Bus Co. ....               | 952-447-2557 |
| Anderson Koch Bus Co. ....           | 952-447-4189 |
| CenterPoint Energy Gas Leak.....     | 612-372-5050 |
| Shakopee Utility Office .....        | 952-445-1988 |
| Shakopee Utility Emergency .....     | 952-445-6681 |

## UNIVERSAL EMERGENCY RESPONSE PROCEDURES

Universal emergency response procedures are actions taken in response to any emergency, threat or hazard in a school.

In an emergency, administrators must determine whether conditions are more dangerous outside or inside the school and choose response procedures accordingly. Detailed procedures for specific situations or events are called Emergency Response Procedures.

### HARD LOCKDOWN

---

A hard lockdown happens when there is an imminent threat to our students and staff. For example, a school would be put on a hard lockdown if a violent intruder entered the building. Exterior doors would also be closed and locked. No one would be allowed in or out of the building during this time. If necessary ALICE procedures will be implemented.

### SOFT LOCKDOWN

---

A soft lockdown occurs when there is a non-imminent threat, but there is cause for caution. Soft lockdowns can vary based on the situation. Administration will decide how a building will operate during a soft lockdown based upon the severity of the threat.

### SHELTER-IN-PLACE

---

Sheltering in place is used when evacuation would put people at risk (environmental hazard, blocked evacuation routes). Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency.

### SEVERE WEATHER SHELTER AREA

---

Severe weather shelter procedures are implanted during a severe weather emergency. “DROP and TUCK” procedures are used in severe weather emergencies or other imminent danger to building or immediate surroundings.

### REVERSE EVACUATION

---

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (hard/soft lockdown, shelter in place) in order to ensure the safety of students and staff who are outside the building.

## EVACUATION/RELOCATION

---

Evacuation procedures are used when conditions are safer outside the building than inside the building.

## STUDENT REUNIFICATION & RELEASE

---

When students are evacuated and cannot return to school, reunification with parents or guardians is top priority. Reunifying students and parents at an off-site location is a complex process. Successful reunification requires significant pre-planning, coordination and organization.

Student reunification and release procedures should be communicated to parents at the beginning of the school year when reviewing the school safety procedures.

## HARD LOCKDOWN

A hard lockdown happens when there is an imminent threat to our students and staff. For example, a school would be put on a hard lockdown if a violent intruder entered the building. Exterior doors would also be closed and locked. No one would be allowed in or out of the building during this time. If necessary ALICE procedures will be implemented.

| WHEN IMPLEMENTING A HARD LOCKDOWN         |                                                                                                 |
|-------------------------------------------|-------------------------------------------------------------------------------------------------|
| STAFF                                     | ADMINISTRATORS                                                                                  |
|                                           |                                                                                                 |
| Implement ALICE procedures if directed    | Announce Hard Lockdown – repeat several times /<br>Announce Hard Lockdown with ALICE procedures |
| Lock all exterior doors                   | Call 911                                                                                        |
| Lock classroom door                       | Bring students inside                                                                           |
| Cover windows                             | Lock all doors                                                                                  |
| Keep students away from doors and windows | Disable all bells                                                                               |
| Control movement                          | Control movement by communicating to staff to<br>move only when announced                       |
| Keep yourself and students calm           | Announce all clear signal when the threat has<br>cleared                                        |
| Wait for further instructions             |                                                                                                 |

## SOFT LOCKDOWN

A soft lockdown occurs when there is a non-imminent threat, but there is cause for caution. Soft lockdowns can vary based on the situation. Administration will decide how a building will operate during a soft lockdown based upon the severity of the threat.

| WHEN IMPLEMENTING A SOFT LOCKDOWN |                                                                        |
|-----------------------------------|------------------------------------------------------------------------|
| STAFF                             | ADMINISTRATORS                                                         |
|                                   |                                                                        |
| Lock classroom door               | Announce Soft Lockdown – repeat several times                          |
| Cover windows                     | Bring students inside                                                  |
| Keep yourself and students calm   | Lock exterior doors                                                    |
| Continue teaching                 | Control movement as necessary                                          |
| Wait for further instructions     | Disable all bells                                                      |
|                                   | Control movement by communicating to staff to move only when announced |
|                                   | Announce all clear signal when the threat has cleared                  |

## SHELTER-IN-PLACE

Sheltering in place is used when evacuation would put people at risk (environmental hazard, blocked evacuation routes). Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency.

| WHEN IMPLEMENTING A SHELTER IN PLACE                                                                                                                     |                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| STAFF                                                                                                                                                    | ADMINISTRATORS                                            |
|                                                                                                                                                          |                                                           |
| Clear the halls of students and staff and report immediately to the nearest designated shelter area                                                      | Announce staff and students to report to sheltered areas  |
| Assist those with special needs                                                                                                                          | Close exterior doors and windows                          |
| Take attendance and report any missing or extra students to the building administrator or the incident commander                                         | Provide instructions and updates as they become available |
| Do not allow students to leave the shelter area                                                                                                          | Turn off ventilation (HVAC) if appropriate                |
| Wait for the "all clear" from building administration                                                                                                    | Announce "all clear" when the emergency has eased         |
|                                                                                                                                                          |                                                           |
| SHELTERING DUE TO CHEMICAL OR GAS                                                                                                                        |                                                           |
| Close and tape all windows and doors sealing the gap between the floor and bottom of the door                                                            |                                                           |
| If there is contamination in the sheltered area place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection |                                                           |
| If sheltering in place because all evacuation routes are blocked seal door and open or close windows as appropriate                                      |                                                           |
| Communicate your situation to administration or emergency officials                                                                                      |                                                           |

## SEVERE WEATHER SHELTER AREA

Severe weather shelter procedures are implanted during a severe weather emergency. “DROP and TUCK” procedures are used in severe weather emergencies or other imminent danger to building or immediate surroundings.

| WHEN IMPLEMENTING A SEVERE WEATHER SHELTER PROCEDURE                                                             |                                                                                       |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| STAFF                                                                                                            | ADMINISTRATORS                                                                        |
|                                                                                                                  |                                                                                       |
| Become familiar with the tornado shelter areas in your area                                                      | Make an announcement or sound alarm for severe weather emergency procedures           |
| Take the closes and safest route to shelter area as designated by the map in each classroom/area                 | Monitor the National Weather Service (NOAA) weather radio or related weather services |
| Use secondary route if primary route is blocked or dangerous                                                     | Activate appropriate members of the emergency response team                           |
| Leave all personal belongings                                                                                    | Assist staff in getting students to designated shelter areas                          |
| Bring all students inside                                                                                        | Move students outdoors inside                                                         |
| Assist students who need additional help                                                                         | Announce “all clear” when the severe weather has ceased                               |
| Have students sit in the Drop and tuck position                                                                  | In the event of building damage, follow the evacuation and reunification procedures   |
| Take attendance and report any missing or extra students to the building administrator or the incident commander |                                                                                       |
| Remain in safe area until the “all clear” is given by building administration                                    |                                                                                       |

## REVERSE EVACUATION

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (hard/soft lockdown, shelter in place) in order to ensure the safety of students and staff who are outside the building.

| WHEN IMPLEMENTING A REVERSE EVACUATION                                                                           |                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| STAFF                                                                                                            | ADMINISTRATORS                                                                                   |
|                                                                                                                  |                                                                                                  |
| Move all students and staff inside to a classroom as quickly as possible                                         | Make an announcement or sound an alarm alerting staff to implement reverse evacuation procedures |
| Assist students who need additional help                                                                         | Monitor the situation and provide updates as necessary                                           |
| Take attendance and report any missing or extra students to the building administrator or the incident commander | Announce “all clear” when the emergency has ceased                                               |
| Wait for further instructions                                                                                    |                                                                                                  |

## EVACUATION/RELOCATION

Evacuation procedures are used when conditions are safer outside the building than inside the building.

| WHEN IMPLEMENTING AN EVACUATION PROCEDURES                                                                                                  |                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| STAFF                                                                                                                                       | ADMINISTRATORS                                                                             |
|                                                                                                                                             |                                                                                            |
| Become familiar with the fire evacuation routes in your designated areas                                                                    | Announce evacuation                                                                        |
| Take the closes and safest evacuation route as designated by the map in each classroom/area                                                 | Call 911 if necessary                                                                      |
| Follow the primary route unless blocked by smoke or fire, then use the alternate route                                                      | Specify any changes in evacuation routes necessary based on location and type of emergency |
| Do not lock the door or gather belongings                                                                                                   | Monitor the situation and provide updates and additional instruction as needed             |
| Assist students who need additional help                                                                                                    | Announce “all clear” when the emergency has ceased                                         |
| Once outside the building, take attendance and report any missing or extra students to the building administrator or the incident commander |                                                                                            |
| Wait for additional instructions                                                                                                            |                                                                                            |
| Do not release children to parents until directed to do so by administration                                                                |                                                                                            |

| WHEN IMPLEMENTING AN EVACUATION & RELOCATION PROCEDURES                                                                                                 |                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| STAFF                                                                                                                                                   | ADMINISTRATORS                                                                               |
|                                                                                                                                                         |                                                                                              |
| Take the closest and safest way out as posted or announced                                                                                              | Determine whether students and staff should be evacuated to the designated relocation center |
| Assist students who need additional help                                                                                                                | Alert school emergency response team (ICS) of emergency and type of evacuation               |
| Do not lock classroom doors or stop for student/staff belongings                                                                                        | Notify relocation center                                                                     |
| Once you are at the reunification site take attendance and report any missing or extra students to the building administrator or the incident commander | If necessary, coordinate transportation or student process to relocation center              |
| Wait for additional instructions                                                                                                                        | Specify any changes in evacuation routes based on location and type of emergency             |
| Do not release children to parents until directed to do so by administration                                                                            | Notify the Superintendent's office of relocation and relocation center                       |
|                                                                                                                                                         | Implement reunification procedures at the reunification site                                 |
|                                                                                                                                                         | Document the reunification of all students and staff                                         |

## STUDENT REUNIFICATION & RELEASE

When students are evacuated and cannot return to school, reunification with parents or guardians is top priority. Reunifying students and parents at an off-site location is a complex process. Successful reunification requires significant pre-planning, coordination and organization.

Student reunification and release procedures should be communicated to parents at the beginning of the school year when reviewing the school safety procedures.

| WHEN IMPLEMENTING STUDENT REUNIFICATION & RELEASE                                                                                                       |                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| STAFF                                                                                                                                                   | ADMINISTRATORS                                                                                             |
|                                                                                                                                                         |                                                                                                            |
| Follow instruction from the building administrator or incident command                                                                                  | Implement relocation and reunification procedures (notify location, transportation etc).                   |
| Assist with the transportation of students                                                                                                              | Notify the Superintendent's office                                                                         |
| Once you are at the reunification site take attendance and report any missing or extra students to the building administrator or the incident commander | Coordinate communication to parents via the communications office                                          |
|                                                                                                                                                         | Notify emergency responders for assistance with traffic control, crowd control and medical needs as needed |
|                                                                                                                                                         | Assign a staff person to gather student emergency contact/pick up information                              |
|                                                                                                                                                         | Ensure documentation of the release of students                                                            |

## PLANNING FOR REUNIFICATION

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Planning for reunification begins with identifying available staff to lead the reunification process. Staff without classroom duties including; office staff, student support services, administration and transportation are ideal choices to support the process. Members of the school emergency response team, technology personnel and facility management staff may also play an important role in planning and leading the reunification. Ideally all staff should be trained on reunification procedures. Tabletop exercises may be used to test procedures with staff and identify potential gaps or complications.

### PRE-SELECTING A RELOCATION SITE

---

Several factors should be considered when selecting a relocation site. First evaluate the selected building's potential capacity to accommodate the student body, staff and parents. Parking must be adequate for parents picking up their children as well as restroom facilities, accessibility and building access control.

If the relocation site is not another district-owned building, a written agreement must be developed outlining school and facility responsibilities during a reunification. Schools should plan to have keys available for building access and a method for notifying the facility of an emergency requiring the building's use.

Two relocation sites may be necessary if a single site will not accommodate the entire student body. When planning for two relocation sites, building administrators should pre-designate division of the student body and communicate plans to staff, students and parents to minimize confusion.

### PLANNING TRANSPORTATION AND SITE SET UP

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Transporting students to a relocation site during an emergency requires significant pre-planning and coordination. Staff responsible for setting up the relocation site should arrive before the students to organize. During relocation and reunification planning, schools should determine the number of students and staff requiring transportation and communicate this information to Palmer Bus Company. Transportation for students with special needs must also be pre-arranged through Klingberg Bus Company.

Transportation and arrival at the relocation site must be well-organized. Administrators should predetermine classroom and staff organization to avoid confusion. Keeping staff with their classrooms increases accountability and may calm and reassure students.

- Additional considerations for relocation and reunification site set up:
- Designate parking areas for parents.
- Determine separate entrances for students and parents if possible.
- Designate holding area for students and staff—near restrooms if possible.
- Put the check-in or registration close to parent entrance.
- Find a separate place for counseling and medical follow-up.
- Make signs for all locations and for traffic flow.
- Pre-assign staff for reunification duties and locations.

## REUNIFICATION PROCESS

---

Informing parents and guardians about reunification plans at the beginning of the school year helps ease anxiety in an emergency. Relocation and reunification information should be included in the student Handbook. Inform parents where to pick up their child and what they will need to properly identify themselves. Ideally, children and parents will be segregated at the site until matched through the reunification process. If this is not possible, the process could be reversed to ensure a correct match using a check-out procedure. Plans must also be made for children who are not picked up in a timely manner.

## REUNIFICATION MATERIALS AND SUPPLIES

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The most crucial aspect of reunification is getting the right children matched with the right parents or guardians. To ensure a smooth reunification process, schools must have the most current emergency contact information. Schools may want to ask parents to update emergency information more than once a year. Plans should also be made for instances when non-authorized individuals attempt to pick up students.

## ROLES FOR COMMUNITY EMERGENCY RESPONDERS:

---

Successful reunification requires coordination and cooperation between schools and community emergency response agencies. Establishing clear expectations and understanding of roles for schools and community response agencies is an important part of reunification planning. While schools manage certain aspects of the reunification process, other roles including; traffic control, crowd control or medical assistance will be provided by emergency responders. Depending on the magnitude of the emergency, community response agencies may need to plan for additional response personnel or other jurisdictions to assist with reunification.

## THREAT

A threat is the expression of intent to harm one's self, another person or property. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determine course of action.

| STAFF                                                                                               | ADMINISTRATORS                                             |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|                                                                                                     |                                                            |
| Take action to secure or isolate the individual making the threat                                   | Initiate a soft or hard lockdown if necessary              |
| Prevent access to potential weapons, backpack, purse, locker, cell phone or other personal property | Convene the crisis management team if necessary            |
| Move other students away from the vicinity of the incident                                          | Notify the law enforcement of necessary                    |
| Notify building administrator and SRO                                                               | Conduct a search of school and personal property if needed |
| Call 911 if necessary                                                                               | Notify district administration office of incident          |
| Document the incident                                                                               | Contact parents or legal guardian                          |
|                                                                                                     | Document any referrals, actions and decisions made         |

## INTRUDER

An intruder may be either well or ill-intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

| STAFF                                                                                                               | ADMINISTRATORS                                                                                             |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|                                                                                                                     |                                                                                                            |
| When interacting with a stranger at school use the I CAN rule:<br>Intercept    Contact    Ask    Notify             | Respond to call for assistance from staff                                                                  |
| Great the person(s) and identify yourself                                                                           | Call the SRO if they have not been contacted                                                               |
| Inform the person(s) that all visitors must sign in with the main office and walk them there if necessary           | Advise the subject they are trespassing and need to leave the school immediately                           |
| Ask the subject of their visit                                                                                      | If the person(s) refuses to leave or his/her purpose is not legitimate consider initiating a hard lockdown |
| If possible attempt to identify the individual and vehicle                                                          | Call 911 if necessary; give them a full description of the person(s)                                       |
| If the subject refuses or his or her purpose is not legitimate notify the building administrator or SRO immediately | Keep the person(s) in full view until the police arrive                                                    |
| Keep students away from the person(s)                                                                               | If necessary provide all staff with a full description of the person(s)                                    |
| Back away from the person(s) if he or she indicates a potential for violence                                        | Notify district administration                                                                             |
| Allow an avenue of escape for both the intruder and yourself                                                        | Document all actions taken by you and your staff                                                           |

## ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

| STAFF                     | ADMINISTRATORS                                                                                                                                                                                                                                                                                               |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           |                                                                                                                                                                                                                                                                                                              |
| Call 911                  | Announce Hard Lockdown – repeat several times                                                                                                                                                                                                                                                                |
| Initiate ALICE procedures | Initiate ALICE procedures                                                                                                                                                                                                                                                                                    |
|                           | Call 911                                                                                                                                                                                                                                                                                                     |
|                           | Provide the following information if possible: <ul style="list-style-type: none"><li>• Location of shooter</li><li>• Description, identity and number of shooters</li><li>• Description of weapon(s)</li><li>• Number of shots fired</li><li>• Is shooting continuing</li><li>• Number of injuries</li></ul> |
|                           | Notify district administration                                                                                                                                                                                                                                                                               |
|                           | Direct all media requests to the District communications office                                                                                                                                                                                                                                              |

## HOSTAGE CRISIS

A hostage crisis means a person(s) is seized by a criminal abductor in order to compel another party such as a relative, employer, law enforcement, or government to act, or refrain from acting, in a particular way, often under threat of serious physical harm to the hostage(s) after expiration of an ultimatum.

| STAFF                                                            | ADMINISTRATORS                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  |                                                                                                                                                                                                                                                                               |
| <b><i>If you are taken hostage:</i></b>                          | Initiate hard lockdown procedures                                                                                                                                                                                                                                             |
| STAY CALM and try not to panic                                   | Call 911                                                                                                                                                                                                                                                                      |
| Cooperate with the hostage taker to the fullest extent possible  | If Known provide the following information to law enforcement: <ul style="list-style-type: none"> <li>• Identity and description of the individual</li> <li>• Description and location of the incident</li> <li>• Number of hostages</li> <li>• Number of injuries</li> </ul> |
| Calm students if they are present                                | Notify district administration                                                                                                                                                                                                                                                |
| Ask the hostage-taker to speak, do not argue or make suggestions | Direct all media requests to the District communications office                                                                                                                                                                                                               |
|                                                                  |                                                                                                                                                                                                                                                                               |
| <b><i>If you are a witness to a hostage crisis:</i></b>          |                                                                                                                                                                                                                                                                               |
| Call 911                                                         |                                                                                                                                                                                                                                                                               |
| Notify building administrator immediately                        |                                                                                                                                                                                                                                                                               |

## WEAPONS ON SCHOOL GROUNDS

School Board Policy #501 states:

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

See the complete policy for additional information.

| STAFF                                                                                                                                                                                                       | ADMINISTRATORS                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                          |
| Call the SRO and notify them of the situation                                                                                                                                                               | Initiate a hard or soft lockdown if necessary                                                                                                                                                                                                                                                                                                            |
| Call 911 if you deem it necessary                                                                                                                                                                           | Call 911 if you deem necessary                                                                                                                                                                                                                                                                                                                           |
| Notify administration                                                                                                                                                                                       | Notify district administration                                                                                                                                                                                                                                                                                                                           |
| Note the following information: <ul style="list-style-type: none"> <li>• Location and description of the person(s)</li> <li>• Location of weapon</li> <li>• Has the individual threatened others</li> </ul> | If you approach the person consider these factors: <ul style="list-style-type: none"> <li>• Accessibility of weapon(s)</li> <li>• Safety of students/staff in the area</li> <li>• State of mind of the individual</li> </ul>                                                                                                                             |
| Stay calm                                                                                                                                                                                                   | If the person(s) displays or threatens with the weapon: <ul style="list-style-type: none"> <li>• Do not try to disarm them</li> <li>• Avoid sudden moves or gestures</li> <li>• Keep a calm and clear voice</li> <li>• Use the individuals name when talking to them</li> <li>• Allow for escape routes</li> <li>• Back up with your hands up</li> </ul> |
| Keep the area clear of students                                                                                                                                                                             | If the individual is a student notify parent/guardian<br>Document all actions taken by staff                                                                                                                                                                                                                                                             |

## FIGHT/ASSAULT

Many fight/assaults are not criminal in nature and should be handled by school staff and follow the proper District disciplinary procedures.

| STAFF                                                                                        | ADMINISTRATORS                                                                         |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
|                                                                                              |                                                                                        |
| Call the SRO and notify them of the situation                                                | Consider lockdown procedures                                                           |
| Call 911 if you deem it necessary                                                            | Address the event according to school district discipline policy and procedure         |
| Notify administration                                                                        | Notify parents or legal guardians                                                      |
| Use a calm voice and low tones to address the students that are engaged in the fight/assault | Notify law enforcement if necessary                                                    |
| If possible separate the student(s)                                                          | Make appropriate referrals to student services or student assistance teams             |
| Disperse onlookers and keep the area clear of students                                       | If the assailant flees the scene get vehicle and license number if possible – call 911 |
| Administer aid as necessary                                                                  | Document all actions taken by staff                                                    |

## SUICIDE THREAT OR ATTEMPT

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

| STAFF                                                                                                                                                                        | ADMINISTRATORS                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                              |                                                                                                                              |
| Stay with student until assistance arrives                                                                                                                                   | Call 911 if the student needs medical attention, has a weapon, needs to be restrained or a parent/guardian cannot be reached |
| Notify school administration, counselor, social worker or school psychologist                                                                                                | Determine a course of action with social worker or other mental health professional                                          |
| Ensure short-term physical safety of the student, provide first aid if needed                                                                                                | Contact parent/guardian to make appropriate recommendations and to pick student up                                           |
| Listen to the student take all threats seriously                                                                                                                             | Notify district administration                                                                                               |
| Assure the student you will find help or keep him/her safe                                                                                                                   | Document all actions and debrief with all staff involved                                                                     |
| Stay calm, don't leave the student, even if they convince you they are ok                                                                                                    | Follow up with the student after the incident                                                                                |
| Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive the appropriate medical care/counseling. |                                                                                                                              |

## FIRE

All rooms are equipped with a fire evacuation map; staff should familiarize themselves with the map and know the evacuation routes from each area/room.

| STAFF                                                                                                                                                                                                      | ADMINISTRATORS                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                            |                                                                                              |
| Activate fire alarm and notify building administration                                                                                                                                                     | Activate fire alarm                                                                          |
| Check assigned locations where students may not hear alarm (restrooms, lunchroom, pool, locker rooms, band and music rooms)                                                                                | Call 911 – confirm address of school, if possible<br>confirm exact location of smoke or fire |
| Implement evacuation plan for students needing special accommodations <ul style="list-style-type: none"><li>• Staff should know where and how to use EVAC chairs for students needing assistance</li></ul> | Assist staff and students in evacuating the building                                         |
| Once outside assemble in designated area and take student attendance                                                                                                                                       | Activate the crisis management team                                                          |
| Report missing, extra or injured students to building administration                                                                                                                                       | Notify district administration                                                               |
| Wait for further instructions from building administrator or incident command                                                                                                                              | Determine if students need to be transported to an evacuation site                           |
|                                                                                                                                                                                                            | Direct all media requests to the District communications office                              |
|                                                                                                                                                                                                            | Signal all clear if and when it is safe to reenter the building                              |

## BUS CRASH / BUS CRASH DURING A FIELD TRIP

In the event of a bus crash there will be a lot of moving parts that need to be dealt with in a very short amount of time.

| ADMINISTRATORS                                                                                                                 | DISTRICT OFFICE ADMINISTRATION                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Immediately after the incident                                                                                                 | Immediately after the incident                                                                               |
| Initiate crisis management team                                                                                                | Inform the board and have a brief press release sent to media                                                |
| Go to site with bus roster and student contact information                                                                     | Go to school to help set up crisis mitigation for parents and students                                       |
| Notify other in district school administration, counselor, social worker or school psychologist to be ready to assist students | Contact other districts, hospitals and the county to ask for additional counselors for students and families |
| 8-10 hours after incident                                                                                                      | 8-10 hours after incident                                                                                    |
| Keep the school open for students and parents to gather                                                                        | Get ready for a press conference to be held off site (church, another school etc)                            |
| Set up parent & student counseling centers                                                                                     | Set up parent & student counseling services                                                                  |
| Recovery stage day 2+                                                                                                          | Recovery stage day 2+                                                                                        |
| Focus on injured students and families of deceased students                                                                    |                                                                                                              |
| Make school facilities available for the community                                                                             | Contact insurance company and other resources for funding as necessary                                       |
| With district administration decide if school should be called off                                                             | Get students back on schedule as soon as possible                                                            |
|                                                                                                                                | Continue to communicate with parents and the media as needed                                                 |

| ADMINISTRATORS                                                           | DISTRICT OFFICE ADMINISTRATION                  |
|--------------------------------------------------------------------------|-------------------------------------------------|
| MINOR BUS ACCIDENT                                                       |                                                 |
| Confirm the accident with bus company, Joleen Mohlin, or Suzanne Johnson | Send out communication to parents if necessary. |
| Notify District Office Administration                                    |                                                 |
| Go to site if necessary                                                  |                                                 |

## HAZARDOUS MATERIAL

In the event of a natural or propane gas leak or odor EVACUATE IMMEDIATELY. In all other cases first responders will take command of the situation and determine the steps to take regarding evacuation, shelter in place and ventilation systems (HVAC).

| STAFF                                                                         | ADMINISTRATORS                                                                                 |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
|                                                                               |                                                                                                |
| Notify building administration, report location and type of incident if known | Call 911 – report location of leak/spill and type of material (if known)                       |
| Move students from the area/or incident                                       | Develop an action plan with emergency responders (evacuation, shelter in place, shutdown HVAC) |
| Close door to affected area                                                   | Notify district administration                                                                 |
| If necessary evacuate the building                                            | Move staff and students away from the area/or incident                                         |
| Take attendance and report missing or injured students                        | Document all actions taken by staff                                                            |
|                                                                               | Report incident to the Minnesota Duty Officer<br>1-800-422-0798                                |

## SUSPICIOUS PACKAGE OR MAIL CHEMICAL/BIOLOGICAL THREAT

Characteristics of a suspicious package or letter include excessive postage or excessive weight; misspellings of common words, oily stains, discolorations, odor, no return address or a city or state postmark that does not match the return address.

| SUSPICIOUS LETTER OR PACKAGE                                               |                                                                              |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------|
| STAFF                                                                      | ADMINISTRATORS                                                               |
| Do not open package or letter                                              | Call 911 – give them as much information as you can about the letter/package |
| Notify building administration                                             | Notify district administration                                               |
| Limit access to the area where the suspicious letter or package is located | Do not let people touch or handle the package to preserve the                |
| Do not let people touch or handle the package to preserve the evidence     | Consider evacuation procedures                                               |
|                                                                            | Document all actions taken by staff                                          |

| IF A LETTER OR PACKAGE IS OPENED AND CONTAINS A SUSPICIOUS SUBSTANCE                           |                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STAFF                                                                                          | ADMINISTRATORS                                                                                                                                                                                                                    |
| Notify building administration                                                                 | Call 911 – give them as much information as you can about the letter/package                                                                                                                                                      |
| Limit access to the area where the suspicious letter or package is located                     | Notify district administration                                                                                                                                                                                                    |
| Isolate the people who have been exposed to the substance to prevent or minimize contamination | Consult with emergency officials to determine <ul style="list-style-type: none"> <li>• Need for decontamination of the area and the people exposed to the substance</li> <li>• Need for evacuation or shelter in place</li> </ul> |
| Wait for further instructions from law enforcement                                             | Notify parents or legal guardians according to district policy                                                                                                                                                                    |
|                                                                                                | Direct all media requests to the District communications office                                                                                                                                                                   |

## BOMB THREAT

All bomb threats must be taken seriously until they are assessed.

| RECEIVING A BOMB THREAT                                                                            |                                                                           |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| STAFF                                                                                              | ADMINISTRATORS                                                            |
|                                                                                                    |                                                                           |
| Notify building administration                                                                     | Call 911 – give them as much information as you can about the bomb threat |
| Preserve evidence for law enforcement                                                              | Determine credibility of the threat                                       |
| If the threat comes in over the phone try to gather as much information as you can from the caller | Notify district administration                                            |
|                                                                                                    | Document all actions taken by staff                                       |

| IF THE BOMB THREAT IS DETERMINED TO BE CREDIBLE                                             |                                                                                                                             |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| STAFF                                                                                       | ADMINISTRATORS                                                                                                              |
|                                                                                             |                                                                                                                             |
| Scan classroom or assigned area for suspicious items                                        | Initiate appropriate lockdown or evacuation procedures                                                                      |
| Do not touch any suspicious devices but notify emergency responders/building administration | Direct staff to scan classrooms or assigned areas for suspicious devices                                                    |
|                                                                                             |                                                                                                                             |
| IF EVACUATION PROCEDURES ARE INITIATED                                                      |                                                                                                                             |
|                                                                                             |                                                                                                                             |
| Follow evacuation procedures                                                                | Notify staff via PA of evacuation. Do not use cell phones, radios or fire alarm system because of risk of activating device |
| Take attendance and report missing or injured students                                      | Activate the crisis management team                                                                                         |
|                                                                                             | Notify parents or legal guardians according to district policy                                                              |
|                                                                                             | Direct all media requests to the District communications office                                                             |

## DEMONSTRATION

Demonstrations on school property could be deemed trespassing. Minnesota State Statute 609.605 gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

| STAFF                          | ADMINISTRATORS                                                                                                     |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------|
|                                |                                                                                                                    |
| Notify building administration | Notify and consult with law enforcement to develop an action plan                                                  |
|                                | Notify building staff of the situation                                                                             |
|                                | Encourage staff not to participate in student-led or public demonstration and to maintain the learning environment |
|                                | Notify district administration                                                                                     |
|                                | Consider implementing a soft lockdown                                                                              |
|                                | Monitor the situation and continue to communicate with district administration                                     |
|                                | Direct all media requests to the District communications office                                                    |

**SCHOOL RESOURCE OFFICER AGREEMENT BY AND BETWEEN  
SHAKOPEE INDEPENDENT SCHOOL DISTRICT #720 AND  
THE CITY OF SHAKOPEE**

This agreement made and entered into this 2nd day of January, 2018, by and between the CITY OF SHAKOPEE and SHAKOPEE SCHOOL DISTRICT #720.

**GOALS AND OBJECTIVES**

1. Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in student development.
2. Maintain a safe and secure environment on campus, which will be conducive to learning.
3. Promote positive attitudes regarding the police role in society and to inform students of their rights and responsibilities as lawful citizens.

**A. EMPLOYMENT AND ASSIGNMENT OF SCHOOL RESOURCE OFFICER**

1. The City agrees to provide a total of four (4) School Resource Officers (SRO's) to the district for assignment as needed to the Junior/Senior High Schools and/or the Middle and Elementary Schools for the 2018 calendar year.
2. The City shall select the School Resource Officers and assign one to each school.
3. In the event the SRO is absent from work, the SRO is to notify both his/her police supervisor and the principal at the school to which they are assigned. The City agrees to assign a SRO alternate in case of long-term illness.
4. School Resource Officers shall remain employees of the City and shall not be employees of Shakopee School District #720. The School District and the City acknowledge that the School Resource Officers remain responsive to the command of the Shakopee Police Department.
5. The City shall provide any required clothing, uniforms, vehicles, necessary equipment and supplies for the SRO to perform law enforcement duties. The School District shall provide the School Resource Officers with an office, telephone, and other supplies necessary to perform required duties as outlined pursuant to Section C. of this agreement.

**B. HOURS AND SPECIAL EVENTS**

1. Each SRO is assigned to a school on a full-time basis. The SRO's shall be on duty at their assigned schools prior to school's start and at school's dismissal, except in cases when the SRO is flexing their schedule to attend a school event outside regular school hours. During regular hours, SRO's may be off campus

performing such tasks as may be required by their assignment (i.e., Court, Training, Arrest).

2. If authorized by his/her supervisor, the SRO shall be present at school special events that occur outside of normal school hours. The City shall be responsible for any overtime pay associated with the SRO's attendance at these events.
3. All School Resource Officers shall wear their duty uniform a majority of the time and carry their duty weapon while at school. A uniform will be worn when the SRO is engaged in teaching and public speaking duties.

**C. DUTIES OF THE SCHOOL RESOURCE OFFICER**

1. The SRO shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on campus, and also address other issues determined important by the principal.
2. The SRO shall present programs on various topics to students. Subjects shall include a basic understanding of law, role of law enforcement, drug awareness, anger management, and the mission of law enforcement.
3. The SRO's are encouraged to interact with students on an individual basis and in small groups.
4. The SRO shall make him/herself available for conferences involving teachers, parents and faculty.
5. The SRO shall be familiar with agencies and resources that offer assistance to youth and their families, and make referrals to agencies when necessary.
6. The SRO shall take law enforcement action when necessary.
7. The SRO shall contact the principal of the school or their designee about his or her actions to make them aware of arrest or crime.
8. The SRO shall notify the principal or their designee before removing a student from school.
9. The SRO can take law enforcement action against intruders and unwanted guests who appear on school property.
10. The SRO shall conduct investigations of crimes, which occur at their assigned schools, and use other resources, if needed, for follow-up investigations.
11. The SRO will turn in a monthly summation report to the SRO supervisor at the end of every month.

12. The SRO shall not be used as a school disciplinarian. If the principal believes an incident is a violation of the law, they may contact the SRO to see if law enforcement action is needed.
13. The SRO shall follow the Shakopee Police Department's Standard Operating Procedures and General Orders when confiscating drugs from students on school property.
14. The SRO shall follow the guidelines of the Minnesota State Statutes, Case Law, School Board Policy and the Shakopee Police Department's Standard Operating Procedures and General Orders in regards to investigations, interviews and searches relating to juveniles.

#### **D. PRIVACY OF PUPIL RECORDS**

Both the City and School District agree they will be in compliance with all data privacy laws and rules.

#### **E. RIGHTS AND DUTIES OF SHAKOPEE SCHOOL DISTRICT #720**

The School District shall provide to the full-time SRO the following materials and facilities, which are deemed necessary to the performance of the SRO:

1. Access to a temperature controlled and properly lighted private office containing a telephone line to be used for general business purposes.
2. A desk with drawers, a chair and a filing cabinet, which can be locked and secured.
3. Access to a computer terminal or computer hook-up.

The City will supply the officers with the usual and customary office supplies and forms required in the performance of their duty.

#### **F. PROGRAM FUNDING**

The School District will fund 33.5% of three officers' annual salary and benefits for the school year, which totals \$113,047. The School District will also fund 100% of the fourth SRO's salary and benefits, which totals \$99,770. The total program funding amount for the 2017 calendar year totals \$212,817 for the School District.

#### **G. INDEMNIFICATION**

Except for claims arising out of the willful or negligent act of the other party or its representatives, each party shall indemnify and defend the other party against all claims, expenses, and liabilities incurred, including reasonable attorney fees, related to claims for loss of life, personal injury, and/or damage to property arising out of any occurrence in,

upon or at the School District properties in accordance with the execution of the School Resource Officers' duties under this contract.

#### **H. NOTICE**

Any notice, demand, request, or other communication that may or shall be given or served by the parties, shall be deemed to have been given or served on the date the same is deposited in the United States mail, registered or certified, postage prepaid, and addressed as follows: If to the City - Attn: Police Chief, Shakopee Police Department, 475 Gorman Street, Shakopee, Minnesota 55379; and, If to the School District - Attn: Superintendent, 1200 Town Square, Shakopee, Minnesota 55379.

#### **I. DISMISSAL OF SRO**

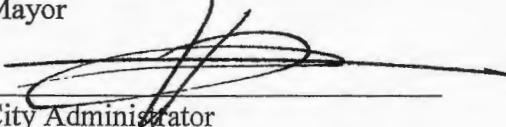
1. In the event the principal of the school that the SRO is assigned to feels that the particular SRO is not effectively performing his or her duties and responsibilities, the principal shall contact the SRO supervisor. Within a reasonable amount of time, after receiving the information from the principal, the SRO supervisor shall advise the Chief of Police of the principal's request. If the Chief of Police desires, the principal and the Chief of Police, or their designees, shall meet with the SRO to mediate or resolve any problems, which may exist.
2. The Chief of Police may dismiss or reassign a SRO based upon the Shakopee Police Department's rules, Regulations and General Orders.
3. Either party may terminate this agreement upon a sixty (60) day written notice to the other of such termination. In the event of a termination, any payments due shall be prorated.

#### **J. ENTIRE AGREEMENT; AMENDMENTS**

This contract constitutes the entire agreement between the parties and no other agreement prior to this agreement or contemporaneous herewith shall be effective except as expressly set forth or incorporated herein. Any purported amendment shall not be effective unless it shall be set forth in writing and executed by both parties.

LAM

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Administrator

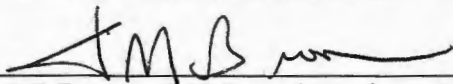
Louise J. Hennum

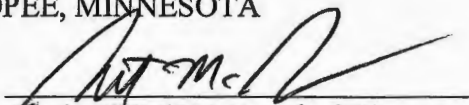
\_\_\_\_\_  
City Clerk

**IN WITNESS WHEREOF**, the parties have caused this agreement to be signed by their duly authorized officers.

Signed, sealed and delivered in the presence of:

SHAKOPEE SCHOOL DISTRICT #720, SHAKOPEE, MINNESOTA

  
Jon McBroom, TAI Superintendent

  
Chair, ISD #720 Board of Directors

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Administrator

**Shakopee Public Schools**  
**2017-18 Enrollment**

| School                         | 10/1/2017      | 12/1/2017      | 1/2/2018       | 2/1/2018       |
|--------------------------------|----------------|----------------|----------------|----------------|
| K                              | 125            | 125            | 124            | 124            |
| 1st                            | 134            | 134            | 132            | 132            |
| 2nd                            | 126            | 121            | 121            | 121            |
| 3rd                            | 143            | 142            | 141            | 143            |
| 4th                            | 143            | 144            | 142            | 141            |
| 5th                            | 156            | 155            | 153            | 155            |
| <b>Eagle Creek Total</b>       | <b>827</b>     | <b>821</b>     | <b>813</b>     | <b>816</b>     |
| K                              | 159            | 160            | 159            | 160            |
| 1st                            | 132            | 130            | 130            | 130            |
| 2nd                            | 151            | 153            | 153            | 155            |
| 3rd                            | 135            | 133            | 133            | 132            |
| 4th                            | 157            | 159            | 157            | 158            |
| 5th                            | 134            | 132            | 132            | 132            |
| <b>Jackson Total</b>           | <b>868</b>     | <b>867</b>     | <b>864</b>     | <b>867</b>     |
| K                              | 111            | 109            | 109            | 109            |
| 1st                            | 88             | 88             | 87             | 89             |
| 2nd                            | 99             | 100            | 100            | 101            |
| 3rd                            | 89             | 91             | 91             | 91             |
| 4th                            | 111            | 110            | 109            | 111            |
| 5th                            | 108            | 111            | 109            | 108            |
| <b>Red Oak Total</b>           | <b>606</b>     | <b>609</b>     | <b>605</b>     | <b>609</b>     |
| K                              | 101            | 101            | 100            | 100            |
| 1st                            | 107            | 105            | 107            | 105            |
| 2nd                            | 118            | 116            | 117            | 119            |
| 3rd                            | 96             | 96             | 96             | 95             |
| 4th                            | 107            | 107            | 108            | 105            |
| 5th                            | 129            | 129            | 129            | 131            |
| <b>Sun Path Total</b>          | <b>658</b>     | <b>654</b>     | <b>657</b>     | <b>655</b>     |
| K                              | 111            | 112            | 112            | 112            |
| 1st                            | 103            | 103            | 101            | 98             |
| 2nd                            | 102            | 102            | 103            | 101            |
| 3rd                            | 114            | 115            | 116            | 118            |
| 4th                            | 107            | 109            | 108            | 108            |
| 5th                            | 120            | 119            | 120            | 119            |
| <b>Sweeney Total</b>           | <b>657</b>     | <b>660</b>     | <b>660</b>     | <b>656</b>     |
| 6th                            | 641            | 644            | 644            | 646            |
| <b>Pearson 6th Grade Total</b> | <b>641</b>     | <b>644</b>     | <b>644</b>     | <b>646</b>     |
| 7th                            | 289            | 294            | 293            | 297            |
| 8th                            | 295            | 294            | 296            | 296            |
| 9th                            | 297            | 294            | 296            | 297            |
| <b>East Jr. High Total</b>     | <b>881</b>     | <b>882</b>     | <b>885</b>     | <b>890</b>     |
| 7th                            | 400            | 397            | 397            | 399            |
| 8th                            | 373            | 369            | 369            | 369            |
| 9th                            | 379            | 377            | 380            | 381            |
| <b>West Jr. High Total</b>     | <b>1152</b>    | <b>1143</b>    | <b>1146</b>    | <b>1149</b>    |
| 10th Grade                     | 638            | 635            | 632            | 632            |
| 11th Infinite Campus Count     | 618.0          | 619.0          | 615.0          | 617.0          |
| 11th Grade PSEO                | 26.5           | 26.5           | 26.5           | 46.5           |
| 11th grade less PSEO           | 591.5          | 592.5          | 588.5          | 570.5          |
| 12th Infinite Campus Count     | 597.0          | 581.0          | 578.0          | 571.0          |
| 12th Grade PSEO                | 42.0           | 42.0           | 42.0           | 27.0           |
| 12th grade less PSEO           | 555.0          | 539.0          | 536.0          | 544.0          |
| HS Summary                     |                |                |                |                |
| PSEO Summary                   |                |                |                |                |
| <b>Sr. High Total</b>          | <b>1,784.5</b> | <b>1,766.5</b> | <b>1,756.5</b> | <b>1,746.5</b> |
| 9th primary                    | 4.0            | 8.0            | 8.0            | 12.0           |
| 10th primary                   | 31.0           | 24.0           | 24.0           | 13.0           |
| 11th primary                   | 32.0           | 36.0           | 35.0           | 41.0           |
| 12th primary                   | 74.0           | 74.0           | 63.0           | 25.0           |
| <b>Tokata Total</b>            | <b>141.0</b>   | <b>142.0</b>   | <b>130.0</b>   | <b>91.0</b>    |

|                             | 17-18 Projected | 10/1/2017   | 12/1/2017   | 1/2/2018    | 2/1/2018    |
|-----------------------------|-----------------|-------------|-------------|-------------|-------------|
| K Total                     | 565             | 607         | 607         | 604         | 605         |
| 1st Total                   | 575             | 564         | 560         | 557         | 554         |
| 2nd Total                   | 603             | 596         | 592         | 594         | 597         |
| 3rd Total                   | 580             | 577         | 577         | 577         | 579         |
| 4th Total                   | 646             | 625         | 629         | 624         | 623         |
| 5th Total                   | 649             | 647         | 646         | 643         | 645         |
| 6th Total                   | 647             | 641         | 644         | 644         | 646         |
| 7th Total                   | 680             | 689         | 691         | 690         | 696         |
| 8th Total                   | 668             | 668         | 663         | 665         | 665         |
| 9th Total including Tokata  | 652             | 680         | 679         | 684         | 690         |
| 10th Total including Tokata | 652             | 669         | 659         | 656         | 645         |
| 11th Total including Tokata | 648             | 624         | 629         | 624         | 612         |
| 12th Total including Tokata | 626             | 629         | 613         | 599         | 569         |
| <b>District Total K-5</b>   | <b>3618</b>     | <b>3616</b> | <b>3611</b> | <b>3599</b> | <b>3603</b> |
| <b>District Total 6-8</b>   | <b>1995</b>     | <b>1998</b> | <b>1998</b> | <b>1999</b> | <b>2007</b> |
| <b>District Total 9-12</b>  | <b>2578</b>     | <b>2602</b> | <b>2580</b> | <b>2563</b> | <b>2516</b> |
| <b>District Total K-12</b>  | <b>8191</b>     | <b>8216</b> | <b>8189</b> | <b>8161</b> | <b>8126</b> |



# “Distilling the Basics” – School Finance 101

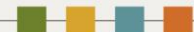


Annual School Finance Seminar

Joel Sutter- Ehlers

Jodie Zesbaugh - Ehlers

April 21, 2017



# Overview

- Minnesota has one of most complex school funding systems of any state
- Not an entirely logical, cohesive, or equitable system; developed gradually over many years, through messy political processes involving special interests and compromises
- Learning system can be overwhelming



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# Overview

Emphasis will be on school district revenues, with some other topics

- Pupil counting - basic building block of MN school finance
- Measures of property value
- Basic concept of equalization
- Sources of revenue
- General education revenue in all its forms
- Special education, LTFM, and other categorical revenues
- Federal revenues
- Expenditures
- Fund balance
- Accounting requirements - UFARS and fund accounting
- Budgets and audited financial reports
- Legislative update



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# Pupil Counting

- Most revenue formulas depend on pupil counts, so over- and under-estimating has implications
- Initial revenue is based on estimated pupil counts
- Final revenue is adjusted for actual pupil counts, through
  - “Final” aid payments
    - Paid during next fiscal year but recognized as revenue in fiscal year earned
  - Levy adjustments
    - Generally recognized as revenue in a subsequent fiscal year



# Pupil Counting

- Average Daily Membership (ADM) – unweighted headcount of students
- Resident ADM – ADM of students who reside in district, including those enrolled in other districts
  - Adjusted ADM – ADM of students served by district, including adjustments for open enrollment
- Pupil Units – ADM (resident and adjusted) multiplied by “weighting factors” based on grade level of student
- Weighting Factors
  - Grades K – 6 – 1.0
  - Grades 7 -12 – 1.2



# Measures of Property Value

- Minnesota also has one of most complex property tax systems in nation
- Various measures of property value (value of all taxable property in district) are used in calculation of state aid and property tax levies
  - Estimated market value (EMV)
  - Taxable market value (TMV)
  - Referendum market value (RMV)
  - Net tax capacity (NTC)
  - Adjusted net tax capacity (ANTC)



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# Equalization

- Goal is to equalize property tax burdens between school districts for similar property types / values and levy amounts
- Key concept in MN school finance formulas and other states for over 50 years
- In general, districts with lower property values receive more state aid (and lower tax levies) than higher value districts
- In practice, statutory provisions and economics have significantly reduced level of equalization aid available for many programs
  - Growing property values
  - Fixed equalizing factors



# Operating Referendum – Equalization Example

## Simple Example of Equalized Aid and Levy Formula

### First Tier of Referendum Revenue

|                                      | District A    | District B    | District C    |
|--------------------------------------|---------------|---------------|---------------|
| 1. Allowance per Pupil               | \$300         | \$300         | \$300         |
| 2. Resident and Adjusted Pupil Units | 1,000         | 1,000         | 1,000         |
| 3. Total Revenue (#1 x #2)           | \$300,000     | \$300,000     | \$300,000     |
| 4. Referendum Market Value (RMV)     | \$300,000,000 | \$600,000,000 | \$950,000,000 |
| 5. RMV per Pupil Unit (#4/#2)        | \$300,000     | \$600,000     | \$950,000     |
| 6. Statewide Equalizing Factor       | \$880,000     | \$880,000     | \$880,000     |
| 7. Levy Ratio (#5/#6)                | 34.1%         | 68.2%         | 100.0%        |
| 8. Levy (#3 x #7)                    | \$102,273     | \$204,545     | \$300,000     |
| 9. Aid (#3 - #8)                     | \$197,727     | \$95,455      | \$0           |
| 10. Tax Rate (#8/#4)                 | 0.03409%      | 0.03409%      | 0.03158%      |
| 11. Tax per \$100,000 of Value       | \$34          | \$34          | \$32          |



# Sources of Revenue – State Aids/Credits

- Legislatively authorized formulas, primarily pupil and/or cost driven
  - Some are “equalized” with both aid and levy components
- General Education Revenue is largest source of revenue and it is primarily state aid
  - “Basic” component of General Education Revenue provides majority of operating revenue; current basic formula allowance is \$6,067 per APU (adjusted pupil unit)
- Categorical Revenue
  - Legislatively authorized formulas pupil and cost driven



# Sources of Revenue – Property Tax Levies

- More than 30 different categories of tax levies
  - State-determined formulas
  - Voter approved or Board approved (with legislative authorization)
- Levied against NTC (Net Tax Capacity) or RMV (Referendum Market Value)
- Some are equalized with state aid
- An increase in revenue from taxes does not always correlate to an equal increase in budget; some increases in tax levies are revenue neutral, offset by reductions in state aid



# Sources of Revenue – Federal & Other

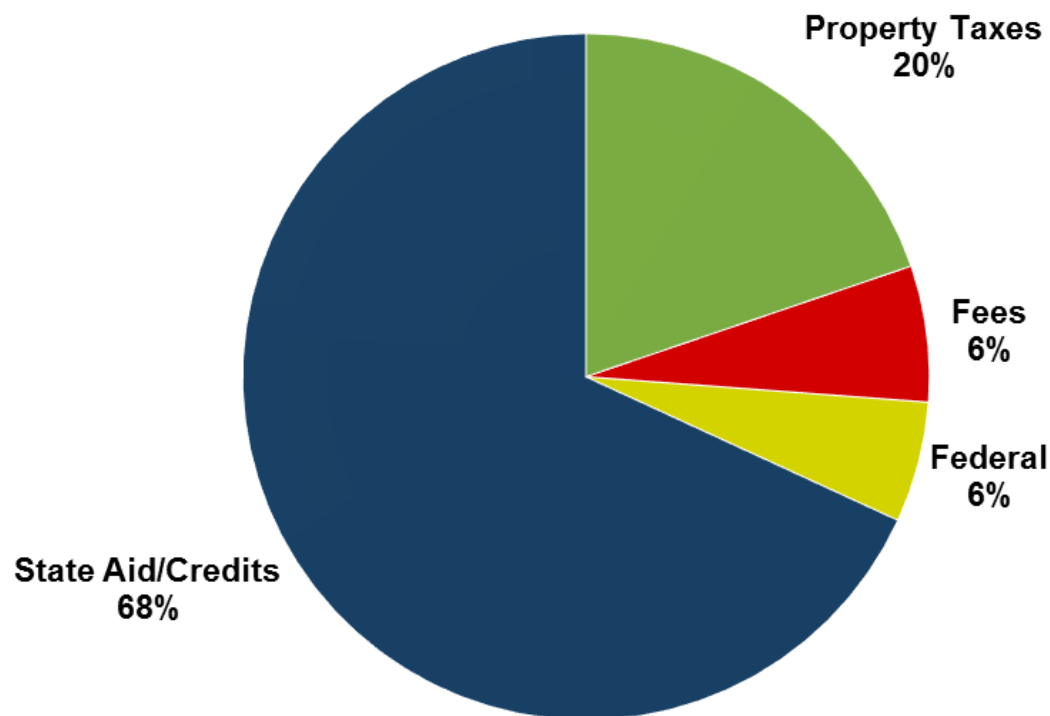
- Federal
  - “Title” programs
  - Other programs (e.g. Special Education)
- Other
  - Fees (lunches, activities, etc.)
  - Donations
  - Earnings on deposits and investments



# School District Revenue, All Sources

## FY 16 School District Revenue Sources

Total Revenue: \$12.4 Billion



Source: MN Management and Budget, Nov. 2016 Forecast, Price of Government Report



# General Education

- Largest share of school district revenue
- Mostly aid, but levy portion in some components
- Composed of multiple formulas for individual components, most of which are “non-restricted”
- Components for Fiscal Year 2016-17

Basic

Extended Time

Gifted and Talented

Small Schools

Basic Skills

Declining Enrollment

Secondary Sparsity

Elementary Sparsity

Transportation Sparsity

Operating Capital

Operating Referendum

Equity

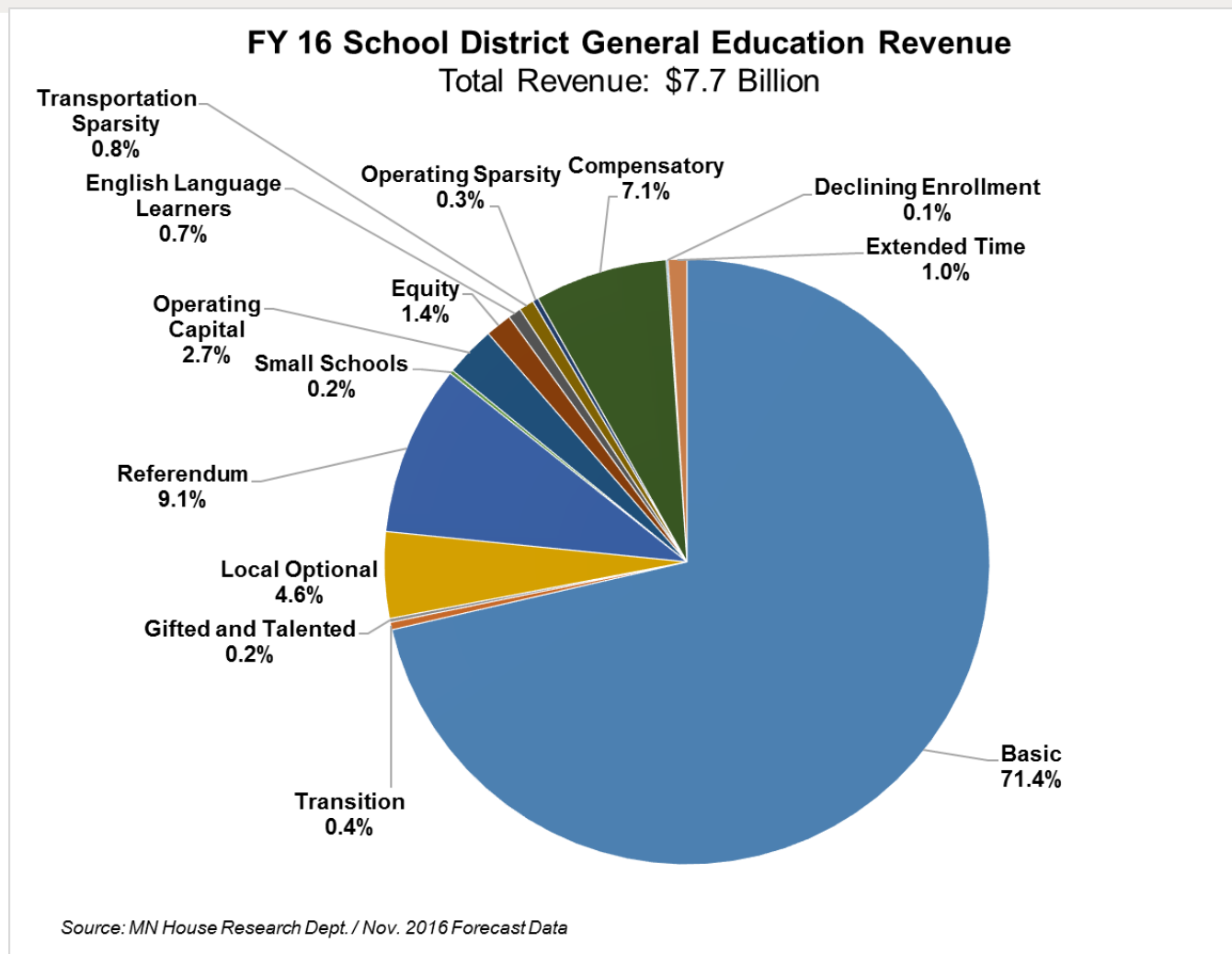
Local Optional

Transition



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# School District General Education Revenue



# Basic General Education Revenue

- Largest source of revenue for school districts
- Basic allowance is set each year in legislation
- Basic allowance (per adjusted pupil unit)
  - Fiscal Year 2014-15 \$5,831
  - Fiscal Year 2015-16 \$5,948 +2%
  - Fiscal Year 2016-17 \$6,067 +2%
- Almost all revenue provided as state aid – small “student achievement levy” – will be eliminated beginning in Fiscal Year 2018-19



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# General Education - Extended Time

- For students in extended day, week or year programs
- Students may generate up to 0.2 ADM, which is weighted by standard weightings to generate district's Extended Time pupil count
- Revenue is all aid, and equals Extended time pupil count times \$5,117



# General Education - Small Schools

- Additional revenue for small districts (under 960 enrollment), or rural districts with multiple high schools and small school buildings
- Calculated in two parts
  - District calculation
    - $\$544 \times \text{APU} \times (960 - (\text{APU}/960))$
  - School calculation (if district has multiple high schools and qualifies for Secondary Sparsity revenue)
    - $\$544 \times \text{High School Building APU} \times (960 - (\text{High School Building APU}/960))$
- All state aid



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# General Education - Basic Skills

Intended to fund at risk students; based on two formulas that are all state aid and restricted for certain expenditures

- **Compensatory Revenue**
  - Calculated by site, based on concentration of free and reduced price lunch students
  - Varies by concentration of free and reduced students, and by total numbers
  - 5% may be reserved by district for use at different sites
- **English Learner Revenue**
  - Calculated in two parts
    - A fixed amount per English Learner
    - A concentration calculation that provides additional funding for districts with higher concentrations of English Learners



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# General Education - Elementary and Secondary Sparsity

- Additional revenue for small and isolated schools
- Calculated in two parts
  - Elementary Sparsity based on 20 or fewer students per grade, and more than 19 miles to next nearest elementary
  - Secondary Sparsity based on enrollment and “Isolation Index,” which is based on square miles of area and distance to nearest high school
- All state aid
- Unrestricted revenue



# General Education - Transportation Sparsity

- For districts with sparse population
- Calculated based on an isolation index and a density index that are a function of ratio of square miles in district to number of pupils in district
- All state aid
- Unrestricted revenue



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# General Education - Operating Capital

- Funding for district capital needs, including repair and betterment, equipment purchases, books, technology and other allowable expenses
- Calculated per pupil times an equipment component (\$79) and a facilities component (\$109) multiplied by a maintenance cost index (one plus ratio of average building age to 100)
- Mix of state aid and local levy, but highly equalized (so most of revenue is paid as state aid)



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# General Education - Operating Referendum

- Board approved (up to \$300 per APU) and voter approved (up to a maximum total of \$1,891 in 2016-17)
  - No maximum for secondary sparsity districts
  - Higher maximum for a few “grandfathered” districts
- Three tier equalization aid formula, with percent of aid based on each district’s referendum market value (RMV) per RPU
- 1<sup>st</sup> tier
  - Up to \$300 of revenue per pupil unit
  - Equalized at relatively high level (\$880,000)
  - Most districts receive some aid



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# General Education - Operating Referendum (cont.)

- 2<sup>nd</sup> tier of aid
  - Revenue between \$300 and \$760 per APU
  - Equalized at \$510,000 of value per pupil
  - Many districts receive aid
- 3<sup>rd</sup> tier of aid
  - Revenue above \$760 per APU, up to 25% of basic formula allowance (\$1,517 for FY17), with no limit for districts that qualify for sparsity revenue
  - Equalized at \$290,000 of value per pupil
  - Most districts do not receive any aid



# General Education - Operating Referendum (cont.)

## Conversion of older referendum allowances

- 2013 Legislation changed referendum allowances from an amount per RPU to an amount per APU
- Also changed pupil unit weightings
- Intent of law was to convert allowances to raise same revenue as under prior law
- Basic calculation is FY 2015 old law revenue divided by new APU
- Must include alternative attendance (open enrollment) adjustment
- Applies to all referendum allowances approved before calendar year 2013
- Conversions were not finalized until January 2016, after final FY15 APU and RPU were calculated



# General Education - Equity

- Intended to provide additional revenue to districts with low referendum allowance; linked to referendum revenue
- Calculated in four parts
  - Regular Equity revenue ranks metro and non-metro districts separately, by Operating Referendum amount and provides more revenue for lowest ranking districts
  - Low Referendum Equity revenue gives districts with referendum allowance of less than 10% of state average an amount equal to 10% of state average referendum minus their referendum amount
  - Supplemental Equity revenue is \$50 per pupil for all districts
  - Regular and Low Referendum equity are increased by 25% for districts in seven county metropolitan area; for districts in rest of state, by 16% for FY 17-19, and by 25% for FY 20 and later



# General Education – Equity (cont.)

- Revenue is a mix of aid and levy
- Levy is spread on Referendum Market Value
- Equalized at same level as 2<sup>nd</sup> tier of referendum revenue



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# General Education - Local Optional Revenue (LOR)

- All districts may receive LOR of up to \$424 per APU
  - Approved by School Board as part of annual levy process (no separate resolution or voter approval required)
  - Combined with \$300 Board approved operating referendum allowance, allows each district to access \$724 per APU without voter approval
- For referendum authorities approved before 2014, LOR allowance is subtracted from referendum authority
- Taxes spread on RMV
- Equalized formula – equalized at same level as 2<sup>nd</sup> tier of referendum revenue



# Categorical Revenue - Special Education

- Districts qualify for State and Federal funding for special education costs, but it is not likely to cover all costs
- Costs not covered must be funded out of district's other sources of general fund revenue
- Starting in Fiscal Year 2015-16, funding has moved to a more pupil based distribution that takes into account total pupils, concentrations of poverty, district size and costs of educating students with different primary disability identification



# Categorical Revenue - Long Term Facilities Maintenance

- New category of revenue created by legislation in 2015; replaced previous health & safety, deferred maintenance and alternative facilities programs
- Creates greater equity among districts in funding for facilities maintenance – districts that did not qualify for previous “alternative facilities revenue” have access to additional revenue
- Can be used for facilities maintenance, accessibility, health and safety, and improvements for Pre-K programs
- Phasing in over 3 years, with limits per APU (\$193 for 2016-17, \$292 for 2017-18, \$380 for 2018-19)
- Revenue is lower for districts with average building age < 35 years



# Categorical Revenue - Long Term Facilities Maintenance

- Revenue is provided through an equalized formula - property tax levies and some state aid for most districts
- Can access revenue above per pupil funding amounts for certain projects
- Revenue can be used in multiple ways
  - To fund project costs on an annual basis
  - District can issue bonds and use revenue to make annual payments
  - Can build up a fund balance to use for larger projects in later years



# Other Categorical Revenues

- Alternative Teacher Compensation (Q-Comp)
- Achievement and Integration Revenue
- Voluntary Pre-Kindergarten Program
- American Indian Education
- Telecommunications Access Revenue
- Safe Schools
- Lease Levy
- Capital Project Levy



# Other Categorical Revenues

- School Breakfast and Lunch Aid
- Community Education
- Adult Basic Education
- Early Childhood and Family Education
- School Readiness
- School Aged Care/Disabled
- Debt Service



# Federal Revenues

- Title I: Based on students qualifying for free and reduced lunch; funds reading and math for economically disadvantaged students
- Special Education
- Title II: Eisenhower, audio visual, equipment, vocational education
- Title III: English Language Learning Programs
- Impact Aid



# Expenditures by Fund

## General

- Educational activities, administration, transportation, capital, operations and maintenance

## Food Service

- Costs for purchase, preparation and service of meals

## Community Service

- Programs that serve students not part of traditional PreK-12 system (e.g. Early Childhood Family Education)

## Building Construction

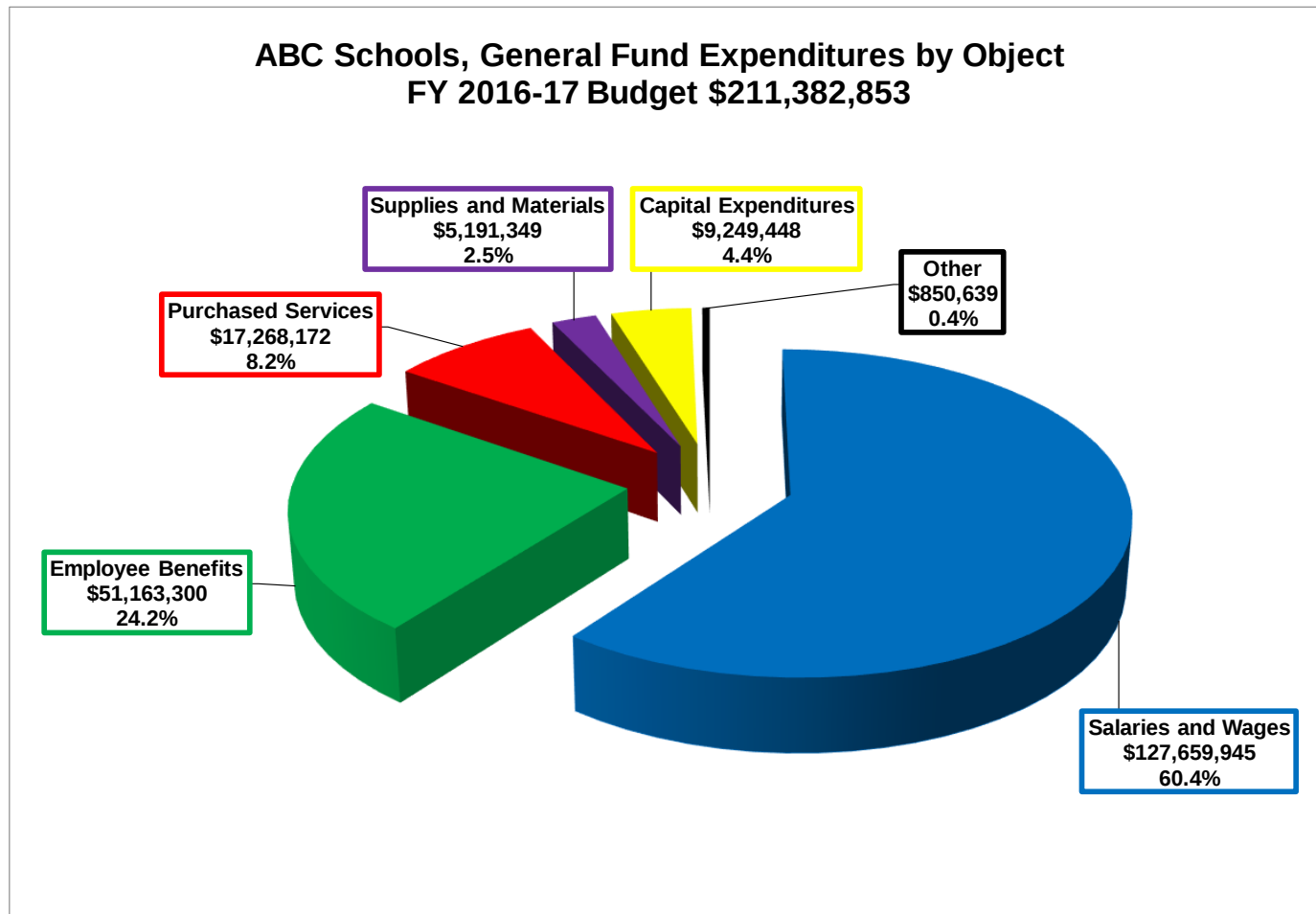
- Operation of building construction program

## Debt Service

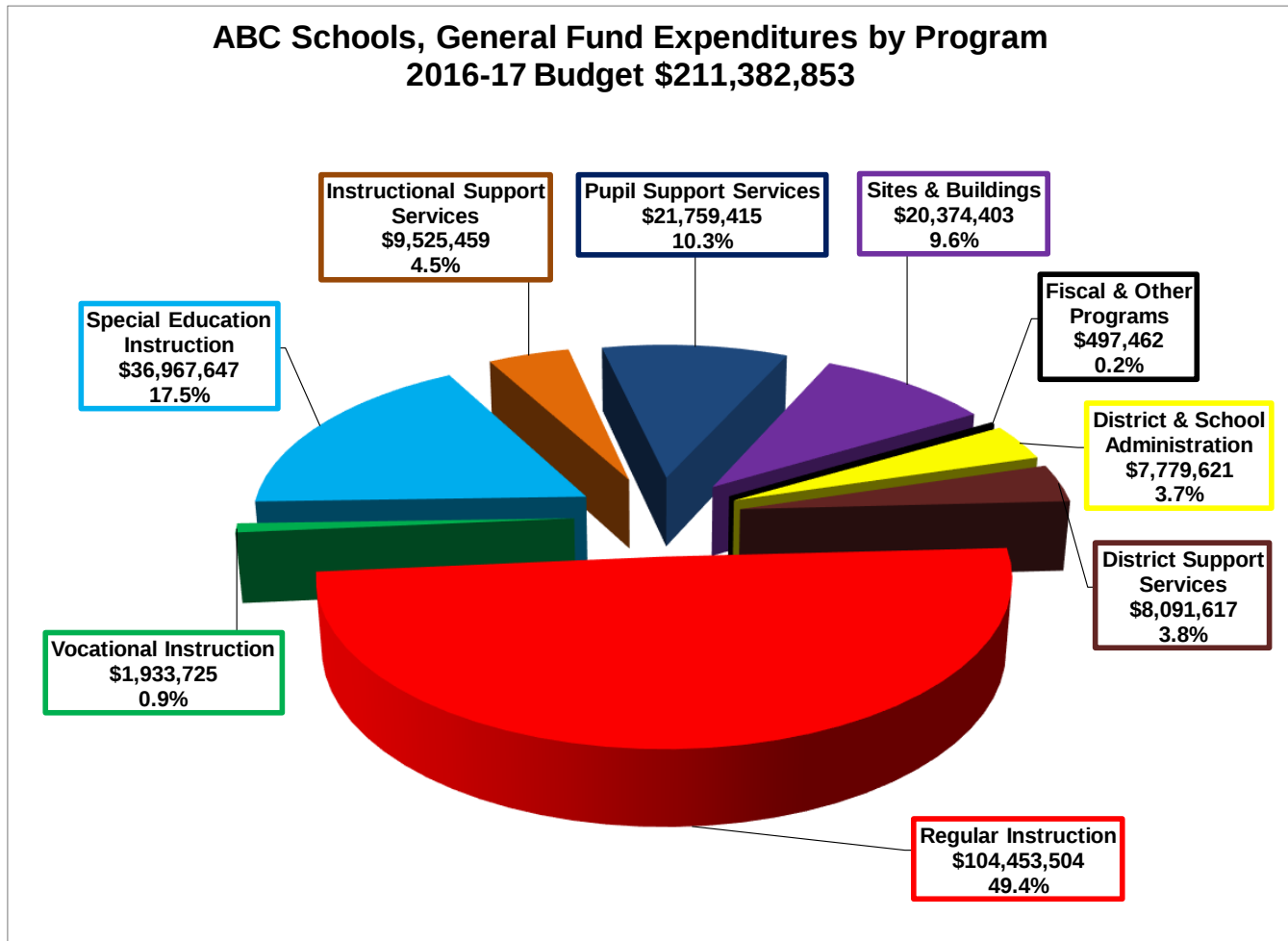
- Principal and interest payments on bonded indebtedness



# Expenditures – General Fund by Object



# Expenditures – General Fund by Program



# Fund Balance

- Fund balance is one measure of district's financial health
  - **Not** equal to district's cash balance
- Advantages of a larger fund balance
  - Provides financial flexibility
  - Improves cash flow – avoid cash flow borrowing and increase revenue from investments
  - Can lead to a higher credit rating and lower borrowing rates
- Potential disadvantages of larger fund balance
  - Could become a target in negotiations
  - State's tendency to “go after” fund balance
- Fund balance policy
  - Importance of having a policy setting a target for minimum fund balance
  - Fund balance range / level varies by school district



# Accounting Requirements – UFARS and Fund Accounting

- Accounting of school district finances is governed by state law and by state Uniform Financial Accounting and Reporting Standards (UFARS)
- UFARS requires that school district revenues and expenditures be recorded in separate funds, with different revenue sources and uses of funds for each



# Accounting Requirements - Funds

- Common funds for most districts
  - Fund 01 – General
  - Fund 02 – Food Service
  - Fund 04 – Community Service
  - Fund 06 – Building Construction
  - Fund 07 – Debt Service
- Other funds used by some districts
  - Fund 03 – Transportation\*
  - Fund 05 – Capital Expenditures\*
  - Funds 08 & 09 – Trust and Agency
  - Fund 20 – Internal Service
  - Fund 47 – OPEB Debt Service

\*Funds 3 and 5 have not been used for state reporting or in audited financial reports since 1997, but many districts still use them internally to record transactions related to these purposes



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# Budgets

- Budgets approved by Fiscal Year (July 1 – June 30)
- State law requires that School Board approve a budget for upcoming fiscal year by June 30<sup>th</sup>; gives district staff legal authority to spend budgeted funds
- Budget summary must be published in district's official newspaper
- Most districts also prepare one or more revised or amended budgets, to incorporate changes since June (enrollment, staffing, contract settlements, federal program entitlements)



# Multi-Year Budget Forecasting

- State law does not require multi-year budget forecasts, but there are many advantages
  - Gives administration and school board ability to make decisions knowing long-term financial implications
  - May prevent initiation of new programs that are not financially sustainable in long run
  - Helpful in demonstrating need for increased referendum revenue
  - Demonstrates financial responsibility to public/taxpayers
- A number of forecasting tools are available to districts



# Audited Financial Reports

- Annual report required by law, summarizing revenues, expenditures, fund balances, and other financial information
- Management Discussion and Analysis (MDA) and Notes provide additional information
- Reports must comply with state law and with Governmental Accounting Standards Board (GASB) standards
- Independent auditor must review financial practices, records and reports; and issue opinion on compliance with GASB, state law, and certain federal requirements
- Auditor usually assists with preparation of information included in report
- Some districts prepare Comprehensive Annual Financial Report (CAFR) with more extensive information
- Process starts July or August, is completed and approved by school board in October-December



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# Additional Resources

- MDE web site  
<http://education.state.mn.us/MDE/dse/schfin/>
- *Financing Education in Minnesota* booklet, prepared by House Fiscal Analysis Department –  
<http://www.house.mn/fiscal/fahome.htm>
- Conferences (MASBO and annual MASBO Institute, MASA, MSBA)
- Ehlers Annual School Finance Seminar
- Graduate school classes



# Legislative Update

- February forecast – surplus of \$743 million at end of current biennium and \$1.65 billion for next biennium
- Lots of competing priorities – tax cuts, health care, education, roads and bridges, increased reserves
- Governor's budget proposals for K-12
  - School bond agricultural credit (\$34M) – included in 2016 tax bill which was vetoed
  - Increased debt equalization aid (\$20M)
  - 2% per year on basic general education aid (\$370M)
  - Expansion of voluntary pre-K (\$158.8M)
  - Special education funding increase (\$50M)
  - Pension aid (\$69M)



# Legislative Update

- Proposals from House, Senate & Governor final, within targets
  - House: \$258M
  - Senate: \$300M
  - Governor: \$713M
- Conference committee targets are not yet set, but generally fall between the House and Senate numbers
- Legislators expect to “hit the ground running” after the Easter/Passover break
- One bill of note is HF 1381 – with support from SEE, AMSD, MREA, MASA, and MSBA and with many legislative co-authors
  - Significant increases in
    - Referendum equalization aid (not in House or Senate bills)
    - Debt service equalization aid (included in House and Senate bills)





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# School Finance 101: Shakopee Public Schools ISD#720

**D**uring our recent referendums residents asked questions about the district's budget. How much is the total budget? What are our funding sources?

What levies are currently on the books and when do they expire? How does the Board allocate its resources?

We want to share the answers with our broader community. The information below is part of the information any resident can access by visiting our [www.shakopee.k12.mn.us/finance](http://www.shakopee.k12.mn.us/finance)

## Total annual budget of \$167,040,167 comprises of five funds:

Shakopee Public Schools serves over 8,000 students in grades K-12 and hundreds of families, preschoolers and adults through Community Education. We are the county's third largest employer with about 1,100 full and part-time employees. We operate and maintain 11 buildings.

Our finances are strictly regulated by the State of Minnesota. In compliance with state law, our finances are audited annually by an independent accounting firm. The audit report is posted for the public every year. The auditors gave the District an "unqualified opinion" for 2016-17, the most positive opinion that can be achieved through this process.

## Here are more details for each of the five budget funds:

**General Fund - \$92,070,167:** The largest of our funds, the General Fund supports student instruction and support, operating expenses such as purchasing, payroll, transportation, and building maintenance. The School Board has the most discretion over the General Fund. When we cut our budget, typically we are cutting primarily general fund expenditures.

**Food Service - \$4,700,000:** This fund supports the more than 1 million meals served every year. Revenue comes from state and federal governments and the students/adults who buy food each day.

**Community Service - \$2,600,000:** This fund supports our Community Education program through state aids, levies and user fees. The programs include community service, community education, early childhood family education, school readiness and adult basic education.

**Construction - \$48,400,000:** This fund reflects bond funding to cover the addition to the Shakopee High School, the development of the South Site, and security upgrades throughout the district.

**Debt Service - \$19,270,000:** This fund reflects debt incurred through bond sales and allows the district to address repayment of principal and interest on the bonds as they are due.

## Where does the money go?

The General Fund supports the majority of our programming. Out of the total General Fund budget of \$92,070,167, 75.5 cents of each dollar goes to instruction. The General Fund dollar is divided below with examples of the type of expenditures covered.



**75.5¢**  
**Instruction & Instructional Support—**  
Regular classroom instruction, vocational instruction, special education, media services, curriculum, activities, technology, etc.

**7.8¢**  
**Pupil Support—**  
Transportation, health services, counseling, social workers, etc.

**8.6¢**  
**Operations & Fixed Costs—**  
Utilities, custodians, insurance, etc.

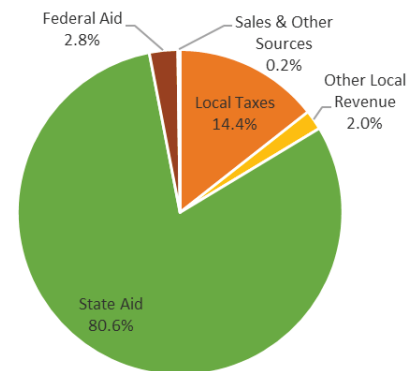
**5.9¢**  
**District & School Administration—**  
Principals, District Administrators, School Board, etc.

**2.2¢**  
**District Support—**  
Payroll, Accounting, Human Resources, Communications, etc.

## How does Shakopee Public Schools spending per pupil compare to the state and metro area?

**General Fund Comparison:** Shakopee Public Schools spends less per pupil in General Fund expenditures than both the State and 7-County Metro Area. Below is a snapshot of the last five years. The General Fund is the source of instructional and operational programming.

|      | State  | Metro  | Shakopee |
|------|--------|--------|----------|
| 2013 | 10,665 | 10,716 | 9,185    |
| 2014 | 11,011 | 11,065 | 9,617    |
| 2015 | 11,525 | 11,424 | 10,445   |
| 2016 | 11,955 | 11,984 | 10,925   |
| 2017 | N/A    | N/A    | 11,801   |



**Shakopee Public Schools Revenue Sources—2017**

## State Funding History for Minnesota Schools

| Year | Amount | Increase | % Increase |
|------|--------|----------|------------|
| 2008 | 5,074  | 100      | 2.0%       |
| 2009 | 5,124  | 50       | 1.0%       |
| 2010 | 5,124  | 0        | 0.0%       |
| 2011 | 5,124  | 0        | 0.0%       |
| 2012 | 5,174  | 50       | 1.0%       |
| 2013 | 5,224  | 50       | 1.0%       |
| 2014 | 5,302  | 78       | 1.5%       |
| 2015 | 5,831  | 529      | 10.0%      |
| 2016 | 5,948  | 117      | 2.0%       |
| 2017 | 6,067  | 119      | 2.0%       |
| 2018 | 6,188  | 121      | 2.0%       |

**Questions?** Contact the Interim Superintendent at [ganger@shakopee.k12.mn.us](mailto:ganger@shakopee.k12.mn.us)

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**Total annual budget of \$187,860,369 comprises of five funds:**

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**Here are more details for each of the five budget funds:**

**General Fund - \$94,960,640:** The largest of our funds, the General Fund supports student instruction and support, operating expenses such as purchasing, payroll, transportation, and building maintenance. The School Board has the most discretion over the General Fund. When we cut our budget, typically we are cutting primarily general fund expenditures.

**Food Service - \$4,868,457:** This fund supports the more than 1 million meals served every year. Revenue comes from state and federal governments and the students/adults who buy food each day.

**Community Service - \$2,826,272:** This fund supports our Community Education program through state aids, levies and user fees. The programs include community service, community education, early childhood family education, school readiness and adult basic education.

**Construction - \$45,000,000:** This fund reflects bond funding to cover the addition to the Shakopee High School, the development of the South Site, and security upgrades throughout the district.

**Debt Service - \$38,205,000:** This fund reflects debt incurred through bond sales and allows the district to address repayment of principal and interest on the bonds as they are due.

## Where does the money go?

The General Fund supports the majority of our programming. Out of the total General Fund budget of \$94,960,640, 73.9 cents of each dollar goes to instruction. The General Fund dollar is divided below with examples of the type of expenditures covered.



**Instruction & Instructional Support—**  
Regular classroom instruction, vocational instruction, special education, media services, curriculum, activities, technology, etc.

**Pupil Support—**  
Transportation, health services, counseling, social workers, etc.

**Operations & Fixed Costs—**  
Utilities, custodians, insurance, etc.

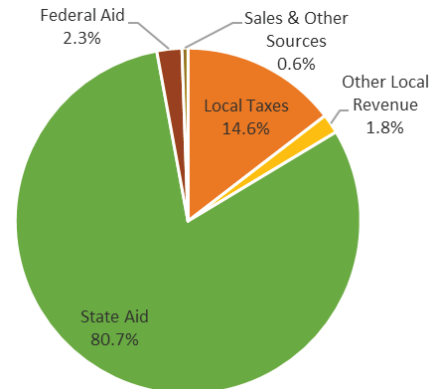
**District & School Administration—**  
Principals, District Administrators, School Board, etc.

**1.9¢ District Support—**  
Payroll, Accounting, Human Resources, Communications, etc.

## How does Shakopee Public Schools spending per pupil compare to the state and metro area?

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| 2014 | 11,011 | 11,065 | 9,617    |
| 2015 | 11,525 | 11,424 | 10,445   |
| 2016 | 11,955 | 11,984 | 10,925   |
| 2017 | N/A    | N/A    | 11,801   |



**Shakopee Public Schools Revenue Sources—2018**

## State Funding History for Minnesota Schools

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| 2010 | 5,124  | 0        | 0.0%       |
| 2011 | 5,124  | 0        | 0.0%       |
| 2012 | 5,174  | 50       | 1.0%       |
| 2013 | 5,224  | 50       | 1.0%       |
| 2014 | 5,302  | 78       | 1.5%       |
| 2015 | 5,831  | 529      | 10.0%      |
| 2016 | 5,948  | 117      | 2.0%       |
| 2017 | 6,067  | 119      | 2.0%       |
| 2018 | 6,188  | 121      | 2.0%       |
| 2019 | 6,312  | 124      | 2.0%       |

**Questions?** Contact the Interim Superintendent at [ganger@shakopee.k12.mn.us](mailto:ganger@shakopee.k12.mn.us)







# Highlights of the Tentative Agreement with SEA

(Additions to the contract are underlined and subtractions are ~~strike through~~)

## High School Schedule:

Before the last negotiations session (1/25/2018) an MOU was being considered as part of the solution to the high school schedule; however, language inserted in the contract addressed those issues culminating in the 5-1-1 language sun setting on June 30, 2019.

*Secondary Teachers. For the duration of this contract (July 1, 2017 – June 30, 2019) the normal assignment for full-time teachers in the secondary schools of the District shall be five (5) teaching assignments, one (1) assigned supervision, and one (1) preparation period in a seven (7)-period day. Teachers will not be assigned six (6) teaching assignments. As of July 1, 2019 this language will sunset and the following language of this Article will apply.*

In exchange for the removal of this section, language was inserted calling for a task force whenever a systemic schedule change is considered. For the 2019-2020 school year, the task force will consist of 18 members, 9 assigned by SEA and 9 assigned by the District. Together they will explore different schedules and make a recommendation to the School Board. Additionally, there were changes under hours of service that more fully define service expectations for teachers. The District team believes that the District can easily operate under these parameters with little if any changing. Most of the language was proposed to safe guard excessive teacher workload.

## Unrequested Leave:

New legislation required that new language be negotiated around unrequested leave. This is the “layoff” language for continuing contract/tenured teachers specifically designed so that talented teachers with lesser seniority will not have to be released while poor performing teachers remain on staff. MSBA provided language recommendations, as did Education Minnesota, and we wrote language consistent with those recommendations. Of particular note is the language we devised to provide this opportunity:

No teacher shall be placed on ULA if any other qualified teacher employed in the same field and subject matter is on a “Teacher Improvement Plan” as provided for in the “Teacher Evaluation and Peer Review Process” required in M.S. 122A.40, Subd. 8. (Specifically Assistance Plan Level 2)

## Contract Days:

Teacher contract days were reduced from 186 to 184. SEA believed that this would be their most significant selling point in passing this contract given the amount available on the financial side of the ledger. Decisions about the nature of the activities omitted from the days worked will need to be evaluated.

## Sick Leave Bank:

The sick leave bank language in the contract was found to be in violation of IRS rules. After a number of discussions about the feasibility of a sick leave pool that would not increase District costs, it was agreed that the sick leave language would be removed from the contract.

**Financial:**

SEA was given a total of \$900,000 in addition to steps and lanes for both years of the agreement. With that in mind, SEA proposed the following expenditures:

| <b>Issue</b>                                             | <b>Year One</b>                                | <b>Year Two</b>                                                                             |
|----------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------|
| Steps and Lanes                                          | \$300,000                                      | \$300,000                                                                                   |
| Money on the Salary Schedule                             | 0% except<br>\$500 on step 24 (last step) only | 0% except<br>\$500 on step 24 (last step) only                                              |
| Longevity Enhancements                                   | \$54,750                                       | \$60,000                                                                                    |
| Early Childhood staff on Regular Teacher Salary Schedule |                                                | \$46,838                                                                                    |
| New Teacher Workshop Pay                                 | \$28,000                                       | \$28,000                                                                                    |
| Additional Personal Day                                  |                                                | \$17,160                                                                                    |
| Special Education Flex Days to Work on Paperwork         |                                                | \$30,000                                                                                    |
| Health Insurance                                         | 0% increase                                    | 10.57% increase                                                                             |
| Total Settlement                                         | 2.56% change method-old reporting              | 3.26% change method-old reporting<br><br>Newer MSBA Reporting Method for both years = 4.23% |

The MSBA Method is used by the majority of school districts, particularly when reporting to the public.



SHAKOPEE  
EDUCATION  
ASSOCIATION

## INDEPENDENT SCHOOL DISTRICT NO. 720

Shakopee, Minnesota

and the

## SHAKOPEE EDUCATION ASSOCIATION

*affiliated with*

Education Minnesota, the National Education Association,  
and the American Federation of Teachers

# ***COLLECTIVE BARGAINING AGREEMENT***

July 1, ~~2015~~ 2017 – June 30, ~~2017~~ 2019



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September 2015

Edited &amp; Reviewed by:

Dale J. Anderson, SEA President & Negotiations Chair  
 Scott Hare, SPS Director of Human Resources  
 Mike Burlager, SPS Director of Business Services

# ~~2015-2017~~2017-2019 AGREEMENT

---

This contract is made and entered into by and between INDEPENDENT SCHOOL DISTRICT No. 720, Scott County, Minnesota, hereinafter referred to as the "Board, District, or Employer," and the SHAKOPEE EDUCATION ASSOCIATION, hereinafter referred to as the "Association."

## ARTICLE I RECOGNITION

---

### 1.1 EXCLUSIVE BARGAINING REPRESENTATIVE

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for the appropriate unit which is as follows:

All professional employees of Independent District No. 720 Shakopee, Minnesota, who are required to be and are licensed by the State Board of Education, or Board of Teaching, excluding supervisory employees, confidential employees, Superintendents, assistant Superintendents, principals, assistant principals who devote more than 50 percent of their time to administrative or supervisory duties, and all other employees excluded by law.

The Board agrees not to negotiate with any teacher's organization other than the Association so long as the Association is the duly authorized exclusive bargaining agent of the teachers of this district.

### 1.2 "TEACHER" DEFINED

The term "teacher" when used hereinafter in the Agreement shall refer to all professional employees represented by the Association in the bargaining or negotiating unit as above defined.

## ARTICLE II NEGOTIATION

---

In the month of March of each odd-numbered year the parties shall initiate negotiations for the purpose of entering into a successor Agreement for the next succeeding contract period as provided by the P.E.L.R.A. provided that if the Association is not then the exclusive bargaining agent of the teachers of this district, then negotiations shall thereupon be undertaken between the Board and the then duly authorized exclusive bargaining agent.

## ARTICLE III BOARD RIGHTS

---

### 3.1 INHERENT MANAGERIAL RIGHTS

The exclusive representative recognizes that the Board is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

The exclusive representative recognizes the right and obligation of the Board to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

The exclusive representative recognizes that all employees covered by this Agreement shall perform the teaching and non-teaching services prescribed by the Board and shall be governed by the laws of the State of Minnesota, and by Board rules, regulations, directives, and orders issued by properly designated officials of the District. The exclusive representative also recognizes the right, obligation and duty of the Board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the Board insofar as such rules, regulations, directives and orders are not inconsistent with the

terms of this Agreement and recognizes that the Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws, rules and regulations of the State Board of Education and valid rules, regulations and orders of state and federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

The foregoing enumeration of Board rights shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the Board.

### **3.2 MEET AND NEGOTIATE**

The Board recognizes its responsibility, in accordance with MN Stat. § 179A.07, Subd. 2, to meet and negotiate in good faith with representatives of the exclusive representative on terms and conditions of employment, a grievance procedure, and employer contribution to the state deferred compensation plan, as articulated in MN Stat. § 356.24.

### **3.3 MEET AND ~~CONFERENCE~~ ~~NEGOTIATE~~**

The Board recognizes its responsibility to meet and confer with representatives of the exclusive representative to discuss policies and other matters related to their members' employment which are not terms and conditions of employment, as articulated in MN Stat. § 179A.07, Subd. 3. The District shall provide the facilities and the parties will set the time for such conferences to take place, as requested by either the Association or District. The agenda will be prepared and distributed in advance by the superintendent and/or the Union President and will include all items submitted by the Union as well as all items submitted by the District.

The District shall not meet and negotiate or meet and confer with any staff member or group of staff members who are at the time designated as a member or part of an appropriate bargaining unit except through the Union.

## **ARTICLE IV TEACHER/ASSOCIATION RIGHTS**

---

### **4.1 RIGHT TO JOIN**

The Employer shall not interfere with the rights of teachers to join or participate in the Association. The Association shall not interfere with the right of teachers not to join or participate in the Association. The Employer agrees that it will not meet and negotiate or meet and confer with any other organization with respect to teachers as long as the Association continues to be the duly authorized exclusive representative.

### **4.2 EXPRESSION OF VIEWS**

Employees have the right to express or communicate a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment of their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

### **4.3 DUES CHECK OFF**

Any teacher may sign and deliver to the Board an agreement authorizing deduction of membership dues in the Association, including the Education Minnesota, the National Education Association or the American Federation of Teachers and their affiliates. Such authorization shall continue in effect for that year and from year to year thereafter unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization the Board shall deduct one-eighteenth of such dues from each regular salary check of the teacher beginning with the first check each September through the eighteenth check of each year. Deductions for teachers employed after the commencement of the school year shall be appropriately prorated to complete payments by the eighteenth check of each year.

### **4.4 ~~UNION DUES PAYMENTS TO THE ASSOCIATION~~**

**4.4.1 Dues Payments to the Association.** Pursuant to authorization of the employee for membership dues, the Board agrees to remit to the Association the monies deducted by the Board over the eighteen paychecks beginning in September of each year (see Section 8.3).

**4.4.2 Bargaining Unit Data.** The District shall provide in electronic form to the Union the names, addresses, telephone numbers, e-mail address, birthday, not including the year of birth, full-time equivalency (FTE) status, worksite location and assignment of all bargaining unit members employed.

#### **4.5 FAIR SHARE FEES**

In accordance with M.S. § 179A.06, Subd. 3, as amended, any teacher included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any teacher shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85 percent of the regular membership dues.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Director, the District, and to each teacher to be assessed the fair share fee.

A challenge by a teacher or by a person aggrieved by the assessment shall be filed in writing with the Director, the District, and the exclusive representative within 30 days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The District shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative 30 days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the District pending a decision by the Director, PERB or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the District harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or un-liquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

#### **4.6 BUILDING REPRESENTATIVES**

~~Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided this shall not interfere with or interrupt normal school activities. The Association shall provide the Employer with a list of the Union authorized representatives.~~

#### **4.76 ACCESS USE OF EQUIPMENT AND FACILITIES**

**4.6.1 Union Business.** Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided this shall not interfere with or interrupt normal school activities. The Association shall provide the Employer with a list of the Union authorized representatives.

**4.6.2 Use of Equipment and Facilities.** The Association shall have the right to reasonable use of facilities and equipment of the Employer at reasonable times when such facilities and equipment are not in use. The Employer shall establish a list of charges for the cost of using the equipment or facilities whenever the use of such equipment or facilities results in an additional cost to the Employer.

**4.6.3 Communication.** The Association shall have the right to post notice of activities or matters of Association concerns on teacher bulletin boards. The Association may use the district mail service, email and teacher mail boxes, in a reasonable manner, for communication to teachers.

**4.6.4 Personnel Data.** Upon request, the District will provide bargaining unit member personnel data to the Union for the purpose of carrying out its responsibilities as the exclusive representative. Upon request, the District agrees to provide the Union with information concerning the staffing and financial resources of the District, names and addresses and position on the salary schedule of all staff members in the bargaining unit and such other information requested by the Union in contract matters or in the processing of a grievance.

#### **4.8 COMMUNICATIONS**

~~The Association shall have the right to post notice of activities or matters of Association concerns on teacher bulletin boards. The Association may use the district mail service, email and teacher mail boxes, in a reasonable manner, for communication to teachers.~~

#### **4.78 PERSONNEL FILES**

A teacher's personnel file shall be available to the teacher for review of the contents upon request to Human Resources. Human Resources shall schedule an appointment at a mutually convenient time when a teacher requests such an appointment. A representative of the Association may, at the teacher's request, accompany the teacher. Teachers shall have the right to reproduce their file materials provided they first schedule a mutually agreeable time and pay reasonable copying costs for such reproduction. A teacher shall receive a copy of any deficiency notice, negative letter or negative report placed in the teacher's personnel file. The copy shall be sent to the teacher at the time of placement in the personnel file. The teacher shall have the right to file a written reply to such material.

The provisions of this section shall not be considered to restrict a teacher's right as established by Minn. Stat. § 122A.40, Subd. 19, and as further set out in Article XIII of this Agreement.

#### **4.89 NON-DISCRIMINATION**

Neither the Employer nor the Association will discriminate against any teacher by reason of the teacher's race, religion, national origin, sex, marital status or age, as those terms are defined under Title VII of the Civil Rights Act of 1964, or Chapter 363A of Minnesota Statutes. Since alleged discriminatory acts on the above defined basis, under the above referenced statutes, are under the jurisdiction of appropriate state or federal agencies, the arbitration provisions of this Agreement, which are set forth in Sections 8.8.4 and 8.8.8, shall not be applicable to any grievances alleging violation of the above provisions. Instead, any grievance alleging violations of the above provisions which are not satisfactorily adjusted under Stages 1, 2, 3 or Optional Grievance Mediation of the Grievance Procedure shall be subject to the jurisdiction of the appropriate federal or state administrative agency.

#### **4.910 TEACHER SAFETY / TEACHER ASSOCIATION RIGHTS**

The Employer and the Administration of Shakopee Public Schools are committed to a safe learning and working environment for all teachers in the District. There may be circumstances where staff members of the District feel that the safety of a student or staff member is not adequately addressed by their supervisor. In this case, staff members should request a meeting of their immediate supervisor, an Association representative, and the individual to whom their supervisor reports. The purpose of the meeting will be to review the matter as to how the situation will be addressed.

# ARTICLE V

## SERVICE EXPECTATIONS HOURS OF SERVICE

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### 5.1 BASIC DAY

The teacher's day shall be eight (8) hours, inclusive of student contact time, preparation time, other basic day time, and a duty-free lunch period of 30 minutes.

### 5.2 BUILDING HOURS

The specific hours at any individual building may vary according to the needs of the educational program of the District. The specific hours for each building will be designated by the Board.

### 5.3 ADDITIONAL ACTIVITIES STUDENT INSTRUCTION DAY

**5.3.1 Student Contact Time.** Student contact time shall be defined as time designated for student instruction, supervision, and transition between classes/periods (i.e. from the beginning of the first class of the day to the end of the last class of the day). Scheduled student contact time for all teachers will be no more than sixteen hundred and seventy-five (1675) minutes per week and prorated for weeks shorter than 5 days in length. This contact may occur in varied time blocks of teaching, supervision, and transition monitoring or a combination of these. Teachers assigned for more time than the specified 1675 minutes shall be additionally compensated pro rata according to the affected teacher's step and lane on the salary schedule.

**5.3.2 Teacher Preparation Time.** Teacher preparation time shall be defined as time during the student contact day for the teacher's own professional use. The teacher shall not be responsible for teaching, classroom supervision, transition monitoring, building activities, or other basic day duties during their preparation time. Such time may be used for collaboration with peers if the individual teacher so chooses but is not required.

**A. Elementary Teachers.** All Full-time Elementary teachers will be provided a minimum of fifty (50) minutes of paid teacher-directed preparation time within the standard student contact day, except that scheduling may require this to be in up to two blocks with no block being less than twenty (20) minutes. The standard student day is defined as that which is used for the majority of the days of the work week.

**B. Secondary Teachers.** For the duration of this contract (July 1, 2017 – June 30, 2019) the normal assignment for full-time teachers in the secondary schools of the District shall be five (5) teaching assignments, one (1) assigned supervision, and one (1) preparation period in a seven (7)-period day. Teachers will not be assigned six (6) teaching assignments. As of July 1, 2019 this language will sunset and the following language of this Article will apply.

All Full-time secondary teachers will be provided one (1) class period or a portion thereof of at least fifty (50) minutes of paid teacher-directed preparation time within the standard student contact day, except that scheduling may require this to be computed on a weekly basis. The standard student day is defined as that which is used for the majority of the days of the work week. All teachers identified as full time (1.0 FTE) will be assigned an equivalent class load with supervision duties in any given semester.

Anytime a systemic schedule change is considered, a task force consisting of equal numbers of a cross section of teachers selected by the SEA and Board members, building, and District administrators as assigned by Shakopee Public Schools will meet to create and facilitate a teacher-engagement work plan which culminates in a recommendation of a new schedule to the School Board. The School Board will review the task force committee's recommendation and, giving special consideration to students, community, and teacher concerns (particularly workload), will vote on whether to approve said recommendation.

**C. Part-Time Assignments.** Any person assigned less than 1.0 FTE shall be provided prep time on a pro-rata basis.

**5.3.3 Duty Free Lunch.** Teachers shall be provided with a 30 minute duty-free lunch each day. Duty-free lunch must start between the hours of 10:30 am and 1:30 pm. If an employee is asked by an administrator and volunteers to work during his/her duty-free lunch, he/she will be compensated for the duty-free lunch at his/her hourly rate of pay in 15 minute increments.

**5.4 OTHER BASIC DAY TIME**

Other basic day time shall be defined as occurring before the student instruction day begins, or after the student instruction day concludes.

Teachers will not be required to attend more than two meetings per week, inclusive of administrative, PLC, and/or Academies Teaming meetings with no required meetings held during parent teacher conference weeks, although this restriction may be waived due to an unforeseeable emergency. Legally mandated meetings such as IEP meetings (as necessary) or paid committee meetings (BLT, I-Team, PLC Lead, Department Chairs) do not count towards this total. Teachers may still voluntarily attend other meetings and participate in various District/building committees as they so choose.

**5.35 ADDITIONAL ACTIVITIES**

**5.35.1 Voluntary Additional Assignment.** A teacher may voluntarily accept an additional a-sixth teaching assignment beyond a 1.0 FTE and will be paid an additional amount on a pro-rata one-sixth (1/6) basis.

- A. Compensation for an additional a-sixth teaching assignment, as defined in Article V, will only be given in instances when the additional sixth assignment is in lieu of the regularly scheduled preparation period.
- B. A teacher may volunteer to retain their regular preparation period and teach an additional a-sixth teaching assignment in lieu of a regular supervisory assignment with no additional compensation.
- C. The District retains the right to accept or reject such an offer and that the final decision will not be subject to grievance.
- D. The District may offer a teacher the opportunity to write curriculum, engage in staff development, or other similar activities in place of the supervisory duty. Curriculum writing, staff development, or similar activities when performed in lieu of supervision shall be on a voluntary basis. The need for teachers to write curriculum will be determined by the District.

**5.35.2 Other Activities.** In addition to the basic school day teachers shall be required to reasonably participate in school activities beyond the basic teacher's day as is required by the Board or its designated representative. The normal duties for teachers include a reasonable share of extra-curricular, co-curricular and supervisory activities as determined by the principal, Superintendent or Board.

**5.5.3 Graduation.** Faculty are encouraged to attend Shakopee High School's annual graduation ceremony. The District and Association shall work together to ensure appropriate numbers of teachers are available for commencement.

**5.5.4 Substitute Teaching within the Elementary Buildings.** Each elementary building will develop a plan for handling teacher absences which go unfilled by a substitute teacher. Such plan will minimally include a rotation of individuals available to sub and for the redistribution of students among teachers of similar students.

**5.64 QUARTERLY TEACHER PLANNING DAYS**

Teachers shall be scheduled for a full day of planning time at the end of each of the four (4) marking periods.

## ARTICLE VI

### DUTY YEAR

**6.1 CONTRACT DAYS**

**6.1.1 Tenured Teachers.** The work year shall be 186 teacher duty days. Effective July 1, 2018, the work year shall be 184 teacher duty days.

**6.1.2 Probationary Teachers.** For probationary teachers, the work year may include up to 191 teacher duty days for the duration of their probationary period. Teachers who have taught in another state within the same district for three (3) consecutive years, shall be required to work up to 191 teacher duty days their first year in the District and 186 days there-after. Probationary teachers will receive \$200 per day for the additional days.

Effective July 1, 2018, for probationary teachers, the work year may include up to 188 teacher duty days for the duration of their probationary period. Teachers who have taught in another state within the same district for three (3) consecutive years, shall be required to work up to 188 teacher duty days their first year in the District and 184 days thereafter. Probationary teachers will receive \$200 per day for the additional days.

~~6.1.3 **Teachers on Special Assignment (TOSA).** A TOSA's work year may exceed that of the regular teacher calendar. Due to the unique nature of these positions (additional competencies, specialized training, specialized knowledge and/or mastery of specific skills), the TOSA shall be compensated at his/her daily rate of pay for each additional work day (or part thereof) beyond the regular teacher's 186 contract days. TOSA participation in workshops as an attendee shall be compensated as defined in Article 7.4.6.~~

6.1.3 **Additional Time for Due Process.** As of July 1, 2018, all special education teachers/providers shall be provided with one (1) day per semester to be used as needed to complete due process compliance requirements. Teachers/Providers realigned into special education shall have one additional day per school year to be used as needed to complete due process compliance requirements. Teachers/Providers in their second or third year of realignment may have additional time from their buildings to be used as needed to complete due process compliance requirements. Substitute teachers shall be scheduled in advance for Tuesday, Wednesday, or Thursday with the understanding that if there is a shortage of substitute teachers because of many requests from teachers who are absent due to illness, the substitute teacher may be reassigned and rescheduled for a later date. Building administration will be responsible for a plan to support special education service teachers/providers.

## **6.2 DAYS CANCELLED DUE TO WEATHER**

In the event of school cancellation due to severe weather, teachers shall not be required to report to work, nor be subject to pay deduction or make-up days, unless such days are rescheduled by the Board in accordance with Article XVIII.

## **6.3 STRETCH CALENDAR**

Beginning with teachers hired January 1, 2005 or later, The District may schedule a "stretch calendar" for teachers who work with children that require additional instruction during the normal breaks of the year including the summer period, keeping their total contract days at the number set in this agreement. An effort will be made to provide days off during the regular student contact year that take into account the needs of the students as well as to the benefit of the teacher working the stretch calendar. Nothing prohibits teachers hired before January 1, 2005 from requesting and being selected to work a stretch calendar.

# **ARTICLE VII**

## **BASIC SCHEDULES AND RATES OF PAY**

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### **7.1 BASIC COMPENSATION**

The wages and salaries reflected in Appendix A, attached hereto, shall be a part of the Agreement for the 2017-2018 school year.

The wages and salaries reflected in Appendix B, attached hereto, shall be a part of the Agreement for the 2018-2019 school year.

### **7.2 STATUS OF THE SALARY SCHEDULE**

The salary schedules are not to be construed as a part of a teacher's continuing contract and the Board reserves the right to withhold increment advancement, lane changes, or any other salary increase for proper cause. The Board shall give the teacher the reasons for such action in writing. Such action shall be subject to the grievance procedure.

### **7.3 PLACEMENT ON SALARY SCHEDULE**

The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule...

7.3.1 **Definition of Salary Schedule Lanes.** Advancement along salary lanes occurs every 10 semester or 15 quarter college credits. All semester credits shall be referred to and considered at a conversion rate

of 1 semester credit equals 1.5 quarter credits. These credits must be upper division college credits or graduate credits. It is recommended that teachers planning future advancement to the MA level consider the graduate credit requirement at that level.

- 7.3.2 **Definition of Professional Training.** All credits, semester or quarter, as well as any Master's Degree programs, must be earned after the bachelor's degree (see a. below for definition) has been granted and must have the District's written approval prior to registration for the course. All of these credits must relate to the teacher's current teaching assignment and be upper level for any of the B.A. lanes and graduate level for any of the M.A. lanes.
- A. **B.A. Lane.** Requires a bachelor's degree from a teacher training institution upon which a valid Minnesota Teaching Certificate has been granted.
  - B. **B.A.+10/15 Lane.** Ten (10) semester or 15 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - C. **B.A.+20/30 Lane.** 20 semester or 30 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - D. **B.A.+30/45 Lane.** 30 semester or 45 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - E. **Master's Degree/M.A. Lane.** The awarding of a master's degree through completion of a qualifying university's master's program, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - F. **M.A.+10/15 Lane.** Ten (10) semester or 15 quarter hour qualifying credits after the master's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - G. **M.A.+20/30 Lane.** 20 semester or 30 quarter hour qualifying credits after the master's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - H. **M.A.+30/45 Lane.** 30 semester or 45 quarter hour qualifying credits after the master's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - I. **Specialist/PhD Lane.** The specialist degree requires completion of a specialist degree from an accredited teacher-training institution, which must relate to the teacher's current teaching assignment. The doctorate degree requires completion of a doctor's degree from an accredited teacher-training institution, which must relate to the teacher's current teaching assignment. In order to qualify for the specialist/doctor's degree level, such degree and credits within the degree must have the written approval of the Superintendent, whose decision shall be final and binding and shall not be subject to the grievance procedure.
- 7.3.3 **Lane Change Application.** Credits to apply to lanes beyond a particular lane must be earned subsequent to the earning of the degree, and must be taken from an accredited college or university pursuant to the provisions Section 7.3.2.A - I above. College credits not accepted by the granting institution for their own graduate programs shall not be applied to lane changes.
- 7.3.4 **Rate of Earning Credits.** There shall be no limit on the number of credits per quarter or semester that may be taken or earned for lane advancement during the school year. No credits shall be earned for lane advancement by completion of any in-service or non-college course work.
- 7.3.5 **Credits Submission Deadline.** Individual contracts will be modified to reflect qualified lane changes effective the first of the month following the month in which the teacher submits satisfactory evidence of completion of the requirements for the lane change to the Personnel Office. Lane changes will not be retroactive. Lane changes shall be granted and paid even if the effective date of the contract has elapsed and no subsequent contract is in effect.
- 7.3.6 **Credit Qualification.** College credits earned under Section 3 must have had prior approval of the administration. All undergraduate courses taken must be completed with a grade of C or P or better and all graduate courses taken must be completed with a grade of B or P or better.
- 7.3.7 **Prior Experience.** All teachers may be given full credit on the salary schedule set forth in Appendix A and B for all years of outside teaching experience in a District accredited by a recognized accrediting agency.

**7.4 ADDITIONAL COMPENSATION**

- 7.4.1 **Excess Assignment.** Any classroom teaching assignment which exceeds the normal teaching assignments or which exceeds the established school calendar will be remunerated on a pro rata basis. A teaching assignment including an additional class at the secondary level shall be ~~paid on a pro-rata basis off of the applicable salary in Appendices A and B for the an additional class one-sixth (1/6) of the applicable salary in Appendices A and B~~ for the duration of the additional assignment.
- 7.4.2 **Co-Curricular Compensation.** Teachers involved in co-curricular assignments as set forth in ~~Appendices E or F, which is are~~ attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions of this Agreement.
- 7.4.3 **~~Voluntary Professional Duties beyond the Contract. Summer School.~~** ~~All summer school teaching assignments shall be remunerated at the rate of \$30.00 per hour, or the hourly wage of the individual teacher paid during the previous year, whichever is less. An additional one-quarter (1/4) hour will be paid for each hour of teaching.~~
- A. ~~Leadership/Expertise.~~** ~~When, due to the unique nature of a teacher's skill and expertise (additional competencies, specialized training, specialized knowledge and/or mastery of specific skills), the District requests a teacher to lead training or apply his/her unique skills/expertise as approved by his/her supervisor, other than identified in 7.4.3.B through 7.4.3.D below, the teacher shall be compensated at his/her hourly rate of pay.~~
- B. ~~Summer School.~~** ~~All summer school teaching assignments shall be remunerated at the rate of \$30.00 per hour, or the hourly wage of the individual teacher paid during the previous year, whichever is less. An additional one-quarter (1/4) hour will be paid for each hour of teaching.~~
- ~~7.4.4~~ **~~C. Curriculum Writing.~~** ~~Curriculum writing shall be paid on a flat fee per project basis as determined by the District or upon an hourly rate. The hourly rate shall be ~~\$29.00~~ \$30.00 per hour or the hourly wage of the individual teacher paid during the previous year, whichever is less.~~
- ~~7.4.6~~ **~~D. District Sponsored Staff Development.~~** ~~When the District, at its discretion, offers to provide paid seminar/workshop/staff development opportunities beyond the normal duty days, the teachers will be paid at an hourly rate of \$25.00 per hour.~~
- 7.4.54 **Hourly Subbing Substitute Teaching.**
- A. **Voluntary subbing in lieu of a teacher's preparation period.** A teacher who volunteers to sub in lieu of his/her teacher's preparation period shall be paid at the hourly rate of \$34.00 per hour.
- B. **Taking on an Additional Class while Teaching.** A teacher who is directed by their supervisor to take on an additional class of students for a class period in addition to their assigned class of students shall be paid at the rate of \$25.00 per class period.
- C. ~~Taking on an Additional Students while Teaching.~~** ~~When the District cannot find a substitute teacher to cover the absence of a teacher and the Administration redistributes the absent teacher's students among other teachers' classes, those teachers receiving the students shall split the daily substitute rate of pay that would have otherwise been available to a substitute teacher.~~
- 7.4.75 **Leadership Compensation.** The District shall provide leadership compensation at the rate of up to \$100.00 per building FTE per year. The District and Association shall meet annually to approve the plans for allocating this compensation.
- 7.4.86 **Longevity Service to District Compensation.** ~~Teachers who have completed their 26<sup>th</sup> year of service to this District shall receive an additional compensation of \$750 annually, commencing the following school year. As of July 1, 2017, teachers who have completed the following years of combined service, at least 15 years to this District and total years granted by the District as listed below, shall receive annual longevity payments according to the following schedule:~~
- A. 25-29 Years completed** \$2500\*
- B. 30 and Above Years completed** \$5000\*
- \* These numbers are not accumulative – the stated number is the amount paid in addition to salary per year.*

**7.5 PAY DATES**

Teacher's salary checks will be paid every other Friday beginning September 1, 2013.

**ARTICLE VIII**

## **GRIEVANCE PROCEDURE**

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### **8.1 "GRIEVANCE" DEFINED**

A grievance shall mean an allegation by a teacher, supported by the Association, resulting in a dispute or disagreement between the teacher and the Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in the Agreement.

### **8.2 REPRESENTATION**

The administrator or Board may be represented during any step of this procedure by any person or agent designated by such party to act in his/her behalf. The teacher will be represented by the Association or its designee to act in his/her behalf during all steps of the formal procedure.

### **8.3 DEFINITIONS AND INTERPRETATIONS**

- 8.3.1 **Extension.** Time limits specified in this Agreement may be extended by mutual agreement in writing.
- 8.3.2 **Days.** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.
- 8.3.3 **Computation of Time.** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.
- 8.3.4 **Filing and Postmark.** The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.

### **8.4 TIME LIMITATION WAIVER**

An effort shall first be made to adjust an alleged grievance informally between the teacher and the Board's designee. Grievances shall not be valid for consideration unless the grievance is submitted in writing to the Board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within 20 days after the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time period, hereafter provided, shall constitute a waiver of the grievance.

### **8.5 ADJUSTMENT OF GRIEVANCE**

The Board and the Association shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the District in the following manner...

- 8.5.1 **Level I.** If the grievance is not resolved through informal discussions, the appropriate administrator shall give a written decision on the grievance including reasons therefore to the parties involved within five days after receipt of the written grievance.
- 8.5.2 **Level II.** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of schools, provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within ten days after receipt of the appeal. Within five days after the meeting, the Superintendent or his/her designee shall issue a decision in writing, including reasons therefore, to the parties involved.
- 8.5.3 **Level III.** In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the Board, provided such appeal is made in writing within five days after receipt of the decision in Level II. If a grievance is properly appealed to the Board, the Board shall set a time to hear the grievance within 20 days after receipt of the appeal. Within 15 days after the meeting, the Board shall issue its decision in writing, including reasons therefore, to the parties involved. At the option of the Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the Board. The Board shall then render its decision in writing, including reasons therefore, to the parties involved.

### **8.6 BOARD REVIEW**

The Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the Board or its representative notify the parties of its intention to review within ten days after the decision has been rendered. In the event the Board reviews a grievance under this section, the Board reserves the right to reverse or modify such decision.

## **8.7 DENIAL OF GRIEVANCE**

Failure by the Board to issue a decision at Level III within the time periods provided herein shall constitute a denial of the grievance and the Association may appeal it to the next level.

## **8.8 ARBITRATION PROCEDURE**

In the event that the teacher, supported by the Association, and the Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein...

- 8.8.1 **Notification.** A notification to submit a grievance to arbitration must be in writing, signed by the Association, and such paperwork must be filed in the office of the Superintendent within 15 days following the decision in Level III of the grievance procedure.
- 8.8.2 **Prior Procedure Required.** No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.
- 8.8.3 **Selection of Arbitrator.** Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached within the ten days, either party may request the Bureau of Mediation Services to provide a list of arbitrators from which one will be chosen, providing such request is made within 20 days after request for arbitration. The request shall ask that the appointment be made within 30 days after the receipt of said request. The failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.
- 8.8.4 **Submission of Grievance Information.** Upon appointment of the arbitrator, the appealing party and the Board may within five days after notice of appointment, forward to the arbitrator the submission of the grievance, which shall include the following...
  - A. The issues involved.
  - B. Statement of the facts.
  - C. Respective position of the grievant or Board.
  - D. The written documents relating to Article VII, Section 5 of the grievance procedure.
- 8.8.5 **Hearing.** The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator.
- 8.8.6 **Decision.** Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject to the limitations of arbitration decisions as provided by P.E.L.R.A.
- 8.8.7 **Expenses.** Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.
- 8.8.8 **Jurisdiction.** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement, nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligations of the public Boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**8.9 MISCELLANEOUS**

- 8.9.1 **Records.** All documents, communications, and records dealing with the processing of a grievance shall be filed separately from teacher personnel files.
- 8.9.2 **Policy Grievance.** A teacher, supported by the Association, who alleges he/she is aggrieved regarding the application or misinterpretation of existing policies duly promulgated by the Board of the District may file a grievance which shall be known as a "policy grievance". Such a grievance may be processed under the existing grievance procedure except that the final step shall be Level III.

## ARTICLE IX

### ITINERANT STAFF

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**9.1 COMPENSATION FOR TRAVEL**

Teachers may be required to use their own automobile in the performance of their duties, and teachers who are assigned to more than one school per day shall be reimbursed for all such travel at the rate of \$100.00 or reimbursement for mileage between buildings, whichever is greater, per semester per daily move. Said fee shall be determined prior to the first paycheck following the commencement of the assignment. Reimbursement for said expenses shall be granted only with the prior approval of the administration.

**9.2 ASSIGNMENT OF DUTIES**

Secondary itinerant teachers' travel requirements will be in lieu of their supervisory hour. Elementary itinerant teacher will have a reduced supervisory assignment compared to non-traveling faculty.

## ARTICLE X

### BENEFIT PLAN

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**10.1 INSURANCE BENEFITS DEFINED**

The District will provide insurance benefits for all eligible teachers. Insurance options available under the benefit plan include medical, dental, term life and income protection. These insurance benefits shall comply with all legal requirements.

**Eligibility.** To be eligible for benefits, teachers must be employed at .5 FTE (~~736 hours~~) or greater. If you are less than 1.0 FTE (~~1472 hours~~), but .5 FTE (~~736 hours~~) or greater, the employer contribution will be prorated to the nearest 10<sup>th</sup>.

**10.2 DISTRICT CONTRIBUTIONS TO INSURANCE**

The District shall contribute annually on behalf of each teacher towards their insurance benefits. The amount the District shall contribute towards each teacher's insurance costs shall be distributed in the following manner:

- 10.2.1 **Total Benefit Amounts.** The total District annual contribution towards insurance premiums and applicable HRA/VEBA or HSA plans (as described below) shall be...

~~A. For 2015-2016: Single \$7,837; Employee Plus One \$11,536; and Family \$13,825.~~

~~AB. The contribution amount will vary based on the plan selected and the category of dependent coverage, as described in the Medical Insurance section Section 10.2.2.B below.~~

~~BC. Two Full-Time Teacher Dependent Coverage. When two full time employees are covered under one dependent policy, the second employee, as a dependent under the first employee's policy, shall receive the single level contribution amount towards his/her required insurances, medical insurance premium, and insurance deductible as described below in Section 10.2.2.B. Each employee enrolled in the program shall contribute through payroll deduction any premium amount which exceeds the combined District maximum contribution. The District will make a annual contribution, paid on a monthly basis, to each employee's HRA/VEBA account depending on the plan they choose.~~

**10.2.2 Insurance Categories.**

- A. **Required Insurances.** All teachers are required to hold dental, life, and income protection insurance from the District. The District will cover the annual cost for these combined premiums, which for the length of this contract will be set at \$1,150 per year (which is subtracted from the "Total Benefits Amounts" listed above).
1. **Dental Insurance.** The District will contribute the full premium necessary to purchase dental insurance for all full-time teachers and their dependents who qualify for and are enrolled in the District's dental insurance plan.
  2. **Life Insurance.** The District will contribute the full premium necessary to purchase group term life insurance in the amount of \$50,000 per teacher. The policy shall contain a provision for double indemnity in case of accidental death, benefits in case of dismemberment, and waiver of the premium when totally disabled. Teachers may pay the premium for additional group term life insurance in excess of \$50,000. Teachers who have spouses and/or dependents and who purchase additional insurance may also purchase dependent life insurance at their own cost.
  3. **Long-Term Income Protection Insurance.** The District will contribute the full premium necessary to purchase long-term income protection insurance for each teacher.
- B. **Medical Insurance.** The District shall provide an annual contribution toward the premium (and the deductible for all high-deductible plans) for single, employee plus one, or family insurance for full-time teachers who qualify for, and are enrolled in, one of the District's group medical plans. The amount provided by the District shall be as follows based upon plan selection and the category of coverage:

**District Contribution Amounts to Insurance Benefits by Category****District Contribution Amounts to Insurance Benefits by Category: 2017-2018**

| PLAN                                  | Plan Level | Required Insurances | Insurance Premium | VEBA/HSA Contribution | TOTAL    |
|---------------------------------------|------------|---------------------|-------------------|-----------------------|----------|
| <b>80/20<br/>Low Deductible</b>       | Single     | \$1,150             | \$6,079           | \$0                   | \$7,229  |
|                                       | Empl.+1    | \$1,150             | \$9,253           | \$0                   | \$10,403 |
|                                       | Family     | \$1,150             | \$11,657          | \$0                   | \$12,807 |
| <b>1200/2400<br/>High Deductible</b>  | Single     | \$1,150             | \$6,079           | \$1,000               | \$8,229  |
|                                       | Empl.+1    | \$1,150             | \$9,253           | \$2,000               | \$12,403 |
|                                       | Family     | \$1,150             | \$11,657          | \$2,000               | \$14,807 |
| <b>2600/5200<br/>High Deductible</b>  | Single     | \$1,150             | \$6,079           | \$1,300               | \$8,529  |
|                                       | Empl.+1    | \$1,150             | \$9,253           | \$2,300               | \$12,703 |
|                                       | Family     | \$1,150             | \$11,657          | \$2,300               | \$15,107 |
| <b>5000/10000<br/>High Deductible</b> | Single     | \$1,150             | \$6,079           | \$1,500               | \$8,729  |
|                                       | Empl.+1    | \$1,150             | \$9,253           | \$2,600               | \$13,003 |
|                                       | Family     | \$1,150             | \$11,657          | \$2,600               | \$15,407 |

**District Contribution Amounts to Insurance Benefits by Category: 2018-2019**

| PLAN                                 | Plan Level | Required Insurances | Insurance Premium | VEBA/HSA Contribution | TOTAL           |
|--------------------------------------|------------|---------------------|-------------------|-----------------------|-----------------|
| <b>1200/2400<br/>High Deductible</b> | Single     | \$1,150             | <u>\$6,722</u>    | \$1,000               | <u>\$8,872</u>  |
|                                      | Empl.+1    | \$1,150             | <u>\$10,232</u>   | \$2,000               | <u>\$13,382</u> |
|                                      | Family     | \$1,150             | <u>\$12,891</u>   | \$2,000               | <u>\$16,041</u> |
| <b>2600/5200<br/>High Deductible</b> | Single     | \$1,150             | <u>\$6,722</u>    | \$1,300               | <u>\$9,172</u>  |
|                                      | Empl.+1    | \$1,150             | <u>\$10,232</u>   | \$2,300               | <u>\$13,682</u> |
|                                      | Family     | \$1,150             | <u>\$12,891</u>   | \$2,300               | <u>\$16,341</u> |

|                                       |                |         |                 |         |                 |
|---------------------------------------|----------------|---------|-----------------|---------|-----------------|
| <b>5000/10000<br/>High Deductible</b> | <b>Single</b>  | \$1,150 | <u>\$6,722</u>  | \$1,500 | <u>\$9,372</u>  |
|                                       | <b>Empl.+1</b> | \$1,150 | <u>\$10,232</u> | \$2,600 | <u>\$13,982</u> |
|                                       | <b>Family</b>  | \$1,150 | <u>\$12,891</u> | \$2,600 | <u>\$16,641</u> |

- 10.2.3 **Forfeiture.** Teachers who waive medical coverage will be subject to a loss of credit of a portion of the District's contribution that is provided to teachers electing single medical insurance coverage. The loss of credit for teachers waiving medical coverage shall be equal to 90% of the District's contribution to the single rate of the District's most expensive medical plan. Teachers who take medical insurance through the District shall forfeit any cash reimbursement if the District's insurance benefits more than fully cover the costs of their medical plan.
- 10.2.4 **Duration of Contribution to Insurance Benefit.** A teacher is eligible for the District contribution to the insurance benefit as provided in this Article as long as the teacher is employed by the District. Upon termination of employment, all District contributions shall cease unless said termination is due to early retirement and qualifies for continued District contribution under Section 17.3.

### **10.3 LIMITATIONS AND REQUIREMENTS**

- 10.3.1 **Limitation of Insurance Coverage.** The insurance coverage set forth in Article X shall be prorated for teachers working less than full-time.
- 10.3.2 **Required Election.** Teachers are required to elect basic \$50,000 term life insurance, dental insurance, and income protection insurance. Furthermore, teachers generally must elect one medical insurance option or be subject to loss of credit of a portion of the District contribution as detailed in Section 10.2.3 of this Article.
- 10.3.3 **Income Protection Insurance.** The District shall provide income protection insurance. Teachers that meet the requirements for income protection must utilize income protection benefits and discontinue sick leave benefits as provided in Section 11.1.3.
- 10.3.4 **Claims against the District.** It is understood that the District's only obligation is to purchase an insurance policy provided the teacher has requested such insurance in writing and the District has acknowledged receipt of such request in writing, and pay such amount as agreed to herein and no claim shall be made against the District as a result of denial of insurance benefits by an insurance carrier.

### **10.4 INSURANCE CARRIER AND POLICY SELECTION**

The selection of the insurance carrier and policy, provided that the type of coverage shall not be less than the existing policy, shall be made by the District as provided by law.

### **10.5 INSURANCE REFUND**

Any amount of money returned from the medical insurance carrier to the District shall be refunded on a pro rata basis to each member enrolled in the District's medical insurance plan.

## **ARTICLE XI LEAVES**

### **11.1 SICK LEAVE**

- 11.1.1 **Benefit Amounts.** Each full-time teacher shall be credited with a 15 day (120 hours) sick leave allowance at the beginning of each school year but such sick leave shall be earned at the rate of one and two-thirds day per month (one hour for each twelve hours of scheduled time) to be used for absence caused by illness of the teacher. The unused portion of such allowance shall accumulate from year to year to a maximum of 165 working days (1320 hours). The Board shall furnish to each teacher a written statement at the beginning of each school year setting forth the total of sick leave credit. In the event that a teacher is contracted to work less than five days per week full time (1.0 FTE or 1472 hours), sick leave shall be granted on a pro rata basis.

- A. **Sick Leave with Pay.** Sick leave with pay shall be allowed by the Board whenever a teacher's absence is found to have been due to illness which prevented his/her attendance at school and performance of duties on that day or days. A teacher's sick leave may also be used for the care of an ill child pursuant to M.S. Statute 181.9413.

The Board may require a teacher to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the teacher will be so advised.

Sick leave pay shall be approved only upon the submission of an electronic request (currently through AESOP) or a signed request upon the authorized sick leave pay request form available at the office.

However, the final determination as to the eligibility of a teacher for sick leave is reserved to the Board.

- B. **Additional Sick Leave.** Any full-time teacher who has completed ten years of employment with the District shall be granted, as a supplement to the above sick leave, 30 days (240 hours) of major medical leave which may be used for hospital confinement. This leave is non-accumulative. These 30 days (240 hours) of major medical leave for hospital confinement is to be used after all accumulated sick leave days have been used by the teacher.

In extenuating circumstances, the Superintendent shall have discretion to grant additional paid sick leave to teachers on a non-precedent setting basis.

- C. **Sick Leave Loan.** Additional loaned sick leave benefits will be granted to any teacher who has been employed by the District for three (3) years and who has exhausted accumulated sick leave benefits if such teacher has been continuously disabled and unable to teach for a period of twenty-five (25) or more consecutive work days, as certified by a medical doctor. Additional loaned sick leave benefits up to a maximum of twenty (20) days (160 hours) may also be granted for a subsequent absence during the same school year due to the same medical condition.

Such additional loaned sick leave benefits will commence as of the work day immediately following the last day of regular sick leave payment. Additional loaned sick leave benefits will continue only for the period during which the teacher remains continuously disabled and unable to teach, and shall cease in any event after sixty (60) calendar days of disability.

The loaned days will be re-paid utilizing the following requirements:

1. At the beginning of each school year, four (4) days (32 hours) per year will be deducted from an employee's accumulated sick and/or personal leave until the total loaned days are paid back.
2. These four (4) days (32 hours) can be a combination of sick and personal days; however, at least one personal day/8 personal leave hours must be used. The employee must notify the Human Resource Department when they return from their leave, their choice of re-payment (e.g. Sick or personal days).
3. At the end of the school year, the employee may apply additional accumulated sick and/or personal days/hours to the balance of the loaned days/hours.
4. If the loaned days/hours are not re-paid and the teacher resigns or is terminated, the remaining days/hours will be deducted from their final paycheck. If the teacher is unable to return due to a disability, this provision will not apply.

- D. **Pay Back.** In the event of resignation, termination or discharge of a teacher to whom sick leave has been advanced in excess of that accumulated, the teacher is required to refund the amount paid for the period of such excess.

- 11.1.2 **Unused Sick Leave Benefit (Wellness Day).** Teachers who have the maximum sick leave accumulation (180 days or 1440 hours at the start of the school year) and use three (3) or fewer sick leave days (24 hours) in any school year shall receive one (1) additional personal leave day (called a Wellness Day) in the following school year in exchange for the remaining twelve (12) to fifteen (15) days (96 to 120 hours) of accrued sick leave beyond 165 days (1320 hours). Personal leave days taken shall not be counted for purposes of this section. However, sick leave days used pursuant to Sections 11.4, 11.5, and 11.7 (for family illness only) shall be counted for purposes of this section.

- 11.1.3 **Insurance Coordination.** Teachers must utilize income protection insurance benefits immediately upon expiration of the waiting period. Thereafter, the teacher may draw upon accumulated sick leave

and be paid the difference between compensation received from income protection and the teacher's basic salary. A deduction shall be made from accumulated sick leave according to the pro rata portion of the days of sick leave used to supplement income protection. In no event shall the additional compensation paid to the teacher from sick leave result in the payment of total daily, weekly or monthly compensation that exceeds the normal basic compensation of the teacher.

~~11.1.4 **Transfer of Sick Leave.** In case of an extended illness resulting in qualification for long term disability benefits where the teacher does not have an adequate amount of accumulated sick leave to carry through until disability benefits begin, any teacher may transfer one day of his or her available unused sick leave to the teacher on disability. Such a transfer would result in a one day reduction of sick leave benefits from the transferring teacher.~~

## **11.2 FAMILY MEDICAL LEAVE ACT**

Eligible teachers shall be granted leave and benefits to which they are entitled pursuant to the Family and Medical Leave Act.

## **11.3 PERSONAL MEDICAL LEAVE**

Teachers are eligible to apply for an unpaid medical leave of absence for up to one year after they have exhausted all of their sick and FMLA leave.

- 11.3.1 **Failure to Return.** Failure of the teacher to return pursuant to the date determined as the end of his/her disability shall constitute grounds for discharge.
- 11.3.2 **Documentation.** The teacher shall provide at the time of the leave application, a statement from a health care provider certifying the need for and the expected duration of the medical leave.
- 11.3.3 **Notification.** When the reason for leave is foreseeable, the teacher shall make a written request for said leave at least thirty (30) days prior to the beginning of the leave. The teacher shall further make reasonable efforts to schedule any treatment so as to minimize disruption of the work of the School District.
- 11.3.4 **Extending Leave.** A teacher wishing to extend this leave into the following school year must submit a written request by March 1. Failure to notify in writing by March 1 shall constitute grounds for discharge.

## **11.4 USE OF SICK LEAVE FOR PREGNANCY AND CHILDBIRTH**

- 11.4.1 **Rights.** A pregnant teacher shall be entitled to available sick leave pursuant to Section 11.2 during the period of actual illness/disability related to pregnancy or childbirth.
- 11.4.2 **Failure to Return.** Failure of the teacher to return pursuant to the date determined as the end of her disability shall constitute grounds for discharge.
- 11.4.3 **Notification.** A pregnant teacher shall notify the district in writing no later than the end of the fifth month of pregnancy and, also at such time, provide a physician's statement indicating the estimated date of delivery of the child.
- 11.4.4 **Paternity/Maternity Leave.** Paternity/maternity leave of up to five (5) sick days shall be available to a teacher of either sex who becomes a parent as a result of childbirth. The paternity/maternity leave shall be available immediately following the birth of the child.

## **11.5 CHILD CARE LEAVE**

- 11.5.1 **Rights.** Child care leave shall be granted by the District subject to the provisions of this Section, and applicable state and federal laws. Child care leave shall be granted to one teacher-parent of a natural or adopted infant child and in order to care for such child on a full time basis. A teacher making application for child care leave shall have the following duties...
  - A. Inform the District in writing of the intention to take the leave not less than 30 days before the date the leave is to begin, except if the birth of a child requires leave to begin in less than 30 days, the teacher shall provide such notice as is practicable. A teacher wishing to extend this leave into the following school year must submit a written request by March 1. Failure to notify in writing by March 1 shall constitute grounds for discharge.
  - B. The application shall include the beginning date and the return date for the child care leave.

- C. The teacher shall provide at the time of the leave application, a statement from the health care provider indicating the expected date of delivery. Child care leave may be taken following the utilization of sick leave and/or long-term disability due to the pregnancy, delivery, and recovery.

**11.5.2 Requirements.** The following rules apply to the duration, nature and timing of the requested child care leave...

- A. The District may grant a child care leave of up to 12 months. The District has the right to adjust the end date of the leave to conform with a natural break in the school calendar. The entitlement to leave for the care of a child shall expire at the end of the 12-month period beginning on the date of such birth or placement. Where a husband and wife are employed by the District, the aggregate total of childbirth leave shall not exceed 12 months.
- B. Where the teacher begins child care leave for more than 5 weeks prior to the end of the school year, the teacher shall continue taking leave until the end of the school year if the leave is of at least 3 weeks duration or until a natural break in the school calendar as determined by the District.
- C. Where the teacher begins child care leave 5 weeks or less prior to the end of the school year, the teacher shall continue taking leave until the end of the school year.

**11.5.3 Return Agreement.** A teacher returning from child care leave shall be re-employed in a position for which the teacher was qualified prior to the leave provided the teacher returns on the date approved by the Board and maintains the licenses held prior to the leave.

**11.5.4 Limitations.** Leave under this Section shall be without pay or fringe benefits except as required by state or federal law. A teacher on Child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as she/he wishes to retain commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the district pursuant to this section.

**11.5.5 Effect on Application for Tenure.** The parties agree that periods of time for which the teacher is on child care leave shall not be counted in determining the completion of probationary period.

## **11.6 ADOPTION LEAVE**

The Board shall grant unpaid adoption leave to a teacher upon written application in accordance with the following procedure...

- 11.6.1 Notification.** The teacher shall notify the Superintendent in writing immediately upon learning of home placement of the adopted child or 30 calendar days prior to the requested beginning date of such leave, whichever is earlier.
- 11.6.2 Leave Start Date.** The adoption leave shall begin no earlier than 30 days after the date of the request and not earlier than the date of home placement.
- 11.6.3 Use of Sick Leave.** By mutual agreement between the Employer and the teacher, a teacher may use up to thirty (30) days of accumulated sick leave after the adoption of the child. Upon application to and prior approval by the Superintendent, the teacher may use up to five (5) nonconsecutive days of accumulated sick leave for participation in adoption proceedings, which shall be subtracted from the 30 day total described above.
- 11.6.4 Duration.** Adoption leave may be taken for a period of up to 12 months in duration.
- 11.6.5 Return.** At the time of submission of a written request for adoption leave as provided above, the teacher shall designate the duration of such leave and the return date. However, the teacher shall be permitted to return to employment only at the discretion of the Superintendent and then only at the beginning of a building marking period.
- 11.6.6 Limitations.** Where the two parents are employed by the District, the aggregate total of adoptive leave shall not exceed 30 days.
- 11.6.7** Supplementary requirements identified in Article 11.5 (Child Care Leave) shall apply to adoption leave.

## **11.7 FAMILY SICK LEAVE**

Each teacher will be allowed the number of days identified in Minnesota Statute for sickness of immediate family, currently up to twenty (20) days per year (this is non-accumulative). The leave will be granted upon a

written request of the teacher. Days used for family illness will be deducted from sick leave. For reference to family sick leave regarding children see Section 11.1.1.A.

For purposes of this section, immediate family shall mean: mother, father, spouse, children (minor or adult), aunt, uncle, grandchild, grandparent, brother, sister and in-laws of the same degree, step children and step parents.

Additional sick leave may be granted at the discretion of the Superintendent whose decision shall not be subject to the grievance procedure.

## **11.8 BEREAVEMENT LEAVE**

Each teacher will be allowed five (5) days for death of spouse, mother, father, child, step-child, mother-in-law, father-in-law, sister and brother, and in-laws of the same degree, and two (2) days for the death of uncle, aunt, grandparent, and grandchild. Days used for bereavement will not be deducted from sick leave.

## **11.9 PERSONAL LEAVE**

Each teacher will be granted ~~two (2) days of~~ personal leave annually without loss of pay to be used at the teacher's discretion as follows...

### **11.9.1 Accrual.**

- A. All teachers shall receive two (2) days of personal leave a year.
- B. As of July 1, 2018, any teacher who has accumulated 75 days of sick leave may exchange two (2) sick leave days for one (1) extra personal day per year. This exchange will not affect those who are eligible for a Wellness day as defined in Section 11.1.2.
- C. ~~11.9.4~~ Up to three (3) accumulated unused personal leave days (plus one additional day for unused sick leave as defined in Section 11.1.2) may be carried over into a following school year. After these unused personal leave days have been carried over, any teacher not using additional days of accrued personal leave shall be paid for such unused personal leave days at the lowest substitute rate per day.

### **11.9.2 Restrictions.**

- A. ~~11.9.1~~ Teachers may not use personal leave during the final ten (10) contract days of the school year. Under special circumstances, personal leave may be taken during the final ten (10) contract days at the discretion and prior approval of the Superintendent, whose decision shall not be subject to grievance procedures.
- B. ~~11.9.2~~ No more than 5 percent of the teachers assigned to a school building may take personal leave at any one time, ~~(This figure is to be rounded to the nearest whole number.)~~ In the event of an emergency, the limitation on the number of teachers who may take personal leave at any one time ~~as set forth in Section 11.9.2~~ may be waived at the discretion of the Superintendent whose decision shall not be subject to the grievance procedure.
- C. ~~11.9.6~~ A maximum of one personal leave day per teacher per year may be awarded on district/building staff development days as are designated on the calendar.
- D. ~~11.9.5~~ The maximum amount of Personal Leave available to the teacher ~~to use~~ in any year shall be ~~five (5) total days: two (2) days the teacher's allocation~~ for the current year plus ~~the remainder taken from their three (3) days of Personal Leave carry over as defined in Section 11.9.1.C and, if applicable, one the Wellness Day additional day for unused sick leave as defined in Section 11.1.2.~~
- E. ~~11.9.8~~ Teachers may take personal leave of absence only in full or half (½) day increments.

**11.9.3** Notification of personal leave must be made in writing to the building principal at least 24 hours in advance except in the event of an emergency.

## **11.10 PROFESSIONAL LEAVE**

A teacher may be granted professional leave during a school year without salary deduction. This leave time is to be in addition to any visitations which may be made on a regularly scheduled district-wide curriculum day, workshop, or seminar attendance.

## **11.11 ASSOCIATION LEAVE**

**11.11.1 Conducting Association Business.** Within each two (2) year contract, the Association will be credited with twenty (20) days to be used by teachers who are officers or designees of the Association. Such leave shall be with pay and shall be used as authorized by the Association President. The Association agrees to notify the Superintendent at least 48 hours prior to the date for the intended use of said leave. Substitute teachers shall be provided for persons on Association Leave with no cost to the individual teacher and the cost of the substitute equally shared by the Association and the District. Up to four (4) members of the Association's leadership will receive one period release from duties to work on Association business and to be available for meetings with the District.

**11.11.2 Full-Time Release Association President.**

- A. The Association President will be entitled to full (1.0 FTE) release time TOSA position without loss of pay, benefits, retirement pay, or seniority, in order to conduct duties as Association president.
- B. This leave will be granted on the following basis:
  1. The District will compensate the Association President on a continuing basis as a full-time contract teacher with benefits.
  2. The cost of the Association President's position shall be figured into the settlement cost of each two-year contract settlement.
- C. Should the Association President decide not to pursue continued release time, s/he will be returned to the following position (in descending order, if needed):
  1. The position that s/he vacated while conducting duties as Association President
  2. If s/he had most recently served as a TOSA, s/he will be returned to his/her previous teaching position and building of service.
- D. The Association President's schedule will be determined by the Association.
- E. The Association will be responsible for providing the Association President with office space and clerical support. However, the District will endeavor to provide office space for the Association President, provided available space exists in the District.
- F. The Association agrees to notify the District in writing before April 1st of each year as to which of their members will be serving as the Association President for the subsequent year.

## **11.12 SABBATICAL LEAVE**

The School Board may grant a sabbatical leave to a teacher for the purpose of acquiring further academic training toward an advanced degree in a subject matter pertinent to the teacher's position in the School District, for the purpose of obtaining specialized training to fill a position newly created in the School District or for other professional development which would advance the teacher's skills in his or her instructional area.

**11.12.1 Eligibility.** A teacher must have completed at least five (5) consecutive school years of satisfactory full-time employment with the School District since (a) the teacher's initial date of employment by the Employer, or (b) the expiration of such teacher's last previous sabbatical leave.

**11.12.2 Availability/Approval.** The number of leaves, which can be granted in any one year, will not exceed one percent (1%) of the total number of full-time teachers employed by the Employer. The School District's decision to approve a sabbatical leave shall be based upon the purpose of the leave and its benefit to the School District, the teacher's demonstrated performance to succeed in this task, the needs of the School District, availability of replacement staff and of budgetary funds. This Article is not subject to the grievance procedure.

**11.12.3 Guidelines for Developing Sabbatical Leave Applications.**

- A. The application shall include each of the following:
  1. A detailed description of the planned program of study or research
  2. A statement as to how and why such program will benefit the District
  3. Key details of the program of study or research, including, but not limited to, the institution or location where program will be pursued, courses and/or credits to be carried, dates of study, degrees or certificates to be earned, etc.
- B. An application for sabbatical leave shall be submitted to the School District's Director of Human Resources not later than February 1st of the school year immediately preceding the year in which the requested leave will be taken.
- C. An application shall bear the written endorsement of the applicant's immediate supervisor and the School District's Director of Human Resources.

- 11.12.4 **Duration.** A sabbatical leave shall be for not less than one (1) semester nor more than two (2) consecutive full semesters. The sabbatical leave must coincide with the regular school year (i.e. fall/spring - in this order only).
- 11.12.5 **Compensation.** The compensation for teachers on sabbatical leave shall be fifty percent (50%) of the contract salary. It is not the intent of this Agreement that extra duty compensation of any kind shall be included in the consideration of payment for sabbatical leaves. If a recipient of a sabbatical leave receives income from employment or from scholarship aid or emolument funds from other sources during the time s/he is on sabbatical leave, the School Board shall reduce the sabbatical leave payments, otherwise payable, by an amount equal to such income to the extent that such income, when added to the sabbatical leave payments, exceeds the salary which the recipient would have received if s/he had signed his/her current contract for full-time employment. The schedule for the payment of salary to a teacher on sabbatical leave shall be in accordance with the procedures for payment of salary to any other member of the teaching staff.
- 11.12.6 **Benefits.** A teacher on sabbatical leave remains eligible upon request for participation in all insurance programs for teachers. The Employer contribution towards such insurance coverage shall bear the same ratio to the sabbatical compensation agreement. Each teacher electing to continue insurance coverage while on sabbatical leave shall contribute through payroll deduction any excess premium over the School District's contribution.
- 11.12.7 **Return Agreement.** When leave is granted the teacher must agree to return for a period of at least three (3) years. If the teacher chooses not to return to the District, or on return does not complete the requirement of three years, the amount of all remuneration will be repaid to the District as follows...
- A. If the teacher does not return, the total amount of remuneration must be repaid.
  - B. If the teacher returns for one year, only 2/3 of the remuneration must be repaid.
  - C. If the teacher returns for only two years, 1/3 of the total remuneration must be repaid.
  - D. If the teacher returns for three years, no remuneration must be repaid.
- 11.12.8 **Job Status Upon Return.** A teacher, upon return from leave, shall be restored to his/her former position or to a position of like nature and status, and shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such period. He/she shall maintain tenure, insurance benefits, accumulated sick leave and all other accrued benefits provided in this Agreement. A teacher must notify the Superintendent in writing of the teacher's intent to return from leave prior to March 1<sup>st</sup> immediately preceding the year of return. However, the District shall notify the teacher by certified mail prior to February 15th of this requirement.

### **11.13 EMERGENCY LEAVE**

- 11.13.1 A teacher may be granted an emergency leave with pay at the discretion of the Superintendent or his/her designee for up to two (2) days per year. These days are non-accumulative and for situations that arise requiring the teacher's attention which cannot be attended to when school is not in session and which are not otherwise covered under policies. These days shall be deducted from sick leave.
- 11.13.2 Deaths, funerals, court appearances, estate settlements, and illness of daycare provider are examples of when this leave may be granted.
- 11.13.3 Requests for emergency leave must be made in writing to the Superintendent or his/her designee at least three (3) days in advance of the absence whenever reasonably possible. The request must state the reason for the proposed leave.
- 11.13.4 An emergency leave day normally shall not be granted for the day preceding or the day following a break in the calendar, nor for the first five (5) days or the last five (5) days of the school year.
- 11.13.5 Additional leave may be granted in extreme emergencies at the discretion of the Superintendent or his designee.

### **11.14 LEAVE FOR JURY DUTY**

When employees of the district are ordered by the courts to report for jury duty, they will be relieved from their regular duties in the district that would conflict with this order. When relieved from jury duty during the day, the employee is to return to school for the remainder of that day. Absences for jury duty are to be arranged with the building principal as soon as the court order is received by the employee. Absences for jury duty will not count in calculating absence limitations in other policies of the District. The salary paid to the employee during absences for jury duty shall be at the regular rate less the fee paid to the employee by the court for this jury duty.

### **11.15 WORKER'S COMPENSATION**

Upon the request of a teacher who is absent from work as a result of a compensable injury incurred in the service of the District under the provisions of the Worker's Compensation Act, the District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the teacher and the teacher's regular rate of pay to the extent of the teacher's earned accrual of sick leave.

A deduction shall be made for the teacher's sick leave accrual time according to the pro rata portions of days of sick leave which is used to supplement worker's compensation.

Such payment shall be paid by the District to the teacher only during the period of disability.

In no event shall the additional compensation paid to the teacher by virtue of sick leave pay result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the teacher.

A teacher who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave pursuant to this policy shall submit his/her Worker's Compensation check, endorsed to the District, prior to receiving payment from the District for this absence.

### **11.16 UNPAID LEAVES OF ABSENCE**

Teachers are eligible to take an unpaid personal leave of absence for up to one school year with the following understandings...

- 11.16.1 **Application.** Teachers with a minimum of five (5) years of teaching experience in the School District may apply in writing at least 60 days prior to the requested beginning date of such leave to the Director of Human Resources for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the School Board.
- 11.16.2 **Purpose.** Such leave may be granted by the School Board for overseas teaching, participation in the Peach Corps, Vista, and/or the National Teacher Corps, extended illnesses of the teacher, extended illnesses in the teacher's immediate family, civic activities, alternative occupational experiences, teacher organizational activity, service in public office, or other reasons deemed appropriate by the School Board.
- 11.16.3 **Duration.** At the time of submission of a written request for an unpaid leave of absence as provided above, the teacher shall designate the duration of such leave and the preferred return date. However, the District has the right to adjust the end date of the leave to conform with a natural break in the school calendar.
- 11.16.4 **Notification.** A teacher on such leave shall notify the Director of Human Resources, in writing, no later than March 1st of the leave year of the teacher's intention to return at the conclusion of the leave or to request an extension of the leave. The granting of an extension shall be at the sole discretion of the School Board. Failure to notify in writing by March 1st shall constitute grounds for discharge.
- 11.16.5 **Return.** A teacher returning from an unpaid leave of absence shall be re-employed in a position for which the teacher was qualified prior to the leave provided the teacher returns on the date approved by the Board and maintains the licenses held prior to the leave.

### **11.17 EXTENDED LEAVES OF ABSENCE**

Extended Leaves of Absence will be granted pursuant to MN Stat. § 122A.46.

### **11.18 MILITARY LEAVE**

Military Leave shall be granted pursuant to applicable law.

### **11.19 LEAVE IMPACT ON INSURANCE AND STEPS**

- 11.19.1 **Leave Impact on Insurance Benefits.**
  - A. **Unpaid Leave.** A teacher on unpaid leave is eligible to continue to participate in group insurance if permitted under the insurance policy provisions. The teacher shall pay the entire monthly premium in advance, except as otherwise provided in law.
  - B. **Paid Leave.** In the event the teacher is on paid leave from the School District under Section 11.1 Sick Leave or supplemented by sick leave pursuant to Section 11.15 Worker's Compensation, the School District will continue insurance contributions as provided in this Agreement until sick

leave is exhausted. Thereafter, the teacher must pay the entire premium to the School District for any insurance retained.

- 11.19.2 **Impact on Career Increment (Step).** Teachers who work less than one (1) semester due to a leave will not receive a career increment (step) for that year except pursuant to applicable law.

## ARTICLE XII

### DEDUCTIONS

All deductions for absences will be made on the basis of the total number of contract days (hours) as provided for in the current school calendar.

## ARTICLE XIII

### UNREQUESTED LEAVES OF ABSENCE

#### 13.1 PURPOSE

The purpose of this policy is to implement the provisions of MN Stat. § 122A.40, Subd. 10, which policy, when adopted, shall constitute a plan for unrequested leave because of discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidation of districts.

Beginning July 1, 2018, the language in this section applies separately to two unique groups covered by this contract: K-12 teachers and Early Childhood Educators. Each group applies this same language within their own seniority groupings; neither group can bump into the positions on the other's list.

#### 13.2 DEFINITIONS

For purposes of this policy, the terms defined shall have the meanings respectfully ascribed to them.

13.2.4~~1~~ **Board.** "Board" means the local governing board of the District.

13.2.4~~2~~ **Teacher.** "Teacher" means any member of the appropriate unit as defined in the Agreement who holds a certificate from the State Department of Education.

13.2.2~~3~~ **Qualified.** "Qualified" shall mean a teacher who, in addition to the state license, has a major in the subject matter or field in which the teacher has taught within the past five years in the District.

#### **Exceptions to this provision...**

- A. K-6 shall be treated as a single category when applying the requirement for teaching experience within the last five (5) years.
- B. Deans are considered to have continuing teaching experience in the area(s) of licensure in which they had been teaching in the District within the five-year period just prior to assuming the position of Dean.
- C. Teachers in coordinator or other special assignments within the bargaining unit are considered to have continuing teaching experience in the area(s) of licensure in which they had been teaching within the five-year period just prior to assuming a position as coordinator or a position on special assignment.
- D. Teachers initially employed as Deans, coordinators, or in special assignments within the bargaining unit shall be deemed to have taught within the last five (5) years in the area(s) of teaching licensure held at the time of employment in the District.
- E. Secondary principals have discretion to assign supervisory duties (i.e. study halls, cafeteria, etc..) to teachers without regard to the provisions of this Article.
- F. In subject areas where the state does not require a specific license, the District reserves the right to set qualifications for positions.

13.2.3~~4~~ **Seniority.** "Seniority" means continuing contract qualified teachers commencing with the first day of actual service in the District and shall exclude Tier 1 and Tier 2-licensed teachers, probationary

teachers, and those teachers who are acting incumbents for teachers on authorized military, or other leaves of absence. In determining the length of seniority, a teacher whose employment has been legally terminated by resignation, or termination pursuant to MN Stat. § 122A.40, but whose employment was subsequently reinstated by action of the Board, and the teacher, without interruption of regular service, shall retain his/her original seniority date.

~~13.2.4 **Board.** "Board" means the local governing board of the District.~~

**13.2.5 Cooperative Center Assignment.** In the event that a Cooperative Center is organized, in which the District is a member, and a teacher of the District transfers to the Cooperative Center, that teacher will retain rights provided in this Article as follows:

- A. If the teacher's position in the Cooperative Center is discontinued or the Cooperative Center disbands, the teacher will retain seniority rights in the subject matter or field employed at the time of leaving the District, according to the number of years seniority the teacher would have had the teacher not been transferred.
- B. This provision shall have no force and effect if the Cooperative Center has functioned for five (5) years.
- C. If the teacher is discharged, terminated or resigns from the Cooperative Center, the teacher shall retain no rights pursuant to this Article.

~~13.2.6 **Teachers on Special Assignment.** Teachers on special assignment shall be qualified in the subject matter or field in which taught, at the time given such assignment.~~

### **13.3 UNREQUESTED LEAVES OF ABSENCE**

**13.3.1 District Authority.** The Board may place on unrequested leave of absence for a period not exceeding three calendar years from the time such leave is commenced, without pay or fringe benefits, such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed between the teacher and the Board.

**13.3.2 Selection for Leave.** Only those teachers who are currently teaching in the subject matter or field in which such position is terminated shall be placed on unrequested leave of absence, except that a teacher whose position is terminated may bump into another subject matter or field and shall have seniority in such subject matter or field if said teacher has taught in that subject matter or field, in the District, within the past five years and is qualified.

A teacher who has acquired continuing contract rights must not be placed on unrequested leave of absence (ULA) while Tier 1-licensed, Tier 2- licensed, or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed. Tier 3 and 4 continuing contract teachers shall be placed on unrequested leave of absence in inverse order of seniority, as calculated by initial date of hire as a licensed teacher with the following exception: No teacher shall be placed on ULA if any other qualified teacher employed in the same field and subject matter is on a "Teacher Improvement Plan" as provided for in the "Teacher Evaluation and Peer Review Process" required in M.S. 122A.40, Subd. 8. (Specifically Assistance Plan Level 2).

**13.3.3 Notice to Teachers.** ~~Teachers placed on such leave shall receive notice by June 1st of the school year prior to the commencement of such leave with reasons therefore. Following school board action on discontinued positions and school board action proposing placement of teachers on unrequested leave of absence, each individual teacher proposed for placement on unrequested leave of absence shall receive notice of the proposed placement by June 1st of the school year prior to the commencement of such leave that:~~

- ~~A. States the applicable grounds for the proposed placement;~~
- ~~B. Provides notice to the teacher of their right to request a hearing on the proposed placement within 14 days from the receipt of the notice; and~~
- ~~C. Provides notice to the teacher that failure to request a hearing will be deemed acquiescence to the school board's proposed placement action.~~

**13.3.4 Right to a Hearing and Decision.** ~~A hearing will be provided as set forth in MN Stat. § 122A.40, Subd. 14, if a written request for a hearing is received by the Board within 14 days after the teacher received notice of placement on unrequested leave of absence. If the teacher requests a hearing, teachers proposed for placement on unrequested leave of absence pursuant to school board action shall be entitled to a hearing to challenge the proposed placement pursuant to the grievance procedure as provided in this agreement commencing at the arbitration level.~~

**13.3.5** **Final Board Action.** Final school board action to place a teacher on unrequested leave of absence must take place prior to July 1, but not before notice to the teacher as required above and acquiescence, or notice to the teacher as required above.

**13.3.46** **Seniority.** Qualified teachers shall be placed on unrequested leave in inverse order of seniority in the field and subject matter currently employed. Such teachers shall not be permitted to apply or exercise their seniority in any other subject matter or field than the one in which they are qualified. No qualified teacher shall be placed on unrequested leave if there is any other qualified teacher with less seniority in the same field and subject matter of current employment with the following exception: No teacher shall be placed on ULA if any other qualified teacher employed in the same field and subject matter is on a "Teacher Improvement Plan" as provided for in the "Teacher Evaluation and Peer Review Process" required in M.S. 122A.40, Subd. 8. (specifically Assistance Plan Level 2).

**13.3.7** **Dropping of License.** A teacher shall not be permitted to exercise seniority to displace another teacher in a different licensure area by dropping the license in the subject matter in which the teacher is currently assigned by the School District in order to acquire a different assignment through the ULA process. If a teacher drops the license which qualified the teacher for the teacher's current assignment, the School District may place the teacher on ULA, and the teacher shall have no bumping rights nor realignment rights in another licensure area.

**13.3.58** **Process.** In the event of a staff reduction, action affecting teachers whose first date of employment commenced on the same date, and have equal seniority, the selection of the employee for purposes of discontinuance shall be in the following order...

- A. **Experience Factor Step.** The term "step" shall mean "experience factor." "Experience factor" is defined as the sum of total teaching experience in the Shakopee District, effective the first duty day, plus the number of years of outside teaching experience, recognized by the Shakopee District for initial salary schedule placement at the time of initial employment by the District, pursuant to Section 7.3.7.
- B. **Lane.** In the event "lane" must be used as a tie breaker, only the lane recognized by the District for salary schedule purposes pursuant to Section 7.3.1, which was in effect on November 1 of the school year during which placement on unrequested leave of absence will occur, shall apply. In accordance with Section 13.5, a preliminary teacher seniority list shall be prepared and posted annually by the District on or before the end of the first student contact day of the school year. A revised teacher seniority list shall be prepared and posted by the District reflecting applicable lane changes on or before the end of the day of November 1. The provisions of Section 13.3.5 shall become effective January 1 of each school year.
- C. **Other Factors.** In the event "other factors" must be used as a tie breaker, the District may use its discretion based upon teacher performance, training, experience, skills in special assignments, and other relevant factors.

**13.3.69** **Affirmative Action.** The provisions herein shall not apply if it will result in any violation of the district's affirmative action program which shall include ethnic, race, color or sex; and any person employed in an affirmative action program.

**13.3.710** **Options while on Leave.** Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for unemployment compensation if otherwise eligible under that law for such compensation and such leave will not result in a loss of credit for years of service in the district earned prior to the commencement of such leave.

**13.3.11** **Additional Assignments.** If reduction in number of teachers based on seniority would result in the discontinuance of any curricular program, the teacher employed in such program may not be placed on ULA, and the next senior teacher may be placed on such leave, at the discretion of the School District.

**13.3.812** **Realignment.** Nothing in this Article shall require the District to reassign a senior teacher to a different subject matter category to accommodate the seniority claims of a junior teacher.

**13.3.13** **Benefits while on Leave.** Teachers placed on unrequested leave of absence shall remain eligible for participation in the school district's group insurance programs at their own expense for the duration of their reinstatement period.

## **13.4 REINSTATEMENT**

**13.4.1** **Teacher Rights.** No new teacher at any licensure tier shall be employed by the District while any qualified teacher is on unrequested leave of absence who taught in the same field or subject matter at the time such qualified teacher was placed on an unrequested leave of absence. Teachers placed on

unrequested leave of absence shall be reinstated to a position for which they are qualified (~~Article XIII, Section 2, §2 Section 13.2.2~~). The order of reinstatement shall be in inverse order in which teachers were placed on requested leave. ~~A teacher must not be reinstated to a position in a field in which the teacher holds only a provisional license, other than a vocational education license, while another teacher who holds a non-provisional license in the same field remains on unrequested leave. A teacher on unrequested leave does not forfeit right to reinstatement when accepting a position for less than the full position they were placed on leave from, or when they refuse an offered position.~~

- 13.4.2 Requirements.** When placed on unrequested leave, a teacher shall file his/her name and address with the District personnel office to which any notice of reinstatement or availability of position shall be mailed by certified mail. Proof of service by the person in the District depositing in the mail such notice to the teacher at the last known address shall be sufficient and it shall be the responsibility of any teacher on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the District if any notice has been mailed as provided herein.
- 13.4.3 Reinstatement Time Frame.** If a position as provided in the Teacher Rights subsection above becomes available for a qualified teacher on unrequested leave, the District shall mail the notice by certified mail to such teacher, who shall have 33 days from the date of mailing of such notice to accept the re-employment. If written acceptance is not received by the Board within such 33-day period, it shall constitute a waiver on the part of any teacher to any further rights of employment or reinstatement and shall forfeit any future reinstatement or employment rights.
- 13.4.4 Limitations.** Reinstatement rights shall automatically cease three years from the date unrequested leave was commenced and no further rights to reinstatement shall exist unless extended by written mutual consent ~~between the School District, the Association, and with~~ each qualified teacher.

### **13.5 ESTABLISHMENT OF SENIORITY LIST**

The Board shall annually cause a seniority list to be prepared from its records (by name, date of employment, qualification and subject matter or field). It shall post such list by January 1 of each school year in an official place in each school house of the district.

Any person whose name appears on such list and who may disagree with the findings of the Board and the order of seniority in said list shall have ten days from the date of posting to supply written documentation, proof and request for seniority change to the Board.

By January 15, the Board shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the Board deems warranted. A final seniority list shall thereupon be prepared by the Board, which list as revised shall be binding on the District and any teacher. Each year thereafter the Board shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new employees. Such yearly revised list shall govern the application of the unrequested leave of absence policy until thereafter revised.

### **13.6 REVIEW**

For purposes of review of the Board's decision placing a teacher on unrequested leave of absence, the provisions of MN Stat. §122A.40, Subd. 17 shall apply.

## **ARTICLE XIV**

### **YEAR-ROUND SCHOOL**

In the event that one of the year-round concepts of school operation becomes necessary and adopted, the school calendar shall be amended by the Board and Section 7.1, Basic ~~Compensation Schedules and Rates of Pay~~, shall be open to negotiation in the next contract.

## **ARTICLE XV**

### **TEACHER DISCIPLINE AND REPRESENTATION**

The Association and the District have agreed to use a progressive discipline model to ensure the highest quality of professionalism and instruction for our students.

### **15.1 PROGRESSIVE DISCIPLINE.**

- 15.1.1 **Discipline.** Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. However, the School District reserves the right to impose discipline at any level as it determines based upon the circumstances surrounding the action. A conference between the teacher and his/her supervisor(s) shall be held prior to the imposition of a written reprimand, suspension, or discharge.
- 15.1.2 **Grounds for Disciplinary Action.** The imposition of an oral reprimand shall not be subject to the grievance procedure. A teacher may challenge the contents of any written materials in his/her personnel file pursuant to the provisions of . §122A.40, Subd.19. A teacher shall be suspended without pay only for just cause, and such action shall be subject to the grievance procedure. A teacher who is the subject of a discharge shall be governed by MN Stat. § 122A.40, and such action shall not be subject to the provisions of this article.
- 15.1.3 **Opportunity to Meet.** Suspension with or without pay shall be imposed only by the Superintendent or his/her designee. If a suspension without pay is to be considered pursuant to Section 2. above, the teacher shall be afforded an opportunity to meet with the Superintendent or his/her designee, and the teacher may elect to have a representative in attendance at any such meeting.
- 15.1.4 **Subject to Arbitration.** Suspension without pay shall take effect only after notification from the Superintendent or his/her designee to the teacher stating the grounds for suspension without pay. The teacher shall have the right to invoke the grievance procedure set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent or his/her designee within five (5) days after receipt of the written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay and the length of the suspension were appropriate considering the circumstances surrounding the action.
- 15.1.5 **Removal from Duty – Investigation.** This article shall not apply to a teacher who is removed from duty on paid suspension pending investigation of allegations or to a teacher charged with a felony who is removed from duty on unpaid suspension pursuant to MN Stat. § 122A.40, Subd. 13.

### **15.2 TEACHER REPRESENTATION.**

A teacher shall at all times be entitled to have a representative of the Association present when s/he is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance.

## **ARTICLE XVI**

### **PUBLICATION OF AGREEMENT**

Copies of this Agreement titled "Independent School District No. 720 and the Shakopee Education Association Collective Bargaining Agreement" shall be printed at the expense of the Board within 30 days after the Agreement is signed and a copy shall be presented to every newly hired teacher with the full agreement posted on the staff file share for other teaching staff. Furthermore, the Board shall furnish twenty-five copies of the Agreement to the Association for its use.

## **ARTICLE XVII**

### **DEFERRED COMPENSATION / RETIREMENT BENEFITS**

#### **17.1 MATCHING PROGRAM**

Full-time teachers and part-time teachers on a pro-rata basis, shall be entitled to a matching District contribution to the Minnesota Deferred Compensation Plan (MN Stat. § 352.965 and MN Stat. § 356.24) or a Tax Sheltered Annuity (MN Stat. § 356.24 and Internal Revenue code 403(b)) on the following basis...

**Eligibility.**

- 17.1.1 **Probationary Teachers.** ~~Effective January 1, 2008, p~~ Probationary teachers shall receive a matching contribution of up to one percent (1%) of their scheduled salary (see Appendices A & B) through the District's Deferred Compensation program. ~~This match opportunity is in recognition of additional duty days for probationary teachers.~~
- 17.1.2 **Tenured Teachers.** ~~Effective January 1, 2016, t~~ Tenured teachers shall receive a matching contribution of up to 2.5% of their scheduled salary (see Appendices A & B).

## **17.2 "SUNSETTING" RETIREMENT BENEFITS**

- 17.2.1 **Health Savings Account Retirement Benefit.** Teachers who were employed before July 1, 1991 and who have completed twenty (20) years of full-time service in Shakopee Public Schools at the date of resignation from the District (excluding time spent on unpaid leave) shall be entitled to up to Thirty Thousand Dollars (\$30,000) upon departure from the District's employ. The \$30,000 shall be reduced by the amount of the District's total matching contribution, excluding the earnings from such District contribution, to the teacher's Minnesota Deferred Compensation Plan and/or Tax Sheltered Annuity calculated through June 30, 2000. Payment shall be placed in a district designated Health Savings Account in the name of the teacher. Payment shall be made by the District on the 15<sup>th</sup> of the month following their retirement. If, after the effective date of retirement, the teacher dies before receiving payment, the balance due shall be paid to the teacher's named beneficiary, or, lacking same, to the surviving spouse of the teacher, if any; otherwise, to the estate of the deceased teacher. If the teacher dies after becoming eligible for the benefit, but before resignation, the benefit due shall be paid to the teacher's named beneficiary, or, lacking same, to the surviving spouse of the teacher, if any; otherwise to the estate of the deceased teacher. No benefits under this Article shall be granted to any teacher who has been discharged by the District.
- 17.2.1 **Thirteen Year Employment Retirement Benefit.** In addition to the benefits provided in Article XVIII, Section 1, teachers not entitled to the benefits described in Section 17.2.1, shall, if meeting the eligibility requirements below, be entitled to the following upon resigning from the District...
- A. Eligibility.**
1. The teacher shall have served the District for at least thirteen (13) years.
  2. The teacher was employed by the District prior to July 1, 1990.
- B. Benefits.**
1. The teacher shall receive Fifty Dollars (\$50) for each day of accumulated sick leave, not to exceed Eight Thousand Two Hundred Fifty Dollars (\$8250).
  2. The sum payable to the teacher shall be reduced by one-half (½) of the contribution to such teacher's Minnesota Deferred Compensation Plan and/or Tax Shelter Annuity, excluding earnings from such District's contribution, calculated on June 30, 2000.
  3. Retirement pay shall be paid by the District on January 15<sup>th</sup> following the calendar year of retirement and no benefits under this Article shall be granted any teacher who is discharged by the District.

## **17.3 RETIREE INSURANCE**

- 17.3.1 **Eligibility.** A teacher retiring and having completed at least twenty (20) years of full-time service with the District shall be eligible to continue participation in the District group health, life, and dental insurance plans, if permitted by the terms of the policy with the insurance carrier. However, the teacher shall pay the entire premium for such insurance coverage commencing with the date of early retirement unless eligible for the paid medical insurance benefit listed below (Section 17.3.2). It is the responsibility of such teacher to make arrangements with the District's business office to pay to the District the monthly premium amounts in advance and on such date as determined by the District.
- 17.3.2 **Paid Medical Insurance Benefit.**
- A. Effective July 1, 2004, ~~for retirees who meet the following criteria~~, the District shall ~~make contribute an amount equal to the a single-level contribution to the retiree's premium cost and VEBA/HSA as identified in Section 10.2.2.B of this contract-the designated medical insurance plan (1200/2400 Plan for 2015-2017) but not to exceed the medical portion of the District's contribution to Insurance Benefits (Section 10.2) for retirees who meet the following criteria:~~
1. The teacher retires at the age of 52 or older, and

2. The teacher has completed twenty (20) years of full-time service with the District at the time of retirement.
- B. For individuals retiring beginning July 1, 2002, this contribution is limited to nine (9) years or the attainment of the age of eligibility for Medicare, whichever comes first.
- C. Teachers beginning employment after July 1, 2004, will not be eligible for this benefit.

~~D. The continuation of insurance for retiring teachers is covered under M.S. §471.61 Subd. 2b.~~

- 17.3.3 **Participation Rights.** The teacher's right to continue participation in this group insurance, however, will be discontinued upon the teacher attaining eligibility for Medicare or upon becoming eligible for a group medical-hospitalization plan through another employer-sponsored plan or until such time the teacher cancels insurance coverage, whichever comes first.

#### **17.4 RETIREMENT BENEFITS AND UNREQUESTED LEAVES OF ABSENCE**

A teacher otherwise qualifying for deferred compensation payments from the District under this Article may receive such payment earned prior to placement on unrequested leave of absence, at the time recall rights expire in the event the teacher is not recalled, or when the teacher resigns while on the recall list, whichever first occurs.

#### **17.5 RETIREMENT NOTIFICATION**

~~In the interest of enabling the District to have the widest pool of candidates for replacing retirees, a~~ A teacher who plans to retire at the end of the school calendar year shall notify the District of his/her intent to retire by March 1.

## **ARTICLE XVIII**

### **MODIFICATIONS IN CALENDAR / LENGTH OF SCHOOL DAY**

#### **18.1 ADJUSTING SCHOOL CALENDAR**

In the event of energy shortage, severe weather, or other exigency, the District reserves the right to modify the school calendar, and, if school is closed on a normal duty day(s), the teacher shall perform duties on such other day(s) in lieu thereof as the Board or its designated representatives shall determine, if any, in accordance with existing District policy.

#### **18.2 ADJUSTING SCHOOL DAY LENGTH**

In the event of energy shortage, severe weather, or other exigency, the District further reserves the right to modify the length of the school day, as the District shall determine, but with the understanding that the total number of hours shall not be increased (i.e., a four day week with increased hours per day but the total weekly hours not more than the regular five day week).

#### **18.3 MEET AND CONFER**

Prior to modifying the scheduled length of the school day, or the scheduling of makeup days, the District shall afford to the Association the opportunity to meet and confer on such matters.

## **ARTICLE XIX**

### **VOLUNTARY PAYROLL DEDUCTIONS AND PAYROLL**

~~IRS Section 125 Plan. The District shall offer and bear all expenses for administering an IRS Section 125 Plan.~~

#### **19.1 EARNINGS STATEMENTS**

At the end of each pay period, the District shall provide each employee an earnings statement, either in paper or electronically, covering that pay period.

#### **19.2 DEDUCTIONS FROM WAGES**

**19.1.1 Voluntary Payroll Deduction for IRS Section 125 Plan.** The District shall offer and bear all expenses for administering an IRS Section 125 Plan.

**19.1.2 Involuntary Payroll Deduction.** The District may not deduct an alleged wage overpayment or any other claimed indebtedness until the employee and the District agree to a repayment plan. Should the parties be unable to develop a plan, the repayment plan will be applied over the same time period in which the overpayment was generated

### **19.3 OVERPAYMENTS AND UNDERPAYMENTS**

When payroll errors are identified, the District will review the nature of the error with the Union. In the case of an underpayment, the District shall reimburse the employee in full. In the case of an overpayment in excess of five hundred dollars (\$500.00), the schedule and amount of deductions will be determined by mutual agreement between the District and the employee.

## **ARTICLE XX**

### **CONFORMITY TO LAW**

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If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

## **ARTICLE XXI**

### **TANDEM TEACHERS**

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#### **21.1 SALARY**

Tandem teachers shall not be deprived of any salary schedule placement already recognized and being paid for the previous school year in this district. Thereafter, tandem teachers shall be paid one-half of the next step on the salary schedule. Should a tandem teacher return to full time, he/she will receive pro rata credit for salary schedule purposes for the time served. However, less than one full year shall not count toward advance salary placement. This section is subject to the provisions of Section 7.1.

#### **21.2 SENIORITY**

Tandem teachers that have taught full time in this District immediately prior to such assignment shall retain full seniority earned prior to becoming a tandem teacher. Such qualified tandem teacher shall not be placed on unrequested leave of absence before a less senior full-time qualified teacher.

#### **21.3 SICK LEAVE**

Tandem teachers shall retain sick leave benefits accrued immediately prior to such assignment and shall be granted additional sick leave on a pro rata basis.

#### **21.4 CURRICULUM AND WORKSHOP DAYS**

When required by the District to attend school calendar curriculum, staff development, and/or workshop days during the contract year, tandem teachers shall receive payment on a pro rata scale for the extra time required.

## **ARTICLE XXII**

### **EARLY CHILDHOOD EDUCATION TEACHERS**

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#### **22.1 STATUTORY CONSIDERATIONS**

Pursuant to MN Stat. §122A.26, an Early Childhood Education (ECE) teacher who teaches in an early childhood and family education program, which is offered through a community education program which qualifies for community education aid or ECE aid, must meet licensure requirements as a teacher. However, MN Stat.

§122A.26, Subd. 2 specifically provides that such licensure shall not be construed to bring such an ECE teacher within the definition of a teacher for purposes of MN Stat. §122A.40, Subd. 1, or MN Stat. §122A.41, Subd. 1(a).

## **22.2 APPLICATION OF CONTRACT**

The parties recognize that the employment of ECE teachers is unique and market driven, and accordingly requires particular consideration in the contract because of this unique employment relationship.

## **22.3 PROBATIONARY PERIOD**

The Probationary Period of ECE teachers shall be three (3) school years of continuous service. Upon completion of the probationary period, an employee may be suspended or discharged only for just cause and such employee shall have access to the grievance procedure.

## **22.4 SENIORITY LIST**

ECE teachers shall have seniority only as an ECE teacher and shall have a separate seniority list consisting only of ECE teachers. An ECE teacher shall not have any rights to any other teaching position in the District. ECE teachers shall be laid off and recalled within order of seniority with other ECE teachers.

## **22.5 BASIC COMPENSATION**

~~This entire section will sunset as of July 1, 2018.~~

ECE teachers shall be compensated pursuant to the specific ECE salary schedules for ~~2015-2016~~ **2017-2018** (Appendix C), but ~~and 2016-2017 (Appendix D) or such other method as the District and the Association may agree to and shall not~~ be entitled to compensation on the regular teacher salary schedule ~~as of July 1, 2018.~~

- 22.5.1 **Board Rights.** The Board reserves the right to withhold increment advancements, lane changes, or any other salary increase for an ECE teacher for proper cause. The Board shall give the ECE teacher the reasons for such action in writing. Such action shall be subject to the grievance procedure.
- 22.5.2 **Placement on Salary Schedule.** These credits must be upper division college credits or graduate credits. It is recommended that ECE teachers planning future advancement to the Master's Degree level consider the graduate credit requirement at that level. The following rules shall be applicable in determining placement of an ECE teacher on the appropriate ECE salary schedule.
- A. **Definition of Salary Schedule Lanes.** Advancement along ECE salary lanes occurs every 10 semester or 15 quarter college credits. All semester credits shall be referred to and considered at a conversion rate of 1 semester credit equals 1.5 quarter credits. These credits must be upper division college credits or graduate credits. It is recommended that ECE teachers planning future advancement to the MA level consider the graduate credit requirement at that level.
  - B. **Definition of Professional Training.** All credits, semester or quarter, as well as any Master's Degree programs, must be earned after the bachelor's degree (see a. below for definition) has been granted and must have the District's written approval prior to registration for the course. All of these credits must relate to the ECE teacher's current teaching assignment and be upper level for any of the B.A. lanes and graduate level for any of the M.A. lanes.
    1. **B.A. Lane.** Requires a bachelor's degree from a teacher training institution upon which a valid Minnesota Teaching Certificate has been granted.
    2. **B.A.+10/15 Lane.** Ten (10) semester or 15 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
    3. **B.A.+20/30 Lane.** 20 semester or 30 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
    4. **B.A.+30/45 Lane.** 30 semester or 45 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
    5. **Master's Degree/M.A. Lane.** The awarding of a master's degree through completion of a qualifying university's master's program, approved by the District in advance, and verified by the District upon completion, are required to move to this lane. The master's degree must

contain a major area of concentration which relates to the ECE teacher's current assignment, and must have written approval of the District.

6. **M.A.+10/15 Lane.** Ten (10) semester or 15 quarter hour qualifying credits after the master's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane. Additionally, these credits must have been earned after July 1, 2003.
  - C. **Lane Change Application.** Credits to apply to lanes beyond a particular lane must be earned subsequent to the earning of the degree, and must be taken from an accredited college or university pursuant to the provisions Section 22.5.2.B.1 through 6 above. College credits not accepted by the granting institution for their own graduate programs shall not be applied to lane changes.
  - D. **Rate of Earning Credits.** There shall be no limit on the number of credits per quarter or semester that may be taken or earned for lane advancement during the school year. No credits shall be earned for lane advancement by completion of any in-service or non-college course work.
  - E. **Credits Submission Deadline.** Individual contracts will be modified to reflect qualified lane changes effective the first of the month following the month in which the teacher submits satisfactory evidence of completion of the requirements for the lane change to the Personnel Office. Lane changes will not be retroactive. Lane changes shall be granted and paid even if the effective date of the contract has elapsed and no subsequent contract is in effect.
  - F. **Credit Qualification.** College credits earned under Section 3 must have had prior approval of the administration. All undergraduate courses taken must be completed with a grade of C or P or better and all graduate courses taken must be completed with a grade of B or P or better.
  - G. **Prior Experience.** All ECE teachers may be given full credit on the salary schedule set forth in Appendix C and D for all years of outside teaching experience in a District accredited by a recognized accrediting agency.
- 22.5.3 **Prep Time.** ECE teachers will be paid for one-quarter ( $\frac{1}{4}$ ) hour of prep time for every one (1) hour of student contact time.

## **22.6 MISCELLANEOUS COMPENSATION INFORMATION**

This entire section will sunset as of July 1, 2018.

- 22.6.1 **Summer School.** All summer school teaching assignments shall be remunerated at the rate of \$30.00 per hour, or the hourly wage of the individual ECE teacher paid during the previous year, whichever is less. An additional one-quarter ( $\frac{1}{4}$ ) hour will be paid for each hour of teaching.
- 22.6.2 **Curriculum Writing.** Curriculum writing shall be paid on a flat fee per project basis as determined by the District or upon an hourly rate. The hourly rate shall be ~~\$30.00~~ ~~\$29.00~~ per hour or the hourly wage of the individual teacher paid during the previous year, whichever is less.
- 22.6.3 **District Sponsored Staff Development.** When the District at its discretion, offers to provide paid seminar/workshop/staff development opportunities beyond the normal duty days, ECE teachers will be paid at an hourly rate of \$25.00 per hour.
- 22.6.4 **Pay Dates.** ECE Teacher's salary checks will be paid every other Friday beginning September 1, 2013.

## **22.7 HOURS OF SERVICE, DUTY DAY, DUTY WEEK, ~~AND~~ DUTY YEAR, ~~AND~~ PREP TIME**

Recognizing the unique, changing, and irregular nature of the ECE program, hours of service, duty day, duty week, and duty year shall be assigned by the District and modified from time to time based upon the needs of the program.

Prep Time. ECE teachers will be paid for one-quarter ( $\frac{1}{4}$ ) hour of prep time for every one (1) hour of student contact time.

## **22.8 APPLICABLE SECTIONS OF THE COLLECTIVE BARGAINING AGREEMENT**

This entire section will sunset as of July 1, 2018.

ECE teachers shall be covered by the following sections of the collective bargaining agreement...

Article I.....Recognition

|                    |                                                 |
|--------------------|-------------------------------------------------|
| Article II.....    | Negotiations                                    |
| Article III.....   | Board Rights                                    |
| Article IV.....    | Dues Check Off                                  |
| Article VIII.....  | Grievance Procedure                             |
| Article IX.....    | Itinerant Staff                                 |
| Article XI.....    | Leaves                                          |
| Article XIV.....   | Year-Round School                               |
| Article XV.....    | Teacher Discipline and Representation           |
| Article XVI.....   | Publication of Agreement                        |
| Article XVII.....  | Deferred Compensation                           |
| Article XVIII..... | Modifications in Calendar, Length of School Day |
| Article XIX.....   | Voluntary Payroll Deductions                    |
| Article XX.....    | Conformity to Law                               |
| Article XXIII..... | Additional Licenses                             |
| Article XXIV.....  | Duration                                        |
| Article XXV.....   | Effect                                          |
| Article XXVI.....  | Finality                                        |

## **22.9 MODIFIED SECTIONS OF THE COLLECTIVE BARGAINING AGREEMENT**

This entire section will sunset as of July 1, 2018.

ECE teachers also shall be covered by the following sections of the collective bargaining agreement, as modified.

**22.9.1 Article X (Insurance) Section 3. Limitations of Insurance Coverage.** This section is modified for ECE teachers to provide as follows...

- A. ECE teachers must be contracted for 1,488 hours during the year in order to qualify for full district contributions toward insurance coverage outlined in Article X.
- B. ECE teachers contracted for less than 1,488 hours but for 744 hours or more will receive prorated district contributions toward insurance coverage outlined in Article X.

**22.9.2 Article XI, Section 2 (Sick Leave)**

- A. **Benefit Amounts.** This section is modified for ECE teachers to provide as follows: each ECE teacher who has contracted for 1,488 hours during the year shall be credited with 120 124 hours sick leave allowance at the beginning of each school year but such sick leave shall be earned at the rate of one (1) hour for each twelve (12) hours of scheduled time to be used for absence caused by illness of the ECE teacher. The unused portion of such allowance shall accumulate from year to year to a maximum of 1,320 hours. At the beginning of each school year, the Board shall furnish to each teacher a written statement setting forth the total of sick leave credit. In the event an ECE teacher is contracted to work less than 1,488 hours per year, sick leave shall be granted and accumulation determined on a pro rata basis.
- B. **Additional Sick Leave.** Any full-time ECE teacher who has completed ten years of employment with the District shall be granted, as a supplement to the above sick leave, 240 hours of major medical leave which may be used for hospital confinement. This leave is non-accumulative. These 240 hours of major medical leave for hospital confinement is to be used after all accumulated sick leave days have been used by the teacher.
- C. **Unused Sick Leave Benefit.** This section is modified for ECE teachers to apply to ECE teachers who have accumulated 1,320 hours of sick leave instead of 165 days. Subparts 1 through 4 refer to "days" of sick leave. For ECE teachers, days are converted to 8-hour increments of sick leave. For example, under Section I, Subpart 4, any ECE teacher who takes 24 or more hours will not receive any reimbursement under the provisions of this Section. In the event an ECE teacher is contracted to work less than 1,488 hours per year, the benefit for unused sick leave shall be granted and accumulation determined on a pro rata basis.
- D. **Sick Leave Transfer Policy.** This section is modified for ECE teachers to allow the donation transfer of 8 hours of available sick leave to a teacher sick leave bank on disability, with a corresponding reduction of 8 hours of sick leave benefits from the donating transferring ECE teacher.

**22.9.3 Article XI, Section 6 (Personal Leave).** This section is modified for ECE teachers to provide as follows: ECE teachers will be granted personal leave without loss of pay at the rate of one (1) hour for each 93 hours of scheduled time, to a maximum of sixteen (16) hours in any single year. Personal leave is to be used at the discretion of the ECE teacher and deducted from sick leave. However, no more than

one ECE teacher may take personal leave at any one time. This limitation may be waived at the discretion of the Superintendent in the event of an emergency. The decision of the Superintendent shall not be subject to the grievance procedure. Notification of personal leave must be made in writing to the building principal at least 24 hours in advance except in the event of an emergency. Up to sixteen (16) hours of unused personal leave may be carried over into the following school year. However, any ECE teacher not using additional hours of accrued personal leave shall be paid for such unused hours at the lowest substitute rate per hour.

## **22.10 SECTIONS OF THE COLLECTIVE BARGAINING AGREEMENT NOT APPLICABLE**

ECE teachers shall not be eligible for the following articles of the collective bargaining agreement, which apply only to regularly-licensed continuing contract teachers:

### **For 2017-2018**

|                   |                                                         |
|-------------------|---------------------------------------------------------|
| Article V.....    | <del>Hours of Service</del> <b>Service Expectations</b> |
| Article VI.....   | Duty Year                                               |
| Article VII.....  | Basic Schedules and Rate of Pay                         |
| Article XII.....  | Deductions                                              |
| Article XIII..... | Unrequested Leaves of Absence                           |
| Article XXI.....  | Tandem Teachers                                         |

### **For 2018-2019**

|                              |                                                         |
|------------------------------|---------------------------------------------------------|
| Article V.....               | <del>Hours of Service</del> <b>Service Expectations</b> |
| Article VI.....              | Duty Year                                               |
| <del>Article VII.....</del>  | <del>Basic Schedules and Rate of Pay</del>              |
| <del>Article XII.....</del>  | <del>Deductions</del>                                   |
| <del>Article XIII.....</del> | <del>Unrequested Leaves of Absence</del>                |
| Article XXI.....             | Tandem Teachers                                         |

## **ARTICLE XXIII**

### **ADDITIONAL LICENSES**

The District in its discretion may designate licensure area(s) for which the District will have a need. The District may pay currently employed teachers for tuition to obtain such a license under the following conditions: The District will post the license area and teachers may apply for this tuition reimbursement. The District will consider and interview each applicant and make the selection of the teacher(s) who will be eligible for the tuition reimbursement.

**Criteria.** Criteria to be considered includes, but is not limited to, a teacher's...

- A. Level of interest in the license area
- B. Current licenses
- C. Educational background
- D. Qualifications

**Return Agreement.** Teachers who receive such tuition reimbursement shall remain employed by the District for three (3) years after obtaining such licensure and if they do not they shall reimburse the District for the tuition paid by the District. The amount of all remuneration shall be repaid to the District as follows:

- A. If the teacher does not return, the total amount of remuneration must be repaid.
- B. If the teacher returns for one year, two-thirds (2/3) of the total remuneration must be repaid.
- C. If the teacher returns for two years, one-third (1/3) of the total remuneration must be paid.
- D. If the teacher returns for three years, no remuneration must be paid to the District.

## **ARTICLE XXIV**

### **DURATION**

This Agreement shall be effective as of July 1, ~~2015~~ **2017** and shall continue in effect until June 30, ~~2017~~ **2019**. If a new and substitute master Agreement has not been duly entered into prior to June 30, ~~2017~~ **2019**, the terms of

this Agreement shall continue in full force and effect until such substitute Agreement is adopted. However, the amount set forth in the teacher's continuing contract shall be paid until a substitute master Agreement is adopted. Lane changes shall be paid pursuant to the provision of Section 7.3.2 even if the effective date of this contract has elapsed and no subsequent contract is in effect. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 120 days prior to the expiration of this Agreement.

## ARTICLE XXV

### EFFECT

This Agreement constitutes the full and complete Agreement between the Board and the Association representing the teachers of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

## ARTICLE XXVI

### FINALITY

Any matters relating to the current contract term, whether or not referred to in this Agreement, shall be open for negotiation during the term of this Agreement only by mutual consent of the parties.

## SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For:  
Shakopee Education Association

For:  
Independent District No. 720

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Chairperson, Negotiations Committee

Dated this \_\_\_\_\_ day of  
~~September 2015~~ February 2018

Dated this \_\_\_\_\_ day of  
~~September 2015~~ February 2018

**APPENDIX A****~~20152017-20162018~~ SALARY SCHEDULE** Effective 7/01/~~20152017~~ – 6/30/~~20162018~~

|                  |    | L A N E S           |                     |                     |                     |                     |                     |                     |                     |                     |
|------------------|----|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Semester credits |    | BA                  | BA+10               | BA +20              | BA+30               | MA                  | MA+10               | MA+20               | MA+30               | Spc/PhD             |
| S T E P S        | 3  | \$39,440            | \$41,396            | \$43,354            | \$45,307            | \$47,263            | \$49,221            | \$51,177            | \$53,132            | \$55,088            |
|                  | 4  | \$40,556            | \$42,567            | \$44,579            | \$46,590            | \$48,603            | \$50,612            | \$52,625            | \$54,635            | \$56,651            |
|                  | 5  | \$41,671            | \$43,740            | \$45,808            | \$47,874            | \$49,941            | \$52,009            | \$54,075            | \$56,140            | \$58,207            |
|                  | 6  | \$42,787            | \$44,909            | \$47,034            | \$49,157            | \$51,280            | \$53,401            | \$55,520            | \$57,644            | \$59,765            |
|                  | 7  | \$43,902            | \$46,078            | \$48,260            | \$50,437            | \$52,616            | \$54,792            | \$56,971            | \$59,146            | \$61,326            |
|                  | 8  | \$44,462            | \$47,250            | \$49,488            | \$51,722            | \$53,950            | \$56,185            | \$58,417            | \$60,653            | \$62,885            |
|                  | 9  | \$45,012            | \$48,421            | \$50,714            | \$53,007            | \$55,289            | \$57,577            | \$59,866            | \$62,156            | \$64,446            |
|                  | 10 | \$45,012            | \$49,005            | \$51,327            | \$53,629            | \$57,203            | \$59,552            | \$61,892            | \$64,237            | \$66,581            |
|                  | 11 | \$45,012            | \$49,555            | \$51,878            | \$54,179            | \$58,545            | \$60,940            | \$63,340            | \$65,739            | \$68,138            |
|                  | 12 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$60,677            | \$63,132            | \$65,587            | \$68,042            | \$70,496            |
|                  | 13 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$62,015            | \$64,525            | \$67,034            | \$69,546            | \$72,056            |
|                  | 14 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$63,355            | \$65,919            | \$68,483            | \$71,051            | \$73,614            |
|                  | 15 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$64,691            | \$67,312            | \$69,933            | \$72,553            | \$75,174            |
|                  | 16 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$65,858            | \$68,424            | \$71,077            | \$73,731            | \$76,386            |
|                  | 17 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$67,025            | \$69,535            | \$72,220            | \$74,907            | \$77,596            |
|                  | 18 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$68,193            | \$70,645            | \$73,364            | \$76,085            | \$78,806            |
|                  | 19 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$68,465            | \$71,044            | \$73,800            | \$76,558            | \$79,315            |
|                  | 20 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$69,536            | \$72,242            | \$75,032            | \$77,829            | \$80,622            |
|                  | 21 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$70,607            | \$73,440            | \$76,266            | \$79,098            | \$81,930            |
|                  | 22 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$70,715            | \$75,067            | \$77,932            | \$80,766            | \$83,596            |
|                  | 23 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$70,823            | \$76,694            | \$79,601            | \$82,434            | \$85,263            |
|                  | 24 | <del>\$45,512</del> | <del>\$50,055</del> | <del>\$52,926</del> | <del>\$55,227</del> | <del>\$73,200</del> | <del>\$80,588</del> | <del>\$83,537</del> | <del>\$86,368</del> | <del>\$89,200</del> |

**APPENDIX B****~~20162018-20172019~~ SALARY SCHEDULE** Effective 7/01/~~20162018~~ – 6/30/~~20172019~~

|                  |    | L A N E S           |                     |                     |                     |                     |                     |                     |                     |                     |
|------------------|----|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Semester credits |    | BA                  | BA+10               | BA +20              | BA+30               | MA                  | MA+10               | MA+20               | MA+30               | Spc/PhD             |
| S T E P S        | 3  | \$39,440            | \$41,396            | \$43,354            | \$45,307            | \$47,263            | \$49,221            | \$51,177            | \$53,132            | \$55,088            |
|                  | 4  | \$40,556            | \$42,567            | \$44,579            | \$46,590            | \$48,603            | \$50,612            | \$52,625            | \$54,635            | \$56,651            |
|                  | 5  | \$41,671            | \$43,740            | \$45,808            | \$47,874            | \$49,941            | \$52,009            | \$54,075            | \$56,140            | \$58,207            |
|                  | 6  | \$42,787            | \$44,909            | \$47,034            | \$49,157            | \$51,280            | \$53,401            | \$55,520            | \$57,644            | \$59,765            |
|                  | 7  | \$43,902            | \$46,078            | \$48,260            | \$50,437            | \$52,616            | \$54,792            | \$56,971            | \$59,146            | \$61,326            |
|                  | 8  | \$44,462            | \$47,250            | \$49,488            | \$51,722            | \$53,950            | \$56,185            | \$58,417            | \$60,653            | \$62,885            |
|                  | 9  | \$45,012            | \$48,421            | \$50,714            | \$53,007            | \$55,289            | \$57,577            | \$59,866            | \$62,156            | \$64,446            |
|                  | 10 | \$45,012            | \$49,005            | \$51,327            | \$53,629            | \$57,203            | \$59,552            | \$61,892            | \$64,237            | \$66,581            |
|                  | 11 | \$45,012            | \$49,555            | \$51,878            | \$54,179            | \$58,545            | \$60,940            | \$63,340            | \$65,739            | \$68,138            |
|                  | 12 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$60,677            | \$63,132            | \$65,587            | \$68,042            | \$70,496            |
|                  | 13 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$62,015            | \$64,525            | \$67,034            | \$69,546            | \$72,056            |
|                  | 14 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$63,355            | \$65,919            | \$68,483            | \$71,051            | \$73,614            |
|                  | 15 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$64,691            | \$67,312            | \$69,933            | \$72,553            | \$75,174            |
|                  | 16 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$65,858            | \$68,424            | \$71,077            | \$73,731            | \$76,386            |
|                  | 17 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$67,025            | \$69,535            | \$72,220            | \$74,907            | \$77,596            |
|                  | 18 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$68,193            | \$70,645            | \$73,364            | \$76,085            | \$78,806            |
|                  | 19 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$68,465            | \$71,044            | \$73,800            | \$76,558            | \$79,315            |
|                  | 20 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$69,536            | \$72,242            | \$75,032            | \$77,829            | \$80,622            |
|                  | 21 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$70,607            | \$73,440            | \$76,266            | \$79,098            | \$81,930            |
|                  | 22 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$70,715            | \$75,067            | \$77,932            | \$80,766            | \$83,596            |
|                  | 23 | \$45,012            | \$49,555            | \$52,426            | \$54,727            | \$70,823            | \$76,694            | \$79,601            | \$82,434            | \$85,263            |
|                  | 24 | <del>\$46,012</del> | <del>\$50,555</del> | <del>\$53,426</del> | <del>\$55,727</del> | <del>\$73,700</del> | <del>\$81,088</del> | <del>\$84,037</del> | <del>\$86,868</del> | <del>\$89,700</del> |

**APPENDIX C****2015-2016 ECE WAGE SCHEDULE**~~Effective 7/01/2013 – 6/30/2014~~

| All figures are dollars per hour. |    |    | LANES   |         |         |         |         |         |
|-----------------------------------|----|----|---------|---------|---------|---------|---------|---------|
| Semester Credits                  |    |    | BA      | BA+10   | BA+20   | BA+30   | MA      | MA+10   |
| STEPS                             | 3  | 1  | \$23.78 | \$24.96 | \$26.16 | \$27.31 | \$28.50 | \$28.80 |
|                                   | 4  | 2  | \$24.37 | \$25.59 | \$26.79 | \$28.00 | \$29.23 | \$29.50 |
|                                   | 5  | 3  | \$25.00 | \$26.22 | \$27.46 | \$28.71 | \$29.95 | \$30.20 |
|                                   | 6  | 4  | \$25.61 | \$26.89 | \$28.16 | \$29.43 | \$30.70 | \$30.93 |
|                                   | 7  | 5  | \$26.25 | \$27.54 | \$28.85 | \$30.16 | \$31.46 | \$31.66 |
|                                   | 8  | 6  | \$26.91 | \$28.24 | \$29.57 | \$30.91 | \$32.27 | \$32.45 |
|                                   | 9  | 7  | \$27.58 | \$28.95 | \$30.31 | \$31.69 | \$33.07 | \$33.22 |
|                                   | 10 | 8  | \$28.29 | \$29.66 | \$31.06 | \$32.50 | \$33.88 | \$34.95 |
|                                   | 11 | 9  | \$29.01 | \$30.41 | \$31.83 | \$33.32 | \$34.72 | \$35.80 |
|                                   | 12 | 10 | \$29.01 | \$30.41 | \$32.47 | \$33.99 | \$36.14 | \$37.24 |
|                                   | 13 | 11 | \$29.01 | \$30.41 | \$32.47 | \$33.99 | \$36.88 | \$37.98 |
|                                   | 14 | 12 | \$29.01 | \$30.41 | \$32.47 | \$33.99 | \$37.70 | \$38.78 |
|                                   | 15 | 13 | \$29.01 | \$30.41 | \$32.47 | \$33.99 | \$38.57 | \$39.85 |
|                                   | 16 | 14 | \$29.01 | \$30.41 | \$32.47 | \$33.99 | \$39.32 | \$40.67 |
|                                   | 17 | 15 | \$29.01 | \$30.41 | \$32.47 | \$33.99 | \$40.07 | \$41.42 |
|                                   | 18 | 16 | \$29.01 | \$30.41 | \$32.47 | \$33.99 | \$40.82 | \$42.16 |

**APPENDIX D****2016-2017-2017-2018 ECE WAGE SCHEDULE** Effective 7/01/2016~~17~~ – 6/30/20~~17~~18

| All figures are dollars per hour. |    |    | LANES   |         |         |         |         |         |
|-----------------------------------|----|----|---------|---------|---------|---------|---------|---------|
| Semester Credits                  |    |    | BA      | BA+10   | BA+20   | BA+30   | MA      | MA+10   |
| STEPS                             | 3  | 1  | \$24.37 | \$25.58 | \$26.81 | \$27.99 | \$29.21 | \$29.52 |
|                                   | 4  | 2  | \$24.98 | \$26.23 | \$27.46 | \$28.70 | \$29.96 | \$30.24 |
|                                   | 5  | 3  | \$25.63 | \$26.88 | \$28.15 | \$29.43 | \$30.70 | \$30.96 |
|                                   | 6  | 4  | \$26.25 | \$27.56 | \$28.86 | \$30.17 | \$31.47 | \$31.70 |
|                                   | 7  | 5  | \$26.91 | \$28.23 | \$29.57 | \$30.91 | \$32.25 | \$32.45 |
|                                   | 8  | 6  | \$27.58 | \$28.95 | \$30.31 | \$31.68 | \$33.08 | \$33.26 |
|                                   | 9  | 7  | \$28.27 | \$29.67 | \$31.07 | \$32.48 | \$33.90 | \$34.05 |
|                                   | 10 | 8  | \$29.00 | \$30.40 | \$31.84 | \$33.31 | \$34.73 | \$35.82 |
|                                   | 11 | 9  | \$29.74 | \$31.17 | \$32.63 | \$34.15 | \$35.59 | \$36.70 |
|                                   | 12 | 10 | \$29.74 | \$31.17 | \$33.28 | \$34.84 | \$37.04 | \$38.17 |
|                                   | 13 | 11 | \$29.74 | \$31.17 | \$33.28 | \$34.84 | \$37.80 | \$38.93 |
|                                   | 14 | 12 | \$29.74 | \$31.17 | \$33.28 | \$34.84 | \$38.64 | \$39.75 |
|                                   | 15 | 13 | \$29.74 | \$31.17 | \$33.28 | \$34.84 | \$39.53 | \$40.85 |
|                                   | 16 | 14 | \$29.74 | \$31.17 | \$33.28 | \$34.84 | \$40.30 | \$41.69 |
|                                   | 17 | 15 | \$29.74 | \$31.17 | \$33.28 | \$34.84 | \$41.07 | \$42.46 |
|                                   | 18 | 16 | \$29.74 | \$31.17 | \$33.28 | \$34.84 | \$41.84 | \$43.21 |



**APPENDIX DE****20162017-20172019 Co-CURRICULAR SALARY SCHEDULE | ACTIVITIES**Effective 7/01/~~20162017~~ – 6/30/~~20172019~~**DE.1 ACTIVITIES Co-CURRICULAR SALARY SCHEDULE**

| BASE \$                            |                                           | % of Director/Advisor Stipend |                 |              |                  |                  |              | EXPERIENCE/LONGEVITY PAY |                  |              |
|------------------------------------|-------------------------------------------|-------------------------------|-----------------|--------------|------------------|------------------|--------------|--------------------------|------------------|--------------|
| \$8,000                            |                                           | BASE   Step 1 (Yrs 1-3)       |                 |              | Step 2 (Yrs 4-6) |                  |              | Step 3 (Yrs 7+)          |                  |              |
|                                    |                                           | 100%                          | 75%             | 65%          | 12.5%            | Incr. from St. 1 |              | 25%                      | Incr. from St. 1 |              |
| Activity                           | Subcategory                               | HS Dir                        | Ass't HS/MS Dir | Ass't MS Dir | HS Dir           | Ass't HS/MS Dir  | Ass't MS Dir | HS Dir                   | Ass't HS/MS Dir  | Ass't MS Dir |
| Academic Competition Advisor       | Knowledge Bowl                            | \$1,293                       | \$970           | \$840        | \$1,455          | \$1,091          | \$945        | \$1,616                  | \$1,212          | \$1,050      |
|                                    | Rube Goldberg                             | \$1,167                       | \$875           | \$759        | \$1,313          | \$985            | \$853        | \$1,459                  | \$1,094          | \$948        |
|                                    | Business Professionals of America         | \$2,168                       | \$1,626         | \$1,409      | \$2,439          | \$1,829          | \$1,585      | \$2,710                  | \$2,032          | \$1,761      |
|                                    | Health Occupation Students of America     | \$2,528                       | \$1,896         | \$1,643      | \$2,844          | \$2,133          | \$1,848      | \$3,160                  | \$2,370          | \$2,054      |
|                                    | Science Olympiad                          | \$1,456                       | \$1,092         | \$946        | \$1,638          | \$1,229          | \$1,065      | \$1,820                  | \$1,365          | \$1,183      |
|                                    | Mock Trial                                | \$1,083                       | \$812           | \$704        | \$1,219          | \$914            | \$792        | \$1,354                  | \$1,016          | \$880        |
|                                    | Robotics                                  | \$3,792                       | \$2,844         | \$2,465      | \$4,266          | \$3,200          | \$2,773      | \$4,740                  | \$3,555          | \$3,081      |
| Math League Advisor                |                                           | \$1,354                       | \$1,016         | \$880        | \$1,523          | \$1,143          | \$990        | \$1,693                  | \$1,270          | \$1,100      |
| Music, HS Instrumental Director    | large & small group contests, graduation  | \$2,852                       | \$2,139         | \$1,854      | \$3,208          | \$2,406          | \$2,085      | \$3,565                  | \$2,673          | \$2,317      |
| Music, Marching Band Director      |                                           | \$4,058                       | \$3,044         | \$2,638      | \$4,565          | \$3,424          | \$2,967      | \$5,073                  | \$3,804          | \$3,297      |
| Music, Marching Band Flag Line     |                                           | \$2,498                       | \$1,874         | \$1,624      | \$2,810          | \$2,108          | \$1,827      | \$3,123                  | \$2,342          | \$2,030      |
| Music, Pep band                    |                                           | \$1,575                       | \$1,182         | \$1,024      | \$1,772          | \$1,329          | \$1,152      | \$1,969                  | \$1,477          | \$1,280      |
| Music, HS Vocal Director           | large & small group contests, graduation  | \$2,521                       | \$1,891         | \$1,639      | \$2,836          | \$2,127          | \$1,844      | \$3,152                  | \$2,364          | \$2,049      |
| Music, Ensemble Director*          | per ensemble                              | \$1,474                       | \$1,106         | \$958        | \$1,658          | \$1,244          | \$1,078      | \$1,843                  | \$1,382          | \$1,198      |
| NHS Advisor / NJHS Advisor         |                                           | \$1,773                       | \$1,330         | \$1,152      | \$1,995          | \$1,496          | \$1,296      | \$2,216                  | \$1,662          | \$1,440      |
| Newspaper Advisor                  |                                           | \$1,565                       | \$1,174         | \$1,017      | \$1,761          | \$1,321          | \$1,145      | \$1,956                  | \$1,467          | \$1,272      |
| Prom Advisor                       |                                           | \$1,625                       | \$1,219         | \$1,056      | \$1,828          | \$1,371          | \$1,188      | \$2,031                  | \$1,524          | \$1,320      |
| Service Organization Advisor       | Diversity Task Force, Key Club, FLA       | \$1,263                       | \$947           | \$821        | \$1,421          | \$1,066          | \$924        | \$1,579                  | \$1,184          | \$1,026      |
| Speech Coach                       |                                           | \$6,019                       | \$4,515         | \$3,913      | \$6,772          | \$5,079          | \$4,402      | \$7,524                  | \$5,643          | \$4,891      |
| Student Council Advisor            |                                           | \$3,490                       | \$2,617         | \$2,268      | \$3,926          | \$2,944          | \$2,552      | \$4,362                  | \$3,272          | \$2,835      |
| Auditorium Tech Supervisor         |                                           | \$1,746                       | \$1,309         | \$1,135      | \$1,964          | \$1,473          | \$1,277      | \$2,182                  | \$1,637          | \$1,418      |
| Theatre, Drama Club Advisor        |                                           | \$1,143                       | \$857           | \$743        | \$1,286          | \$965            | \$836        | \$1,429                  | \$1,072          | \$929        |
| Theatre, Musical Technical Support | Stagecraft                                | \$4,273                       | \$3,205         | \$2,777      | \$4,807          | \$3,605          | \$3,125      | \$5,341                  | \$4,006          | \$3,472      |
| Theatre, Musical Director          |                                           | \$5,988                       | \$4,491         | \$3,892      | \$6,736          | \$5,052          | \$4,379      | \$7,485                  | \$5,614          | \$4,865      |
| Theatre, Musical Artistic Support  | Choreo., Pit Orch. & Vocal Dir., Costumer | \$2,950                       | \$2,212         | \$1,917      | \$3,318          | \$2,489          | \$2,157      | \$3,687                  | \$2,765          | \$2,397      |
| Theatre, Musical Lighting Director |                                           | \$1,986                       | \$1,490         | \$1,291      | \$2,235          | \$1,676          | \$1,453      | \$2,483                  | \$1,862          | \$1,614      |
| Theatre, One Act Play Director     |                                           | \$2,191                       | \$1,643         | \$1,424      | \$2,465          | \$1,849          | \$1,602      | \$2,739                  | \$2,054          | \$1,780      |
| Theatre, Play Director             |                                           | \$3,130                       | \$2,347         | \$2,034      | \$3,521          | \$2,641          | \$2,289      | \$3,912                  | \$2,934          | \$2,543      |
| Theatre, Play Technical Director   |                                           | \$2,859                       | \$2,144         | \$1,858      | \$3,216          | \$2,412          | \$2,090      | \$3,573                  | \$2,680          | \$2,323      |
| Yearbook, Advisor (non-course)     |                                           | \$3,853                       | \$2,890         | \$2,504      | \$4,335          | \$3,251          | \$2,817      | \$4,816                  | \$3,612          | \$3,130      |
| Youth in Government Advisor        |                                           | \$3,338                       | \$2,504         | \$2,170      | \$3,755          | \$2,816          | \$2,441      | \$4,173                  | \$3,129          | \$2,712      |

\*Ensembles: Gr 9-12 paid at 100% (expectation - 2 rehearsals per week) and Ensembles: Gr 6-8 paid at 75% (expectation - 3 rehearsals every 2 weeks)

**2016-2017-2017-2019 CO-CURRICULAR SALARY SCHEDULE | ATHLETICS**Effective 7/01/~~2016~~2017 – 6/30/~~2017~~2019**DE.2 ATHLETICS CO-CURRICULAR SALARY SCHEDULE**

| BASE<br>\$8000<br>Sport     | Percentage of HC Stipend |         |         |         | EXPERIENCE/LONGEVITY PAY |                      |         |         |                   |                      |         |         |
|-----------------------------|--------------------------|---------|---------|---------|--------------------------|----------------------|---------|---------|-------------------|----------------------|---------|---------|
|                             | Step 1 (Years 1-3)       |         |         |         | Step 2 (Years 4-6)       |                      |         |         | Step 3 (Years 7+) |                      |         |         |
|                             | 100%                     | 75%     | 65%     | 45%     | 12.5%                    | Increase from Step 1 |         |         | 25%               | Increase from Step 1 |         |         |
|                             | Head                     | Ass't*  | Grade 9 | MS      | Head                     | Ass't                | Grade 9 | MS      | Head              | Ass't                | Grade 9 | MS      |
| Baseball                    | \$5,851                  | \$4,388 | \$3,803 | \$2,633 | \$6,582                  | \$4,937              | \$4,278 | \$2,962 | \$7,313           | \$5,485              | \$4,754 | \$3,291 |
| Basketball, Boys & Girls    | \$6,529                  | \$4,897 | \$4,244 | \$2,938 | \$7,345                  | \$5,509              | \$4,775 | \$3,305 | \$8,162           | \$6,121              | \$5,305 | \$3,673 |
| Cheerleader Advisor         | \$3,052                  | \$2,289 | \$1,984 | \$1,374 | \$3,434                  | \$2,575              | \$2,232 | \$1,545 | \$3,815           | \$2,862              | \$2,480 | \$1,717 |
| Cheerleader Advisor         | \$1,910                  | \$1,433 | \$1,242 | \$ 860  | \$2,149                  | \$1,612              | \$1,397 | \$ 967  | \$2,388           | \$1,791              | \$1,552 | \$1,074 |
| Cross Country, Boys & Girls | \$4,065                  | \$3,048 | \$2,642 | \$1,829 | \$4,573                  | \$3,430              | \$2,972 | \$2,058 | \$5,081           | \$3,811              | \$3,303 | \$2,286 |
| Dance Team, Girls           | \$6,497                  | \$4,873 | \$4,223 | \$2,924 | \$7,309                  | \$5,482              | \$4,751 | \$3,289 | \$8,121           | \$6,091              | \$5,279 | \$3,655 |
| Football                    | \$6,250                  | \$4,688 | \$4,063 | \$2,813 | \$7,031                  | \$5,273              | \$4,570 | \$3,164 | \$7,813           | \$5,859              | \$5,078 | \$3,516 |
| Golf, Boys & Girls          | \$4,242                  | \$3,182 | \$2,758 | \$1,909 | \$4,773                  | \$3,579              | \$3,102 | \$2,148 | \$5,303           | \$3,977              | \$3,447 | \$2,386 |
| Hockey, Boys & Girls        | \$6,167                  | \$4,625 | \$4,009 | \$2,775 | \$6,938                  | \$5,203              | \$4,510 | \$3,122 | \$7,709           | \$5,781              | \$5,011 | \$3,469 |
| Intramural Director         | \$3,660                  | \$2,745 | \$2,379 | \$1,647 | \$4,118                  | \$3,088              | \$2,676 | \$1,853 | \$4,575           | \$3,431              | \$2,974 | \$2,059 |
| Lacrosse, Boys & Girls      | \$4,267                  | \$3,200 | \$2,774 | \$1,920 | \$4,801                  | \$3,601              | \$3,120 | \$2,160 | \$5,334           | \$4,001              | \$3,467 | \$2,400 |
| Soccer, Adapted             | \$5,156                  | \$3,867 | \$3,352 | \$2,320 | \$5,801                  | \$4,351              | \$3,770 | \$2,610 | \$6,445           | \$4,834              | \$4,189 | \$2,900 |
| Soccer, Boys & Girls        | \$5,156                  | \$3,867 | \$3,352 | \$2,320 | \$5,801                  | \$4,351              | \$3,770 | \$2,610 | \$6,445           | \$4,834              | \$4,189 | \$2,900 |
| Softball                    | \$5,144                  | \$3,858 | \$3,344 | \$2,315 | \$5,787                  | \$4,340              | \$3,761 | \$2,604 | \$6,430           | \$4,822              | \$4,179 | \$2,893 |
| Softball, Adapted           | \$5,144                  | \$3,858 | \$3,344 | \$2,315 | \$5,787                  | \$4,340              | \$3,761 | \$2,604 | \$6,430           | \$4,822              | \$4,179 | \$2,893 |
| Swimming, Boys & Girls      | \$5,207                  | \$3,905 | \$3,385 | \$2,343 | \$5,858                  | \$4,393              | \$3,808 | \$2,636 | \$6,509           | \$4,881              | \$4,231 | \$2,929 |
| Tennis, Boys & Girls        | \$4,249                  | \$3,187 | \$2,762 | \$1,912 | \$4,780                  | \$3,585              | \$3,107 | \$2,151 | \$5,312           | \$3,984              | \$3,453 | \$2,390 |
| Track & Field, Boys & Girls | \$5,128                  | \$3,846 | \$3,334 | \$2,308 | \$5,770                  | \$4,327              | \$3,750 | \$2,596 | \$6,411           | \$4,808              | \$4,167 | \$2,885 |
| Volleyball                  | \$5,525                  | \$4,144 | \$3,592 | \$2,486 | \$6,216                  | \$4,662              | \$4,040 | \$2,797 | \$6,907           | \$5,180              | \$4,489 | \$3,108 |
| Wrestling                   | \$5,952                  | \$4,464 | \$3,869 | \$2,678 | \$6,695                  | \$5,022              | \$4,352 | \$3,013 | \$7,439           | \$5,580              | \$4,836 | \$3,348 |

\*Head 9th Gr Coaches classified as HS Ass't Coaches

**NOTES |** Not all of these stipends listed on either the Activities or Athletics schedule are approved for payouts by the School Board.  
The comprehensive version of this model is available upon request.

## APPENDIX **GE**

### CO-CURRICULAR EXPLANATION

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#### **GE.3 CREDIT FOR PRIOR EXPERIENCE**

Experience, whether within the district or outside the district, must be in a similar position. Experience will be counted at the rate of one year for every two years' experience of a lesser position, if the coach is moving to the next highest group level in the same activity.

Experience outside the Shakopee school system shall be limited to five years and these five years of experience must have been obtained during an eight year period immediately preceding employment by this district. Additional experience credit may be granted at the discretion of the Board.

#### **GE.4 CHANGE TO ACTIVITY OFFERINGS**

Activities may be added, dropped, or restructured through the normal budget/staffing process. Should an additional section be needed, a section may be added where sufficient numbers and a coach/director are available. When a decrease in enrollment results in a program not being able to support all activity levels, the director can make staffing reductions that reflect program level offerings. These staffing decisions will be made within the first two weeks of the program offering whenever possible. Any service during this time period will be paid on a prorated basis.

#### **GE.3 COMPENSATION MODELS**

##### **~~G.3.1 — 2015-2016 | GROUP-BASED COMPENSATION MODEL~~**

##### **~~A. — GROUPS I & II~~**

~~The positions listed in Group I and II are those considered most demanding in both the time spent and the responsibility factors.~~

~~All positions in Groups I and II require administrative responsibilities in addition to the instructional function expected of each position. The Activity Director is responsible for the over-all coordination of the entire co-curricular program and he/she will be expected to accept or delegate responsibility for the administrative duties necessary for the proper functioning of the program.~~

~~Head athletic coaches will be responsible for a total program of development in grades 7-12. This will include the supervision of all assistant coaches and the development and administration of a planned program for the activity they are responsible for.~~

~~Head coaches, advisors, and directors placed in Groups I and II will be expected to devote more non-school time to their activities (e.g. pre-school year practices and/or practices/games during various school breaks).~~

##### **~~B. — GROUP III~~**

~~The advisor or directors in Group III will have the same responsibilities as those in Groups I and II. It is expected that their respective assignments will be shorter and the advising or directing time involved will be less.~~

~~The primary responsibility of the assistant athletic coaches will be that of instruction. They will be concerned only with the grade level they are assigned to and will be responsible to the head coach of their program and will accept all duties as assigned by him/her.~~

~~The head ninth grade coaches will have some additional administrative duties.~~

##### **~~C. — GROUP III B~~**

~~The coaches in Group III B will have the same core responsibilities as those in Group III, however, they will have less administrative responsibilities.~~

~~The primary responsibility of the assistant ninth grade coaches will be that of instruction. They will be concerned only with the grade level they are assigned to, will be responsible to both the head varsity and ninth grade coaches of their program, and will accept all duties as assigned by either coach.~~

**~~D. GROUPS IV & V~~**

~~The responsibilities of those directing activities listed in Group IV and V will include little in the way of administrative duties. In each instance they will be responsible only for instruction in their assigned grade level or levels and will not be required to supervise assistants.~~

~~It is expected that they will spend less time in the execution of their duties, or will have fewer students to work with, or will have less community visibility than those included in the preceding Groups.~~

~~Athletic coaches in this group will be responsible to the head coach of their program and will accept all duties as assigned by him/her.~~

**~~E. GROUP VI~~**

~~The athletic coaches within this group will have a season approximately one half the length of high school coaches. Their primary responsibility will be that of instruction. They will be concerned only with the grade level they are assigned to.~~

~~Athletic coaches in this group will be responsible to the head coach and will accept all duties as assigned by him/her.~~

~~Advisors and directors within this group will have shorter assignments than those in preceding Groups.~~

**~~F. GROUPS VII & VIII~~**

~~The coaches, advisors, or directors in Groups VII and VIII oversee middle school, junior high and senior high activities which meet either less frequently or for a shorter period of time than those in preceding Groups. They will have fewer students to work with and will have less community visibility than the coaches, advisors, or directors of other school activities.~~

**~~G. GROUP IX~~**

~~Activities in this group include intramural activities at the middle school, junior high level. The coaches will spend the least amount of time in instruction and will not be required to travel for competition with opposing schools.~~

~~The coaches, advisors, or directors in Group IX oversee middle school, junior high activities which meet either less frequently or for a shorter period of time than those in preceding Groups. They will have fewer students to work with and will have less community visibility than the coaches, advisors, or directors of other school activities.~~

**~~H. GROUP X~~**

~~Activities placed in Group X are those activities which are expected to place the smallest demands on the coach, advisor, or director with respect to time requirements, number of students involved, or community visibility.~~

**~~G.3.2 2016-2017 | FACTOR-BASED COMPENSATION MODEL~~**

**~~A.E.3.1 Base Compensation Amount.~~** ~~Beginning in 2016-2017, the base compensation amount used to derive the co-curricular amounts on the schedule will be \$8000.~~

**~~B.E.3.2 Weighting Factors.~~** ~~Beginning in 2016-2017, compensation for all co-curricular athletic coaches, directors, and advisors will be determined based on the following four (4) weighting formula factors. Compensation for all activities directors and advisors will be the first two (2) of these weighting factors:~~

**~~1.A. Length of Season/Total Hours.~~** ~~The percentage of the compensation rate driven by this factor: 70% for all sports and activities. Whenever the Minnesota State High School League (MSHSL) guidelines are available, they will be used to determine length of season. If no MSHSL guidelines for length of season are available, the Co-Curricular Compensation Committee will make the final determination. All compensation amounts in this area will be derived as percentages of the longest season sport/highest hour activity.~~

**~~2.B. Assistant Coach to Head Coach Ratio/Number of Participants-to-Coach Ratio.~~** ~~The percentage of the compensation rate driven by this factor: 15% for all sports and 30% for all activities. All compensation amounts in this area will be derived as percentages of either the highest ratio of assistant coaches to head coach or highest number of participants per coach/director/advisor.~~

~~3.C.~~ **Equipment Management.** The percentage of the compensation rate driven by this factor: 10% for all sports and 0% for all activities. This compensation factor is based upon the amount of equipment the coach/director/advisor must manage as part of his/her duties. All compensation amounts in this area will be derived as percentages of the highest ratio of equipment per head coach/director/advisor.

~~4.D.~~ **Other Factors.** The percentage of the compensation rate driven by this factor: 5% for all sports and 0% for all activities. These factors may include, but are not limited to, publicity, media exposure, and parent/community pressure. All compensation amounts in this area will be derived as percentages of the activities considered to have the highest levels of these factors. The Co-Curricular Compensation Committee will make the final determination as to the level of these factors as they may change over time.

~~G.E.3.3~~ **Coaching/Directing/Advising Level Compensation Ratios.** Coaching compensation will vary depending upon the level of the assignment as follows:

**A. Athletic Coaching Compensation Levels.**

1. Head Varsity Coach: 100% of compensation level as weighted in Appendices D.1 and D.2.
2. Assistant Varsity Coach: 75% of Head Varsity Coach compensation
3. 9<sup>th</sup> Grade Coach: 65% of Head Varsity Coach compensation
4. Middle School Coach: 45% of Head Varsity Coach compensation

**B. Activities Coaching/Directing/Advising Compensation Levels.**

1. Director/Advisor: 100% of compensation level as weighted in Appendices D.1 and D.2.
2. Assistant Director/Assistant Advisor: 75% of Director compensation
3. Middle School Director/Advisor: 65% of Director compensation

~~E.3.4~~ **Experience Compensation.** Coaches/Directors/Advisors will be paid for their years of experience in their assignments as follows:

- ~~1.A.~~ **Years 1-3:** Base Compensation level as weighted ~~above in Section E.3.3.~~
- ~~2.B.~~ **Years 4-6:** Base Compensation level as weighted ~~above in Section E.3.3~~ plus 12.5%.
- ~~3.C.~~ **Years 7+ and up:** Base Compensation level as weighted ~~above in Section E.3.3~~ plus 25%.

~~E.3.5~~ **Post-Season Compensation.** Coaches/Directors/Advisors whose participants make it past the first section competition or its equivalent, will be compensated for their additional time requirements according to their daily or hourly rate of co-curricular compensation up until their participants are eliminated from competition. The daily rate of pay is figured by dividing the total compensation for the position by the number of days in the season up to and including the first section competition or its equivalent. The hourly rate of pay is figured by dividing the total compensation for the position by the number of hours credited as being the defined "regular season" of the activity. The "regular season" for those activities without an overseeing organization's defined season will be determined by the Co-Curricular Compensation Committee.

~~F.E.3.6~~ **Co-Curricular Compensation Committee.** This committee shall make all final determinations for ongoing placement and non-financial adjustments to the compensation model.

~~1.A.~~ **Membership.** The committee shall consist of at least one (1) SEA representative appointed by the SEA Executive Board, one (1) head coach, one (1) director, one (1) advisor, one (1) assistant coach, (1) assistant director or advisor, and three (3) appointees of the Superintendent.

~~2.B.~~ **Purpose.** The purpose of this committee is to periodically review the compensation model for fairness and applicability and to make recommendations for changes in time for each round of collective bargaining.

~~G.E.3.7~~ **Appeal Process.** If a coach/director/advisor believes there is a problem that needs to be addressed with the compensation model for his/her assignment, s/he may make an appeal to the Co-Curricular Compensation Committee for review. The committee will review each appeal and will interview affected individuals as needed. All decisions of the committee on these appeals will be final.

~~1.A.~~ **Timeline.** Appeals must be submitted by the coach/director/advisor to the committee no later than the last business day of January in odd years in order for the appeal to be considered for collective bargaining. If necessary a time will be arranged for the coach/director/advisor to meet with the committee to help members better understand the issues and proposed changes.

~~2.B.~~ **Requirements.** Appeals must include at least the following elements in order to be heard by the committee:

- **The Issue:** a clear statement of the concern(s) and its impact.
- **A Proposed Solution and Supporting Rationale/Evidence:** a proposal for resolving the issue that includes specific supporting evidence/rationale.

Lack of attention to these steps will likely mean no action is taken by the committee.

**G.4 COACHING/DIRECTING/ADVISING PLACEMENTS IN GROUP CATEGORIES (2015-2016 ONLY)**

The Board may add additional activities to the following groups...

**GROUP I**

High School Instrumental Music Director  
 High School Student Council Advisor  
 Varsity Baseball Coach  
 Varsity Basketball Coach  
 Varsity Dance Coach  
 Varsity Football Coach  
 Varsity Hockey Coach  
 Varsity Lacrosse Coach  
 Varsity Soccer Coach  
 Varsity Softball Coach  
 Varsity Swimming Coach  
 Varsity Track Coach  
 Varsity Volleyball Coach  
 Varsity Wrestling Coach

**GROUP II**

Cheerleader Advisor (Winter)  
 Musical Director  
 Speech Coach  
 Strength Coach  
 Varsity Cross Country Coach  
 Varsity Tennis Coach  
 Varsity Golf Coach  
 Yearbook Advisor (if not offered as a class)

**GROUP III**

Assistant Baseball Coach  
 Assistant Basketball Coach  
 Assistant Dance Coach  
 Assistant Football Coach  
 Assistant Hockey Coach  
 Assistant Lacrosse Coach  
 Assistant Soccer Coach  
 Assistant Softball Coach  
 Assistant Speech Coach  
 Assistant Swimming Coach  
 Assistant Track Coach  
 Assistant Volleyball Coach  
 Assistant Wrestling Coach  
 High School Vocal Music Director  
 Play Director  
 Weight Room Supervisor

**GROUP III B**

Assistant Ninth Grade Baseball Coach  
 Assistant Ninth Grade Basketball Coach  
 Assistant Ninth Grade Football Coach  
 Assistant Ninth Grade Softball Coach  
 Assistant Ninth Grade Volleyball Coach

**GROUP IV**

Assistant Cross Country Coach  
 Assistant Golf Coach  
 Assistant Musical Director  
 Assistant Tennis Coach  
 Assistant Yearbook Advisor (if not offered as a class)  
 Cheerleader Advisor (Fall)

**GROUP V**

High School Academic Competition Advisor  
 Business Professionals of America Advisor  
 Health Occupation Students of America Advisor  
 Assistant Play Director  
 Drama Club Advisor  
 High School Service Organization Advisor  
 Diversity Task Force  
 Future Leaders of America Advisor  
 Key Club Advisor  
 Intramural Director—Fall/Winter  
 Junior High Student Council Advisor  
 Junior High Yearbook Advisor  
 Junior High Musical Director  
 Marching Band Director  
 Musical Stagecraft Director  
 One Act Play Director  
 Play Technical Director  
 Tech Club Advisor  
 Youth in Government Advisor

**GROUP VI**

7-8 Athletic Coaches  
 High School Summer Yearbook Advisor  
 Junior High Drama Club Advisor  
 Academic Challenge Advisor  
 Math League Advisor  
 Pit Orchestra Director

**GROUP VII**

Assistant Cheerleading Advisor (Winter)  
 Assistant Marching Band Director  
 Assistant One Act Play Director  
 Junior High Assistant Musical Director  
 Junior High/Middle School Newspaper Advisor (full year)  
 Junior High/Middle School Academic Competition Advisor  
 Musical Choreographer  
 Musical Costumer  
 Musical Lighting Director

**GROUP VIII**

Assistant Jazz Band Director  
 Assistant Vocal Music Director  
 Flag Line Director (Marching Band)  
 Junior High/Middle School Instrumental Music Director  
 Junior High/Middle School Vocal Music Director  
 Junior High Musical Choreographer  
 National Honor Society Advisor  
 Prom Advisor

**GROUP IX**

Junior High National Honor Society Advisor

**GROUP X**

**G.5E.4 COMPENSATION FOR DUTIES BEYOND THE NORMAL DAY**

Stipends shall be paid for the following...

| STIPEND                        | ACTIVITY                                                                                                                                                                     |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$16/hr (to a maximum of \$64) | Academic and Honors Awards Night (High School)<br>Dance Chaperones<br>Elementary Concerts<br>Homecoming Decorating Supervisors<br>Homecoming Coronation<br>Homecoming Parade |
| <u>\$17/hr</u>                 | <u>Weight Room Supervisors</u>                                                                                                                                               |
| \$72                           | Overnight Camping (per night)                                                                                                                                                |
| \$735                          | School Patrol Supervisors                                                                                                                                                    |
| \$440                          | Fall Musical Ticket Sales<br>Spring Ticket Sales                                                                                                                             |
| \$500                          | Elementary Student Council Advisor (if fits criteria)                                                                                                                        |

~~Hourly rates of pay based on contract agreement with the District's Athletic Director for...~~

~~Junior High Open Gym~~

~~Junior High Weight Room~~

All activities which are less than a full season will be prorated.

# **MEMORANDUM OF UNDERSTANDING**

## **PARENT COMMUNICATION/CONFERENCES**

---

WHEREAS, the SEA and the District continue to explore ways to work cooperatively and collaboratively to benefit students, teachers and the mission of the District; and

WHEREAS, the forms and standards for parent communication have changed dramatically since the inception of the current format of parent-teacher conferences and communication; and

WHEREAS, the SEA and the District desire to make economic and intelligent use of public resources; and

WHEREAS, the current parent communication/conference system is not economically efficient throughout the system;

NOW, THEREFORE, the Shakopee Education Association and the Shakopee Public Schools (MN ISD 720) hereby enter into the following agreement:

1. For the remainder of this contract period (July 1, 2017 – June 30, 2019), the SEA and District will allow schools to pilot alternative methods of conducting parent communication/conferences.
2. Of the total contract duty days, two days (i.e., 16 hours) will be designated for parent-teacher communication and conferences.
3. In addition to the two days (as indicated in Item #2 immediately preceding), each site may schedule up to 8 hours of additional parent-teacher communication time within the total contract duty days as decided in agreement between the Building principal and the site's Building Leadership Team (BLT).
4. Each site's principal and BLT must establish their own calendar for parent-teacher communication no later than May 1 prior to the start of the subsequent school year. To recognize the unique needs and cultures of each site, each site will determine which activities will be scheduled as part of this requirement. Activities may include, but are not limited to:
  - a. Traditional parent-teacher conferences
  - b. Targeted conferences
  - c. Office hours
  - d. Open houses
  - e. Curriculum nights
  - f. Online communication
  - g. Other innovative ideas

A site's plan annually must be submitted, for information and review, to the Superintendent (or their designee) and the President of SEA by May 1.

SEA and the District are in agreement with the above language as evidenced by the signatures of their representatives below.

Representative for:

**Shakopee Education Association**

**ISD 720, Shakopee Public Schools**

\_\_\_\_\_  
President

\_\_\_\_\_  
ISD 720 Board Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# **MEMORANDUM OF UNDERSTANDING**

## **ELEMENTARY CONNECT/ASSESS DAYS**

WHEREAS, the SEA and the District continue to explore ways to work cooperatively and collaboratively to benefit students, teachers, and the mission of the District; and

WHEREAS, the expectations for and implementation of assessments to evaluate placement and appropriate education for children have grown dramatically; and

WHEREAS, parents desire to meet their child's teachers, to communicate important understandings about their child to the teacher, and to become familiar with the school environment; and

WHEREAS, the current assessment system does not produce feedback in a timely manner or afford adequate time for effective parent communication;

NOW, THEREFORE, the Shakopee Education Association and the Shakopee Public Schools (MN ISD 720) hereby enter into the following agreement:

1. For the 2018-2019 school year the SEA and District will allow elementary schools to use the first two days of the student contact calendar as assessment days where teachers will meet with the students and his/her parent for the purpose of getting to know the student and conducting grade level assessments.
2. The schedule for the two days in each building will be as follows:
  - a. Day 1 | 10 AM – 8 PM (with a 30 break for lunch and dinner each) = max 18 half hour slots
  - b. Day 2 | Normal building hours (with thirty (30) minute lunch) = max 15 half hour slots
  - c. The longer Day 1 replaces open house/curriculum night
3. Each site will establish an online signup system to allow parents to sign up for a 30 minute Connect/Assess meeting with their child's teacher. Parents who do not schedule online will be called by building secretaries to assure that as many students as possible are scheduled for their assessments on these days. If the number of calls needed is large, teaching staff may need to help make these calls.
4. The thirty (30) minute assessment meetings will include at least the following elements:
  - a. Parent-Teacher-Student meet and greet
  - b. Classroom tour
  - c. Parent Interview about their child (paperwork done as the child is assessed)
  - d. Overview of Grade Level Outcomes
  - e. Grade Level Assessment
  - f. Q+A
5. English Learner, High Potential, Young Scholars, Special Education, Intervention, and Specialist Teachers will participate in one or more of the following ways each day:
  - a. Scheduling and conducting specialized assessments as needed (EL, HP, YS, etc.)
  - b. Receiving mandatory or additional training.
  - c. Helping with logistics (e.g. greeting and helping direct parents around the school, conducting tours of the building for new students and families, helping parents with beginning of the year paperwork).
  - d. Working with their PLCs or similar activities.
  - e. Conducting individual conferences which could include assessments or facilitating new registration processes.

SEA and the District are in agreement with the above language as evidenced by the signatures of their representatives below.

Representative for:

Shakopee Education Association

ISD 720, Shakopee Public Schools

President

ISD 720 Board Representative

Date

Date

# SHAKOPEE PUBLIC SCHOOLS

## Budget Overview

Revised Budget Summary 2017-18

|                                         | July 1, 2017      | Revenues           | Expenditures       | Transfers           | June 30, 2018<br>Proj. Balance | Net Increase<br>or Decrease |
|-----------------------------------------|-------------------|--------------------|--------------------|---------------------|--------------------------------|-----------------------------|
| <b>General Fund - 01</b>                |                   |                    |                    |                     |                                |                             |
| Unassigned - 422                        | 712,451<br>0.76%  | 76,250,528         | 75,411,795         | (586,246)           | 964,937<br>1.02%               | 252,486                     |
| <b>Restricted</b>                       |                   |                    |                    |                     |                                |                             |
| Staff Development - 403                 | -                 | 1,122,602          | 1,805,479          | 682,877             | -                              | -                           |
| Long-Term Fac Maint - 467               | -                 | 1,987,336          | 2,200,500          | -                   | (213,164)                      | (213,164)                   |
| Capital Projects Levy - 407             | (303,081)         | 3,011,717          | 2,845,757          | -                   | (137,121)                      | 165,960                     |
| Health & Safety - 406                   | -                 | (71,554)           | -                  | 71,554              | -                              | -                           |
| Operating Capital - 424                 | -                 | 3,852,396          | 3,713,752          | -                   | 138,644                        | 138,644                     |
| Area Learning Center - 434              | -                 | 762,022            | 874,117            | 112,095             | -                              | -                           |
| Learning & Development - 428            | -                 | 1,826,872          | 1,500,642          | (326,230)           | -                              | -                           |
| Gifted & Talented - 438                 | -                 | 117,920            | 523,809            | 405,889             | -                              | -                           |
| Basic Skills - 441                      | -                 | 3,970,235          | 4,174,287          | 204,052             | -                              | -                           |
| Career & Technical - 445                | -                 | 276,776            | 481,180            | 204,404             | -                              | -                           |
| Achievement & Integration - 448         | -                 | 1,352,557          | 1,274,619          | (77,939)            | -                              | -                           |
| Safe Schools - 449                      | -                 | 347,275            | 128,012            | (219,263)           | -                              | -                           |
| Medical Assistance - 472                | -                 | 190,000            | 26,691             | (163,309)           | -                              | -                           |
| <b>Subtotal Restricted</b>              | <b>(303,081)</b>  | <b>18,746,154</b>  | <b>19,548,845</b>  | <b>894,130</b>      | <b>(211,641)</b>               | <b>91,440</b>               |
| <b>Nonspendable</b>                     |                   |                    |                    |                     |                                |                             |
| Prepays                                 | 657,884           | -                  | -                  | (557,884)           | 100,000                        | (557,884)                   |
| <b>Subtotal Nonspendable - 460</b>      | <b>657,884</b>    | <b>-</b>           | <b>-</b>           | <b>(557,884)</b>    | <b>100,000</b>                 | <b>(557,884)</b>            |
| <b>Assigned Funds</b>                   |                   |                    |                    |                     |                                |                             |
| Assigned - Technology Devices           | -                 | -                  | -                  | 250,000             | 250,000                        | 250,000                     |
| <b>Subtotal Assigned - 462</b>          | <b>-</b>          | <b>-</b>           | <b>-</b>           | <b>250,000</b>      | <b>250,000</b>                 | <b>250,000</b>              |
| <b>Total General Fund</b>               | <b>1,067,254</b>  | <b>94,996,682</b>  | <b>94,960,640</b>  | <b>0</b>            | <b>1,103,297</b>               | <b>36,043</b>               |
| <b>Food Service Fund - 02</b>           |                   |                    |                    |                     |                                |                             |
| Inventory                               | 49,221            | -                  | -                  | -                   | 49,221                         | -                           |
| <b>Subtotal Nonspendable - 460</b>      | <b>49,221</b>     | <b>-</b>           | <b>-</b>           | <b>-</b>            | <b>49,221</b>                  | <b>-</b>                    |
| <b>Restricted - 464</b>                 | <b>602,901</b>    | <b>4,679,500</b>   | <b>4,868,457</b>   | <b>-</b>            | <b>413,944</b>                 | <b>(188,957)</b>            |
| <b>Total Food Service</b>               | <b>652,122</b>    | <b>4,679,500</b>   | <b>4,868,457</b>   | <b>-</b>            | <b>463,165</b>                 | <b>(188,957)</b>            |
| <b>Community Services - 04</b>          |                   |                    |                    |                     |                                |                             |
| <b>Restricted - 464</b>                 | <b>-</b>          | <b>201,602</b>     | <b>205,250</b>     | <b>-</b>            | <b>(3,648)</b>                 | <b>(3,648)</b>              |
| <b>Restricted / Reserved</b>            |                   |                    |                    |                     |                                |                             |
| Community Ed - 431                      | (153,568)         | 1,008,967          | 1,085,470          | -                   | (230,071)                      | (76,503)                    |
| ECFE - 432                              | 120,562           | 536,337            | 590,774            | -                   | 66,125                         | (54,437)                    |
| Adult Basic Ed - 447                    | -                 | -                  | -                  | -                   | -                              | -                           |
| School Readiness - 444                  | 223,272           | 1,172,406          | 944,779            | -                   | 450,899                        | 227,627                     |
| <b>Restricted/Reserved - Subtotal</b>   | <b>190,266</b>    | <b>2,717,710</b>   | <b>2,621,022</b>   | <b>-</b>            | <b>286,954</b>                 | <b>96,688</b>               |
| <b>Unassigned - 463</b>                 | <b>-</b>          | <b>-</b>           | <b>-</b>           | <b>-</b>            | <b>-</b>                       | <b>-</b>                    |
| <b>Total Community Education</b>        | <b>190,266</b>    | <b>2,919,312</b>   | <b>2,826,272</b>   | <b>-</b>            | <b>283,306</b>                 | <b>93,040</b>               |
| <b>Construction - 06</b>                |                   |                    |                    |                     |                                |                             |
| <b>Restricted - 464</b>                 | <b>53,366,000</b> | <b>350,000</b>     | <b>45,000,000</b>  | <b>-</b>            | <b>8,716,000</b>               | <b>(44,650,000)</b>         |
| <b>Total Construction Fund</b>          | <b>53,366,000</b> | <b>350,000</b>     | <b>45,000,000</b>  | <b>-</b>            | <b>8,716,000</b>               | <b>(44,650,000)</b>         |
| <b>Debt Service - 07</b>                |                   |                    |                    |                     |                                |                             |
| <b>Restricted/Reserved</b>              |                   |                    |                    |                     |                                |                             |
| Bond Refundings - 425                   | 17,570,927        | -                  | -                  | (17,570,927)        | -                              | (17,570,927)                |
| <b>Restricted/Reserved - Subtotal</b>   | <b>17,570,927</b> | <b>-</b>           | <b>-</b>           | <b>(17,570,927)</b> | <b>-</b>                       | <b>(17,570,927)</b>         |
| <b>Restricted - 464</b>                 | <b>3,099,816</b>  | <b>20,500,000</b>  | <b>38,205,000</b>  | <b>17,570,927</b>   | <b>2,965,743</b>               | <b>(134,073)</b>            |
| <b>Total Debt Service Fund</b>          | <b>20,670,743</b> | <b>20,500,000</b>  | <b>38,205,000</b>  | <b>-</b>            | <b>2,965,743</b>               | <b>(17,705,000)</b>         |
| <b>Trust - 08</b>                       | <b>328,463</b>    | <b>7,100</b>       | <b>12,000</b>      | <b>-</b>            | <b>323,563</b>                 | <b>(4,900)</b>              |
| <b>Internal Service - (20 &amp; 21)</b> | <b>328,463</b>    | <b>9,000,000</b>   | <b>8,910,000</b>   | <b>-</b>            | <b>418,463</b>                 | <b>90,000</b>               |
| <b>OPEB Irrevocable Trust - 45</b>      | <b>4,726,221</b>  | <b>450,000</b>     | <b>184,000</b>     | <b>-</b>            | <b>4,992,221</b>               | <b>266,000</b>              |
| <b>Total All Funds:</b>                 | <b>81,329,532</b> | <b>132,902,594</b> | <b>194,966,369</b> | <b>0</b>            | <b>19,265,758</b>              | <b>(62,063,774)</b>         |



# SHAKOPEE PUBLIC SCHOOLS

## REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

January 31, 2018



### REVENUE

| REVENUE CATEGORIES           | June 30,<br>2016 | June 30,<br>2017 | Adopted<br>Budget | Revised<br>Budget | Received YTD | Encumb<br>YTD | Budget<br>Remaining | January 31,<br>2018<br>% of Budget<br>Received | January 31,<br>2017<br>% of Actuals<br>Received | January 31,<br>2016<br>% of Actuals<br>Received |
|------------------------------|------------------|------------------|-------------------|-------------------|--------------|---------------|---------------------|------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| STATE                        | 70,787,829       | 74,409,199       | 75,903,741        | 76,668,726        | 32,658,129   | -             | 44,010,597          | 42.6%                                          | 41.6%                                           | 43.5%                                           |
| FEDERAL                      | 2,033,546        | 2,608,594        | 2,000,140         | 2,230,754         | 725,982      | -             | 1,504,772           | 32.5%                                          | 38.2%                                           | 43.6%                                           |
| PROPERTY TAXES               | 9,136,671        | 13,303,807       | 13,852,370        | 13,852,370        | 6,722,417    | -             | 7,129,953           | 48.5%                                          | 38.5%                                           | 48.1%                                           |
| LOCAL (FEES, INTEREST, ETC.) | 1,661,946        | 2,010,115        | 1,989,669         | 2,244,832         | 1,647,576    | -             | 597,256             | 73.4%                                          | 62.4%                                           | 62.1%                                           |
| TOTALS                       | 83,619,993       | 92,331,715       | 93,745,920        | 94,996,682        | 41,754,104   | -             | 53,242,578          | 44.0%                                          | 41.5%                                           | 44.4%                                           |

| January 31,<br>2017 | January 31,<br>2016 |
|---------------------|---------------------|
| 30,952,074          | 30,806,485          |
| 996,067             | 886,260             |
| 5,117,872           | 4,390,394           |
| 1,254,709           | 1,032,158           |
| 38,320,722          | 37,115,297          |

### EXPENDITURES

| OBJECT SERIES      | June 30,<br>2016 | June 30,<br>2017 | Adopted<br>Budget | Revised<br>Budget | Expended<br>YTD | Encumb<br>YTD | Budget<br>Remaining | January 31,<br>2018<br>% of Budget<br>Expended | January 31,<br>2017<br>% of Actuals<br>Expended | January 31,<br>2016<br>% of Actuals<br>Expended |
|--------------------|------------------|------------------|-------------------|-------------------|-----------------|---------------|---------------------|------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| SALARIES & WAGES   | 54,395,343       | 56,814,018       | 55,638,697        | 56,967,196        | 27,069,616      | -             | 29,897,580          | 47.5%                                          | 50.1%                                           | 49.8%                                           |
| EMPLOYEE BENEFITS  | 16,116,270       | 16,535,540       | 16,142,171        | 16,593,273        | 8,308,730       | -             | 8,284,544           | 50.1%                                          | 46.8%                                           | 47.1%                                           |
| PURCHASED SERVICES | 11,396,889       | 12,421,607       | 12,892,345        | 12,546,431        | 5,663,402       | -             | 6,883,029           | 45.1%                                          | 47.2%                                           | 47.4%                                           |
| SUPPLIES           | 2,657,733        | 3,097,134        | 3,283,007         | 2,789,380         | 1,516,450       | -             | 1,272,930           | 54.4%                                          | 64.1%                                           | 56.7%                                           |
| EQUIPMENT          | 3,682,046        | 4,296,160        | 4,428,675         | 5,678,669         | 4,568,229       | -             | 1,110,440           | 80.4%                                          | 90.5%                                           | 65.9%                                           |
| DEBT SERVICE       | -                | -                | -                 | -                 | -               | -             | -                   | 0.0%                                           | 0.0%                                            | 0.0%                                            |
| OTHER EXPENDITURES | 625,227          | 621,008          | 392,080           | 385,690           | 329,138         | -             | 56,552              | 85.3%                                          | 45.7%                                           | 70.9%                                           |
| TOTALS             | 88,873,508       | 93,785,468       | 92,776,975        | 94,960,640        | 47,455,564      | -             | 47,505,075          | 50.0%                                          | 51.4%                                           | 50.0%                                           |

| January 31,<br>2017 | January 31,<br>2016 |
|---------------------|---------------------|
| 28,486,287          | 27,092,624          |
| 7,734,279           | 7,597,202           |
| 5,860,709           | 5,401,355           |
| 1,986,158           | 1,505,842           |
| 3,888,193           | 2,425,159           |
| -                   | -                   |
| 283,611             | 443,589             |
| 48,239,237          | 44,465,770          |

| PROGRAM SERIES              | June 30,<br>2016 | June 30,<br>2017 | Adopted<br>Budget | Revised<br>Budget | Expended<br>YTD | Encumb<br>YTD | Budget<br>Remaining | January 31,<br>2018<br>% of Budget<br>Expended | January 31,<br>2017<br>% of Actuals<br>Expended | January 31,<br>2016<br>% of Actuals<br>Expended |
|-----------------------------|------------------|------------------|-------------------|-------------------|-----------------|---------------|---------------------|------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| SITE ADMINISTRATION         | 4,976,080        | 4,932,004        | 5,045,458         | 5,055,064         | 2,772,767       | -             | 2,282,297           | 54.9%                                          | 61.4%                                           | 58.4%                                           |
| DISTRICT ADMINISTRATION     | 1,521,185        | 1,618,451        | 1,248,966         | 1,384,874         | 722,411         | -             | 662,463             | 52.2%                                          | 64.7%                                           | 65.8%                                           |
| SUPPORT SERVICES            | 1,502,414        | 1,374,162        | (434,697)         | 1,846,970         | 702,736         | -             | 1,144,234           | 38.0%                                          | 62.8%                                           | 58.2%                                           |
| REGULAR INSTRUCTION         | 38,868,827       | 39,283,154       | 39,936,123        | 39,806,926        | 18,011,184      | -             | 21,795,742          | 45.2%                                          | 46.5%                                           | 46.1%                                           |
| EXTRA-CURRICULAR ACTIVITIES | 2,137,843        | 2,461,422        | 2,428,544         | 2,268,512         | 1,298,060       | -             | 970,452             | 57.2%                                          | 53.3%                                           | 53.3%                                           |
| VOCATIONAL INSTRUCTION      | 891,170          | 949,696          | 587,494           | 717,005           | 297,693         | -             | 419,312             | 41.5%                                          | 19.1%                                           | 25.0%                                           |
| SPECIAL EDUCATION           | 17,064,715       | 18,362,447       | 18,294,395        | 17,876,710        | 8,529,448       | -             | 9,347,262           | 47.7%                                          | 46.6%                                           | 47.3%                                           |
| INSTRUCTIONAL SUPPORT       | 7,492,764        | 9,726,952        | 9,848,120         | 9,519,180         | 5,616,207       | -             | 3,902,974           | 59.0%                                          | 61.7%                                           | 57.5%                                           |
| PUPIL SUPPORT SERVICES      | 7,262,299        | 7,617,116        | 7,553,154         | 7,963,259         | 3,447,338       | -             | 4,515,921           | 43.3%                                          | 42.9%                                           | 41.5%                                           |
| FACILITIES                  | 5,937,614        | 6,252,054        | 7,069,318         | 7,305,819         | 4,391,665       | -             | 2,914,155           | 60.1%                                          | 67.1%                                           | 58.0%                                           |
| OTHER FINANCING USES        | 1,218,599        | 1,208,010        | 1,200,100         | 1,216,320         | 1,666,056       | -             | (449,736)           | 137.0%                                         | 125.0%                                          | 130.7%                                          |
| TOTALS                      | 88,873,508       | 93,785,468       | 92,776,975        | 94,960,640        | 47,455,564      | -             | 47,505,075          | 50.0%                                          | 51.4%                                           | 50.0%                                           |

| January 31,<br>2017 | January 31,<br>2016 |
|---------------------|---------------------|
| 3,026,055           | 2,906,412           |
| 1,047,530           | 1,000,797           |
| 863,101             | 874,516             |
| 18,270,416          | 17,900,912          |
| 1,311,304           | 1,138,440           |
| 180,949             | 222,973             |
| 8,562,132           | 8,065,645           |
| 5,998,571           | 4,305,089           |
| 3,271,374           | 3,016,118           |
| 4,198,020           | 3,441,796           |
| 1,509,786           | 1,593,074           |
| 48,239,237          | 44,465,770          |



## SHAKOPEE PUBLIC SCHOOLS

## REVENUE SUMMARY - BY MAJOR CATEGORY

January 31, 2018

## THIS REPORT SUMMARIZES REVENUE BY MAJOR CATEGORY AND SOURCE CODE

|                 |                                |               |               |                |                |                  |                  | REVISED           | ← ACTIVE BUDGET   |                   | BUDGET ANALYSIS           |                                       |                                      |  |                  |
|-----------------|--------------------------------|---------------|---------------|----------------|----------------|------------------|------------------|-------------------|-------------------|-------------------|---------------------------|---------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------|------------------|
|                 |                                |               |               |                |                |                  |                  | January 31, 2018  | January 31, 2017  | January 31, 2016  |                           |                                       |                                      |                                                                                     |                  |
| Source Code     | Description                    | June 30, 2016 | June 30, 2017 | Adopted Budget | Revised Budget | January 31, 2018 | Budget Remaining | % Budget Received | % Actual Received | % Actual Received | Current YTD vs. Prior YTD | Budget \$ Change from Prior Yr Actual | Budget % Change from Prior Yr Actual | January 31, 2017                                                                    | January 31, 2016 |
| STATE AID       |                                |               |               |                |                |                  |                  |                   |                   |                   |                           |                                       |                                      |                                                                                     |                  |
| 201             | PERMANENT SCHOOL TRUST FUND    | 259,854       | 286,169       | 229,188        | 318,405        | 159,202          | 159,203          | 50.00%            | 49.39%            | 48.49%            | 17,869                    | 32,236                                | 11.26%                               | 141,334                                                                             | 126,004          |
| 211             | BASIC FORMULA                  | 48,947,210    | 50,976,114    | 52,595,594     | 52,437,266     | 25,921,914       | 26,515,352       | 49.43%            | 49.04%            | 49.56%            | 921,765                   | 1,461,152                             | 2.87%                                | 25,000,149                                                                          | 24,258,455       |
| 211             | OPERATING CAPITAL              | 1,187,054     | 1,218,603     | 1,368,334      | 1,384,498      | -                | 1,384,498        | 0.00%             | 0.00%             | 0.00%             | -                         | 165,895                               | 13.61%                               | -                                                                                   | -                |
| 211             | AREA LEARNING CENTER           | 794,007       | 728,002       | 725,000        | 725,000        | -                | 725,000          | 0.00%             | 0.00%             | 0.00%             | -                         | (3,002)                               | -0.41%                               | -                                                                                   | -                |
| 211             | STAFF DEVELOPMENT              | 1,046,448     | 1,089,626     | 1,107,276      | 1,122,602      | -                | 1,122,602        | 0.00%             | 0.00%             | 0.00%             | -                         | 32,976                                | 3.03%                                | -                                                                                   | -                |
| 211             | BASIC SKILLS - COMPENSATORY    | 3,456,127     | 3,836,350     | 3,846,564      | 3,969,863      | -                | 3,969,863        | 0.00%             | 0.00%             | 0.00%             | -                         | 133,513                               | 3.48%                                | -                                                                                   | -                |
| 211             | LEARNING & DEVELOPMENT         | 1,923,010     | 1,888,739     | 1,856,311      | 1,826,872      | -                | 1,826,872        | 0.00%             | 0.00%             | 0.00%             | -                         | (61,867)                              | -3.28%                               | -                                                                                   | -                |
| 211             | GIFTED & TALENTED              | 114,356       | 116,739       | 118,630        | 117,920        | -                | 117,920          | 0.00%             | 0.00%             | 0.00%             | -                         | 1,181                                 | 1.01%                                | -                                                                                   | -                |
| 211             | TRANSPORTATION                 | 2,464,794     | 2,571,102     | 2,600,000      | 2,600,000      | -                | 2,600,000        | 0.00%             | 0.00%             | 0.00%             | -                         | 28,898                                | 1.12%                                | -                                                                                   | -                |
| 212             | LITERACY INCENTIVE AID         | 498,291       | 493,544       | 500,000        | 484,936        | -                | 484,936          | 0.00%             | 0.00%             | 85.05%            | -                         | (8,608)                               | -1.74%                               | -                                                                                   | 423,796          |
| 213             | SHARED TIME                    | 20,000        | 19,926        | 20,000         | 38,586         | 38,586           | (0)              | 100.00%           | 100.00%           | 100.00%           | 18,660                    | 18,660                                | 93.65%                               | 19,926                                                                              | 20,000           |
| 227             | ABATEMENT AID                  | 20,059        | 44,961        | 20,000         | 18,275         | 16,447           | 1,828            | 90.00%            | 84.93%            | 90.00%            | (21,737)                  | (26,686)                              | -59.35%                              | 38,184                                                                              | 18,053           |
| 229             | DISPARITY REDUCTION AID        | 29            | 34            | 50             | 50             | -                | 50               | 0.00%             | 0.00%             | 90.02%            | -                         | 16                                    | 45.43%                               | -                                                                                   | 26               |
| 234             | HOMESTEAD/AG CREDIT            | 2,882         | 4,035         | 3,000          | 3,000          | -                | 3,000            | 0.00%             | 0.00%             | 90.00%            | -                         | (1,035)                               | -25.65%                              | -                                                                                   | 2,594            |
| 258             | OTHER STATE CREDITS            | 205           | 874           | 200            | 200            | -                | 200              | 0.00%             | 0.00%             | 90.00%            | -                         | (674)                                 | -77.11%                              | -                                                                                   | 184              |
| 300             | ACHIEVEMENT & INTEGRATION      | 782,294       | 902,377       | 850,190        | 850,190        | 440,262          | 409,928          | 51.78%            | 18.54%            | 97.48%            | 272,955                   | (52,187)                              | -5.78%                               | 167,307                                                                             | 762,597          |
| 300             | A&I - INCENTIVE                | 61,942        | -             | 91,620         | 91,620         | -                | 91,620           | 0.00%             | 0.00%             | 0.00%             | -                         | 91,620                                | #DIV/0!                              | -                                                                                   | -                |
| 300             | TEACHER DEV & EVAL             | (1)           | -             | -              | -              | -                | -                | 0.00%             | 0.00%             | 0.00%             | -                         | -                                     | 0.00%                                | -                                                                                   | -                |
| 300             | AMERICAN INDIAN ED             | 68,952        | 69,243        | 70,000         | 70,000         | -                | 70,000           | 0.00%             | 50.12%            | 348.77%           | (34,702)                  | 757                                   | 1.09%                                | 34,702                                                                              | 240,480          |
| 300             | DEFERRED MAINTENANCE           | 23,337        | -             | -              | -              | -                | -                | 0.00%             | 0.00%             | 195.10%           | -                         | -                                     | 0.00%                                | -                                                                                   | 45,530           |
| 300             | NONPUBLIC TRANSPORTATION       | 226,361       | 237,428       | 225,000        | 232,000        | 116,000          | 116,000          | 50.00%            | 54.58%            | 0.00%             | (13,588)                  | (5,428)                               | -2.29%                               | 129,589                                                                             | -                |
| 300             | CAREER TECH - CHILD W DISAB    | 82,618        | 65,616        | 87,500         | 87,500         | -                | 87,500           | 0.00%             | 0.00%             | 82.60%            | -                         | 21,884                                | 33.35%                               | -                                                                                   | 68,244           |
| 300             | LTFM AID                       | -             | 340,653       | 614,284        | 629,801        | -                | 629,801          | 0.00%             | 0.00%             | 0.00%             | -                         | 289,148                               | 84.88%                               | -                                                                                   | -                |
| 300             | TELECOM EQUITY AID             | -             | 42,831        | -              | 40,000         | -                | 40,000           | 0.00%             | 0.00%             | 0.00%             | -                         | (2,831)                               | -6.61%                               | -                                                                                   | -                |
| 360             | STATE SPECIAL ED               | 7,688,156     | 8,968,325     | 8,910,000      | 9,505,142      | 5,934,153        | 3,570,989        | 62.43%            | 60.08%            | 62.90%            | 546,289                   | 536,817                               | 5.99%                                | 5,387,864                                                                           | 4,835,571        |
| 370             | OTHER STATE AID                | 86,769        | 177,438       | 65,000         | 115,000        | 31,564           | 83,436           | 27.45%            | 18.61%            | 5.70%             | (1,456)                   | (62,438)                              | -35.19%                              | 33,020                                                                              | 4,950            |
| 397             | SPECIAL SITUATIONS REVENUE     | 1,033,075     | 330,469       | -              | -              | -                | -                | 0.00%             | 0.00%             | 0.00%             | -                         | (330,469)                             | -100.00%                             | -                                                                                   | -                |
| TOTAL STATE AID |                                | 70,787,829    | 74,409,199    | 75,903,741     | 76,668,726     | 32,658,129       | 44,010,597       | 42.60%            | 41.60%            | 43.52%            | 1,706,055                 | 2,259,527                             | 3.04%                                | 30,952,074                                                                          | 30,806,485       |
| FEDERAL         |                                |               |               |                |                |                  |                  |                   |                   |                   |                           |                                       |                                      |                                                                                     |                  |
| 401/400         | TITLE I, PART A                | 428,668       | 700,946       | 460,000        | 656,673        | 176,915          | 479,758          | 26.94%            | 35.91%            | 42.27%            | (74,813)                  | (44,273)                              | -6.32%                               | 251,728                                                                             | 181,201          |
| 406/400         | TITLE I, PART D                | -             | -             | -              | -              | -                | -                | 0.00%             | 0.00%             | 0.00%             | -                         | -                                     | 0.00%                                | -                                                                                   | -                |
| 414/400         | TITLE II, PART A               | 73,980        | 90,585        | 70,000         | 141,187        | 34,112           | 107,075          | 24.16%            | 25.75%            | 23.86%            | 10,782                    | 50,602                                | 55.86%                               | 23,330                                                                              | 17,649           |
| 417/400         | TITLE III, PART A              | 68,763        | 113,289       | 60,000         | 120,830        | 35,969           | 84,861           | 29.77%            | 34.69%            | 40.31%            | (3,328)                   | 7,541                                 | 6.66%                                | 39,296                                                                              | 27,717           |
| 419/400         | IDEA PART B, SEC 611           | 1,345,193     | 1,570,535     | 1,295,140      | 1,190,755      | 456,118          | 734,637          | 38.30%            | 39.66%            | 44.16%            | (166,810)                 | (379,780)                             | -24.18%                              | 622,928                                                                             | 594,096          |
| 420/400         | IDEA PART B, SEC 619 PRESCHOOL | 26,928        | 27,686        | 25,000         | 26,220         | 7,406            | 18,814           | 28.25%            | 35.50%            | 66.84%            | (2,422)                   | (1,466)                               | -5.30%                               | 9,828                                                                               | 17,998           |
| 422/400         | SPED BIRTH TO 2                | 36,046        | 43,887        | 40,000         | 43,594         | 15,463           | 28,131           | 35.47%            | 36.19%            | 51.54%            | (421)                     | (293)                                 | -0.67%                               | 15,883                                                                              | 18,578           |
| 435/400         | SPED, CIMP                     | -             | -             | -              | -              | -                | -                | 0.00%             | 0.00%             | 0.00%             | -                         | -                                     | 0.00%                                | -                                                                                   | -                |
| 510/400         | INDIAN ED                      | 35,550        | 37,996        | 30,000         | 30,000         | -                | 30,000           | 0.00%             | 87.04%            | 81.64%            | (33,073)                  | (7,996)                               | -21.04%                              | 33,073                                                                              | 29,022           |
| 499/400         | FEDERAL - OTHER                | -             | -             | -              | -              | -                | -                | 0.00%             | 0.00%             | 0.00%             | -                         | -                                     | 0.00%                                | -                                                                                   | -                |
| 628/405         | CARL PERKINS                   | 18,420        | 23,669        | 20,000         | 21,495         | -                | 21,495           | 0.00%             | 0.00%             | 0.00%             | -                         | (2,174)                               | -9.19%                               | -                                                                                   | -                |
| TOTAL FEDERAL   |                                | 2,033,546     | 2,608,594     | 2,000,140      | 2,230,754      | 725,982          | 1,504,772        | 32.54%            | 38.18%            | 43.58%            | (270,085)                 | (377,840)                             | -14.48%                              | 996,067                                                                             | 886,260          |
| LEVY            |                                |               |               |                |                |                  |                  |                   |                   |                   |                           |                                       |                                      |                                                                                     |                  |
| 001             | GENERAL LEVY                   | 3,886,114     | 5,082,921     | 5,078,334      | 5,078,334      | 6,722,417        | (1,644,083)      | 132.37%           | 100.69%           | 112.98%           | 1,604,545                 | (4,587)                               | -0.09%                               | 5,117,872                                                                           | 4,390,394        |
| 001             | OPERATING CAPITAL              | 2,250,262     | 2,337,045     | 2,108,581      | 2,108,581      | -                | 2,108,581        | 0.00%             | 0.00%             | 0.00%             | -                         | (228,464)                             | -9.78%                               | -                                                                                   | -                |



## SHAKOPEE PUBLIC SCHOOLS

## REVENUE SUMMARY - BY MAJOR CATEGORY

January 31, 2018

## THIS REPORT SUMMARIZES REVENUE BY MAJOR CATEGORY AND SOURCE CODE

|             |                                                  |               |               |                |                |                  |                  | REVISED           | ← ACTIVE BUDGET   |                   | BUDGET ANALYSIS           |                                       |                                      |  |                  |
|-------------|--------------------------------------------------|---------------|---------------|----------------|----------------|------------------|------------------|-------------------|-------------------|-------------------|---------------------------|---------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------|------------------|
|             |                                                  |               |               |                |                |                  |                  | January 31, 2018  | January 31, 2017  | January 31, 2016  |                           |                                       |                                      |                                                                                     |                  |
| Source Code | Description                                      | June 30, 2016 | June 30, 2017 | Adopted Budget | Revised Budget | January 31, 2018 | Budget Remaining | % Budget Received | % Actual Received | % Actual Received | Current YTD vs. Prior YTD | Budget \$ Change from Prior Yr Actual | Budget % Change from Prior Yr Actual | January 31, 2017                                                                    | January 31, 2016 |
| 001         | ACHIEVE & INTEGRATION                            | 337,511       | 347,218       | 409,002        | 409,002        | -                | 409,002          | 0.00%             | 0.00%             | 0.00%             | -                         | 61,784                                | 17.79%                               | -                                                                                   | -                |
| 001         | A&I INCENTIVE                                    | 26,404        | -             | -              | -              | -                | -                | 0.00%             | 0.00%             | 0.00%             | -                         | -                                     | 0.00%                                | -                                                                                   | -                |
| 001         | SAFE SCHOOLS                                     | 309,058       | 318,905       | 347,275        | 347,275        | -                | 347,275          | 0.00%             | 0.00%             | 0.00%             | -                         | 28,370                                | 8.90%                                | -                                                                                   | -                |
| 001         | HEALTH & SAFETY                                  | 180,755       | 108,694       | (71,554)       | (71,554)       | -                | (71,554)         | 0.00%             | 0.00%             | 0.00%             | -                         | (180,248)                             | -165.83%                             | -                                                                                   | -                |
| 001         | LTFM                                             | -             | 873,437       | 1,357,535      | 1,357,535      | -                | 1,357,535        | 0.00%             | 0.00%             | 0.00%             | -                         | 484,098                               | 55.42%                               | -                                                                                   | -                |
| 001         | DEFERRED MAINTENANCE                             | 363,411       | -             | -              | -              | -                | -                | 0.00%             | 0.00%             | 0.00%             | -                         | -                                     | 0.00%                                | -                                                                                   | -                |
| 001         | CAPITAL PROJECTS                                 | -             | 2,500,000     | 3,011,717      | 3,011,717      | -                | 3,011,717        | 0.00%             | 0.00%             | 0.00%             | -                         | 511,717                               | 20.47%                               | -                                                                                   | -                |
| 001         | OPEB                                             | 390,076       | 352,787       | 192,204        | 192,204        | -                | 192,204          | 0.00%             | 0.00%             | 0.00%             | -                         | (160,583)                             | -45.52%                              | -                                                                                   | -                |
| 001         | CAREER & TECH                                    | 151,951       | 189,275       | 189,276        | 189,276        | -                | 189,276          | 0.00%             | 0.00%             | 0.00%             | -                         | 1                                     | 0.00%                                | -                                                                                   | -                |
| 005         | UNEMPLOYMENT                                     | 17,919        | 17,919        | -              | -              | -                | -                | 0.00%             | 0.00%             | 0.00%             | -                         | (17,919)                              | -100.00%                             | -                                                                                   | -                |
| 009         | FISCAL DISPARITIES                               | 1,098,167     | 1,060,931     | 1,100,000      | 1,100,000      | -                | 1,100,000        | 0.00%             | 0.00%             | 0.00%             | -                         | 39,069                                | 3.68%                                | -                                                                                   | -                |
| 010         | COUNTY APPORTIONMENT                             | 125,042       | 114,674       | 130,000        | 130,000        | -                | 130,000          | 0.00%             | 0.00%             | 0.00%             | -                         | 15,326                                | 13.36%                               | -                                                                                   | -                |
|             | TOTAL - LEVY                                     | 9,136,671     | 13,303,807    | 13,852,370     | 13,852,370     | 6,722,417        | 7,129,953        | 48.53%            | 38.47%            | 48.05%            | 1,604,545                 | 548,563                               | 4.12%                                | 5,117,872                                                                           | 4,390,394        |
|             |                                                  |               |               |                |                |                  |                  |                   |                   |                   |                           |                                       |                                      |                                                                                     |                  |
|             | LOCAL - TUITION, FEES, ADMISSIONS, GIFTS & OTHER |               |               |                |                |                  |                  |                   |                   |                   |                           |                                       |                                      |                                                                                     |                  |
| 031-040     | TUITION FROM OTH MN SCH DISTRICT                 | 1,250         | -             | 1,275          | 1,275          | -                | 1,275            | 0.00%             | 0.00%             | 80.00%            | -                         | 1,275                                 | #DIV/0!                              | -                                                                                   | 1,000            |
| 050         | FEES FROM PATRONS                                | 12,064        | 11,425        | 12,411         | 12,411         | 6,661            | 5,750            | 53.67%            | 83.11%            | 79.47%            | (2,835)                   | 986                                   | 8.63%                                | 9,495                                                                               | 9,588            |
| 052         | BOYS/GIRLS ACTIVITY FEES                         | 248,662       | 244,675       | 375,000        | 300,000        | 157,709          | 142,291          | 52.57%            | 58.41%            | 56.66%            | 14,804                    | 55,325                                | 22.61%                               | 142,905                                                                             | 140,897          |
| 054         | PARKING                                          | 35,180        | 32,370        | 55,600         | 55,600         | 58,325           | (2,725)          | 104.90%           | 99.60%            | 95.26%            | 26,085                    | 23,230                                | 71.76%                               | 32,240                                                                              | 33,511           |
| 059         | STUDENT FINES / WORKBOOKS                        | 842           | 1,697         | 915            | 915            | 2,292            | (1,377)          | 250.53%           | 78.00%            | 30.34%            | 969                       | (782)                                 | -46.08%                              | 1,324                                                                               | 255              |
| 060         | ADMISSIONS                                       | 88,105        | 92,736        | 95,405         | 95,405         | 85,301           | 10,104           | 89.41%            | 74.14%            | 81.70%            | 16,551                    | 2,669                                 | 2.88%                                | 68,750                                                                              | 71,985           |
| 071         | MEDICAL ASSISTANCE / 3RD PARTY BILLING           | 177,953       | 191,581       | 170,000        | 190,000        | 73,042           | 116,958          | 38.44%            | 33.25%            | 30.07%            | 9,339                     | (1,581)                               | -0.83%                               | 63,703                                                                              | 53,517           |
| 088-089     | RENT OF HOUSE                                    | 14,225        | 12,993        | 14,510         | 14,510         | 7,126            | 7,384            | 49.11%            | 42.28%            | 56.06%            | 1,633                     | 1,517                                 | 11.68%                               | 5,493                                                                               | 7,975            |
| 092         | INTEREST INCOME                                  | 12,578        | 25,176        | 50,000         | 20,000         | 119,665          | (99,665)         | 598.32%           | 284.27%           | 252.23%           | 48,097                    | (5,176)                               | -20.56%                              | 71,568                                                                              | 31,725           |
| 093         | RENT FROM SCHOOL FACILITY                        | 18,500        | 10,300        | 18,870         | 18,870         | 12,795           | 6,075            | 67.81%            | 60.00%            | 60.00%            | 6,615                     | 8,570                                 | 83.20%                               | 6,180                                                                               | 11,100           |
| 094         | RENT FROM SCHOOL PROPERTY                        | 8,240         | 9,000         | 8,405          | 8,405          | -                | 8,405            | 0.00%             | 100.00%           | 60.68%            | (9,000)                   | (595)                                 | -6.61%                               | 9,000                                                                               | 5,000            |
| 095         | PRINTING CHARGES                                 | 8,552         | 5,889         | 8,723          | 8,723          | 2,822            | 5,901            | 32.35%            | 48.00%            | 27.51%            | (5)                       | 2,834                                 | 48.12%                               | 2,827                                                                               | 2,353            |
| 096         | GIFTS & DONATIONS                                | 143,581       | 163,861       | 161,632        | 143,510        | 11,143           | 132,367          | 7.76%             | 41.32%            | 53.47%            | (56,559)                  | (20,351)                              | -12.42%                              | 67,702                                                                              | 76,774           |
| 099         | MISCELLANEOUS REVENUE                            | 728,618       | 1,007,339     | 850,723        | 850,723        | 684,609          | 166,114          | 80.47%            | 64.78%            | 71.01%            | 32,035                    | (156,616)                             | -15.55%                              | 652,575                                                                             | 517,424          |
| 620         | VENDING SALES                                    | 3,192         | 4,198         | 3,256          | 3,256          | 3,990            | (734)            | 122.54%           | 57.98%            | 59.68%            | 1,556                     | (942)                                 | -22.44%                              | 2,434                                                                               | 1,905            |
| 621         | MATERIAL SALES TO STUDENTS                       | 159,748       | 140,931       | 162,944        | 162,944        | 63,593           | 99,351           | 39.03%            | 50.66%            | 41.74%            | (7,801)                   | 22,013                                | 15.62%                               | 71,394                                                                              | 66,675           |
| 623         | SALE OF REAL PROPERTY                            | -             | -             | -              | 306,745        | 306,745          | 1                | 100.00%           | 0.00%             | 0.00%             | 306,745                   | 306,745                               | #DIV/0!                              | -                                                                                   | -                |
| 624         | SALE OF EQUIPMENT                                | -             | 4,022         | -              | 51,540         | 51,540           | -                | 100.00%           | 0.00%             | 0.00%             | 51,540                    | 47,518                                | 1181.44%                             | -                                                                                   | -                |
| 625         | INSURANCE RECOVERY                               | -             | 14,311        | -              | -              | -                | -                | 0.00%             | 88.65%            | 0.00%             | (12,687)                  | (14,311)                              | -100.00%                             | 12,687                                                                              | -                |
| 628         | JUDGEMENTS FOR THE DISTRICT                      | 656           | 5,942         | -              | -              | 219              | (219)            | #DIV/0!           | 46.54%            | 72.22%            | (2,547)                   | (5,942)                               | -100.00%                             | 2,765                                                                               | 474              |
| 629         | FIRE SAFETY - H&S OTHER REV                      | -             | 31,669        | -              | -              | -                | -                | 0.00%             | 100.00%           | 0.00%             | (31,669)                  | (31,669)                              | -100.00%                             | 31,669                                                                              | -                |
| 649         | PERMANENT TRANSFERS IN                           | -             | -             | -              | -              | -                | -                | 0.00%             | 0.00%             | 0.00%             | -                         | -                                     | 0.00%                                | -                                                                                   | -                |
|             | TOTAL - LOCAL                                    | 1,661,946     | 2,010,115     | 1,989,669      | 2,244,832      | 1,647,576        | 597,256          | 73.39%            | 62.42%            | 62.11%            | 392,867                   | 234,717                               | 11.68%                               | 1,254,709                                                                           | 1,032,158        |
|             |                                                  |               |               |                |                |                  |                  |                   |                   |                   |                           |                                       |                                      |                                                                                     |                  |
|             | GENERAL FUND TOTAL                               | 83,619,993    | 92,331,715    | 93,745,920     | 94,996,682     | 41,754,104       | 53,242,578       | 43.95%            | 41.50%            | 44.39%            | 3,433,382                 | 2,664,967                             | 2.89%                                | 38,320,722                                                                          | 37,115,297       |

|                                                                                   |                                       |                         |               |                                |                |              |                  |                      |                       |                                                                                   |                           |                                                                                     |                  |  |  |
|-----------------------------------------------------------------------------------|---------------------------------------|-------------------------|---------------|--------------------------------|----------------|--------------|------------------|----------------------|-----------------------|-----------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------|------------------|--|--|
|  |                                       | SHAKOPEE PUBLIC SCHOOLS |               | EXPENDITURES BY OBJECT<br>CODE |                |              |                  | January 31, 2018     |                       | THIS REPORT SHOWS EXPENDITURE HISTORY AND CURRENT YEAR<br>ACTIVITY BY OBJECT CODE |                           |                                                                                     |                  |  |  |
|                                                                                   |                                       |                         |               |                                |                |              |                  | REVISED              | ACTIVE BUDGET         |                                                                                   |                           |  |                  |  |  |
|                                                                                   |                                       |                         |               |                                |                |              |                  | January 31, 2018     | January 31, 2017      | January 31, 2016                                                                  |                           |                                                                                     |                  |  |  |
| OBJECT CODE                                                                       | DESCRIPTION                           | June 30, 2016           | June 30, 2017 | Adopted Budget                 | Revised Budget | Expenses YTD | Budget Remaining | % of Budget Expended | % of Actuals Expended | % of Actuals Expended                                                             | Current YTD vs. Prior YTD | January 31, 2017                                                                    | January 31, 2016 |  |  |
|                                                                                   | SALARIES AND WAGES                    |                         |               |                                |                |              |                  |                      |                       |                                                                                   |                           |                                                                                     |                  |  |  |
| 101                                                                               | School Board                          | 33,622                  | 32,500        | 32,658                         | 32,500         | 16,250       | 16,250           | 50.00%               | 50.00%                | 51.67%                                                                            | -                         | 16,250                                                                              | 17,372           |  |  |
| 110                                                                               | Admin / Supv                          | 244,007                 | 278,998       | 244,330                        | 244,330        | 61,636       | 182,694          | 25.23%               | 57.46%                | 70.15%                                                                            | (98,674)                  | 160,310                                                                             | 171,172          |  |  |
| 111                                                                               | Principals                            | 2,505,605               | 2,427,215     | 2,501,663                      | 2,620,606      | 1,482,048    | 1,138,559        | 56.55%               | 66.92%                | 61.67%                                                                            | (142,241)                 | 1,624,289                                                                           | 1,545,320        |  |  |
| 113                                                                               | Managers                              | 190,587                 | 176,344       | 174,696                        | 167,465        | 115,985      | 51,480           | 69.26%               | 82.41%                | 72.00%                                                                            | (29,335)                  | 145,320                                                                             | 137,215          |  |  |
| 115                                                                               | Coordinators                          | 832,623                 | 889,423       | 875,493                        | 854,485        | 484,855      | 369,630          | 56.74%               | 58.03%                | 60.15%                                                                            | (31,308)                  | 516,162                                                                             | 500,783          |  |  |
| 116                                                                               | Directors                             | 1,079,189               | 1,033,448     | 755,206                        | 1,052,912      | 513,235      | 539,677          | 48.74%               | 70.09%                | 64.82%                                                                            | (211,141)                 | 724,376                                                                             | 699,487          |  |  |
| 118                                                                               | Comm Relations Coord                  | 134,184                 | 114,855       | 111,683                        | 70,390         | 39,478       | 30,912           | 56.08%               | 73.71%                | 61.53%                                                                            | (45,180)                  | 84,658                                                                              | 82,565           |  |  |
| 130                                                                               | Custodial                             | 1,755,591               | 1,505,958     | 1,327,906                      | 1,504,914      | 902,519      | 602,396          | 59.97%               | 61.75%                | 58.05%                                                                            | (27,379)                  | 929,898                                                                             | 1,019,205        |  |  |
| 131                                                                               | Custodial OT                          | -                       | 20,004        | 7,468                          | 49,576         | 32,365       | 17,211           | 65.28%               | 0.00%                 | 0.00%                                                                             | 32,365                    | -                                                                                   | -                |  |  |
| 132                                                                               | Custodial OT Reimb.                   | (38,363)                | (48,260)      | (32,960)                       | (40,000)       | (19,760)     | (20,240)         | 49.40%               | 51.90%                | 50.41%                                                                            | 5,287                     | (25,047)                                                                            | (19,339)         |  |  |
| 133                                                                               | Custodial Subs                        | 68,258                  | 53,537        | 70,000                         | 70,000         | 28,429       | 41,571           | 40.61%               | 51.73%                | 51.52%                                                                            | 735                       | 27,695                                                                              | 35,170           |  |  |
| 134                                                                               | Parking Attendant                     | 44,070                  | 17,775        | 17,953                         | 2,130          | -            | 2,130            | 0.00%                | 46.90%                | 48.62%                                                                            | (8,337)                   | 8,337                                                                               | 21,426           |  |  |
| 140                                                                               | Inst Sal Licensed                     | 32,497,089              | 33,334,907    | 34,217,197                     | 33,231,944     | 14,991,678   | 18,240,266       | 45.11%               | 47.01%                | 46.41%                                                                            | (678,273)                 | 15,669,951                                                                          | 15,082,201       |  |  |
| 141                                                                               | Inst Sal Non-Licensd                  | 220,462                 | 135,916       | 159,111                        | 89,300         | 3,549        | 85,751           | 3.97%                | 66.75%                | 52.14%                                                                            | (87,175)                  | 90,724                                                                              | 114,948          |  |  |
| 143                                                                               | Lic Instruct Support Svcs             | 1,893,922               | 2,075,296     | 1,951,537                      | 1,785,380      | 847,714      | 937,667          | 47.48%               | 45.68%                | 43.33%                                                                            | (100,299)                 | 948,013                                                                             | 820,710          |  |  |
| 144                                                                               | Non lic Instr Support                 | 36,580                  | 20,647        | 31,982                         | 44,124         | 43,901       | 223              | 99.49%               | 82.33%                | 44.28%                                                                            | 26,904                    | 16,997                                                                              | 16,199           |  |  |
| 145                                                                               | Substitute Teacher                    | 676,184                 | 732,719       | 650,059                        | 682,357        | 308,341      | 374,016          | 45.19%               | 50.93%                | 49.72%                                                                            | (64,823)                  | 373,165                                                                             | 336,227          |  |  |
| 146                                                                               | Sub Non-Lic Class/Inst Sal            | -                       | 71,906        | 46,850                         | 119,500        | 59,989       | 59,511           | 50.20%               | 24.01%                | 0.00%                                                                             | 42,725                    | 17,265                                                                              | -                |  |  |
| 150                                                                               | Physical Therapist                    | 132,500                 | 121,513       | 116,817                        | 128,458        | 59,093       | 69,365           | 46.00%               | 49.05%                | 48.34%                                                                            | (515)                     | 59,607                                                                              | 64,054           |  |  |
| 151                                                                               | Occupational Therapist                | 250,620                 | 260,767       | 269,299                        | 265,505        | 121,467      | 144,038          | 45.75%               | 46.15%                | 46.10%                                                                            | 1,115                     | 120,353                                                                             | 115,546          |  |  |
| 152                                                                               | Ed Speech/Lang Pathologist            | 1,350,743               | 1,433,253     | 1,526,948                      | 1,399,090      | 624,371      | 774,719          | 44.63%               | 46.68%                | 45.73%                                                                            | (44,658)                  | 669,029                                                                             | 617,753          |  |  |
| 154                                                                               | School Nurse                          | 303,554                 | 344,235       | 342,911                        | 363,906        | 171,084      | 192,822          | 47.01%               | 46.62%                | 47.92%                                                                            | 10,614                    | 160,470                                                                             | 145,456          |  |  |
| 155                                                                               | Licensed Nurse                        | 287,475                 | 304,265       | 330,479                        | 328,738        | 174,322      | 154,416          | 53.03%               | 52.25%                | 49.52%                                                                            | 15,339                    | 158,983                                                                             | 142,347          |  |  |
| 156                                                                               | Social Worker                         | 598,123                 | 582,492       | 622,045                        | 644,500        | 295,703      | 348,797          | 45.88%               | 46.45%                | 47.44%                                                                            | 25,137                    | 270,566                                                                             | 283,763          |  |  |
| 157                                                                               | Psychologist                          | 483,173                 | 532,100       | 551,418                        | 505,897        | 240,242      | 265,656          | 47.49%               | 46.05%                | 47.58%                                                                            | (4,814)                   | 245,056                                                                             | 229,870          |  |  |
| 161                                                                               | Certified Para & PCA                  | 3,268,629               | 3,173,634     | 3,328,606                      | 3,213,879      | 1,547,281    | 1,666,598        | 48.14%               | 51.47%                | 50.19%                                                                            | (86,160)                  | 1,633,442                                                                           | 1,640,534        |  |  |
| 163                                                                               | Foreign Lang Interpreter              | 3,625                   | 7,364         | 6,747                          | 9,345          | 4,015        | 5,330            | 42.96%               | 50.81%                | 68.10%                                                                            | 273                       | 3,741                                                                               | 2,469            |  |  |
| 170                                                                               | Non lic Instr Support                 | 2,991,914               | 4,294,946     | 4,272,694                      | 4,292,485      | 2,396,173    | 1,896,312        | 55.82%               | 51.79%                | 60.91%                                                                            | 171,693                   | 2,224,479                                                                           | 1,822,420        |  |  |
| 171                                                                               | Non Instrut Support OT                | -                       | 588           | -                              | 5,925          | 5,451        | 474              | 92.00%               | 0.00%                 | 0.00%                                                                             | 5,451                     | -                                                                                   | -                |  |  |
| 174                                                                               | Therapeutic Rec Svc & DAPE Specialist | 233,874                 | 299,397       | 318,162                        | 297,807        | 134,735      | 163,072          | 45.24%               | 43.39%                | 41.93%                                                                            | 4,822                     | 129,913                                                                             | 98,053           |  |  |
| 175                                                                               | Cultural Liaison                      | 283,080                 | 297,483       | 317,076                        | 317,694        | 150,008      | 167,686          | 47.22%               | 51.50%                | 48.88%                                                                            | (3,183)                   | 153,191                                                                             | 138,379          |  |  |
| 180                                                                               | Salary - Non Lic (Basic Skills)       | 1,350                   | 1,350         | 1,339                          | 6,550          | -            | 6,550            | 0.00%                | 0.00%                 | 0.00%                                                                             | -                         | -                                                                                   | -                |  |  |
| 185                                                                               | Other Licensed Salary Payments        | 565,089                 | 674,814       | 629,450                        | 660,472        | 283,906      | 376,565          | 42.99%               | 58.12%                | 58.86%                                                                            | (108,292)                 | 392,199                                                                             | 332,603          |  |  |
| 186                                                                               | Athletics                             | 662,383                 | 755,340       | 769,632                        | 691,785        | 468,061      | 223,723          | 67.66%               | 57.81%                | 57.60%                                                                            | 31,434                    | 436,627                                                                             | 381,509          |  |  |
| 187                                                                               | Extra-Curricular                      | 3,205                   | 23,131        | 15,231                         | 23,131         | 19,046       | 4,085            | 82.34%               | 36.63%                | 19.27%                                                                            | 10,573                    | 8,473                                                                               | 618              |  |  |
| 188                                                                               | Other Non-Lic Salaries                | 32,848                  | 38,089        | 23,086                         | 32,143         | 16,130       | 16,013           | 50.18%               | 31.59%                | 48.61%                                                                            | 4,096                     | 12,034                                                                              | 15,969           |  |  |
| 191                                                                               | Severance                             | -                       | -             | -                              | -              | -            | -                | 0.00%                | 0.00%                 | 0.00%                                                                             | -                         | -                                                                                   | -                |  |  |
| 195                                                                               | Chargeback (Salaries & Wages)         | -                       | -             | -                              | -              | -            | -                | 0.00%                | 0.00%                 | 0.00%                                                                             | -                         | -                                                                                   | -                |  |  |
| 197                                                                               | Contingency                           | -                       | -             | (1,818,982)                    | 400,000        | -            | 400,000          | 0.00%                | 0.00%                 | 0.00%                                                                             | -                         | -                                                                                   | -                |  |  |



# SHAKOPEE PUBLIC SCHOOLS

## EXPENDITURES BY OBJECT

CODE

January 31, 2018

## THIS REPORT SHOWS EXPENDITURE HISTORY AND CURRENT YEAR

### ACTIVITY BY OBJECT CODE

| OBJECT CODE | DESCRIPTION                                 | June 30, 2016     | June 30, 2017     | Adopted Budget    | Revised Budget    | Expenses YTD      | Budget Remaining  | REVISD               | ACTIVE BUDGET         | January 31, 2016      | Current YTD vs. Prior YTD | January 31, 2017  | January 31, 2016  |
|-------------|---------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------|-----------------------|-----------------------|---------------------------|-------------------|-------------------|
|             |                                             |                   |                   |                   |                   |                   |                   | January 31, 2018     | January 31, 2017      |                       |                           |                   |                   |
|             |                                             |                   |                   |                   |                   |                   |                   | % of Budget Expended | % of Actuals Expended | % of Actuals Expended |                           |                   |                   |
| 199         | Full Caf Plans/Cash In Lieu of Benefits     | 769,547           | 796,069           | 872,907           | 797,972           | 446,315           | 351,657           | 55.93%               | 60.27%                | 62.46%                | (33,447)                  | 479,761           | 480,622           |
|             | <b>TOTAL SALARIES AND WAGES</b>             | <b>54,395,343</b> | <b>56,814,018</b> | <b>55,638,697</b> | <b>56,967,196</b> | <b>27,069,616</b> | <b>29,897,580</b> | <b>47.52%</b>        | <b>50.14%</b>         | <b>49.81%</b>         | <b>(1,416,671)</b>        | <b>28,486,287</b> | <b>27,092,624</b> |
|             | <b>EMPLOYEE BENEFITS</b>                    |                   |                   |                   |                   |                   |                   |                      |                       |                       |                           |                   |                   |
| 210         | FICA                                        | 3,931,794         | 4,105,247         | 4,410,990         | 4,185,251         | 1,935,855         | 2,249,397         | 46.25%               | 49.68%                | 49.36%                | (103,514)                 | 2,039,368         | 1,940,761         |
| 214         | PERA                                        | 754,053           | 756,870           | 818,283           | 688,839           | 407,865           | 280,974           | 59.21%               | 56.23%                | 55.07%                | (17,757)                  | 425,623           | 415,246           |
| 218         | TRA                                         | 4,255,688         | 3,402,707         | 3,486,078         | 3,409,682         | 1,562,789         | 1,846,892         | 45.83%               | 48.28%                | 36.49%                | (79,914)                  | 1,642,704         | 1,553,078         |
| 220         | Group Hospitalization                       | 4,596,468         | 5,824,978         | 4,924,225         | 5,753,905         | 3,104,566         | 2,649,339         | 53.96%               | 41.79%                | 51.76%                | 670,536                   | 2,434,030         | 2,378,962         |
| 230         | Group Life                                  | 54,261            | 46,192            | 56,072            | 56,474            | 111,285           | (54,811)          | 197.06%              | 6.59%                 | 6.28%                 | 108,242                   | 3,043             | 3,407             |
| 235         | Group Dental Insurance                      | 715,922           | 731,594           | 725,342           | 698,695           | 344,452           | 354,243           | 49.30%               | 47.72%                | 47.36%                | (4,689)                   | 349,141           | 339,091           |
| 240         | Long Term Disability                        | 98,837            | 102,811           | 106,268           | 105,155           | 35,338            | 69,817            | 33.61%               | 36.72%                | 48.25%                | (2,415)                   | 37,753            | 47,684            |
| 250         | Sheltered Annuity                           | 963,105           | 999,890           | 975,550           | 979,543           | 473,375           | 506,168           | 48.33%               | 49.59%                | 49.56%                | (22,466)                  | 495,841           | 477,311           |
| 251         | Employer-Sponsored HRA, HSA                 | 128,096           | 68,291            | 126,789           | 126,900           | 3,022             | 123,878           | 2.38%                | 0.00%                 | 53.16%                | 3,022                     | -                 | 68,096            |
| 260         | Other Employees Ins                         | -                 | -                 | -                 | -                 | -                 | -                 | 0.00%                | 0.00%                 | 0.00%                 | -                         | -                 | -                 |
| 270         | Workmens Compensat                          | 374,798           | 276,648           | 267,800           | 267,800           | 300,913           | (33,113)          | 112.36%              | 105.29%               | 93.08%                | 9,626                     | 291,287           | 348,869           |
| 280         | Unemploy Compensat                          | 33,591            | 19,020            | 18,030            | 18,030            | 5,774             | 12,256            | 32.02%               | 81.44%                | 73.52%                | (9,716)                   | 15,489            | 24,697            |
| 290         | OPEB distrib excess of ARC                  | -                 | -                 | -                 | -                 | -                 | -                 | 0.00%                | 0.00%                 | 0.00%                 | -                         | -                 | -                 |
| 291         | Retiree Health Ins. Benefits                | 209,657           | 201,292           | 226,744           | 203,000           | 23,496            | 179,504           | 11.57%               | 0.00%                 | 0.00%                 | 23,496                    | -                 | -                 |
| 295         | Employee Benefits Chargeback                | -                 | -                 | -                 | -                 | -                 | -                 | 0.00%                | 0.00%                 | 0.00%                 | -                         | -                 | -                 |
| 297         | Contingency                                 | -                 | -                 | -                 | 100,000           | -                 | 100,000           | 0.00%                | 0.00%                 | 0.00%                 | -                         | -                 | -                 |
| 299         | Other Employee Benefits                     | -                 | -                 | -                 | -                 | -                 | -                 | 0.00%                | 0.00%                 | 0.00%                 | -                         | -                 | -                 |
|             | <b>TOTAL EMPLOYEE BENEFITS</b>              | <b>16,116,270</b> | <b>16,535,540</b> | <b>16,142,171</b> | <b>16,593,273</b> | <b>8,308,730</b>  | <b>8,284,544</b>  | <b>50.07%</b>        | <b>46.77%</b>         | <b>47.14%</b>         | <b>574,451</b>            | <b>7,734,279</b>  | <b>7,597,202</b>  |
|             | <b>PURCHASED SERVICES</b>                   |                   |                   |                   |                   |                   |                   |                      |                       |                       |                           |                   |                   |
| 302         | Fed Subaward > \$25,000                     | 5,000             | -                 | -                 | -                 | -                 | -                 | 0.00%                | 0.00%                 | 100.00%               | -                         | -                 | 5,000             |
| 303         | Fed Subaward up to \$25,000                 | 51,549            | 50,683            | 39,649            | 39,649            | 24,493            | 15,156            | 61.77%               | 50.60%                | 66.44%                | (1,154)                   | 25,647            | 34,250            |
| 304         | Fed subaward excess \$25,000                | -                 | 13,853            | 14,266            | 14,266            | 2,585             | 11,681            | 18.12%               | 0.00%                 | 0.00%                 | 2,585                     | -                 | -                 |
| 305         | Consult Fee/Fees Ser                        | 1,772,627         | 2,008,914         | 2,740,761         | 1,834,213         | 914,512           | 919,701           | 49.86%               | 46.76%                | 50.40%                | (24,761)                  | 939,273           | 893,446           |
| 306         | Special Ed Legal Fees                       | 4,593             | 23,580            | 24,205            | 24,205            | -                 | 24,205            | 0.00%                | 97.67%                | 53.14%                | (23,030)                  | 23,030            | 2,441             |
| 308         | Fed Tuition Bill Pymt Up to \$25,000        | 25,000            | 25,000            | 25,000            | -                 | -                 | -                 | 0.00%                | 0.00%                 | 0.00%                 | -                         | -                 | -                 |
| 309         | Fed Tuition Bill Pymt in Excess of \$25,000 | 100,000           | 275,000           | 100,000           | -                 | -                 | -                 | 0.00%                | 0.00%                 | 0.00%                 | -                         | -                 | -                 |
| 311         | Fed Tuition Bill Pymt in Excess of \$25,000 | -                 | -                 | -                 | -                 | -                 | -                 | 0.00%                | 0.00%                 | 0.00%                 | -                         | -                 | -                 |
| 312         | Officials                                   | 85,103            | 65,850            | 89,474            | 89,474            | 31,504            | 57,970            | 35.21%               | 49.58%                | 51.69%                | (1,144)                   | 32,648            | 43,986            |
| 320         | Communication/Phone                         | 90,526            | 127,934           | 99,830            | 121,670           | 62,329            | 59,341            | 51.23%               | 51.38%                | 54.56%                | (3,406)                   | 65,735            | 49,387            |
| 321         | Delivery Service                            | -                 | -                 | -                 | -                 | -                 | -                 | 0.00%                | 0.00%                 | 0.00%                 | -                         | -                 | -                 |
| 329         | Postage & Express                           | 46,691            | 53,924            | 51,106            | 48,538            | 20,839            | 27,699            | 42.93%               | 63.40%                | 61.74%                | (13,350)                  | 34,190            | 28,828            |
| 330         | Electricity                                 | 1,119,753         | 1,085,532         | 1,181,225         | 1,200,500         | 711,710           | 488,790           | 59.28%               | 59.71%                | 51.93%                | 63,589                    | 648,121           | 581,481           |
| 331         | Water & Sewage                              | 108,131           | 95,014            | 116,314           | 116,314           | 70,970            | 45,344            | 61.02%               | 56.12%                | 51.28%                | 17,651                    | 53,318            | 55,450            |
| 332         | Refuse Removal                              | 51,690            | 67,629            | 60,492            | 71,583            | 28,633            | 42,950            | 40.00%               | 54.02%                | 53.68%                | (7,900)                   | 36,534            | 27,746            |
| 333         | Natural Gas                                 | -                 | 243,932           | -                 | 255,103           | 79,150            | 175,953           | 31.03%               | 0.00%                 | 0.00%                 | 79,150                    | -                 | -                 |

|                                                                                   |                                            |                         |               |                                |                |              |                  |                      |                       |                                                                                   |                                                                                     |                  |                  |  |  |
|-----------------------------------------------------------------------------------|--------------------------------------------|-------------------------|---------------|--------------------------------|----------------|--------------|------------------|----------------------|-----------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------|------------------|--|--|
|  |                                            | SHAKOPEE PUBLIC SCHOOLS |               | EXPENDITURES BY OBJECT<br>CODE |                |              |                  | January 31, 2018     |                       | THIS REPORT SHOWS EXPENDITURE HISTORY AND CURRENT YEAR<br>ACTIVITY BY OBJECT CODE |                                                                                     |                  |                  |  |  |
|                                                                                   |                                            |                         |               |                                |                |              |                  | REVISED              | ACTIVE BUDGET         |                                                                                   |  |                  |                  |  |  |
|                                                                                   |                                            |                         |               |                                |                |              |                  | January 31, 2018     | January 31, 2017      | January 31, 2016                                                                  |                                                                                     |                  |                  |  |  |
| OBJECT CODE                                                                       | DESCRIPTION                                | June 30, 2016           | June 30, 2017 | Adopted Budget                 | Revised Budget | Expenses YTD | Budget Remaining | % of Budget Expended | % of Actuals Expended | % of Actuals Expended                                                             | Current YTD vs. Prior YTD                                                           | January 31, 2017 | January 31, 2016 |  |  |
| 339                                                                               | Ed Speech/Lang Pathologist                 | 47,975                  | -             | 25,000                         | -              | -            | -                | 0.00%                | 0.00%                 | 43.91%                                                                            | -                                                                                   | -                | 21,065           |  |  |
| 340                                                                               | Prop & Liab Insurance                      | 202,003                 | 181,926       | 164,800                        | 180,000        | 191,497      | (11,497)         | 106.39%              | 97.25%                | 100.00%                                                                           | 14,571                                                                              | 176,926          | 202,003          |  |  |
| 343                                                                               | Vehicle Insurance                          | 9,181                   | 9,165         | 10,300                         | 10,300         | 11,539       | (1,239)          | 112.03%              | 100.00%               | 100.00%                                                                           | 2,374                                                                               | 9,165            | 9,181            |  |  |
| 349                                                                               | Maintenance Agreement                      | 32,954                  | 183,593       | 40,000                         | 40,000         | 34,525       | 5,475            | 86.31%               | 78.51%                | 132.87%                                                                           | (109,617)                                                                           | 144,142          | 43,788           |  |  |
| 350                                                                               | Repairs & Maintenance Svcs                 | 205,740                 | 142,374       | 107,260                        | 110,910        | 31,046       | 79,864           | 27.99%               | 42.98%                | 16.76%                                                                            | (30,150)                                                                            | 61,197           | 34,478           |  |  |
| 352                                                                               | Repairs & Maint - Equipment                | 30,018                  | 66,079        | 60,049                         | 63,214         | 17,172       | 46,042           | 27.16%               | 88.91%                | 128.22%                                                                           | (41,582)                                                                            | 58,753           | 38,489           |  |  |
| 353                                                                               | Repairs & Maint - Upkeep of Grounds        | -                       | 56,405        | 45,320                         | 45,320         | 25,678       | 19,642           | 56.66%               | 70.22%                | #DIV/0!                                                                           | (13,929)                                                                            | 39,606           | 36,841           |  |  |
| 354                                                                               | Repairs & Maint - Buildings                | 55,047                  | 29,084        | 37,183                         | 37,183         | 6,617        | 30,566           | 17.80%               | 102.92%               | 87.43%                                                                            | (23,318)                                                                            | 29,935           | 48,125           |  |  |
| 357                                                                               | Interpreter for Deaf Svcs up to \$25,000   | 1,446                   | 2,214         | 1,803                          | 1,288          | 152          | 1,136            | 11.80%               | 63.07%                | 37.76%                                                                            | (1,244)                                                                             | 1,396            | 546              |  |  |
| 358                                                                               | Foreign Lang Interp Svcs up to \$25,000    | 16,977                  | 21,173        | 22,336                         | 22,336         | 13,034       | 9,302            | 58.36%               | 53.19%                | 59.57%                                                                            | 1,773                                                                               | 11,262           | 10,114           |  |  |
| 361                                                                               | Contracted Transportation                  | 4,746,240               | 5,056,100     | 5,117,438                      | 5,570,964      | 2,215,620    | 3,355,344        | 39.77%               | 43.29%                | 42.78%                                                                            | 26,893                                                                              | 2,188,727        | 2,030,256        |  |  |
| 363                                                                               | Snow Removal                               | 186,635                 | 218,878       | 218,543                        | 218,543        | 51,485       | 167,058          | 23.56%               | 70.72%                | 77.59%                                                                            | (103,303)                                                                           | 154,788          | 144,810          |  |  |
| 364                                                                               | Title I Transp.                            | -                       | -             | -                              | -              | 11,322       | (11,322)         | #DIV/0!              | 0.00%                 | 0.00%                                                                             | 11,322                                                                              | -                | -                |  |  |
| 365                                                                               | Intopt Chargebacks                         | 7,648                   | 10,210        | 8,150                          | 10,500         | 3,155        | 7,345            | 30.05%               | 50.11%                | 46.17%                                                                            | (1,962)                                                                             | 5,117            | 3,532            |  |  |
| 366                                                                               | Travel                                     | 354,193                 | 313,147       | 324,777                        | 272,587        | 86,671       | 185,916          | 31.80%               | 61.37%                | 55.72%                                                                            | (105,503)                                                                           | 192,174          | 197,364          |  |  |
| 367                                                                               | Out of State Travel                        | 16,000                  | 2,187         | 2,200                          | 2,200          | -            | 2,200            | 0.00%                | 51.22%                | 100.00%                                                                           | (1,120)                                                                             | 1,120            | 16,000           |  |  |
| 368                                                                               | Auto Allowance                             | 140,048                 | 139,826       | 145,745                        | 131,287        | 77,508       | 53,779           | 59.04%               | 58.67%                | 62.31%                                                                            | (4,530)                                                                             | 82,038           | 87,259           |  |  |
| 369                                                                               | Entry Fees / Student Travel                | 115,546                 | 135,189       | 105,060                        | 102,860        | 81,424       | 21,436           | 79.16%               | 49.14%                | 44.03%                                                                            | 14,996                                                                              | 66,428           | 50,879           |  |  |
| 370                                                                               | Operating Leases or Rentals                | 510,952                 | 639,720       | 649,800                        | 649,800        | 387,679      | 262,121          | 59.66%               | 46.16%                | 0.00%                                                                             | 92,411                                                                              | 295,268          | -                |  |  |
| 371                                                                               | Physical Therapist < \$25,000              | -                       | 20,916        | 21,320                         | -              | -            | -                | 0.00%                | 0.00%                 | 0.00%                                                                             | -                                                                                   | -                | -                |  |  |
| 373                                                                               | Ed Speech/Lang Pathologist up to \$25,000  | 50,000                  | 24,800        | 25,000                         | 53,206         | 45,282       | 7,924            | 85.11%               | 4.19%                 | 100.00%                                                                           | 44,242                                                                              | 1,040            | 50,000           |  |  |
| 376                                                                               | Licensed Nurse up to \$25,000              | -                       | 14,860        | 24,000                         | 24,000         | -            | 24,000           | 0.00%                | 100.00%               | 0.00%                                                                             | (14,860)                                                                            | 14,860           | -                |  |  |
| 380                                                                               | Advertising & Publishing                   | 17,361                  | 12,449        | 13,390                         | 11,150         | 7,254        | 3,896            | 65.06%               | 77.09%                | 48.90%                                                                            | (2,342)                                                                             | 9,596            | 8,490            |  |  |
| 381                                                                               | Printing & Binding                         | 36,390                  | 22,257        | 23,658                         | 11,148         | 2,382        | 8,766            | 21.37%               | 89.01%                | 35.09%                                                                            | (17,429)                                                                            | 19,812           | 12,770           |  |  |
| 382                                                                               | Print Calendar                             | 12,251                  | 16,668        | 17,170                         | -              | -            | -                | 0.00%                | 100.00%               | 100.00%                                                                           | (16,668)                                                                            | 16,668           | 12,251           |  |  |
| 385                                                                               | Printing Chargeback                        | (7,804)                 | (11,659)      | (19,131)                       | 3,268          | (5,932)      | 9,200            | -181.51%             | 50.81%                | 52.92%                                                                            | (7)                                                                                 | (5,924)          | (4,130)          |  |  |
| 387                                                                               | Printing Chargeback                        | -                       | -             | -                              | -              | -            | -                | 0.00%                | 0.00%                 | #DIV/0!                                                                           | -                                                                                   | -                | 277,397          |  |  |
| 389                                                                               | Staff Tuition & Oth Reimb                  | -                       | 300           | 567                            | 567            | -            | 567              | 0.00%                | 0.00%                 | 0.00%                                                                             | -                                                                                   | -                | -                |  |  |
| 390                                                                               | Pymts for Ed Purp to Oth MN Sch Dist       | 429,710                 | 363,604       | 364,309                        | 364,309        | 180,714      | 183,595          | 49.60%               | 42.32%                | 14.63%                                                                            | 26,844                                                                              | 153,870          | 62,855           |  |  |
| 393                                                                               | SPED and Transitional Contracted Svcs      | 367,980                 | 307,234       | 415,149                        | 415,149        | 71,500       | 343,649          | 17.22%               | 0.25%                 | 13.09%                                                                            | 70,746                                                                              | 754              | 48,151           |  |  |
| 394                                                                               | Pymts for Ed Purposes to Oth Agencies - No | 191,654                 | 201,588       | 208,992                        | 208,992        | 138,183      | 70,809           | 66.12%               | 61.99%                | 45.66%                                                                            | 13,222                                                                              | 124,961          | 87,510           |  |  |
| 396                                                                               | Salary Purch from Anoth Sch Dist           | 122,374                 | 79,382        | 129,828                        | 129,828        | 23,687       | 106,141          | 18.24%               | 27.82%                | 0.09%                                                                             | 1,603                                                                               | 22,083           | 105              |  |  |
| 397                                                                               | Benefits Purch from Anoth Sch Dist         | 37,528                  | 25,093        | 39,813                         | 39,813         | 7,482        | 32,331           | 18.79%               | 32.61%                | 0.04%                                                                             | (701)                                                                               | 8,184            | 16               |  |  |
| 398                                                                               | Interdepartmental Chargeback               | -                       | -             | -                              | -              | -            | -                | 0.00%                | #DIV/0!               | #DIV/0!                                                                           | (118,269)                                                                           | 118,269          | 149,196          |  |  |
| 399                                                                               | Purch of SPED Contracted Svcs from anoth   | 182                     | -             | 194                            | 194            | -            | 194              | 0.00%                | 0.00%                 | 0.00%                                                                             | -                                                                                   | -                | -                |  |  |
| TOTAL PURCHASED SERVICES                                                          |                                            | 11,396,889              | 12,421,607    | 12,892,345                     | 12,546,431     | 5,663,402    | 6,883,029        | 45.14%               | 47.18%                | 47.39%                                                                            | (197,307)                                                                           | 5,860,709        | 5,401,355        |  |  |
|                                                                                   |                                            |                         |               |                                |                |              |                  |                      |                       |                                                                                   |                                                                                     |                  |                  |  |  |
| SUPPLIES                                                                          |                                            |                         |               |                                |                |              |                  |                      |                       |                                                                                   |                                                                                     |                  |                  |  |  |
| 401                                                                               | Non Instr General Supplies                 | 849,596                 | 843,771       | 738,211                        | 736,328        | 381,185      | 355,143          | 51.77%               | 62.89%                | 60.71%                                                                            | (149,436)                                                                           | 530,621          | 515,754          |  |  |
| 405                                                                               | Awards                                     | 4,138                   | 5,976         | 7,500                          | 7,500          | 5,922        | 1,578            | 78.96%               | 66.68%                | 58.89%                                                                            | 1,938                                                                               | 3,985            | 2,436            |  |  |

|                                                                                   |                                           |                         |               |                                |                |              |                  |                      |                       |                                                        |                                                                                     |                  |                  |  |  |
|-----------------------------------------------------------------------------------|-------------------------------------------|-------------------------|---------------|--------------------------------|----------------|--------------|------------------|----------------------|-----------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------|------------------|------------------|--|--|
|  |                                           | SHAKOPEE PUBLIC SCHOOLS |               | EXPENDITURES BY OBJECT<br>CODE |                |              |                  | January 31, 2018     |                       | THIS REPORT SHOWS EXPENDITURE HISTORY AND CURRENT YEAR |                                                                                     |                  |                  |  |  |
| ACTIVITY BY OBJECT CODE                                                           |                                           |                         |               |                                |                |              |                  |                      |                       |                                                        |                                                                                     |                  |                  |  |  |
|                                                                                   |                                           |                         |               |                                |                |              |                  | REVISED              | ← ACTIVE BUDGET       |                                                        |  |                  |                  |  |  |
|                                                                                   |                                           |                         |               |                                |                |              |                  | January 31, 2018     | January 31, 2017      | January 31, 2016                                       |                                                                                     |                  |                  |  |  |
| OBJECT CODE                                                                       | DESCRIPTION                               | June 30, 2016           | June 30, 2017 | Adopted Budget                 | Revised Budget | Expenses YTD | Budget Remaining | % of Budget Expended | % of Actuals Expended | % of Actuals Expended                                  | Current YTD vs. Prior YTD                                                           | January 31, 2017 | January 31, 2016 |  |  |
| 406                                                                               | Instructional Software Licensing          | -                       | 223,063       | 242,500                        | 215,500        | 192,397      | 23,103           | 89.28%               | 77.14%                | 0.00%                                                  | 20,317                                                                              | 172,080          | -                |  |  |
| 410                                                                               | Co-Ex-Curricular Supplies                 | 196,495                 | 163,842       | 167,878                        | 167,878        | 73,508       | 94,370           | 43.79%               | 54.65%                | 47.17%                                                 | (16,032)                                                                            | 89,539           | 92,693           |  |  |
| 411                                                                               | Medical Trainer                           | -                       | -             | -                              | -              | -            | -                | 0.00%                | 0.00%                 | 0.00%                                                  | -                                                                                   | -                | -                |  |  |
| 415                                                                               | Team Uniforms                             | 40,678                  | 55,124        | 46,000                         | 46,000         | 7,284        | 38,716           | 15.83%               | 66.99%                | 56.76%                                                 | (29,646)                                                                            | 36,929           | 23,090           |  |  |
| 416                                                                               | State Tournament                          | 3,778                   | 6,070         | 3,500                          | 3,500          | 250          | 3,250            | 7.14%                | 4.73%                 | 12.14%                                                 | (37)                                                                                | 287              | 459              |  |  |
| 430                                                                               | Non-Individ Instr Supplies                | 737,329                 | 708,764       | 658,971                        | 705,514        | 338,786      | 366,728          | 48.02%               | 62.69%                | 53.70%                                                 | (105,544)                                                                           | 444,330          | 395,970          |  |  |
| 432                                                                               | Curriculum Development                    | -                       | -             | -                              | -              | -            | -                | 0.00%                | 0.00%                 | 0.00%                                                  | -                                                                                   | -                | -                |  |  |
| 433                                                                               | Individ Instr Supplies                    | 122,882                 | 81,654        | 94,083                         | 96,983         | 42,374       | 54,609           | 43.69%               | 87.20%                | 57.93%                                                 | (28,826)                                                                            | 71,200           | 71,188           |  |  |
| 437                                                                               | Home Base Coop                            | 9,908                   | 9,769         | 10,500                         | 10,500         | 3,111        | 7,389            | 29.63%               | 27.21%                | 24.85%                                                 | 453                                                                                 | 2,658            | 2,462            |  |  |
| 440                                                                               | Fuels                                     | 250,160                 | 12,104        | 270,000                        | 12,404         | 7,809        | 4,595            | 62.95%               | 956.74%               | 56.75%                                                 | (107,998)                                                                           | 115,807          | 141,965          |  |  |
| 442                                                                               | Maintenance & Supplies                    | 28                      | 429           | -                              | -              | 325          | (325)            | #DIV/0!              | 11.08%                | 0.00%                                                  | 277                                                                                 | 48               | -                |  |  |
| 450                                                                               | Materials Purch for Resale                | 62,979                  | 87,005        | 52,620                         | 56,000         | 982          | 55,018           | 1.75%                | 6.08%                 | 7.08%                                                  | (4,304)                                                                             | 5,286            | 4,459            |  |  |
| 455                                                                               | Non-Instructional Tech Supplies           | -                       | 614           | 5,500                          | 5,500          | 3,284        | 2,216            | 59.70%               | 992.05%               | 0.00%                                                  | (2,804)                                                                             | 6,088            | -                |  |  |
| 456                                                                               | Instructional Tech Supplies               | -                       | 147,564       | 137,000                        | 215,000        | 149,034      | 65,966           | 69.32%               | 91.63%                | 0.00%                                                  | 13,824                                                                              | 135,210          | -                |  |  |
| 460                                                                               | Textbooks & Workbooks                     | 52,705                  | 10,213        | 31,500                         | 16,500         | 23,610       | (7,110)          | 143.09%              | 99.96%                | 88.74%                                                 | 13,401                                                                              | 10,209           | 46,771           |  |  |
| 461                                                                               | Standardized Tests                        | 107,845                 | 76,099        | 76,100                         | 76,100         | 97,864       | (21,764)         | 128.60%              | 99.99%                | 71.08%                                                 | 21,776                                                                              | 76,088           | 76,657           |  |  |
| 465                                                                               | Non-Instructional Technology Devices      | -                       | 13,651        | 3,500                          | 3,500          | 2,992        | 508              | 85.48%               | 25.24%                | 0.00%                                                  | (454)                                                                               | 3,446            | -                |  |  |
| 466                                                                               | Instructional Technology Devices          | -                       | 446,051       | 570,000                        | 326,364        | 141,588      | 184,776          | 43.38%               | 34.18%                | 0.00%                                                  | (10,886)                                                                            | 152,475          | -                |  |  |
| 470                                                                               | Media Resources                           | 48,785                  | 45,755        | 47,235                         | 9,107          | 12,186       | (3,079)          | 133.81%              | 59.28%                | 69.40%                                                 | (14,936)                                                                            | 27,122           | 33,857           |  |  |
| 480                                                                               | A-V Aids                                  | 7,374                   | 7,736         | 4,017                          | 3,600          | 866          | 2,734            | 24.06%               | 42.24%                | 31.15%                                                 | (2,402)                                                                             | 3,268            | 2,297            |  |  |
| 489                                                                               | Periodicals & Newspapers                  | 5,619                   | 2,638         | 4,531                          | 3,491          | 1,352        | 2,139            | 38.72%               | 75.23%                | 99.83%                                                 | (633)                                                                               | 1,985            | 5,610            |  |  |
| 490                                                                               | Food                                      | 157,435                 | 149,242       | 111,861                        | 72,111         | 29,743       | 42,368           | 41.25%               | 65.33%                | 57.28%                                                 | (67,756)                                                                            | 97,499           | 90,172           |  |  |
|                                                                                   | TOTAL SUPPLIES                            | 2,657,733               | 3,097,134     | 3,283,007                      | 2,789,380      | 1,516,450    | 1,272,930        | 54.37%               | 64.13%                | 56.66%                                                 | (469,708)                                                                           | 1,986,158        | 1,505,842        |  |  |
|                                                                                   |                                           |                         |               |                                |                |              |                  |                      |                       |                                                        |                                                                                     |                  |                  |  |  |
|                                                                                   | EQUIPMENT                                 |                         |               |                                |                |              |                  |                      |                       |                                                        |                                                                                     |                  |                  |  |  |
| 505                                                                               | Non Instruct Tech Software                | -                       | 200,979       | 220,000                        | 220,000        | 193,921      | 26,079           | 88.15%               | 97.22%                | 0.00%                                                  | (1,472)                                                                             | 195,393          | -                |  |  |
| 511                                                                               | Site or Grounds Improvement               | 6,042                   | -             | -                              | -              | -            | -                | 0.00%                | 0.00%                 | 100.00%                                                | -                                                                                   | -                | 6,042            |  |  |
| 520                                                                               | Building Acquisition or Construction      | 9,600                   | -             | -                              | -              | -            | -                | 0.00%                | 0.00%                 | 160.42%                                                | -                                                                                   | -                | 15,400           |  |  |
| 522                                                                               | Building Improvements                     | 205,162                 | 512,387       | 797,850                        | 1,745,000      | 1,430,072    | 314,928          | 81.95%               | 142.05%               | 87.80%                                                 | 702,241                                                                             | 727,832          | 180,124          |  |  |
| 525                                                                               | Carver Scott Voc-Cap                      | -                       | -             | -                              | -              | -            | -                | 0.00%                | 0.00%                 | 0.00%                                                  | -                                                                                   | -                | -                |  |  |
| 530                                                                               | Other Equipment                           | 576,133                 | 516,007       | 364,325                        | 499,953        | 372,567      | 127,386          | 74.52%               | 71.74%                | 36.92%                                                 | 2,367                                                                               | 370,200          | 212,701          |  |  |
| 533                                                                               | Other Equipment Direct SPED Instruction   | 1,572                   | 1,620         | -                              | 1,000          | 983          | 17               | 98.34%               | 0.00%                 | 66.41%                                                 | 983                                                                                 | -                | 1,044            |  |  |
| 535                                                                               | Capital Leases                            | 1,239,504               | 3,447,610     | 1,000,000                      | 1,000,000      | -            | 1,000,000        | 0.00%                | 62.13%                | 5.81%                                                  | (2,141,832)                                                                         | 2,141,832        | 72,074           |  |  |
| 548                                                                               | Pupil Vehicles                            | -                       | 76,044        | -                              | -              | -            | -                | 0.00%                | 0.00%                 | 0.00%                                                  | -                                                                                   | -                | -                |  |  |
| 550                                                                               | Other Vehicles                            | -                       | 48,874        | -                              | -              | -            | -                | 0.00%                | 100.00%               | 0.00%                                                  | (48,874)                                                                            | 48,874           | -                |  |  |
| 555                                                                               | Technology Equipment                      | 866,223                 | 495,255       | 399,350                        | 144,350        | 113,312      | 31,038           | 78.50%               | 51.37%                | 37.00%                                                 | (141,092)                                                                           | 254,404          | 320,489          |  |  |
| 556                                                                               | Technology Equipment Direct SPED Instruct | 18,418                  | 14,511        | 15,000                         | 15,000         | -            | 15,000           | 0.00%                | 100.00%               | 84.70%                                                 | (14,511)                                                                            | 14,511           | 15,599           |  |  |
| 560                                                                               | Library Books                             | 5,060                   | 7,302         | -                              | -              | -            | -                | 0.00%                | 48.33%                | 72.02%                                                 | (3,529)                                                                             | 3,529            | 3,644            |  |  |
| 561                                                                               | Audio Visual Equipment                    | 934                     | 159           | -                              | -              | -            | -                | 0.00%                | 0.00%                 | 100.00%                                                | -                                                                                   | -                | 934              |  |  |
| 562                                                                               | Textbooks                                 | 673,595                 | 310,975       | 465,278                        | 515,650        | 84,785       | 430,865          | 16.44%               | 51.58%                | 57.37%                                                 | (75,607)                                                                            | 160,392          | 386,453          |  |  |

|                                                                                   |                                             |                         |               |                        |                |              |                  |                         |                       |                                                        |                                                                                     |                  |                  |  |  |
|-----------------------------------------------------------------------------------|---------------------------------------------|-------------------------|---------------|------------------------|----------------|--------------|------------------|-------------------------|-----------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------|------------------|------------------|--|--|
|  |                                             | SHAKOPEE PUBLIC SCHOOLS |               | EXPENDITURES BY OBJECT |                |              |                  | January 31, 2018        |                       | THIS REPORT SHOWS EXPENDITURE HISTORY AND CURRENT YEAR |                                                                                     |                  |                  |  |  |
|                                                                                   |                                             |                         |               |                        |                |              |                  | ACTIVITY BY OBJECT CODE |                       |                                                        |                                                                                     |                  |                  |  |  |
|                                                                                   |                                             |                         |               |                        |                |              |                  | REVISED                 | ACTIVE BUDGET         |                                                        |  |                  |                  |  |  |
|                                                                                   |                                             |                         |               |                        |                |              |                  | January 31, 2018        | January 31, 2017      | January 31, 2016                                       |                                                                                     |                  |                  |  |  |
| OBJECT CODE                                                                       | DESCRIPTION                                 | June 30, 2016           | June 30, 2017 | Adopted Budget         | Revised Budget | Expenses YTD | Budget Remaining | % of Budget Expended    | % of Actuals Expended | % of Actuals Expended                                  | Current YTD vs. Prior YTD                                                           | January 31, 2017 | January 31, 2016 |  |  |
| 563                                                                               | Non-Instructional Software Licensing        | 224,656                 | 195,970       | 271,872                | 260,000        | 76,916       | 183,084          | 29.58%                  | 41.89%                | 83.99%                                                 | (5,170)                                                                             | 82,085           | 188,697          |  |  |
| 580                                                                               | Principal on Capital Lease                  | 525,000                 | 1,393,917     | 1,400,000              | 1,766,121      | 1,796,694    | (30,573)         | 101.73%                 | 100.00%               | 100.00%                                                | 402,777                                                                             | 1,393,917        | 525,000          |  |  |
| 581                                                                               | Interest on Capital Lease                   | 482,414                 | 488,984       | 495,000                | 491,595        | 461,004      | 30,591           | 93.78%                  | 100.00%               | 100.00%                                                | (27,980)                                                                            | 488,984          | 482,414          |  |  |
| 589                                                                               | Lease Install Contract (Oth Financing SRC)  | (1,239,504)             | (3,447,610)   | (1,000,000)            | (1,000,000)    | -            | (1,000,000)      | 0.00%                   | 58.34%                | 0.00%                                                  | 2,011,500                                                                           | (2,011,500)      | -                |  |  |
| 590                                                                               | Other Capital                               | 87,237                  | 33,175        | -                      | 20,000         | 37,975       | (17,975)         | 189.88%                 | 53.47%                | 16.67%                                                 | 20,236                                                                              | 17,739           | 14,545           |  |  |
|                                                                                   | TOTAL EQUIPMENT                             | 3,682,046               | 4,296,160     | 4,428,675              | 5,678,669      | 4,568,229    | 1,110,440        | 103.15%                 | 90.50%                | 65.86%                                                 | 680,036                                                                             | 3,888,193        | 2,425,159        |  |  |
|                                                                                   |                                             |                         |               |                        |                |              |                  |                         |                       |                                                        |                                                                                     |                  |                  |  |  |
|                                                                                   | TOTAL SUPPLIES & EQUIPMENT                  | 6,339,779               | 7,393,294     | 7,711,682              | 8,468,049      | 6,084,679    | 2,383,370        | 78.90%                  | 79.46%                | 62.01%                                                 | 210,329                                                                             | 5,874,351        | 3,931,001        |  |  |
|                                                                                   |                                             |                         |               |                        |                |              |                  |                         |                       |                                                        |                                                                                     |                  |                  |  |  |
|                                                                                   | DEBT SERVICE                                |                         |               |                        |                |              |                  |                         |                       |                                                        |                                                                                     |                  |                  |  |  |
| 740                                                                               | Cash Flow Borrowing Interest                | -                       | -             | -                      | -              | -            | -                | 0.00%                   | 0.00%                 | 0.00%                                                  | -                                                                                   | -                | -                |  |  |
| 790                                                                               | Other Debt Service                          | -                       | -             | -                      | -              | -            | -                | 0.00%                   | 0.00%                 | 0.00%                                                  | -                                                                                   | -                | -                |  |  |
|                                                                                   | TOTAL DEBT SERVICE                          | -                       | -             | -                      | -              | -            | -                | 0.00%                   | 0.00%                 | 0.00%                                                  | -                                                                                   | -                | -                |  |  |
|                                                                                   |                                             |                         |               |                        |                |              |                  |                         |                       |                                                        |                                                                                     |                  |                  |  |  |
|                                                                                   | OTHER EXPENDITURES                          |                         |               |                        |                |              |                  |                         |                       |                                                        |                                                                                     |                  |                  |  |  |
| 810                                                                               | Judgements Against the District             | 9,000                   | -             | -                      | -              | -            | -                | 0.00%                   | 0.00%                 | 0.00%                                                  | -                                                                                   | -                | -                |  |  |
| 820                                                                               | Dues, Membership, Licenses & Certain Fees   | 137,559                 | 115,144       | 142,640                | 135,690        | 132,540      | 3,150            | 97.68%                  | 90.02%                | 52.74%                                                 | 28,884                                                                              | 103,656          | 72,543           |  |  |
| 821                                                                               | TIES Membership                             | 265,190                 | 92,338        | 130,000                | 190,000        | 167,293      | 22,707           | 88.05%                  | 90.85%                | 97.34%                                                 | 83,403                                                                              | 83,890           | 258,127          |  |  |
| 849                                                                               | Graduation Expense                          | 20,320                  | 24,278        | 15,000                 | 23,000         | 4,940        | 18,060           | 21.48%                  | 8.09%                 | 9.58%                                                  | 2,976                                                                               | 1,965            | 1,947            |  |  |
| 891                                                                               | Pension Expense                             | -                       | 330,469       | -                      | -              | -            | -                | 0.00%                   | 0.00%                 | 0.00%                                                  | -                                                                                   | -                | -                |  |  |
| 895                                                                               | Federal & Nonpublic Indirect Cost           | -                       | -             | -                      | -              | -            | -                | 0.00%                   | 0.00%                 | 0.00%                                                  | -                                                                                   | -                | -                |  |  |
| 896                                                                               | Taxes, Special Assessments & Interest Penal | -                       | 35,971        | 19,625                 | 37,000         | 19,831       | 17,169           | 53.60%                  | 54.55%                | 0.00%                                                  | 207                                                                                 | 19,624           | -                |  |  |
| 898                                                                               | Scholarships                                | 297                     | 4,805         | 5,000                  | -              | -            | -                | 0.00%                   | 100.00%               | 0.00%                                                  | (4,805)                                                                             | 4,805            | -                |  |  |
| 899                                                                               | Miscellaneous                               | 192,860                 | 18,004        | 79,815                 | -              | 4,533        | (4,533)          | #DIV/0!                 | 386.98%               | 57.54%                                                 | (65,139)                                                                            | 69,672           | 110,971          |  |  |
|                                                                                   | TOTAL OTHER EXPENDITURES                    | 625,227                 | 621,008       | 392,080                | 385,690        | 329,138      | 56,552           | 85.34%                  | 45.67%                | 70.95%                                                 | 45,526                                                                              | 283,611          | 443,589          |  |  |
|                                                                                   |                                             |                         |               |                        |                |              |                  |                         |                       |                                                        |                                                                                     |                  |                  |  |  |
|                                                                                   | GENERAL FUND TOTAL                          | 88,873,508              | 93,785,468    | 92,776,975             | 94,960,640     | 47,455,564   | 47,505,075       | 49.97%                  | 51.44%                | 50.03%                                                 | (783,672)                                                                           | 48,239,237       | 44,465,770       |  |  |



# AIA® Document G701™ – 2001

## Change Order

|                                                |                                           |                                                        |
|------------------------------------------------|-------------------------------------------|--------------------------------------------------------|
| <b>PROJECT</b> (Name and address):             | <b>CHANGE ORDER NUMBER:</b> 014           | <b>OWNER:</b> <input checked="" type="checkbox"/>      |
| Shakopee High School Additions and Renovations | <b>DATE:</b> December 29, 2017            | <b>ARCHITECT:</b> <input checked="" type="checkbox"/>  |
| 100 17th Avenue West                           |                                           | <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> |
| Shakopee, MN 55379                             |                                           | <b>FIELD:</b> <input type="checkbox"/>                 |
| <b>TO CONTRACTOR</b> (Name and address):       | <b>ARCHITECT'S PROJECT NUMBER:</b> 152092 | <b>OTHER:</b> <input type="checkbox"/>                 |
| Shaw-Lundquist Associates, Inc.                | <b>CONTRACT DATE:</b> July 26, 2016       |                                                        |
| 2757 West Service Road                         | <b>CONTRACT FOR:</b> General Construction |                                                        |
| St. Paul, MN 55121                             |                                           |                                                        |

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

1. PCO 079 / Wold PR 061: RFI 260 Added Lintel Penthouse CCD ADD: \$8,275.33
2. PCO 125 / Wold PR 096: (Replace PR 035) Grouting at Existing Joists at South Wall of Auxiliary Gym ADD: \$31,097.60
3. PCO 157 / Wold PR 121: Updated Chases in Saber Nation Room, Replaces PR 102 ADD: \$1,877.68
4. PCO 161 / Wold PR 125: Updated Deck Connection (new to existing) In Area A ADD: \$4,840.48
5. PCO 162 / Wold PR 110: Broadcast Recording Modifications in Middle Level A\_B ADD: \$149,972.69
6. PCO 164 / Wold PR127: Delete New Lockers DEDUCT: (\$58,741.00)
7. PCO 189 / Wold PR 145: Delete Projector Screens and Add TV at Law Legal Lab ADD: \$446.90
8. PCO 211 / Wold PR 160: (RFI 524) No FTR at CW 26 ADD: \$1,705.20
9. PCO 213/ Wold PR 161: CUH #18 Placement (RFI 541) ADD: \$593.23
10. PCO 214 / Wold PR 162:Plumb Riser B115 (RFI 540) ADD: \$7,709.67
11. PCO 215 / Wold PR 163: (Replaces PR #078) Doors in Upper Level R & P DEDUCT (\$11,446.91)
12. PCO 216 / Wold PR 164: Remote Keypads AHU-22A, AHU-22B, AHU-22C, AHU-26 and AHU-33 ADD: \$7,009.80
13. PCO 217 / Wold PR165: Precast to remain in Area P (RFI 536) DEDUCT: (\$3,235.00)
14. PCO 219 /Wold PR 168: Remove VWC from Curvy Soffit and from Law and Legal Lab DEDUCT (\$1,483.50)
15. PCO 226 / Wold PR 175: Adding Soffit to Coffe Shop ADD: \$1,816.53
16. PCO 228 / Wold PR 177: Center Auditorium Landing Near Control Room NO CHANGE
17. PCO 233 / Wold PR 182: Field house and Competition Gym Mechanical Revisions ADD: \$13,903.05
18. PCO 237 / GCPR 28: Soil Corrections pricing 10-19-17 ADD: \$6,014.40
19. PCO 238 / Wold PR 184: Mid M Duct Insulation RFI #561 ADD: \$4,618.95
20. PCO 240 / Wold PR 185: Existing Soffit at Bottom of Stair in Area M ADD: \$4,534.09

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User Notes:

(3B9ADA0D)

21. PCO 241 / Wold PR 173: Outlets at Genius Bar and AV Modifications in Area M ADD: \$13,852.56

22. PCO 245 / Wold PR 190: Soffits at Field House Stairs ADD: \$2,031.76

23. PCO 249 / Wold PR 193: Omit Screens from Rooftop Equipment DEDUCT (\$166,935.00)

24. PCO 252 / Wold PR 199 (RFI 575) Culinary Arts Lab Vent Pipe Chase ADD: \$1,415.56

TOTAL THIS CHANGE ORDER = ADD \$19,874.07

|                                                                          |    |               |
|--------------------------------------------------------------------------|----|---------------|
| The original Contract Sum was                                            | \$ | 73,088,000.00 |
| The net change by previously authorized Change Orders                    | \$ | 977,228.28    |
| The Contract Sum prior to this Change Order was                          | \$ | 74,065,228.28 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ | 19,874.07     |
| The new Contract Sum including this Change Order will be                 | \$ | 74,085,102.35 |

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

The date of Substantial Completion as of the date of this Change Order therefore is as noted on Revised Phasing plans issued in Change Order No. 010.

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

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

Wold Architects Engineers

**ARCHITECT** (Firm name)

332 Minnesota Street, Suite W2000

St. Paul, MN 55102

**ADDRESS**

  
**BY** (Signature)

R. Scott McQueen

(Typed name)

**DATE**

1.9.18

Shaw-Lundquist Associates, Inc.

**CONTRACTOR** (Firm name)

2757 West Service Road

St. Paul, MN 55121

**ADDRESS**

  
**BY** (Signature)

Tad Ulrich

(Typed name)

**DATE**

1/3/18

Independent School District #720

**OWNER** (Firm name)

1200 Town Square Mall

Shakopee, MN 55379

**ADDRESS**

**BY** (Signature)

Suzanne Johnson

(Typed name)

**DATE**

# **AIA® Document G701™ – 2001**

## **Change Order**

|                                                                                                                                    |                                                                                                                               |                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROJECT</b> (Name and address):<br>Shakopee High School Additions and Renovations<br>100 17th Avenue West<br>Shakopee, MN 55379 | <b>CHANGE ORDER NUMBER:</b> 015<br><b>DATE:</b> January 31, 2018                                                              | <b>OWNER:</b> <input checked="" type="checkbox"/><br><b>ARCHITECT:</b> <input checked="" type="checkbox"/><br><b>CONTRACTOR:</b> <input checked="" type="checkbox"/><br><b>FIELD:</b> <input type="checkbox"/><br><b>OTHER:</b> <input type="checkbox"/> |
| <b>TO CONTRACTOR</b> (Name and address):<br>Shaw-Lundquist Associates, Inc.<br>2757 West Service Road<br>St. Paul, MN 55121        | <b>ARCHITECT'S PROJECT NUMBER:</b> 152092<br><b>CONTRACT DATE:</b> July 26, 2016<br><b>CONTRACT FOR:</b> General Construction |                                                                                                                                                                                                                                                          |

### **THE CONTRACT IS CHANGED AS FOLLOWS:**

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

1. PCO 176 / GCPR 014 Exterior Signage ADD: \$3,743.97
2. PCO 201 / PR 156: Add Guardrail at Stair Tower Area T (RFI 515) ADD: \$7,114.69
3. PCO 206 / Wold PR 159: Updated Details for HVAC Area BC (RFI 528) ADD: \$11,237.70
4. PCO 207 / GCPR 020: Watering Sports Field ADD: \$9,048.38
5. PCO 222 / GCPR 026: Additional Roof Deck Area A ADD: \$3,860.76
6. PCO 232 / Wold PR 181: Area H Ductwork Modifications for Mat Hoist ADD: \$7,088.55
7. PCO 243 / Wold PR 189: Data Rack UPS Power ADD: \$2,203.93
8. PCO 247 / Wold SI 033: AVR-2 Rack Location NO CHANGE
9. PCO254 / Wold PR 200: Area M Ventilation ADD: \$3,512.25
10. PCO 255 / Wold SI 035: Tile at Trash Counter in Area M NO CHANGE
11. PCO 256 / Wold PR 201: Replace Bladder Tank ADD: \$8,214.15
12. PCO 257 / Wold PR 202: Interior Signage Changes (Innovation Hub and Studio Stage) DEDUCT (\$349.00)
13. PCO 260 / Wold PR 206: Extend Furring Wall Lower Level Area M ADD: \$2,072.42
14. PCO 261 / Wold SI 036: Tile in Athletic Locker Rooms ADD: \$407.40
15. PCO 262 / Wold PR 204: Fire Damps S & P ADD: \$7,313.25
16. PCO 267 / Wold SI 038: Borrowed Lite Location on Middle Level Area B NO CHANGE
17. PCO 268 / Wold PR 208: Add Exit Light on Mid Level J in Fieldhouse ADD: \$463.40
18. PCO 271 / Wold PR 217: Tile in Area G Locker Rooms ADD: \$49,340.91
19. PCO 275 / Wold PR 214: Transfer Grilles in Soffit in Area M ADD: \$1,713.92
20. PCO 276 / Wold PR 216: Casework Island Modification in Make-Up A127 NO CHANGE

**TOTAL THIS CHANGE ORDER = ADD \$116,986.68**

|                                                                          |                  |
|--------------------------------------------------------------------------|------------------|
| The original Contract Sum was                                            | \$ 73,088,000.00 |
| The net change by previously authorized Change Orders                    | \$ 997,102.35    |
| The Contract Sum prior to this Change Order was                          | \$ 74,085,102.35 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ 116,986.68    |
| The new Contract Sum including this Change Order will be                 | \$ 74,202,089.03 |

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

The date of Substantial Completion as of the date of this Change Order therefore is as noted on Revised Phasing plans issued in Change Order No. 010.

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

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

Wold Architects Engineers

**ARCHITECT** (Firm name)

332 Minnesota Street, Suite W2000  
St. Paul, MN 55102

**ADDRESS**

**BY** (Signature)

R. Scott McQueen

(Typed name)

**DATE**

2-5-18

Shaw-Lundquist Associates, Inc.

**CONTRACTOR** (Firm name)

2757 West Service Road  
St. Paul, MN 55121

**ADDRESS**

**BY** (Signature)

Tad Ulrich

(Typed name)

**DATE**

1-31-18

Independent School District #720

**OWNER** (Firm name)

1200 Town Square Mall  
Shakopee, MN 55379

**ADDRESS**

**BY** (Signature)

Suzanne Johnson

(Typed name)

**DATE**

# **AIA® Document G701™ – 2001**

## Change Order

|                                                |                                           |                                                        |
|------------------------------------------------|-------------------------------------------|--------------------------------------------------------|
| <b>PROJECT</b> (Name and address):             | <b>CHANGE ORDER NUMBER:</b> 016           | <b>OWNER:</b> <input checked="" type="checkbox"/>      |
| Shakopee High School Additions and Renovations | <b>DATE:</b> January 31, 2018             | <b>ARCHITECT:</b> <input checked="" type="checkbox"/>  |
| 100 17th Avenue West                           |                                           | <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> |
| Shakopee, MN 55379                             |                                           | <b>FIELD:</b> <input type="checkbox"/>                 |
| <b>TO CONTRACTOR</b> (Name and address):       | <b>ARCHITECT'S PROJECT NUMBER:</b> 152092 | <b>OTHER:</b> <input type="checkbox"/>                 |
| Shaw-Lundquist Associates, Inc.                | <b>CONTRACT DATE:</b> July 26, 2016       |                                                        |
| 2757 West Service Road                         | <b>CONTRACT FOR:</b> General Construction |                                                        |
| St. Paul, MN 55121                             |                                           |                                                        |

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

1. PCO 203 / PR 154: Boiler Room - Freezer Cooler Expansion Replaces PR 069 ADD: \$456,354.28

TOTAL THIS CHANGE ORDER = ADD \$456,354.28

|                                                                          |                  |
|--------------------------------------------------------------------------|------------------|
| The original Contract Sum was                                            | \$ 73,088,000.00 |
| The net change by previously authorized Change Orders                    | \$ 1,114,089.03  |
| The Contract Sum prior to this Change Order was                          | \$ 74,202,089.03 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ 456,354.28    |
| The new Contract Sum including this Change Order will be                 | \$ 74,658,443.31 |

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

The date of Substantial Completion as of the date of this Change Order therefore is as noted on Revised Phasing plans issued in Change Order No. 010.

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

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

|                                                                                     |                                                                                      |                                         |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Wold Architects Engineers</b>                                                    | <b>Shaw-Lundquist Associates, Inc.</b>                                               | <b>Independent School District #720</b> |
| <b>ARCHITECT</b> (Firm name)                                                        | <b>CONTRACTOR</b> (Firm name)                                                        | <b>OWNER</b> (Firm name)                |
| 332 Minnesota Street, Suite W2000                                                   | 2757 West Service Road                                                               | 1200 Town Square Mall                   |
| St. Paul, MN 55102                                                                  | St. Paul, MN 55121                                                                   | Shakopee, MN 55379                      |
| <b>ADDRESS</b>                                                                      | <b>ADDRESS</b>                                                                       | <b>ADDRESS</b>                          |
|  |  |                                         |
| <b>BY</b> (Signature)                                                               | <b>BY</b> (Signature)                                                                | <b>BY</b> (Signature)                   |
| R. Scott McQueen                                                                    | Tad Ulrich                                                                           | Suzanne Johnson                         |
| (Typed name)                                                                        | (Typed name)                                                                         | (Typed name)                            |
| 2-5-18                                                                              | 1-31-18                                                                              |                                         |
| <b>DATE</b>                                                                         | <b>DATE</b>                                                                          | <b>DATE</b>                             |

**AIA****Document G701™ – 2001****Change Order****PROJECT** *(Name and address):*

Vaughan Field Stadium/Concessions  
Improvements  
200 10th Avenue East Shakopee, MN  
55379

**CHANGE ORDER NUMBER:** 008**DATE:** January 15, 2018**OWNER:** ☒**ARCHITECT:** ☒**CONTRACTOR:** ☒**FIELD:** ☐**OTHER:** ☐**TO CONTRACTOR** *(Name and address):*

Maertens-Brenny Construction  
Company  
8251 Main Street Northeast Minneapolis,  
MN 55432

**ARCHITECT'S PROJECT NUMBER:** 152123**CONTRACT DATE:** February 23, 2016**CONTRACT FOR:** General Construction**THE CONTRACT IS CHANGED AS FOLLOWS:***(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

- 1) PCO 051 / Wold S1 011: Pond Clarifications DEDUCT: (\$ 2,488.00)
- 2) PCO 056: GCPR 34 Pricing Additional large Flag Pole ADD: \$8,633.73
- 3) PCO 058 / PCO 058: Deduct for Irrigation Repairs DEDUCT: (\$32,485.00)
- 4) PCO 059 / GCPR 035: Credit for Epoxy Paint PR 17 DEDUCT: (\$6,285.00)
- 5) PCO 060 / GCPR 036: Seed Sod DEDUCT: (\$8,823.00)
- 6) PCO 061 / GCPR 037: Stripe at Shot Put DEDUCT: (\$150.00)
- 7) PCO 062 / GCPR 038: Concrete Plaza DEDUCT: (\$400.00)
- 8) PCO 063 / GCPR 039: Track Tack-Off DEDUCT: (\$600.00)
- 9) PCO 064 / GCPR 040: Trees Credit DEDUCT: :(\$450.00)

**TOTAL THIS CHANGE ORDER:** DEDUCT: (\$43,047.27)

|                                                                          |                 |
|--------------------------------------------------------------------------|-----------------|
| The original Contract Sum was                                            | \$ 5,341,000.00 |
| The net change by previously authorized Change Orders                    | \$ 162,646.94   |
| The Contract Sum prior to this Change Order was                          | \$ 5,503,646.94 |
| The Contract Sum will be decreased by this Change Order in the amount of | \$ 43,047.27    |
| The new Contract Sum including this Change Order will be                 | \$ 5,460,599.67 |

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

The date of Substantial Completion as of the date of this Change Order therefore is September 6, 2016.

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

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

Wold Architects Engineers

**ARCHITECT** *(Firm name)*

332 Minnesota Street, Suite W2000  
St. Paul, MN 55102

**ADDRESS****BY** *(Signature)*

R. Scott McQueen  
*(Typed name)*

**DATE**

2.13.18

Maertens-Brenny Construction Company

**CONTRACTOR** *(Firm name)*

8251 Main Street Northeast  
Minneapolis, MN 55432

**ADDRESS****BY** *(Signature)*

John Hoffman  
*(Typed name)*

**DATE**

2/2/18

Independent School District #720

**OWNER** *(Firm name)*

1200 Town Square Mall  
Shakopee, MN 55379

**ADDRESS****BY** *(Signature)*

Michael Burlager  
*(Typed name)*

**DATE**

2-22-18

## **Facility Fees**

### **ISD 720 -Shakopee**

Groups using school district facilities may be assessed a facility use charge, staff charges and/or equipment use charges. A signed request form with district approval is required to reserve a space. An invoice for all charges will be sent after the scheduled activity. Charges are assessed from the time a group enters the building to when they depart. A down payment may be required. Category 2-4 will be required to pay a one-time permit fee per year of \$20.

Classification into one of the following categories will determine fees charged. Potential user groups not falling into one of the categories listed below will be assessed fees as determined by the Director of Community Education, Superintendent of Schools or their designee:

#### Category

1 School district sponsored groups and/or activities will not be charged rental fees but may be required to cover other related fees.

2 City of Shakopee sponsored groups and/or activities, along with local organizations that are quasi-public, youth-serving organizations, civic and service organizations, fraternal organizations and social agencies, non-profit educational organizations, governmental entities in Scott County, religious organizations for non-worship activities, local political organizations (caucuses) may have their rental fees and other related fees waived. Staff fees will be charged when facilities are not normally staffed.

Groups who use the district facilities for fund raising events or for activities that require admission fees, or collection of money may be subject to 50% of the rental rates or a like amount of donation to the facilities or programs of the district. Religious organizations using facilities for worship or instruction are subject to 75% of the rental rates. Staff and equipment fees will be assessed per schedule as determined by the district.

3 Individuals, private agencies, businesses, companies or vendors who reside within the Shakopee School District, and who use district facilities for commercial purposes (sales, marketing, training) or personal profit, will be assessed 100% of the rental rates plus, staff, and equipment fees.

Individuals, religious organizations, private agencies, businesses, organizations, companies or vendors located outside of the Shakopee School District boundaries will be assessed 125% of the rental rates plus staff, equipment fees and any other applicable fees.

**Facility Rental Fees**

|                                                   |                                  |                              |
|---------------------------------------------------|----------------------------------|------------------------------|
| Classrooms                                        |                                  | \$25 per hour                |
| Library/Media Center                              |                                  | \$50 per hour                |
| Computer Lab (or other room with computer access) |                                  | \$150 per hour               |
| High School Incubator Hub                         |                                  | \$50 per hour                |
| Gym                                               | Elementary                       | \$50 per hour                |
|                                                   | Middle School                    | \$75 per hour                |
|                                                   | High School                      | \$100 per hour               |
|                                                   | Field House                      | \$75 per court, per hour     |
|                                                   |                                  | \$400 for facility, per hour |
| Auditorium                                        | Middle School                    | \$100 per hour               |
|                                                   | High School (each space)         | \$200 per hour               |
|                                                   | Full High School Theater Complex | \$500 per hour               |
| Playing Fields                                    | Grass                            | \$50 per day                 |
|                                                   | Turf                             | \$200 per hour               |
|                                                   | Vaughan Field                    | \$200 per hour               |
| Track                                             |                                  | \$100 per hour               |
| Field Lights                                      |                                  | \$100 per hour               |
| Lecture Room                                      |                                  | \$50 per hour                |
| Music practice room                               |                                  | \$25 per hour                |
| Multi-Purpose/Wrestling Room                      |                                  | \$100 per hour               |
| Concession Stand                                  |                                  | \$75 per hour                |
| Cafeteria:                                        | Elementary                       | \$25 per hour                |
|                                                   | Middle School                    | \$50 per hour                |
|                                                   | High School Commons              | \$100 per hour               |
| Kitchen                                           |                                  | \$75 per hour                |
| School Pools                                      |                                  | \$100 per hour               |

**Equipment**

|                     |               |               |
|---------------------|---------------|---------------|
| Projectors          |               | \$20 per day  |
| Microphones         |               | \$10 per day  |
| Ice Machine         |               | \$50 per day  |
| Piano               |               | \$25 per day  |
| Grand Piano         |               | \$100 per day |
| Electronic Keyboard |               | \$50 per day  |
| Sound System        | Middle School | \$50 per day  |
|                     | High School   | \$100 per day |
| Lighting Boards     | Middle School | \$75 per day  |
|                     | High School   | \$200 per day |

**Staffing Charges** (current year fee schedule)

Custodial Fees: A charge may be assessed for special set- up and/or clean-up. Groups will be charged a custodial fee for activities requiring custodial services which are scheduled when facilities are not normally staffed or require extra staffing.

Food Service Supervisor: A charge will be assessed for groups using the kitchen area of any building.

Building Supervisor: A charge may be assessed for facility use.

Security and Police Officers: Groups may be asked to provide security and/or police officers for certain activities. Events in which high attendance is expected, when an unusual amount of money is to be exchanged, or if valuable property will be used or featured are examples of such activities.

Required staff for an activity will be charged for staff time, including preparation & restoration.

## Achievement and Integration Revenue FY 2018 Budget Worksheet

Use the worksheets provided here to list your district's proposed expenditures of FY 2018  
Achievement Integration (AI) revenue.

**District Name:** Shakopee Public Schools

**District ISD Number:** 720

**Superintendent:** Dr. Rod Thompson

**Collaborative:** MN River Valley Integration Collaborative

**Fiscal and program staff should work together to complete this budget. Please list those staff members below. Both will be contacted if changes or more detail is needed for the budget to be approved.**

|                             |                            |
|-----------------------------|----------------------------|
| <b>Program Staff:</b> _____ | <b>Fiscal Staff:</b> _____ |
| <b>Phone:</b> _____         | <b>Phone:</b> _____        |
| <b>E-mail:</b> _____        | <b>Email:</b> _____        |

If you have been notified by MDE that your district has one or more *Racially Identifiable Schools*, please list those schools here:

|                                                                    |                        |
|--------------------------------------------------------------------|------------------------|
| <b>Total Initial Revenue expenditures</b> (FIN 313 expenditures)   | \$ 1,244,218.00        |
| <b>Total Incentive Revenue expenditures</b> (FIN 318 expenditures) | \$ 91,620.00           |
| <b>TOTAL AI REVENUE</b>                                            | <b>\$ 1,335,838.00</b> |

### CERTIFICATION STATEMENT

*We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2018 Achievement & Integration budget as approved by the school board.*

**Board Approval Date** \_\_\_\_\_

**School Board Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved Initial Revenue:** \_\_\_\_\_ **Approved Incentive Revenue:** \_\_\_\_\_

**MDE Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

720

District Number:

720

District Name:

Shakopee Public Schools

| Proposed Budget                                                             |                |                        | Actual Expenditures                                                       |        |                      |
|-----------------------------------------------------------------------------|----------------|------------------------|---------------------------------------------------------------------------|--------|----------------------|
|                                                                             |                | Proposed Budget Ratios |                                                                           |        | Actual Budget Ratios |
| <b>Direct Services to Students</b> must equal at least 80% of total revenue | \$1,186,475.00 | 88.33%                 | <b>DSS</b><br>At least 80% of total expenditures                          | \$0.00 | #DIV/0!              |
| <b>Professional Development</b> may equal no more than 20% of total revenue | \$59,717.00    | 4.45%                  | <b>Professional Development</b><br>No more than 20% of total expenditures | \$0.00 | #DIV/0!              |
| <b>Administrative/Indirect</b> may equal no more than 10% of total revenue  | \$97,069.00    | 7.23%                  | <b>Admin/Indirect</b><br>No more than 10% of total expenditures           | \$0.00 | #DIV/0!              |
| <b>Total Proposed Revenue:</b>                                              | \$1,343,261.00 |                        | <b>Total Revenue Expended</b>                                             | \$0.00 |                      |

|                                      |                |
|--------------------------------------|----------------|
| <b>Total Amount Proposed FIN 313</b> | \$1,289,384.00 |
| <b>Total Amount Proposed FIN 318</b> | \$53,877.00    |

Notes or Comments :

**FY 2018 Achievement and Integration Budget**

District Number: 720

District Name: Shakopee Public Schools

**80% Direct Services to Students**

List all proposed **FIN 313** expenditures for Direct Student Services on this worksheet. At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. Read the AI Budget Requirements on the MDE website for details.

| Line Item Description                           | UFARS Code Required |      |     |       | Budgeted Amt                                       | Actual Amt                                              | Budget Narrative: a crosswalk between your AI budget and your AI plan                                                                                                                                                                                                                                    |
|-------------------------------------------------|---------------------|------|-----|-------|----------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a short description of the expenditure. | ORG                 | PROG | FIN | OBJ   | List the total amount budgeted for this line item. | Resubmit form with actual FY18 expenditures by 12/1/18. | By name and number, clearly identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan. Do not copy and paste your plan here. |
|                                                 |                     |      |     |       |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
| Excellence with Equity Supervisor - .385 FTE    | 005                 | 605  | 313 | 110   | \$42,160.00                                        |                                                         | Goal 1 - Activity 2 and 4: increase cultural competency of students, staff and board members, as well as, Family and community engagement programs design to increase student achievement.                                                                                                               |
| Excellence with Equity Specialists - 4.0 FTE    | 005                 | 605  | 313 | 170   | \$276,800                                          |                                                         | Goal 1 - Activity 2 and 4: increase cultural competency of students, staff and board members, as well as, Family and community engagement programs design to increase student achievement.                                                                                                               |
| Young Scholars - 2.5 FTE                        | School Sites        | 605  | 313 | 140   | \$176,022                                          |                                                         | Goal 1 - Activity 3: integrated learning environment                                                                                                                                                                                                                                                     |
| Cultural liaisons - 4.48 FTE                    | 005                 | 605  | 313 | 175   | \$156,485                                          |                                                         | Goal 1 - Activity 1 and 4: increase cultural liaison time, as well as, family and community engagement.                                                                                                                                                                                                  |
| AVID Coordinator - 1.6 FTE                      | 005                 | 605  | 313 | 110   | \$97,630                                           |                                                         | Goal 1 - Activity 3C: expanding AVID program to increase student achievement in populations 7-12.<br>We will use these funds to expand our current AVID course offerings.                                                                                                                                |
| AVID Teachers - 1.6 FTE                         | School Sites        | 605  | 313 | 140   | \$98,765                                           |                                                         | Goal 1 - Activity 3C: expanding AVID program to increase student achievement in populations 7-12.<br>We will use these funds to expand our current AVID course offerings.                                                                                                                                |
| AVID Paraprofessionals - 2.35                   | School Sites        | 605  | 313 | 161   | \$50,337                                           |                                                         | Goal 1 - Activity 3C: expanding AVID program to increase student achievement in populations 7-12.<br>We will use these funds to expand our current AVID course offerings.                                                                                                                                |
| Benefits                                        | 005                 | 605  | 313 | 200's | \$268,276                                          |                                                         | Goal 1 - Benefits to support all wages in the program                                                                                                                                                                                                                                                    |

|                      |  |  |     |  |                       |               |  |
|----------------------|--|--|-----|--|-----------------------|---------------|--|
|                      |  |  | 313 |  |                       |               |  |
|                      |  |  | 313 |  |                       |               |  |
|                      |  |  | 313 |  |                       |               |  |
|                      |  |  | 313 |  |                       |               |  |
|                      |  |  | 313 |  |                       |               |  |
|                      |  |  | 313 |  |                       |               |  |
|                      |  |  | 313 |  |                       |               |  |
| <b>FIN 313 TOTAL</b> |  |  |     |  | <b>\$1,166,475.00</b> | <b>\$0.00</b> |  |

Notes or Comments:



## FY 2018 Achievement and Integration Budget

**District Number:** 720

**District Name:** Shakopee Public Schools

**80% Direct Services to Students**

On this worksheet please list proposed **FIN 318** expenditures for Direct Student Services. At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. Read AI Budget Requirements on the MDE website for details.

| Line Item Description                           | UFARS Code Required |      |     |     | Budgeted Amt                                       | Actual Amt                                              | Budget Narrative: a crosswalk between your AI budget and your AI plan                                                                                                                                                                                                                                    |
|-------------------------------------------------|---------------------|------|-----|-----|----------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a short description of the expenditure. | ORG                 | PROG | FIN | OBJ | List the total amount budgeted for this line item. | Resubmit form with actual FY18 expenditures by 12/1/18. | By name and number, clearly identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan. Do not copy and paste your plan here. |
|                                                 |                     |      |     |     |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
| College/Job/Opportunity Fair                    | 005                 | 605  | 318 | 430 | \$5,000                                            |                                                         | Integration Goal 1 - Staff, programming, transportation, and supplies to support the cross-district opportunity fair                                                                                                                                                                                     |
| Summer Enrichment STEM Program                  | 005                 | 605  | 318 | 430 | \$15,000                                           |                                                         | Integration Goal 1 - Teaching staff, programming, transportation, and supplies to support the summer STEM program (running June 2018)                                                                                                                                                                    |
|                                                 |                     |      | 318 |     |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
| <b>FIN 318 TOTAL</b>                            |                     |      |     |     | <b>\$20,000.00</b>                                 | <b>\$0.00</b>                                           |                                                                                                                                                                                                                                                                                                          |

**Notes or Comments:**

## FY 2018 Achievement and Integration Budget

**District Number:** 720

**District Name:** Shakopee Public Schools

### 20% Professional Development

On this worksheet please list proposed **FIN 313** expenditures for professional development. No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved plan. Read the AI Budget Requirements on the MDE website for details.

| Line Item Description                                                               | UFARS Code Required |      |     |     | Budgeted Amt                                       | Actual Amt                                              | Budget Narrative                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------|---------------------|------|-----|-----|----------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a short description of the expenditure.                                     | ORG                 | PROG | FIN | OBJ | List the total amount budgeted for this line item. | Resubmit form with actual FY18 expenditures by 12/1/18. | By name and number, clearly identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan. Do not copy and paste your plan here. |
| Staff development: new training - cultural competency, speaker (Innocent Classroom) | 005                 | 605  | 313 | 305 | \$10,000.00                                        |                                                         | Goal 1 - Activity 2: professional development resources and training for improving achievement for all students, as well as, increase cultural competency of students, staff and board members.                                                                                                          |
| Staff development: new training - cultural competency, training                     | 005                 | 605  | 313 | 366 | \$41,201.00                                        |                                                         | Goal 1 - Activity 2: professional development resources and training for improving achievement for all students, as well as, increase cultural competency of students, staff and board members.                                                                                                          |

|                                              |     |     |     |     |                    |               |                                                                    |
|----------------------------------------------|-----|-----|-----|-----|--------------------|---------------|--------------------------------------------------------------------|
| Integration Supervisor/<br>Specialist Travel | 005 | 605 | 313 | 366 | \$8,516            |               | Integration Goal 1 - Travel to support the program within district |
|                                              |     |     | 313 |     |                    |               |                                                                    |
|                                              |     |     | 313 |     |                    |               |                                                                    |
|                                              |     |     | 313 |     |                    |               |                                                                    |
| <b>TOTAL</b>                                 |     |     |     |     | <b>\$59,717.00</b> | <b>\$0.00</b> |                                                                    |

**Notes or Comments :**

FY 2018 Achievement and Integration Budget

District Number: 720

District Name: Shakopee Public Schools

**10% Admin/Indirect Costs**

On this worksheet please list proposed Administrative/Indirect **FIN 313** expenditures. No more than 10% of total revenue may be spent on PD costs that are part of a district's MDE-approved plan. Read the AI Budget Requirements on the MDE website for details.

| Line Item Description                           | UFARS Code Required |      |     |       | Budgeted Amount                                    | Actual Expenditures                                     | Budget Narrative                                                                                                                                                                                                                                             |
|-------------------------------------------------|---------------------|------|-----|-------|----------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a short description of the expenditure. | ORG                 | PROG | FIN | OBJ   | List the total amount budgeted for this line item. | Resubmit form with actual FY18 expenditures by 12/1/18. | By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan. |
| Excellence with Equity Supervisor - .385 FTE    | 005                 | 605  | 313 | 110   | \$42,160.00                                        |                                                         | Integration Goal 1 - The Supervisor will oversee the AI programming, evaluation, budgets, and professional development E-12 in the district.                                                                                                                 |
| Benefits                                        | 005                 | 605  | 313 | 200's | \$12,516.00                                        |                                                         | Goal 1 - Benefits to support all wages in the program                                                                                                                                                                                                        |
| Integration Supervisor Travel                   | 005                 | 605  | 313 | 366   | \$1,016                                            |                                                         | Integration Goal 1 - Travel to support the program                                                                                                                                                                                                           |
| AVID Program Memberships                        | 084, 085            | 605  | 313 | 820   | \$7,500                                            |                                                         | Goal 1 - Activity 3C: expanding AVID program to increase student achievement in populations 7-12. We will use these funds to expand our current AVID course offerings                                                                                        |
|                                                 |                     |      | 313 |       |                                                    |                                                         |                                                                                                                                                                                                                                                              |
| <b>Total</b>                                    |                     |      |     |       | <b>\$63,192.00</b>                                 | <b>\$0.00</b>                                           |                                                                                                                                                                                                                                                              |

Notes or Comments :

FY 2018 Achievement and Integration Budget

District Number: 720

District Name: Shakopee Public Schools

**10% Admin/Indirect Costs**

On this worksheet please list proposed **FIN 318** Administrative/Indirect expenditures for your FY17 budget. No more than 10% of the budget may be spent on Admin/Indirect costs included in a district's MDE-approved plan. Read the AI Budget Requirements on the MDE website for more details.

| Line Item Description                           | UFARS Code Required |      |     |       | Budgeted Amount                                    | Actual Expenditures                                     | Budget Narrative                                                                                                                                                                                                                                             |
|-------------------------------------------------|---------------------|------|-----|-------|----------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a short description of the expenditure. | ORG                 | PROG | FIN | OBJ   | List the total amount budgeted for this line item. | Resubmit form with actual FY18 expenditures by 12/1/18. | By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan. |
| Excellence with Equity Supervisor - .23 FTE     | 005                 | 605  | 318 | 110   | \$25,186.00                                        |                                                         | Integration Goal 1 - The Supervisor will meet with representatives of Cross-District Collaborative to decrease racial and economic disparities and increase integration.                                                                                     |
| Benefits                                        | 005                 | 605  | 318 | 200's | \$8,084.00                                         |                                                         | Goal 1 - Benefits to support all wages in the program                                                                                                                                                                                                        |
| Integration Supervisor Travel                   | 005                 | 605  | 318 | 366   | \$607.00                                           |                                                         | Integration Goal 1 - Travel to support the program in cross-district meetings with Jordan and Prior Lake                                                                                                                                                     |
|                                                 |                     |      | 318 |       |                                                    |                                                         |                                                                                                                                                                                                                                                              |
|                                                 |                     |      | 318 |       |                                                    |                                                         |                                                                                                                                                                                                                                                              |
| <b>Total</b>                                    |                     |      |     |       | <b>\$33,877.00</b>                                 | <b>\$0.00</b>                                           |                                                                                                                                                                                                                                                              |

Notes or Comments :

## Achievement and Integration Revenue FY 2018 Budget Worksheet

Use the worksheets provided here to list your district's proposed expenditures of FY 2018  
Achievement Integration (AI) revenue.

**District Name:** Shakopee Public Schools

**District ISD Number:** 720

**Superintendent:** Dr. Gary Anger

**Collaborative:** MN River Valley Integration Collaborative

**Fiscal and program staff should work together to complete this budget. Please list those staff members below. Both will be contacted if changes or more detail is needed for the budget to be approved.**

**Program Staff:** Julie Fred

**Fiscal Staff:** Tyler Dehne

**Phone:** 952-496-5066

**Phone:** 952-496-5997

**E-mail:** jfred@shakopee.k12.mn.us

**Email:** tdehne@shakopee.k12.mn.us

If you have been notified by MDE that your district has one or more *Racially Identifiable Schools*, please list those schools here:

|                                                                    |                 |
|--------------------------------------------------------------------|-----------------|
| <b>Total Initial Revenue expenditures</b> (FIN 313 expenditures)   | \$ 1,245,305.00 |
| <b>Total Incentive Revenue expenditures</b> (FIN 318 expenditures) | \$ 91,700.00    |
| <b>TOTAL AI REVENUE</b>                                            | \$ 1,337,005.00 |

### CERTIFICATION STATEMENT

*We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2018 Achievement & Integration budget as approved by the school board.*

**Board Approval Date** \_\_\_\_\_

**School Board Chair** \_\_\_\_\_

**Date** \_\_\_\_\_

**Superintendent** \_\_\_\_\_

**Date** \_\_\_\_\_

**Approved Initial Revenue:** \_\_\_\_\_ **Approved Incentive Revenue:** \_\_\_\_\_

**MDE Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

720

District Number:

720

District Name:

Shakopee Public Schools

| Proposed Budget                                                             |                |                        | Actual Expenditures                                                       |        |                      |
|-----------------------------------------------------------------------------|----------------|------------------------|---------------------------------------------------------------------------|--------|----------------------|
|                                                                             |                | Proposed Budget Ratios |                                                                           |        | Actual Budget Ratios |
| <b>Direct Services to Students</b> must equal at least 80% of total revenue | \$1,148,815.00 | 85.92%                 | <b>DSS</b><br>At least 80% of total expenditures                          | \$0.00 | #DIV/0!              |
| <b>Professional Development</b> may equal no more than 20% of total revenue | \$65,960.00    | 4.93%                  | <b>Professional Development</b><br>No more than 20% of total expenditures | \$0.00 | #DIV/0!              |
| <b>Administrative/Indirect</b> may equal no more than 10% of total revenue  | \$122,230.00   | 9.14%                  | <b>Admin/Indirect</b><br>No more than 10% of total expenditures           | \$0.00 | #DIV/0!              |
| <b>Total Proposed Revenue:</b>                                              | \$1,337,005.00 |                        | <b>Total Revenue Expended</b>                                             | \$0.00 |                      |

|                                      |                |
|--------------------------------------|----------------|
| <b>Total Amount Proposed FIN 313</b> | \$1,245,305.00 |
| <b>Total Amount Proposed FIN 318</b> | \$91,700.00    |

Notes or Comments :

**FY 2018 Achievement and Integration Budget**

District Number: 720

District Name: Shakopee Public Schools

**80% Direct Services to Students**

List all proposed **FIN 313** expenditures for Direct Student Services on this worksheet. At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. Read the AI Budget Requirements on the MDE website for details.

| Line Item Description                           | UFARS Code Required |      |     |       | Budgeted Amt                                       | Actual Amt                                              | Budget Narrative: a crosswalk between your AI budget and your AI plan                                                                                                                                                                                                                                    |
|-------------------------------------------------|---------------------|------|-----|-------|----------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a short description of the expenditure. | ORG                 | PROG | FIN | OBJ   | List the total amount budgeted for this line item. | Resubmit form with actual FY18 expenditures by 12/1/18. | By name and number, clearly identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan. Do not copy and paste your plan here. |
|                                                 |                     |      |     |       |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
| Excellence with Equity Supervisor - .25 FTE     | 005                 | 605  | 313 | 110   | \$27,500.00                                        |                                                         | Integration Goal 1 - The Supervisor will oversee the AI programming, evaluation, budgets, and professional development E-12 in the district.                                                                                                                                                             |
| Excellence with Equity Specialists - 4.0 FTE    | 005                 | 605  | 313 | 170   | \$276,800                                          |                                                         | Goal 1 - Activity 2 and 4: increase cultural competency of students, staff and board members, as well as, Family and community engagement programs design to increase student achievement.                                                                                                               |
| Young Scholars - 2.5 FTE                        | School Sites        | 605  | 313 | 140   | \$128,500                                          |                                                         | Goal 1 - Activity 3: integrated learning environment                                                                                                                                                                                                                                                     |
| Cultural liaisons - 4.48 FTE                    | 005                 | 605  | 313 | 175   | \$180,168                                          |                                                         | Goal 1 - Activity 1 and 4: increase cultural liaison time, as well as, family and community engagement.                                                                                                                                                                                                  |
| AVID Coordinator - 1.6 FTE                      | 005                 | 605  | 313 | 110   | \$97,630                                           |                                                         | Goal 1 - Activity 3C: expanding AVID program to increase student achievement in populations 7-12.<br>We will use these funds to expand our current AVID course offerings.                                                                                                                                |
| AVID Teachers - 1.6 FTE                         | School Sites        | 605  | 313 | 140   | \$104,000                                          |                                                         | Goal 1 - Activity 3C: expanding AVID program to increase student achievement in populations 7-12.<br>We will use these funds to expand our current AVID course offerings.                                                                                                                                |
| AVID Paraprofessionals - 2.35                   | School Sites        | 605  | 313 | 161   | \$55,337                                           |                                                         | Goal 1 - Activity 3C: expanding AVID program to increase student achievement in populations 7-12.<br>We will use these funds to expand our current AVID course offerings.                                                                                                                                |
| Benefits                                        | 005                 | 605  | 313 | 200's | \$260,000                                          |                                                         | Goal 1 - Benefits to support all wages in the program                                                                                                                                                                                                                                                    |
|                                                 |                     |      | 313 |       |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
|                                                 |                     |      | 313 |       |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
|                                                 |                     |      | 313 |       |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
|                                                 |                     |      | 313 |       |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
|                                                 |                     |      | 313 |       |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
|                                                 |                     |      | 313 |       |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
|                                                 |                     |      | 313 |       |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
|                                                 |                     |      | 313 |       |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
| <b>FIN 313 TOTAL</b>                            |                     |      |     |       | <b>\$1,129,935.00</b>                              | <b>\$0.00</b>                                           |                                                                                                                                                                                                                                                                                                          |

Notes or Comments:



# FY 2018 Achievement and Integration Budget

District Number: 720

District Name: Shakopee Public Schools

## 80% Direct Services to Students

On this worksheet please list proposed **FIN 318** expenditures for Direct Student Services. At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. Read AI Budget Requirements on the MDE website for details.

| Line Item Description                           | UFARS Code Required |      |     |     | Budgeted Amt                                       | Actual Amt                                              | Budget Narrative: a crosswalk between your AI budget and your AI plan                                                                                                                                                                                                                                    |
|-------------------------------------------------|---------------------|------|-----|-----|----------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a short description of the expenditure. | ORG                 | PROG | FIN | OBJ | List the total amount budgeted for this line item. | Resubmit form with actual FY18 expenditures by 12/1/18. | By name and number, clearly identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan. Do not copy and paste your plan here. |
|                                                 |                     |      |     |     |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
| College/Job/Opportunity Fair                    | 005                 | 605  | 318 | 430 | \$3,880                                            |                                                         | Integration Goal 1 - Staff, programming, transportation, and supplies to support the cross-district opportunity fair                                                                                                                                                                                     |
| Summer Enrichment STEM Program                  | 005                 | 605  | 318 | 430 | \$15,000                                           |                                                         | Integration Goal 1 - Teaching staff, programming, transportation, and supplies to support the summer STEM program (running June 2018)                                                                                                                                                                    |
|                                                 |                     |      | 318 |     |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
| <b>FIN 318 TOTAL</b>                            |                     |      |     |     | <b>\$18,880.00</b>                                 | <b>\$0.00</b>                                           |                                                                                                                                                                                                                                                                                                          |

Notes or Comments:

## FY 2018 Achievement and Integration Budget

District Number: 720

District Name: Shakopee Public Schools

### 20% Professional Development

On this worksheet please list proposed **FIN 313** expenditures for professional development. No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved plan. Read the AI Budget Requirements on the MDE website for details.

| Line Item Description                                                               | UFARS Code Required |      |     |     | Budgeted Amt                                       | Actual Amt                                              | Budget Narrative                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------|---------------------|------|-----|-----|----------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a short description of the expenditure.                                     | ORG                 | PROG | FIN | OBJ | List the total amount budgeted for this line item. | Resubmit form with actual FY18 expenditures by 12/1/18. | By name and number, clearly identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan. Do not copy and paste your plan here. |
| Staff development: new training - cultural competency, speaker (Innocent Classroom) | 005                 | 605  | 313 | 305 | \$10,000.00                                        |                                                         | Goal 1 - Activity 2: professional development resources and training for improving achievement for all students, as well as, increase cultural competency of students, staff and board members.                                                                                                          |
| Staff development: new training - cultural competency, training                     | 005                 | 605  | 313 | 366 | \$47,444.00                                        |                                                         | Goal 1 - Activity 2: professional development resources and training for improving achievement for all students, as well as, increase cultural competency of students, staff and board members.                                                                                                          |
|                                                                                     |                     |      |     |     |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
| Integration Supervisor/ Specialist Travel                                           | 005                 | 605  | 313 | 366 | \$8,516                                            |                                                         | Integration Goal 1 - Travel to support the program within district                                                                                                                                                                                                                                       |
|                                                                                     |                     |      | 313 |     |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
|                                                                                     |                     |      | 313 |     |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
|                                                                                     |                     |      | 313 |     |                                                    |                                                         |                                                                                                                                                                                                                                                                                                          |
| <b>TOTAL</b>                                                                        |                     |      |     |     | <b>\$65,960.00</b>                                 | <b>\$0.00</b>                                           |                                                                                                                                                                                                                                                                                                          |

Notes or Comments :

FY 2018 Achievement and Integration Budget

District Number: 720

District Name: Shakopee Public Schools

**10% Admin/Indirect Costs**

On this worksheet please list proposed Administrative/Indirect **FIN 313** expenditures. No more than 10% of total revenue may be spent on PD costs that are part of a district's MDE-approved plan. Read the AI Budget Requirements on the MDE website for details.

| Line Item Description                           | UFARS Code Required |      |     |       | Budgeted Amount                                    | Actual Expenditures                                     | Budget Narrative                                                                                                                                                                                                                                             |
|-------------------------------------------------|---------------------|------|-----|-------|----------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a short description of the expenditure. | ORG                 | PROG | FIN | OBJ   | List the total amount budgeted for this line item. | Resubmit form with actual FY18 expenditures by 12/1/18. | By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan. |
| Excellence with Equity Supervisor - .385 FTE    | 005                 | 605  | 313 | 110   | \$27,500.00                                        |                                                         | Integration Goal 1 - The Supervisor will oversee the AI programming, evaluation, budgets, and professional development E-12 in the district.                                                                                                                 |
| Benefits                                        | 005                 | 605  | 313 | 200's | \$8,250.00                                         |                                                         | Goal 1 - Benefits to support all wages in the program                                                                                                                                                                                                        |
| Integration Supervisor Travel                   | 005                 | 605  | 313 | 366   | \$660                                              |                                                         | Integration Goal 1 - Travel to support the program                                                                                                                                                                                                           |
| AVID Program Memberships                        | 084, 085            | 605  | 313 | 820   | \$13,000                                           |                                                         | Goal 1 - Activity 3C: expanding AVID program to increase student achievement in populations 7-12. We will use these funds to expand our current AVID course offerings                                                                                        |
|                                                 |                     |      | 313 |       |                                                    |                                                         |                                                                                                                                                                                                                                                              |
| <b>Total</b>                                    |                     |      |     |       | <b>\$49,410.00</b>                                 | <b>\$0.00</b>                                           |                                                                                                                                                                                                                                                              |

Notes or Comments :

District Number: 720 District Name: Shakopee Public Schools

| 10% Admin/Indirect Costs                                                                                                                                                                                                                                                                              |                     |      |     |       |                                                    |                                                         |                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------|-----|-------|----------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On this worksheet please list proposed <b>FIN 318</b> Administrative/Indirect expenditures for your FY17 budget. No more than 10% of the budget may be spent on Admin/Indirect costs included in a district's MDE-approved plan. Read the AI Budget Requirements on the MDE website for more details. |                     |      |     |       |                                                    |                                                         |                                                                                                                                                                                                                                                              |
| Line Item Description                                                                                                                                                                                                                                                                                 | UFARS Code Required |      |     |       | Budgeted Amount                                    | Actual Expenditures                                     | Budget Narrative                                                                                                                                                                                                                                             |
| Provide a short description of the expenditure.                                                                                                                                                                                                                                                       | ORG                 | PROG | FIN | OBJ   | List the total amount budgeted for this line item. | Resubmit form with actual FY18 expenditures by 12/1/18. | By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan. |
| Excellence with Equity Supervisor - .5 FTE                                                                                                                                                                                                                                                            | 005                 | 605  | 318 | 110   | \$55,000.00                                        |                                                         | Integration Goal 1 - The Supervisor will meet with represenatives of Cross-District Collaborative to decrease racil and economic disparities and increase integration.                                                                                       |
| Benefits                                                                                                                                                                                                                                                                                              | 005                 | 605  | 318 | 200's | \$16,500.00                                        |                                                         | Goal 1 - Benefits to support all wages in the program                                                                                                                                                                                                        |
| Integration Supervisor Travel                                                                                                                                                                                                                                                                         | 005                 | 605  | 318 | 366   | \$1,320.00                                         |                                                         | Integration Goal 1 - Travel to support the program in cross-district meetings with Jordan and Prior Lake                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                       |                     |      | 318 |       |                                                    |                                                         |                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                       |                     |      | 318 |       |                                                    |                                                         |                                                                                                                                                                                                                                                              |
| <b>Total</b>                                                                                                                                                                                                                                                                                          |                     |      |     |       | <b>\$72,820.00</b>                                 | <b>\$0.00</b>                                           |                                                                                                                                                                                                                                                              |

Notes or Comments :

# Resolution to Fully Fund Special Education Services (Minnesota)

WHEREAS, local boards of education place a very high priority on ensuring that ALL students receive high quality special education programs and instruction; and

WHEREAS, in 1975 Congress enacted the Education for All Handicapped Children Act (P.L. 94-142) now known as The Individuals with Disabilities Act IDEA to: improve access to education for children with disabilities by guaranteeing a Free Appropriate Public Education (FAPE) in the least restrictive environment; assure that the rights of children with disabilities and their parents are protected; assist States and school systems to provide for the education of all children with disabilities; and to assess and assure the effectiveness of efforts to educate all children with disabilities; and

WHEREAS, when IDEA became law in 1975, the federal government promised to fund 40 percent of the additional cost of educating children with disabilities; and yet the federal government has failed to adequately fund the mandated programs and services arising under IDEA, never providing more than 15 percent of the additional cost; and

WHEREAS, sufficient federal funding for IDEA would significantly enhance the ability of local school systems to provide an excellent education for all students; and

WHEREAS, the special education cross-subsidy continues to be a major obstacle for Minnesota School Districts to grapple with, due to the growing number of students receiving special education, more specialized services and rising costs associated with those services and inadequate funding; and

WHEREAS, the state special education funding system has not kept pace with the rising cost of mandated services and supports for students with special needs; and,

WHEREAS, the cross-subsidy for school districts for FY2016 is \$679 million; a 5.6 percent increase from FY2015; and

WHEREAS, between rising need and insufficient state and federal aid, the amount of funding school districts as a whole in Minnesota will be forced to pay for special education costs will reach an average of \$815 per student in FY17;

NOW, THEREFORE, BE IT RESOLVED, that **Shakopee Public Schools** urge the Governor and Legislature to strenuously advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels; and

NOW, THEREFORE BE IT RESOLVED that there is an urgency the Minnesota Legislature to convene a task to work on special education funding, specifically with a focus on the impacts of the new special education funding formulas, the projected cross-subsidy and recommendations with a timeline to eliminate the cross-subsidy.

On Behalf of the **Shakopee Public Schools** Board of Directors:

**Scott Swanson**, Board Chair

Passed on a vote of \_\_\_\_\_ ayes; \_\_\_\_\_ nays

Dated: \_\_\_\_\_