



Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
January 7, 2010
6:30 PM

I. Call to Order

- A. Welcome
- B. Pledge of Allegiance
- C. Public Recognition
 - 1. Burnsville High School athletes in fall sports that went to state
 - 2. Trudy Allen - Selected to participate in global geographic conference

II. Annual Organization of the Board

3

Description: At its meeting in January of each year, the Board selects officers and establishes operational procedures for the following year (Items II.A-II.J).

III. Business Meeting

- A. Approve Agenda
- B. Consent Agenda

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

- 1. Minutes of December 10, 2009 Board Meeting and December 17, 2009 Special Board Meeting and Closed Session 16
- 2. Human Resources 21
- 3. Donation of \$50 from Alan & Roxanne Buege to Sky Oaks Elementary for the 6th grade extended field trip; an Omega C760 darkroom enlarger (valued at \$2,345) from James Stringer to Eagle Ridge Junior High; two PPT Machine Vision Systems valued at \$11,590 from Andrew Monteith to Eagle Ridge Junior High; \$1,000 from GlaxoSmithKline to Sioux Trail Elementary on behalf of parent volunteer Lyndsey Johnson; \$285 from the Stauffer family for the Edward Neill Elementary Media Center; and \$15,000 from the Thompson Family Foundation to Burnsville High School 24

District 191 welcomes members of the public to attend Board of Education meetings, work sessions and other public gatherings. However, public participation is allowed only during listening sessions, which are held before regular board meetings. Community members who wish to share their thoughts and opinions on meeting topics should contact the Superintendent's office at 952-707-2005 to schedule a meeting with the Superintendent or member of her leadership team.

to assist students in need with fees and related costs of participation in non-athletic co-curricular programs	2
4. Accept a \$5,500 NASA FIRST Robotics Competition (FRC) Sponsorship Grant	29
IV. Unfinished Business	
A. Receive a recommendation from the Facilities Utilization Taskforce	30
Description: (20 minutes) (Clegg)	
V. New Business	
A. Approve the proposed revisions and re-adopt the unchanged language in the 2009-2011 master agreement with SEIU #284 custodial employees	34
Description: (10 minutes) (Grissom)	
B. Race to the Top Memorandum of Agreement	42
Description: (10 minutes) (Clegg)	
VI. Reports	
A. Student Advisor	
B. Superintendent	
C. Board Members	
VII. Adjourn	

**BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT 191**

TO: Members, Board of Education

**FROM: Randall Clegg, Superintendent
Lisa K. Rider, Executive Director of Business Services**

DATE: January 7, 2010

RE: Annual Organization of Board of Education

Recommendation: That the School Board adopt the resolutions shown below to accomplish organization of the Board of Education for 2010.

The items listed below must be addressed by the School Board at its organizational meeting on January 7, 2010.

In order of rank, the previous year's officers are responsible for calling the organizational meeting to order. This individual, or someone elected as temporary chair, should preside until a new chair is elected.

Prior to the election of officers, the Board should determine the method to be used in selecting its new officers. A recommended method is that of majority vote on the candidate or candidates nominated for each position. School board policy BCB provides further direction with respect to selection of officers and officer's responsibilities. Policy BCB – "School Board Officers" is attached to this recommendation.

The annual organization of the School Board occurs in January to conform with the term of office for School Board members. Some matters of School Board organization are more readily conducted on a fiscal year basis and will be presented in July.

The items that follow pertain to Board organization for 2010.

A. Election of Chair

Annotation: The chair presides at all School Board meetings and works with the superintendent on calling Board meetings and establishing meeting agendas. At times the chair is called upon to serve in a ceremonial capacity as the ranking elected representative of the School District. The chair countersigns all checks drawn by the treasurer.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ be nominated and elected chair of the Board for 2010.

(It is recommended that the newly elected chair assume the chair and conduct the balance of the meeting.)

B. Election of Vice-Chair

Annotation: The Board created the vice-chair position in 1989 for the purpose of easing the ever-increasing workload of the chair. The Vice-Chair serves as Chair when the Chair is absent, assists with board operations and plans the annual evaluation of the Superintendent.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ be nominated and elected vice-chair of the Board for 2010.

C. Election of Clerk

Annotation: The clerk presides at Board meetings in the absence of the chair and vice-chair, and from a legal standpoint, is responsible for Board minutes, signing Board approved contracts and calling School Board elections. The clerk also countersigns all District checks. The routine duties of the clerk are performed by the superintendent's office and business office.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ be nominated and elected clerk of the Board for 2010.

D. Election of Treasurer

Annotation: The treasurer is legally responsible for the deposit and withdrawal of all District funds and reporting same to the School Board. Checks drawn on School District accounts are signed by the treasurer. The routine duties of the treasurer are performed by the business office.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ be nominated and elected treasurer of the Board for 2010.

E. Salaries of Board Members

Annotation: Salaries of School Board members are set annually. In January 2008, the salaries were set at \$500 per month for each director plus an additional stipend of \$50 for the chair in recognition of increased expenses associated with that office.

Recommendation: That salaries of Board members be set at \$500 per month and that the chair receive an additional \$ 50 per month in recognition of additional duties and expenses associated with the position.

F. Regular Meetings of the Board

Annotation: Regular meetings of the School Board are traditionally held on the first and third Thursdays of each month with the exception of the month of October. The June meetings are scheduled to facilitate budget adoption and to eliminate the need for a meeting in July. All regular meetings will be held at Diamondhead Education Center Senior Campus Commons.

Recommendation: That all regular meetings of the Board of Education commence at 6:30 p.m. on the dates noted below with meetings conducted at the Diamondhead Education Center Senior Campus Commons and cable cast.

January 7, 2010	January 21, 2010
February 4, 2010	February 18, 2010
March 4, 2010	March 18, 2010
April 8, 2010	April 22, 2010
May 6, 2010	May 20, 2010
June 3, 2010	June 17, 2010
August 5, 2010	August 19, 2010
September 2, 2010	September 16, 2010
October 7, 2010	October 14, 2010
November 4, 2010	November 18, 2010
December 2, 2010	December 16, 2010
January 6, 2011	

The following items pertain to calendar year 2010. They are of a routine nature and although Board action is required, discussion is usually unnecessary. I recommend approval of all resolutions as a single consent agenda. In the event a Board member wishes to discuss any item, it should be removed from the list so that it may receive individual attention.

G. Authorization for Electronic (telephone) Fund Transfers

Annotation: The telephone transfer of funds between approved depositories is important to the efficient management of School District deposits. Board authorization is requested to allow the Business Manager to enter into electronic fund transfer agreements with official depositories as provided in Chapter 334, Minnesota Statutes. (See Attached Resolution)

Recommendation: That the School Board adopt the attached resolution which authorizes the Business Manager to enter into electronic (telephone) fund transfer agreements with the District's official depositories per Chapter 334 of the laws of Minnesota.

H. Authorization for Use of Facsimile Signatures

Annotation: The use of facsimile signatures on School District checks must be authorized by Board resolution. Facsimile signatures are also used on individual personnel contracts covered by master agreements. Obviously, this is the only practical method of handling this task. (See Attached Information)

Recommendation: That the School Board adopt the attached resolution authorizing the use of facsimile signatures on payroll and claim checks as prescribed in M.S. 47.41 and furthermore that the use of facsimile signatures be authorized for individual personnel contracts covered by Board adopted Master Agreements.

I. Designation of Official Depositories

Annotation: The Business Office maintains a current list of financial institutions to be used for depositing School District funds. The recommended list of depositories for 2010 is shown in the motion.

Recommendation: That the institutions shown below be designated as official depositories of the District for the 2010 calendar year per M.S. 124.05.

U.S. Bank of Minneapolis
RBC Public Funds – Minneapolis
Minnesota School Districts Liquid Asset Fund Plus
Wells Fargo Bank Minnesota, N.A – Mankato
Morgan Stanley Smith Barney – St. Paul
MN Trust
Associated Bank, WI

J. Appointment to Committees

Committee appointments will be made by the Chair in February. Board members are requested to review the list of appointments and to indicate their interests to the chair.

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests U.S. Bank of Minneapolis to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with U.S. Bank of Minneapolis providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2010, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; noticed and held, and at which time was present a quorum of said Board on January 7, 2010 and that said resolution is in full force and effect.

I have hereunto subscribed my name this
7th day of January, 2010.

 Clerk

 Chairperson

INDEPENDENT SCHOOL DISTRICT 191
RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests RBC Public Funds-Minneapolis to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with RBC Public Funds-Minneapolis providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2010, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; noticed and held, and at which time was present a quorum of said Board on January 7, 2010 and that said resolution is in full force and effect.

I have hereunto subscribed my name this
7th day of January, 2010 .

Clerk

Chairperson

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests MSDLAFP to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with MSDLAFP providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2010, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; noticed and held, and at which time was present a quorum of said Board on January 7, 2010 and that said resolution is in full force and effect.

I have hereunto subscribed my name this
7th day of January, 2010.

 Clerk

 Chairperson

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests Wells Fargo Bank MN, N.A.-Mankato to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with Wells Fargo Bank MN, N.A.-Mankato providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2010, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; noticed and held, and at which time was present a quorum of said Board on January 7, 2010, and that said resolution is in full force and effect.

I have hereunto subscribed my name this
7th day of January, 2010.

Clerk

Chairperson

INDEPENDENT SCHOOL DISTRICT 191
RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests Morgan Stanley Smith Barney-St. Paul to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with Morgan Stanley Smith Barney – St. Paul providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2010, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; noticed and held, and at which time was present a quorum of said Board on January 7, 2010, and that said resolution is in full force and effect.

I have hereunto subscribed my name this
7th day of January, 2010.

Clerk

Chairperson

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests MN Trust to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with MN Trust providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2010, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; noticed and held, and at which time was present a quorum of said Board on January 7, 2010 and that said resolution is in full force and effect.

I have hereunto subscribed my name this
7th day of January, 2010.

 Clerk

 Chairperson

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests Associated Bank - WI to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with Associated Bank - WI providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2010, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; noticed and held, and at which time was present a quorum of said Board on January 7, 2010 and that said resolution is in full force and effect.

I have hereunto subscribed my name this
7th day of January, 2010.

 Clerk

 Chairperson

INDEPENDENT SCHOOL DISTRICT 191

SPECIMEN SIGNATURES

SCHOOL BOARD OFFICERS

Please sign in BLACK ink.
Signature must be kept within the box.

SPECIMEN 1

CHAIRPERSON

CLERK

TREASURER

SPECIMEN 2

CHAIRPERSON

CLERK

TREASURER

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 December 10, 2009

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

Call to Order

Members present: Directors Banyard, Currier, Hill, Luth, Morrison, Sweep and Chair Martin. Others in attendance were Superintendent Randall Clegg, Student Advisor Jehan Elsagher, administrators and staff.

Attendance

Chair Martin welcomed the audience and asked Director Currier to lead the Pledge of Allegiance.

Pledge of Allegiance

Business Manager Lisa Rider provided an overview of the district's current budget and proposed property tax information. The district's proposed 2010 tax levy is \$33,785,777.80, an increase of \$112,293, approximately 0.3% over the 2009 property tax levy. Final certification of the district's 2010 Property Tax Levy is scheduled for later in the meeting.

Truth in Taxation Hearing

There were no comments from the public. The Truth in Taxation portion of the meeting concluded at 6:55 p.m.

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

Agenda

Moved by Director Currier, seconded by Director Morrison, to approve the consent agenda as follows:

Consent Agenda Minutes

- Minutes of the December 3, 2009 Board meeting and Closed Session
- Personnel changes for A. Wilson, S. Shaul, L. Rodewald, C. Gillis, A. Henle, T. Tremain
- Donation of \$122.76 from the Wells Fargo Foundation to the Literacy Library at Hidden Valley Elementary; ten Dell D800 Latitude laptops and carrying cases valued at \$3,125 from Minnesota Computers for Schools to Burnsville Senior High; \$25 from Nancy Hartman and \$50 from Carlene McDowell to the Burnsville High School Hall of Fame (given in memory of Thomas B. Mraz); \$126 from the Wells Fargo Foundation to Burnsville Senior High

Human Resources Donations

– Schedule a Special Board Meeting for Thursday, December 17, 2009 at 7:00 a.m. at the Administrative Services Center to approve a collective bargaining agreement and approve financing of telephony system and network infrastructure upgrade

The new Director of Accounting, Scott Brown, was introduced to the Board of education. Chair Martin made special mention of donations to the District. Motion carried unanimously (7,0).

Special Board Meeting

Moved by Director Morrison, seconded by Director Sweep, to approve the District’s final property tax levy for Payable 2010 as follows:

Final Certification of Property Tax Levy

General – RMV, Voter Approved	\$17,811,205.15
General – RMV, Other	1,287,723.88
General – NTC, Other	5,143,533.11
Community Service	981,070.33
General Debt Service, Voter Approved	4,338,632.82
General Debt Service, Other	2,572,329.51
OPEB/Pension, Other	<u>1,651,283.00</u>
Total	<u>\$33,785,777.80</u>

Motion carried unanimously (7,0).

Moved by Director Luth, seconded by Director Hill, to approve the audit report for fiscal year 2009 as prepared and presented by the School District’s auditor, MMKR Company, CPA’s. Motion carried unanimously (7,0).

Financial Audit Report

The meeting adjourned at 7:50 p.m.

Adjourn

Daniel W. Luth, Clerk

Special Board Meeting Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 December 17, 2009

The meeting of the Board of Education was called to order by Chair Martin at 7:01 a.m. at the Administrative Services Center. Call to Order

Members present: Directors Banyard, Currier, Hill and Martin. Others in attendance were Superintendent Randall Clegg and administrators. Director Sweep joined the meeting at 7:04 a.m. Attendance

Members absent: Directors Luth and Morrison

Recitation of the Pledge of Allegiance was waived and Director Hill was appointed Acting Clerk for the meeting.

Moved by Director Currier, seconded by Director Hill, to approve the agenda. Motion carried unanimously (4,0). Agenda

Moved by Director Banyard, seconded by Director Currier, to schedule a Closed Session during the Special Board Meeting on December 17, 2009 at the Administrative Services Center for the discussion of private student data. Motion carried unanimously (4,0). Schedule Closed Session

Moved by Director Hill, seconded by Director Banyard, to approve the proposed revisions and re-adopt the unchanged language in the 2009-2011 collective bargaining agreement with the Burnsville Education Association and Independent School District 191. Motion carried unanimously (5,0). BEA Bargaining Agreement

Moved by Director Currier, seconded by Director Sweep, to approve a Resolution relating to a Lease-Purchase Financing [with Wells Fargo at an interest rate of 3.73% in an amount not to exceed \$1,110,000] and authorizing the execution of related documentation. Motion carried (4,0,1 with Directors Banyard, Currier, Hill and Sweep voting in favor, none opposed, and Chair Martin abstaining). Lease-Purchase Financing

Moved by Director Sweep, seconded by Director Banyard, to approve the contract with Matrix Communications for the telephony system [in the amount \$500,726] included in the bid approved on October 22, 2009. Motion carried (4,0,1 with Directors Banyard, Currier, Hill and Sweep voting in favor, none opposed, and Chair Martin abstaining). Matrix Communications Contract

Board members recessed to Closed Session at 7:16 a.m. and reconvened at 7:40 a.m.

Recess/
Reconvene

Moved by Director Hill, seconded by Director Banyard, to waive the full reading of the text and adopt the Resolution expelling a district Student from December 18, 2009 through June 10, 2010, the end of the 2009-2010 school year. Motion carried unanimously (5,0).

Full text of the above Resolution is available for public inspection at the Superintendent's Office located in the Administrative Services Center.

The meeting adjourned at 7:43 a.m.

Adjourn

Ron Hill, Acting Clerk

Closed Session Notes
INDEPENDENT SCHOOL DISTRICT 191
December 17, 2009

The School Board Closed Session was called to order by Chair Martin at 7:20 a.m. at the Administrative Services Center.

Call to Order

Members present: Directors Banyard, Currier, Hill, Sweep and Martin

Attendance

Members absent: Directors Luth and Morrison

Others in Attendance:

Randy Clegg, Superintendent

Sandi Novak, Assistant Superintendent

Stephanie Corbey, Individualized Student Services Director

The following item(s) were discussed:

Agenda

- Private student data

The Closed Session adjourned at 7:38 a.m.

Adjourn

Ron Hill, Acting Clerk

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

TO: Members, Board of Education
Randall Clegg, Superintendent

FROM: Susan J. Grissom, Executive Director Human Resources

DATE: January 7, 2010

RE: Recommended Personnel Changes

**Certified
Appointment**

Anne Arakawa	-Replacement-Long term substitute, M.W. S. , 1.0 FTE assignment extended through 2/26/10
Mary Coyne	-Replacement-Long term substitute, ECSE/NJH, 1.0 FTE, effective 12/15/09
Melanie Crawford	-Replacement-Teacher, GT, HB, .5 FTE, effective 12/21/09
Lynn Fristad	*Replacement-Teacher, ASD, SO, 1.0 FTE, effective 1/4/10
Tammy Merrill	-Replacement-Long term substitute, ERJH, 1.0 FTE assignment extended through 6/11/10
Crystal Nurmela	*-Replacement-Long term substitute, HV, 1.0 FTE, effective 1/4/10 – 3/12/10
Ellen Shulman	*Replacement-TOSA-Integration & Equity Coordinator, ASC/Districtwide, 184 days/8 hrs/day, plus extra days (13 prior to June 30, 2010 and 15 after July 1, 2010), effective 2/1/10
Alissa Tofte	*Replacement-Teacher, Grade 4, GP, 1.0 FTE, effective 1/21/10

Leave of Absence

Eileen Abrahamson	-TOSA, requests a 1.0 FTE general leave of absence, effective 12/17/09 through June 2011
Jessica Batterman	*Teacher, Neill, requests a 1.0 FTE FMLA/maternity/parental leave of absence, effective approx. 3/29/10, returning to work 6/11/10
Kristina Fey	*Teacher (currently on leave), requests a 1.0 FTE general leave of absence, effective 2010/11 school year
Amy Hanson	*Teacher, SO, requests a .25 FTE general leave of absence, working .75 FTE, effective 2009/10 school year

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 01/07/2010

Emilie LeCompte	-Teacher, HV, requests a 1.0 FTE FMLA/maternity/parental leave of absence, effective approx. 1/16/10 for a period of 10 weeks	22
Stephanie Mathews	-Teacher, HV, requests a 1.0 FTE FMLA/maternity/parental leave of absence, effective approx. 1/28/10 for a period of 7 – 9 weeks	
Danielle Christy Sigstad	-Teacher, NJH, requests 1.0 FTE FMLA/maternity/parental leave of absence, effective approx. 3/3/10 for a period of 12 weeks	
Perry Wilkinson	-Teacher, ERJH/NJH, requests a .2 FTE parental leave of absence, working .8 FTE, effective 1/22/10	
<u>Resignation</u> Elizabeth Cavanagh	-Teacher, HB, effective 12/21/09	
<u>Retirement</u> Robin Debronsky	-Teacher (currently on leave), effective 12/20/09	
<u>Return from Leave</u> Nicole Happe	-Teacher, requests to return from leave of absence, working 1.0 FTE, Byrne, effective 1/25/10	
<u>Classified</u> <u>Appointment</u> Carrie Berndt	-New-EA, SO, 6.5 hrs/day, effective 01/04/10	
Robert Leon Thompson	*Replacement-Level 4 EA, BEST, 7 hrs/day, effective 1/6/10	
Patricia Wrucke	*Replacement-Tech EA, Vale, 4 hrs/day, effective 1/4/10	
<u>Leave of Absence</u> Norma Cahill	*MEA (currently on leave), requests to extend her leave of absence from January 22, 2010 to the end of the school year	

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 01/07/2010

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke
Date: 12/28/2009
Re: Donation

I recommend that the Board of Education accept the donation of \$50.00 from Alan and Roxanne Buege (3304 E 126th St, Burnsville, MN 55337) to Sky Oaks Elementary School. The donation will be used toward the 6th grade extended field trip to Eagle Bluff Environmental Learning Center.

Please deposit the money into the following account: 01-489-260-000-050-266.

We are grateful for their generous support of education and Sky Oaks School.

MEMO

TO: Superintendent Randall Clegg and members of the District 191 School Board

FROM: Don Leake

DATE: December 8, 2009

Re: Donations

I recommend that the Board of Education accept a donation of an Omega C760 darkroom enlarger with accessories valued at \$2345.00 from Mr. James Stringer, 4617 Ewing Avenue North, Robbinsdale, MN 55422.

I recommend that the Board of Education accept a donation of two PPT Machine Vision Systems valued at \$11,590 MSRP from PPT Vision, Inc., Mr. Andrew Monteith, 6301 Old Shakopee Road, Suite A, Bloomington, MN 55438

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

TO: Board of Education
Dr. Randall Clegg, Superintendent

FROM: Taber Akin, Principal – Sioux Trail School

DATE: December 21, 2009

RE: Grant Award

Sioux Trail received the following grant from GlaxoSmithKline on behalf of one of our parent volunteers and their employee, Lyndsey S. Johnson. The grant is in honor of the time Lyndsey and her husband Les have donated to Sioux Trail. See the attached award letter.

I request that the following grant be accepted by our district for Sioux Trail Elementary School:

GlaxoSmithKline	\$ 1000.00
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To: Randall Clegg
From: Pat Flynn
Date: 12/17/09
Re: Donation

I recommend that the Board of Education accept the following donation of \$285.00 from the Stauffer family. This donation was used to purchase books for our Media Center. This donation was given in honor of a Stauffer family member that passed away.

We are grateful for the generous donation provided by the Stauffer family.

Sincerely,

Patrick Flynn
Principal, Neill Elementary

cc: Stauffer family



TO: Dr. Clegg
FROM: Dave Helke
DATE: December 22, 2009
RE: Donations

Please accept the following donation of \$15,000 to Burnsville Senior High School from the Thompson Family Foundation. The purpose of this donation is to assist students in need with fees and related costs of participation in non-athletic co-curricular programs at BHS.

Thompson Family Foundation
Robert Thompson
15136 Cherry LN
Burnsville, MN 55306

To: Members, Board of Education
Dr. Randall Clegg

Agenda Item III.B.4
January 7, 2010

From: Sandi Novak

Date: December 28, 2009

Re: Recommendation to Approve Sponsorship Grant

Recommendation: That the Board of Education approve a Sponsorship Grant in the amount of \$5,500.00 from NASA FIRST Robotics Competition.

Described as the “The varsity sport for the mind”, FIRST Robotics Competition (FRC) combines the excitement of sport with the rigors of science and technology. Under strict rules, limited resources, and time limits, teams of students are challenged to raise funds, design a team “brand”, hone teamwork skills, and build and program robots to perform prescribed tasks against a field of competitors. The experience is as close to “real-world engineering” as a student can get. Burnsville’s team, “PyroTechnics”, is one of 127 teams nationwide to receive this NASA grant.

Our contact at NASA is David Voracek, Deputy Director of Research and Engineering, NASA Dryden Flight Research Center. David is a 1982 Burnsville High School graduate.

It is noteworthy that the FIRST Robotics Competition was recently featured by President Obama in announcing increased Federal and private support for enrichment in STEM education.

TO: Members, Board of Education Agenda Item IV.A
January 7, 2010

FROM: Bruce Copp, Chair
Facilities Utilization Taskforce

DATE: January 5, 2010

RE: 2009 Facilities Utilization Taskforce Recommendations

The Facilities Utilization Taskforce began meeting on January 13, 2009, to carry out their charter to review the district's educational facilities, their condition and utilization, enrollment trends and existing attendance boundaries, and, developing for consideration by the Board of Education, recommendations for any changes or modifications necessary to ensure the district's ongoing operating efficiency.

Over the course of 2009, the Taskforce met a total of 16 evenings for two hours. During this time, a great deal of information was shared with the Taskforce members. The facilities Utilization Taskforce membership consisted of 22 parents, 14 business and community members, 15 teachers, 4 administrators and additional members selected from at-large applications submitted by community members. Ex officio members of the Taskforce included Superintendent Randall Clegg, Business Manager(s) Mark Stotts and Lisa Rider, Operations & Properties Director Jon Deutsch, Transportation Director Steve Hoiland, and ATS&R representatives Dave Maroney, Mark Hayes and Paul Snyder.

The Facilities Utilization Taskforce reviewed approximately 6 options before making their selection. Option B1 is considered the most consistent, provides greater utilization of our buildings across the district, and attempts to lessen the range of free and reduced populations among the elementary schools. The Taskforce concluded they would recommend that the Board implement Option B1 attendance boundaries with the sixth grade students "grandfathered in" at their current schools with transportation for these students being provided by the district. Attached is a map of Option B1 and a spreadsheet comparison of current configuration to the Option B1 school attendance boundaries identified for each elementary school. The timeline, implementation plan, and transportation costs are yet to be discussed. A complete file of all minutes and handouts will be available to Board members prior to the enrollment boundary discussion at the January 21 workshop.

As part of the Facilities Utilization study, ATS&R's architectural, site development, mechanical, electrical, technology and security representatives conducted site visits at each of the district's facilities to understand the utilization and educational

adequacy of all spaces. Meetings were also conducted with the building principals and district facility representatives at each building site. This information was then shared with the Taskforce members and building tours were conducted to give members a good understanding of each facility's utilization.

Taskforce members were then broken into small groups and asked to identify facility shortcomings for elementary, junior high, senior high and district wide facilities. These shortcomings were then reviewed in detail along with a discussion of the type of funding sources required to address each one.

A final prioritization process was then conducted with the Taskforce members to identify facility shortcomings/needs districtwide. The following is a list of the top ten Districtwide Facility Needs they identified:

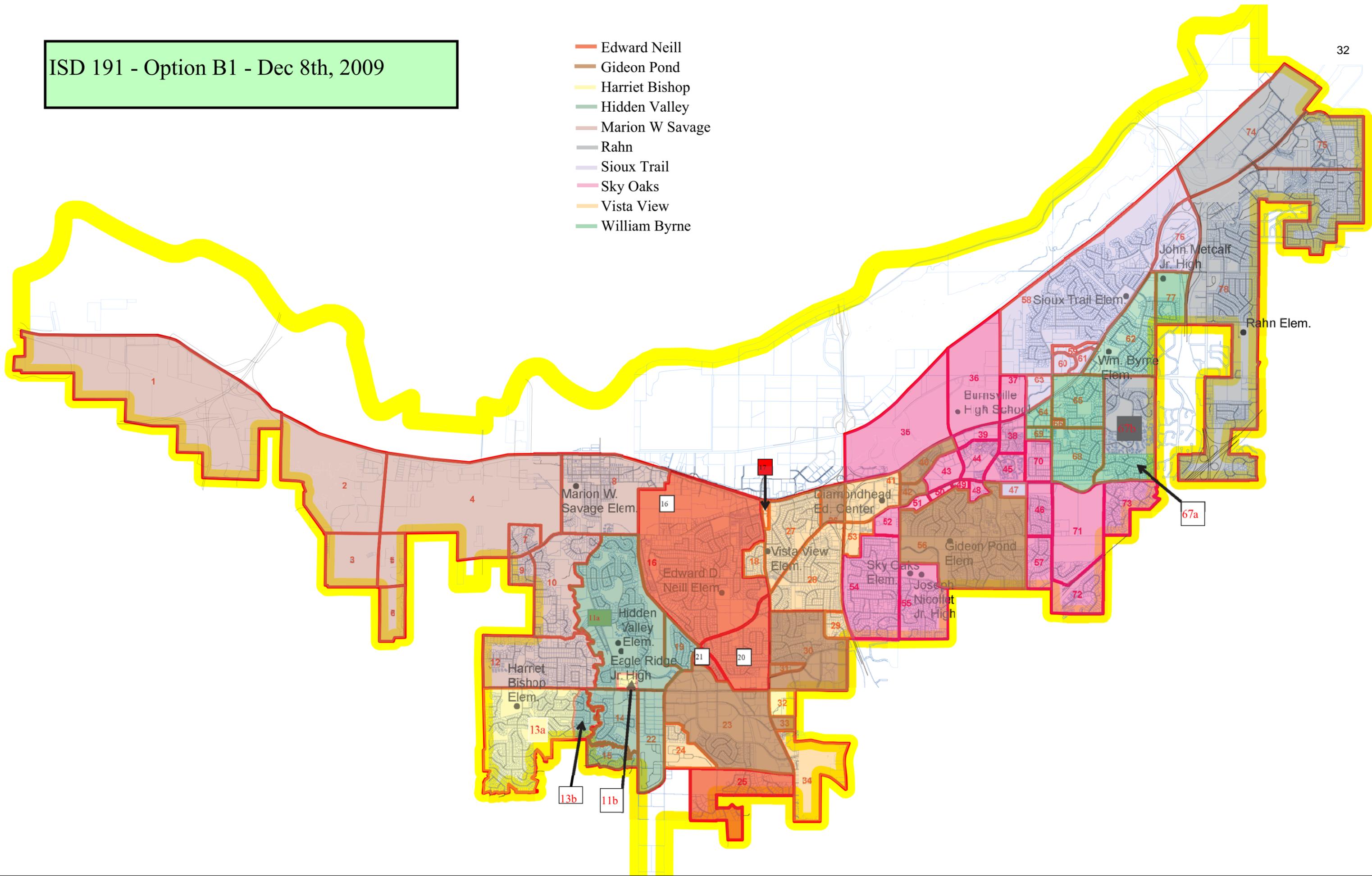
1. Upgrade technology infrastructure, hardware and software (districtwide).
2. High school science labs: larger labs, replace fixtures and equipment, provide appropriate number of labs.
3. Remove portables at the elementary schools.
4. Enclose open-ended classrooms at the elementary schools.
5. Secure all main entries with controlled access (districtwide).
6. Improve security at the high school: intrusion detention, card access.
7. Building-wide upgrades at the high school: create standards/equity among classrooms, improve access to main office, building circulation and way finding, upgrade flooring, casework, doors, HVAC, lighting, etc.
8. Entryway upgrades for security at the elementary schools (similar to item #5).
9. Enlarge high school cafeteria.
10. Upgrade lighting (artificial and natural light) at junior high schools.

A complete list of all facility needs will be included in the final report to be received prior to the January 21, 2010 workshop.

I would also like to extend my sincere thanks to all of the Taskforce members for their hard work and commitment to this project.

ISD 191 - Option B1 - Dec 8th, 2009

- Edward Neill
- Gideon Pond
- Harriet Bishop
- Hidden Valley
- Marion W Savage
- Rahn
- Sioux Trail
- Sky Oaks
- Vista View
- William Byrne



Building	Capacity (w/o portables)	CURRENT			OPTION B1			
		Enrollment	%Capacity including magnets	% Free & Reduced	Enrollment	%Capacity including magnets	% Free & Reduced	# of Students Impacted
Edward Neill	500	465	93.00%	46.45%	471	94.20%	45.86%	6
Gideon Pond	525	397	75.62%	36.78%	479	91.24%	31.94%	145
Harriet Bishop	650	645	99.23%	12.67%	635	97.69%	29.22%	144
Hidden Valley	675	641	94.96%	50.70%	621	92.00%	41.22%	61
MW Savage	575	547	95.13%	40.95%	547	95.13%	40.95%	0
Rahn	525	324	61.71%	26.85%	444	84.57%	28.15%	120
Sioux Trail	525	397	75.62%	41.56%	433	82.48%	46.88%	86
Sky Oaks	650	604	92.92%	50.66%	553	85.08%	41.59%	61
Vista View	525	490	93.33%	41.43%	490	93.33%	45.31%	151
William Byrne	475	572	120.42%	29.76%	409	86.11%	32.89%	0
TOTALS	5625	5082	90.35%	37.78%	5082	90.18%	38.40%	774

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: V.A.

To: Members of the Board of Education
Superintendent Randy Clegg

From: Sue Grissom
Executive Director of Human Resources

Date: January 7, 2010

RE: **Collective Bargaining Agreement with SEIU Local #284 Custodial Employees**

RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2009-2011 MASTER AGREEMENT WITH SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL #284 CUSTODIAL EMPLOYEES

District and Union Negotiators reached a tentative agreement on November 17, 2009. The union ratified the agreement on December 29, 2010. The union was represented by Union Stewards, Lon Strauss and Wally Maire, Dale Westlund, Steve Frazier, and Union Organizer, Scott Anerson. The district was represented by Operations and Properties Director, Jon Deutsch and Executive Director of Human Resources, Sue Grissom.

The process was collaborative throughout.

Highlights of the agreement include:

- Wages were increased by 1% in 2009 - 2010 and 1% in 2010-2011
- Longevity and shift differential were increased by .10 for the 2009-2010 year and .05 for the 2010-2011 school year
- Effective January 1, 2010, husband/wife employees will begin to contribute an amount equal to 5% of the premium for single health insurance
- Procedures for overtime were clarified
- The district match to district and union approved 403(b) plans was increased by \$100.00.
- The union and district agreed to a Memorandum of Understanding whereby union stewards will work to ensure 95% of all custodians have a physical during this contract period
- The union and district agreed to a Memorandum of Understanding whereby custodians can pilot exchanging (3) three personal sick days for (1) day of vacation, effective July 1, 2010.

Summary of Language Changes
SEIU Local #284 Custodial Employees and ISD #191 Board of Education
Tentative Agreement: 11.30.2009

- Two year contract 2009-2011; change all applicable dates.
- Cover and throughout document change School Service Employees Local #284 to: **Service Employees International Union Local 284.**

ARTICLE III DEFINITIONS

Section 12. Shifts: A. A shift begins between the hours of **When the majority of the hours are worked between** 5:30 a.m. and 1:59 p.m.

B shift begins between the hours of **When the majority of the hours worked are between** 2:00 p.m. and 9:59 p.m.

C shift begins between the hours of **When the majority of the hours worked are between** 10:00 p.m. and 5:29 a.m.

Section 10. ~~Maintenance and Operations Supervisors~~ **Director of Operations and Properties** will establish break times for each employee.

ARTICLE VII
SENIORITY

Section 3.

Probationary periods can be extended up to an additional ~~twenty (20) working day~~ **90 calendar days** by mutual agreement between the Employer and the Union.

Article IX
OVERTIME

Section 3.

Administration will assign overtime and employees will work when such overtime is assigned in emergencies. **Scheduled overtime will be offered on the basis of rotating seniority per cluster. The buildings that are scheduled for overtime will be assigned in alphabetical order.** Normal procedure will be followed when possible. **Building clusters are as follow:**

1. BHS Group - Burnsville High School

2. Metcalf Group - Metcalf, Byrne, Cedar, Rahn, S.T., Pond

3. Eagle Ridge/Nicollet Group - Nicollet, ER,JH, ASC, HV, Sky Oaks, DEC, MWS, VV, HB, and Neill

4. The A.V. Technician, District wide maintenance staff are a part of the BHS group for purposes of eligibility for overtime.

Section 6.

Add to end of paragraph:

If the employee works a Tuesday through Saturday shift, a personal illness absence on a Tuesday or Saturday will not be counted as time worked in calculating overtime. (MY RECORDS

SHOW WE DROPPED THIS IN EXCHANGE FOR THE 20 DAYS.)

ARTICLE XII
MISCELLANEOUS

Section 2. License Reimbursement:

The District will **shall** reimburse the cost of any discretionary license requested by the District. The District must make its request to the employee in writing. If a posting requires a license, it shall be paid and not fall under this section.

Section 3. The District shall notify the union steward(s) whenever a new employee is hired prior to the new employees starting date.

ARTICLE XIV
JOB POSTING AND TRANSFER

Section 1. All job postings will be posted on the district's website and e-mailed to custodial staff at each building. **The lead custodian shall also post a copy on each buildings custodial bulletin board.**

Section 7. When a supervisor replaces an employee in a higher classification on a temporary appointment or for any other reason with another lower paid employee who qualifies for and performs all job functions of the higher classification for a minimum of ~~30~~ **20** work days, the temporary replacement shall receive the higher rate of pay. A temporary appointment to replace an employee in a lower classification continues at the regular rate. Pay is retroactive to day 1. The district agrees not to abuse this provision.

Article XV
VACATION:

Section 1. Add to end of paragraph: **Probationary employees can use vacation that they have earned.**

Union proposes employees may turn in three (3) unused sick leave days each year for One (1) day of vacation. District Agrees to pilot it through an MOU 2010-11. Turn in (July 1-July 31) in writing, etc.

Article XIX
FAMILY ILLNESS

Section 2. Such absence shall be deducted from the accumulated personal illness absence days. If the employee has exhausted personal illness absence, absence shall be approved but ~~prorated pay deduction shall be made~~ **and time deducted from an employees vacation time.**

Article XXII
INSURANCE

Section 2. Life Insurance: District agrees to raise life insurance amount in Article XXII, Section 2 from \$40,000.00 to \$60,000.00.

Section 4. Health and Hospitalization Insurance:

Subd. 1. Single Coverage: The School District shall provide individual coverage under the base plan for each full-time employee who is employed by the School District and who qualifies for and is enrolled in the School District group health and hospitalization plan. Any additional cost of another plan shall be borne by the employee and paid by payroll deduction. **The custodial staff agrees that 95% of the employees will have an annual physical. SEE MOU AT END.**

Subd. 2. Dependent Coverage: Under the same conditions as set forth in Subd. 1, above, for fulltime custodians, the District contribution for dependent coverage shall be equal to 70% of the rate for the highest cost HMO/PPO program offering choices among a number of health care providers and a \$20.00 office visit co-payment provision. The balance of the premium for dependent coverage shall be paid by the employee.

New: *Subd. 3. Effective January 1, 2010, when both husband and wife are employees of the district and elect dependent coverage, the custodial employee will contribute an amount equal to 5% of the premium for single insurance for the highest cost HMO/PPO program offering choices among a number of health care providers and a \$20.00 office visit co-payment provision. The balance for the premium for dependent coverage shall be paid by the employer.*

Section 10. Tax Sheltered Annuity and Deferred Compensation Plans: Tax sheltered annuities and deferred compensation plans, either variable or fixed, shall be made available to Custodial employees. All employee contributions and any district match shall be made to plans approved by the union and the Board of Education. Approved plans are Fidelity, Educators Financial Services (E.S.I), AXA(Equitable), and Lincoln Financial Services The district will also implement a standing 403(b) committee comprised of administration and employees. The custodial representative shall be appointed by the union. Regulations and procedures are available in the Human Resources Offices. The Board policy and regulations will be updated annually for compliance with State and Federal laws.

Article XXV
Salary Schedule

Wages:

1% increase to all grades and steps in the 2009/10 contract year.

1% increase to all grades and steps in the 2010/11 contract year.

2009/10

<u>Grade</u>	<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
2	Substitute, Custodian	\$15.55	\$18.25	\$20.79	\$20.81
3	<u>DEC Day Lead</u> Custodian	\$15.90	\$18.66	\$21.24	\$21.25
4		\$16.05	\$18.85	\$21.46	\$21.47
5	Grounds, Courier, WH Driver, <u>Senior High Day</u> <u>Custodian</u> , Pool, JH Maintenance	\$16.23	\$19.04	\$21.68	\$21.69
6	WH Workers, EL <u>Day</u> Head Custodian, JH B-Shift <u>Head</u> Custodian, Senior High <u>Day Lead</u> Custodian	\$16.67	\$19.54	\$22.26	\$22.27
7*	District Maintenance AV Maintenance				\$ 23.15

8	Apprentice Plumber, AV Tech	\$ 25.30
9	Master Electrician Master Plumber	\$ 27.47

2010/2011

<u>Grade</u>	<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>step 4</u>
2	Substitute, Custodian	\$15.71	\$18.43	\$21.00	\$21.02
3	<u>DEC Day Lead</u> Custodian	\$16.06	\$18.85	\$21.45	\$21.46
4		\$16.21	\$19.04	\$21.67	\$21.68
5	Grounds, Courier, WH Driver, <u>Senior High Day</u> <u>Custodian</u> , Pool, JH Maintenance	\$16.39	\$19.23	\$21.90	\$21.91
6	WH Workers, EL <u>Day</u> Head Custodian, JH B-Shift <u>Head</u> Custodian, Senior High <u>Day Lead</u> Custodian	\$16.84	\$19.74	\$22.48	\$22.49
7*	District Maintenance AV Maintenance				\$ 23.38
8	Apprentice Plumber, AV Tech				\$ 25.55
9	Master Electrician Master Plumber				\$ 27.74

Shift Differential:

\$0.10 increase in the 2009/10 contract year.

\$0.05 increase in the 2010/11 contract year.

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
B-Shift	\$.37/hr	<u>\$.47/hr</u>	<u>\$.52/hr</u>
C-Shift	\$.43/hr	<u>\$.53/hr</u>	<u>\$.58/hr</u>
Tuesday-Saturday Shift	\$.47/hr	<u>\$.57/hr</u>	<u>\$.62/hr</u>

*Maintenance includes painter, carpenter, mechanic, audio-visual/computer, electrician, HVAC and general (excluding JH maintenance).

10. Note: Prior to 1999, the district and union negotiated a pay rate of (9) for Mr. Wally Maire while he was serving as an apprentice plumber. When Mr. Maire vacates the position, the district will only pay Grade 9 pay to an individual hired as a Master Plumber.

Section 1. Longevity: Effective July 1, ~~2007~~ **2009**, employees who have completed 4 years of service will receive an additional ~~.20~~ **.30** per hour and **.35 per hour effective July 1, 2010** based on the base rate for the classification currently held. Employees who have completed 9 years of service will receive an additional ~~.25~~ **.35** per hour **effective July 1, 2009 and .40 per hour effective July 1, 2010** based on the base rate for the classification currently held. Employees who have completed 14 years of service will receive an additional ~~.30~~ **.40** per hour **effective July 1, 2009 and .45 per hour effective July 1, 2010** based on the base rate for the classification currently held. Employees who have completed 19 years of service shall receive an additional ~~.35~~ **.45** per hour **effective July 1, 2009 and .50 per hour effective July 1, 2010** based on the base rate for the classification currently held. An employee will receive longevity on July 1st following completion of the respective eligibility year (completion of 4th year, 9th year, 14th year, 19th year.)

Article XXVI

Retirement

Section 2.

Subd. 2. Plan B.

b. Effective ~~2008-2009~~ **2009-2010**, the District will match ~~\$500.00~~ **\$600.00** as permitted under provisions of the Internal Revenue Code Section 403(b).

c. Effective July 1, 2007 for calculation June 30, 2008, the District will match \$400.00 for each custodian who uses two (2) or less personal sick days the previous year. If a custodian uses more than two sick days, subdivision 2. d. applies.

d. The District will match \$40.00 for each one (1) full day of unused sick leave for the prior year, to a maximum of \$360.00, prorated for calculation effective July 1, 2008 based on sick leave usage from July 1, 2007, through June 30, 2008 and every year thereafter. Sick leave is not forfeited by the employee.

~~e. In either plan, the District will pay the premium for a \$10,000 term life insurance policy for any employee who retires under this Article until age sixty five (65) or death of the employee.~~

Memorandum of Understanding

40

The union and district recognize the importance of preventive medicine. Therefore the union stewards will ensure that 95% of all custodians will have a complete physical between January 1, 2010 and June 30, 2011. Documentation will be provided to the Executive Director of Human Resources using the attached form. No private health information will be collected.



Documentation of Annual Physical

I hereby attest that _____ had a complete physical on _____.

Employee Signature: _____

Physician Signature:

Memorandum of Understanding

The union and district agree to pilot the following provision from July 1, 2010 through June 30, 2011. Custodial employees may exchange a maximum of (3) days of accrued personal sick leave for (1) day of vacation. Three days of personal sick leave will be decremented from their personal accrual. The request must be made in writing on the following form. The signed form must be submitted between July 1st and July 31st of 2010. Once an employee has made the election, it cannot be revoked for the duration of that year.

If the union and district have not ratified a contract for 2011- 2013, the pilot program will continue through the 2011-2012 fiscal year.



SEIU Local #284

Custodial Sick Leave Exchange Request

As per the 2009 - 2011 Memorandum of Understanding, I hereby request that (3) three days of personal sick leave be decremented from my personal sick leave accrual account in exchange for one day of vacation.

Signature: _____

Date: _____

This form must be submitted no later than July 31, 2010 for the 2010-2011 year.
Once submitted, the decision is irrevocable for that year.

TO: Members, Board of Education Agenda Item V.B
January 7, 2010
FROM: Randy Clegg, Superintendent
DATE: January 6, 2010
RE: Race to the Top (RTTT)

Recommendation: That the Board of Education adopt a resolution authorizing the Superintendent of Schools and the Board Chair to sign and submit to the Minnesota Department of Education a Memorandum of Agreement indicating the Burnsville-Eagan-Savage School District 191 will participate in the state's Race to the Top program.

In February 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009. Included in this Act is \$4.35 billion for a Race to the Top fund. Race to the Top is a competitive federal grant geared for those states willing to undertake ambitious yet achievable plans for implementing coherent, compelling and comprehensive education reform. Through the Race to the Top program, the federal government is asking states to advance reforms around four specific areas:

1. Adopting standards and assessments that prepare students to succeed in college and the workplace and to compete in the global economy;
2. Building data systems that measure student growth and success, and inform teachers and principals about how they can improve instruction;
3. Recruiting, developing, rewarding and retaining effective teachers and principals, especially where they are needed most; and
4. Turning around low-achieving schools.

The Minnesota Department of Education will be submitting a Race to the Top application. Minnesota's Race to the Top application will provide the state with the potential of receiving \$175 million in federal funds to support state-wide efforts designed to enhance student achievement, foster quality and accountability, elevate the teaching profession, increase community engagement and increase the use of technology to support teaching.

In order for local Minnesota school districts to become part of the state's Race to the Top program, a Memorandum of Agreement must be signed and submitted to the Minnesota Department of Education by January 13, 2010, no later than 4:30 p.m.

By signing the Race to the Top Memorandum of Agreement, the Board of Education indicates the willingness of the Burnsville-Eagan-Savage School District to:

- Implement a local Race to the Top plan.
- Participate in all relevant meetings and events that are organized and sponsored by the Minnesota Department of Education or the US Department of Education.
- Post all non-proprietary products and lessons developed using Race to the Top funds to designated websites.
- Respond to requests for information from the Minnesota Department of Education or US Department of Education.

Signing the Memorandum of Agreement will allow the Burnsville-Eagan-Savage School District to become eligible for an estimated \$2,528,037 in Race to the Top funds. Signing this agreement, however, will not lock the school district into participating in the program if Minnesota is awarded this grant. The district may opt out of the program at any time with a 30 day notice.

Specific expectations that may be associated with Minnesota's Race to the Top program include:

- Adopting Common Core Standards.*
- Administering common, high-quality assessments developed by the state.*
- Submitting data necessary to comply with the America COMPETES Act.*
- Ensuring teachers and principals have access to enhanced educator data portals.*
- Engaging and using Data Coaches to analyze data and train educators in the use of assessments to drive instructional improvements.
- Developing local plans to address anticipated teacher and principal shortages.
- Utilizing Minnesota's growth model to measure student growth.
- Using a state recommended or locally developed, state approved evaluation system.
- Participating in an enhanced state Q-Comp program by 2012-13.
- Developing and implementing a Peer Assistance and Review program.
- Reporting teacher and principal evaluations and student growth and achievement data to the Minnesota Department of Education.*
- Training teachers and principals on how to use student data to improve instruction.*

Items marked with an asterisk () will be required of local school districts regardless of their participation in the Race to the Top program.*

The Burnsville-Eagan-Savage School District is well positioned to participate in Minnesota's Race to the Top program. Race to the Top is heavily invested in professional development; the district currently has a comprehensive professional development infrastructure in place with a history of induction and mentoring for new teachers. Race to the Top builds upon the state's Q-Comp program which the district has been implementing for the past four years. Race to the Top focuses on increasing the alignment between content standards, instruction and assessment, an area which has been a focus of this school district. While we cannot disregard the impact Race to the Top will have as we undergo change in how we engage in and evaluate our work, these seem minor when considered in the context of the potential to enhance the learning of all students, particularly those students that are not currently well-served by our schools.

Based on my current understanding of Minnesota's Race to the Top program, viewed in terms of the financial and human impact on our school system, and the potential to help advance our efforts to improve student achievement for all students, I am recommending that the Board of Education adopt a resolution authorizing the Superintendent of Schools and the Board Chair to sign and submit to the Minnesota Department of Education a Memorandum of Agreement indicating that the Burnsville-Eagan-Savage School District 191 will participate in the state's Race to the Top program.