

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**REGULAR SCHOOL BOARD MEETING**

**Tuesday, September 3, 2013**

**AGENDA:**

- I. **Call to Order - Chair Lewis**
- II. **Conduct Pledge of Allegiance - Chair Lewis**
- III. **Visitors opportunity to be heard - Chair Lewis**
- IV. **Additions to the agenda - Chair Lewis**
- V. **Good News Report - Directors**
- VI. **Consent Items - Chair Lewis**
  - A. Minutes, August 20, 2013, Regular School Board Meeting 2
  - B. Personnel Considerations 5
- VII. **Donations - Chair Lewis**
  - A. Resolution Approving Donations 23
- VIII. **Business Manager's Report - Nicolle Roush**
  - A. Review and Approve Payment of Bills 24
  - B. Review and Approve Wire Transfers 26
- IX. **Reports**
  - A. Eagle Scout Presentation - Jaron Kittelson
- X. **Old Business**
  - A. Review revised July 9, 2013, Organizational Minutes 28
- XI. **New Business**
  - A. Approve Goals for 2013-2014 - John Christiansen 30
  - B. Member District Updates - Board Members
- XII. **Consider Future Agenda Items**
- XIII. **Adjournment**

**SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION**

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, August 20, 2013, at 1300 145<sup>th</sup> Street East, Rosemount, MN 55068.

**Members Present:** Arlene Bush, Dan Cater, Ron Hill, Jill Lewis, Bob Erickson, Deb Clark, Vanda Pressnall, Tom Ryerson, Melissa Sauser, and ex-officio member Superintendent John Christiansen.

**Members Absent:** None.

**Also Present:** Nicolle Roush, Eric Van Brocklin, Melissa Schaller, and Linda Berg

School Board Chair Jill Lewis called the meeting to order at 5:15 PM.

The Pledge of Allegiance was conducted.

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Vanda Pressnall, seconded by Deb Clark, to approve the consent items, as presented. All present voted aye. Motion carried.
  - **Minutes:** July 9, 2013, Regular School Board Meeting
  - **Minutes:** July 9, 2013, Organizational School Board Meeting. Exception of Item 8 of Organizational Meeting. Item 8 tabled for review of audio tape.
  - **Personnel:** *New Hires:* Shae Elliott, Classroom Assistant, effective August 29, 2013. Cheri Godfrey, Brailist, effective August 5, 2013. Elizabeth Housworth, Classroom Assistant, effective August 29, 2013. Sarah Ideen, Special Education Teacher, effective August 22, 2013. Patricia Jones, Classroom Assistant, effective August 29, 2013 (from Student Assistant to Classroom Assistant). Bonnie Korman, Classroom Assistant, effective August 29, 2013. Sheila Lang, Classroom Assistant, effective August 29, 2013. Jill Larson, Special Education Teacher-DAPE, effective August 22, 2013. Laurel Larson, Classroom Assistant, effective August 29, 2013. Brian Moga, Classroom Assistant, effective August 29, 2013. Amanda Malone, Classroom Assistant, effective August 29, 2013. Joseph Sobottk, Part-time Cleaner, effective August 7, 2013. Erin Stevens, Mental Health Practitioner, effective August 22, 2013. Matthew Young, Custodian, effective July 23, 2013. Dustin Rotegard, Special Education Teacher, effective August 22, 2013. Jessica Tennis, Enrollment Coordinator-DCALS North, effective August 22, 2013. Sheila Toni, Special Education Teacher, effective August 22, 2013. *Change in Status:* Jean Beattie, Special Education Teacher, effective August 22, 2013 (from Classroom Assistant to Special Education Teacher). Julie Illa, Administrative Assistant II, increase from 4 hours per day to 5 hours per day effective July 1, 2013, for the 2013-2014 fiscal year. Kia Lor, Classroom Assistant, child care leave of absence beginning on or about August 21, 2013, with a return date on or about October 2, 2013. Kim Martin, Special Education Teacher, effective August 22, 2013 (from Program Assistant to Special Education Teacher). Kerri Wichern, Science Teacher, general leave of absence effective August 26, 2013, through June 9, 2014. *Resignations and terminations:* Joe Bartel, Program Assistant, effective August 1, 2013. Colleen Casalenda, Health Associate, effective August 2, 2013. Dave Coffey, Special Education Teacher, effective August 7, 2013. Raunn Finley, Special Education Teacher, effective August 8, 2013. Abdou Ndaye, Classroom Assistant, effective August 27, 2013. Phillip Schmidt, Classroom Assistant, effective August 27, 2013. Jill Weintraut, Program Assistant, effective August 7, 2013. Elizabeth Cook, Classroom

Assistant, effective August 15, 2013. Kim French, Program Assistant, effective August 19, 2013. Erinn Mann, Classroom Assistant, effective August 15, 2013. Amy Toennes, Program Assistant, effective August 19, 2013.

2. Board Member Bob Erickson introduced the following resolution: Resolution to Accept Donations. Donation of 50 Twins tickets to the Alliance Education Center School for a student and staff outing, at a value of approximately \$1,000. The motion for the adoption of the foregoing resolution was duly seconded by Arlene Bush and upon vote being taken thereon, the following voted in favor thereof: Arlene Bush, Dan Cater, Deb Clark, Bob Erickson, Jill Lewis, Vanda Pressnall, Ron Hill, Melissa Sauser, Tom Ryerson, and the following voted against the same: non. Whereupon said resolution was duly passed and adopted. (Addendum A.)
3. Motion by Tom Ryerson, seconded by Deb Clark, to approve the bills from July 1, 2013, to August 12, 2013, as presented by the Business Manager. All present voted aye. Motion carried.
4. Motion by Dan Cater, seconded by Ron Hill, to approve the wire transfers as presented by the Business Manager. All present voted aye. Motion carried.
5. Motion by Deb Clark, seconded by Vanda Pressnall, to approve the Investment Report for the month of July, 2013, as presented by the Business Manager. All present voted aye. Motion carried.

Superintendent Christiansen reported on the Transportation Academy Project.

The ISD 917 Goals for 2013-2014 were discussed.

6. Motion by Deb Clark, seconded by Tom Ryerson, to approve the Lead Teachers for DCALS as follows: Dale Engman – DCALS (Tech); Patti Mattos – DCALS; Don Williams (DCALS-North), for the 2013-2014 school year. (Addendum B.) All present voted aye. Motion carried.
7. The School Board agenda items for 2013-2014 were reviewed.
8. The School Board committee assignments were reviewed and approved for 2013-2014. (Addendum C.)
9. Motion by Ron Hill, seconded by Deb Clark, to approve the Modification to the Custodial/Delivery Employees Terms and Conditions' Compensation Structure. (Addendum D.) All present voted aye. Motion carried.

Board members presented district updates.

Board went into closed session at 6:23 PM to discuss negotiations.

10. Motion by Dan Cater, seconded by Melissa Sauser, to move back into open session. All present voted aye. Motion carried.

Board reconvened at 7:15 PM.

12. Motion by Tom Ryerson, seconded by Arlene Bush, to adjourn the meeting. All present voted aye.

Motion carried.

There being no further business the meeting adjourned at 7:16 P.M.

The next regular School Board Meeting will be Tuesday, September 3, 2013, in the 917 Board Room at Dakota County Technical College.

---

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF SEPTEMBER 3, 2013**

**NEW HIRES:**

Shereen Eldeeb, Classroom Assistant, effective August 29, 2013.

Brittany Gomez-Matos, Classroom Assistant, effective August 29, 2013.

Melissa Grassl, Classroom Assistant, effective August 21, 2013.

Anna Kalmi, Program Assistant, effective August 29, 2013.

Robert Keech, Science Teacher-DCALS, effective August 26, 2013.

Sarah McLennan, Classroom Assistant, effective August 29, 2013.

Travis Nowlan, Classroom Assistant, effective August 29, 2013

Nicolle Smith, Classroom Assistant, effective September 3, 2013.

Danielle Wolfe, Classroom Assistant, effective August 29, 2013 (from Student Assistant to Classroom Assistant).

**RE-HIRES:**

Karey Heim, Special Education Teacher, effective August 26, 2013.

**CHANGE IN STATUS:**

Don Williams, Social Studies Teacher, increase from .9 FTE to 1.0 FTE effective August 26, 2013.

**RESIGNATIONS & TERMINATIONS:**

Grant Adams, Classroom Assistant, effective August 21, 2013.

Tara Duden, Special Education Teacher, effective August 23, 2013.

Jessica Tennis, Information Management Assistant I and Enrollment Coordinator-DCALS North, effective August 22, 2013.

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

To Bd 9/3/2013

DATE: 8 22 13	Teaching Licenses Held:
NAME: Shereen Eldeeb	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99 hourly
	Employment Date: 8 29 13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lakeville High	Yes	Generals	Yes
Technical College				
College	University of MN	Yes	Sociology and Communication Studies	BA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Carlson Restaurants	11/2011	Current	Server
Perspectives Inc.	2/2011	8/2011	Assistant Case Manager
Three Rivers Park District	11/2012	3/2013	Ski Instructor

Total Years Business/Industry Work Experience 2

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Shereen will be a classroom assistant at Alliance Education Center in the SUN Program.

---



---

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

To Bd 9/3/13

DATE: 8/22/13	Teaching Licenses Held:
NAME: Brittany Gomez-Matos	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37 hourly
	Employment Date: 8/29/13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Shape, Bloomington	Yes	Generals	Yes
Technical College				
College	Normandale Community College	Yes	Psychology	AS
	U of M	Yes	Psychology	BA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Tarnhill Apartments	9/12	7/13	Leasing Agent
Sheraton Hotel	4/07	4/10	Outlet Server
Micromedics	3/06	4/07	Assembly
Ihop	2/03	2/05	Server/Trainer

**Total Years Business/Industry Work Experience 9**

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

**Brittany will be a classroom assistant in the TEA Program located in Apple Valley.**

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

To Bd. 9/3/13

DATE: 8/22/13	Teaching Licenses Held:
NAME: Melissa Grassl	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37 hourly
	Employment Date: 8/29/13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Regis High School	Yes	Generals	Diploma
Technical College				
College	University of Wisconsin	Yes	Communication Sciences and Disorders	BS
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Dove Healthcare	7/10	5/13	Dietary Aide
Early Childhood Literacy Intervention	2/10	5/10	Team Member
Quizno's Subs	6/08	5/09	Team Member

Total Years Business/Industry Work Experience 4

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Melissa will be a classroom assistant in the TEA Program located in Apple Valley.

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

To Bd 9/3/13

DATE: 8/22/13	Teaching Licenses Held:
NAME: Anna Kalmi	
Position: Program Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99 hourly
	Employment Date: 8/29/13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Nashwauk-Keewatin High	Yes	Generals	Disploma
Technical College				
College	College of St. Benedict	Yes	Psychology	BA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
MN Reading Corps	8/11	6/13	Tutor
Municipal Athletic Complex	5/12	8/13	Clubhouse Attendant
College of St. Benedict	8/07	5/11	Student Manager

Total Years Business/Industry Work Experience 5

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Anna will be a program assistant in the SUN Program at Alliance Education Center.

To Bol 9/13/13

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

DATE: 8/23/13	Teaching Licenses Held: Life Science 9-12/Science 5-9
NAME: Robert R. Keech	
Position: Science Teacher	
<b>Please circle one:</b> Secondary x    Special Education    District Office	Recommended Salary: \$50,917 Prorated: \$40,733.60
	Employment Date: 8/26/13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Mariner/White Bear Lake, MN	yes		Diploma
Technical College				
College	Hawaii Pacific Univ.	Yes	Ocean Science	B.A.
College	Univ. of WI-River Falls	Yes	Biology	B.S.
College	Hamline Univ.	Yes	Education	M.A.

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Self-employed	6/12	Present	Food Truck owner

Total Years Business/Industry Work Experience   1  

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
South St. Paul Schools	2/13	6/13	LTS Science Teacher
Prior Lake Schools	11/12	1/13	LTS Science Teacher
Ubah Medical Academy	8/11	6/12	H.S. Science Teacher
St. Paul Schools	8/01	6/10	J.H. Science Teacher

Total Years Teaching Experience   12  

**Remarks:**

---



---



---

To Ed 9/3/13

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

DATE: August 27, 2013	Teaching Licenses Held:
NAME: Sarah McLennan	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37 hourly
	Employment Date: 8/29/13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Robbinsdale Cooper High	Yes	Generals	Diploma
Technical College				
College	St. Catherine's	Yes	Nursing	BS
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Skyhawks Sports Academy	5/13	Current	Camp Director
Vintage Moments LLC	2/13	5/13	Home Health Aide
Circle R Ranch	5/10	8/12	Camp Health Supervisor

Total Years Business/Industry Work Experience 3

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Sarah will be a classroom assistant in the TEA Program located in Apple Valley.

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

To Bd 9/3/2013

DATE: 8/22/13	Teaching Licenses Held:
NAME: Travis Nowlan	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99 hourly
	Employment Date: 8/29/13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Hastings High	Yes	Generals	Diploma
Technical College				
College				
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Jade Rose Inc.	2/12	Current	PCA
Lance and Linda White	6/12	Current	Respite Care Substitute

Total Years Business/Industry Work Experience 1

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Travis will be a classroom assistant at Alliance Education Center in the SUN Program.

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

To Bd 9/3/2013

DATE: 8/22/13	Teaching Licenses Held:
NAME: Nicolle Smith	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99 hourly
	Employment Date: 8/29/13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Austin High	Yes	Generals	Diploma
College				
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Lifeworks	3/13	Current	PCA
Creative Care Resources	12/10	8/13	House Manager

Total Years Business/Industry Work Experience 3

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Nicolle will be a classroom assistant at Alliance Education Center in the SUN Program.

To Be 9/2/13

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

DATE: 8/22/13	Teaching Licenses Held:
NAME: Danielle Wolf	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37 hourly
	Employment Date: 8 29 13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lakeville North	Yes	Generals	Yes
Technical College				
College	Concordia	Yes	Elementary Ed	BA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	8/12	Current	SA
KinderCare Learning Center	5/12	8/12	Pre-Kindergarten Teacher
Alliance Heath Care	5/08	Current	PCA
Lifetime fitness	7/07	6/09	Lifeguard

**Total Years Business/Industry Work Experience 6**

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Danielle will be a classroom assistant in the PACES Program located at Boeckman Middle School.

**ADDENDUM TO**  
**SUMMARY OF PERSONNEL ITEMS RECOMMENDED**  
**FOR ACTION AT BOARD MEETING OF SEPTEMBER 3, 2013**

**NEW HIRES:**

Brooke Avenson, Classroom Assistant, effective August 29, 2013.

Kelly Branch, Classroom Assistant, effective August 29, 2013.

Amanda Sterna, Classroom Assistant, effective September 3, 2013.

Seth Thomas, Program Assistant, effective August 29, 2013.

**CHANGE IN STATUS:**

Danielle Wolf, Special Education Teacher, effective September 3, 2013 (from Classroom Assistant to Special Education Teacher).

**RE-HIRES:**

Elizabeth Cook, Information Management Assistant I, effective September 3, 2013.

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

To Bd 9/3/13

DATE: 8/29/13	Teaching Licenses Held:
NAME: Brooke Avenson	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99 hourly
	Employment Date: 8/29/13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	So. St. Paul High	Yes	Generals	Yes
Technical College				
College	Inver Hills Community College	Yes	Liberal Arts and Sciences	AA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
United States Army	6/05	7/13	Sergeant(First Cook)
Dairy Queen	3/01	6/05	Manager

Total Years Business/Industry Work Experience 12

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Brook will be a classroom assistant in the DASH Program located at Hastings High School.

To Be 9/3/13

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

DATE: 8/29/13	Teaching Licenses Held:
NAME: Kelly Branch	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99 hourly
	Employment Date: 8/29/13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Apple Valley	Yes	Generals	Yes
Technical College				
College				
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Lifetouch	9/06	Current	Customer Service
US Bank	2000	2006	Teller
Fashion Bug	12/1999	6/2000	Assistant Manager

Total Years Business/Industry Work Experience 13

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Kelly will be a classroom assistant in the SUN Program located at Alliance Education Center.

---



---

To Bd 9/3/13

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

DATE: 8/30/13	Teaching Licenses Held:
NAME: Elizabeth Ann Cook	
Position: School Office Information Management Assistant I, DCALS North, West St. Paul MN at Dakota County Area Learning School-North	
<b>Please circle one:</b> <u>Secondary</u> Special Education District Office	Recommended Salary: \$16.86/hr \$16,017@190 days/5 hrs per day
Employment Date: 9/3/2103	

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School		yes		
Technical College				
College	The University of North Carolina, Wilmington, NC	no		
	The University Minnesota, Minneapolis, MN	no		
	The Art Institutes International Minnesota, Minneapolis, MN	no		
	California State University San Bernardino, Palm Desert, CA	no		

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Administrative Assistant/Bookkeeper/Office Manager, Cherokee Homes Inc. Palm Desert, CA	9/00 9/04	8/01 8/06	Assisted President and Vice President with all office duties.
Visitor Experience Coordinator, The Works Bloomington, MN	12/09	1/13	Customer Service
Sales Associate, The Foundation for California State University San Bernardino – Palm Desert Bookstore Palm Desert, CA	1/08	6/08	Customer Service

Total Years Business/Industry Work Experience 7.5

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Classroom Assistant – Intermediate School District 917 Rosemount, MN	1/13	7/13	Classroom Assistant
Writing Center Tutor, California State University San Bernardino – Palm Desert Campus Writing Center Palm Desert, CA	4/08	1/09	Tutored/Assisted Students
Teacher Assistant and Lead Teacher, Southwest Child Development Center Indian Wells, California	10/02	11/03	Teaching Assistant
Teacher, Education Department, The Science Place Dallas, TX	3/99	3/00	Taught science classes to preK- 8 <sup>th</sup> grade students

**Total Years Teaching Experience**   3  

**Remarks:**

---

---

---

---

To Bd 9/3/13

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

DATE: 8/29/13	Teaching Licenses Held:
NAME: Amanda Sterna	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99 hourly
	Employment Date: 9/3/2013

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Prior Lake High	Yes	Generals	Yes
Technical College				
College	MN State – Mankato	Yes	Early Childhood Education	BA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Trip City United Lonsdale Elem. School	10/12	6/13	Paraprofessional
Little Lakers Montessori (summers)	6/05	Current	Assistant Teacher
Anna's Banana's	3/12	Current	Lead Teacher
Farmington High School	10/12	Current	Asst. Dance Team Coach

Total Years Business/Industry Work Experience 4

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Amanda will be a classroom assistant in the PACES Program located at Lakeville North High School.

To Bd 9/3/13

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

DATE: August 29, 2013	Teaching Licenses Held:
NAME: Seth Thomas	
Position: Program Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99 hourly
	Employment Date: 8/29/13

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Cannon Falls High	Yes	Generals	Yes
Technical College				
College	University of Duluth	Yes	Communication Arts and Lit.	BA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Questar Assessment	4/13	6/13	Team Leader
LEARN Regional Ed. Center	8/11	2/13	Intervention Specialist
REM River Bluffs	10/10	5/11	Lead Direct Support
Duluth Denfield High	9/09	6/10	Paraprofessional

Total Years Business/Industry Work Experience 4

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Seth will be a program assistant in the SUN Program located at Alliance Education Center.

---



---

To Bd 9/13/13

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

DATE: September 3, 2013	Teaching Licenses Held: Elem Ed, ISD 917 is requesting a variance
NAME: Danielle Wolf	from MDE for Special Ed Licensure
Position: Special Education Teacher	
<b>Please circle one:</b> Secondary      Special Education X      District Office	Recommended Salary: \$35,966 pro-rated to <b>\$34,715.84</b>
	Employment Date: September 3, 2013

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Lakeville North	Yes	General	Diploma
Technical College	Dakota Co TC		General	
College	Normandale CC		General	
College	Concordia Univ	Yes	BA	Degree
College	Univ of St Thomas		Sp Ed ASD	

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	8/2012	Present	Classroom Assistant
KinderCare Learning Ctr	5/2012	8/2012	Pre-K Teacher
Alliance Health Care	5/2008	Present	PCA
Lifetime Fitness ISD 196	7/2007 12/2004	6/2009 6/2007	Lifeguard Swim Instructor

Total Years Business/Industry Work Experience 8

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Teaching Experience 0

**Remarks:**

---



---



---

# Intermediate School District #917 School Board

## Resolution to Accept Donations

Board member \_\_\_\_\_ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of \$300.

1. Donation of \$300 towards the purchase of directional signage stands from Valorie Whitmer of Farmington, MN.

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

And the following voted against the same: none.

Whereupon said resolution was declared duly passed and adopted.

Date Board Approved: \_\_\_\_\_

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 08/12/13 - 08/26/13

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
315073	S	\$665.05	08/13/13	23567	0	BLUE SKY ONLINE CHARTER SCHOOL - ISD 4082	OUTSTANDING
315074	S	\$169673.71	08/13/13	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
315075	S	\$771.04	08/13/13	15500	1	IND SCH DIST 196	OUTSTANDING
315076	S	\$2143.79	08/15/13	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
315077	S	\$659.19	08/15/13	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
315078	S	\$713.99	08/15/13	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
315079	S	\$2305.60	08/15/13	40060	0	FIDELITY INVSTMNT TAX-EX SVC CO	OUTSTANDING
315080	S	\$642.93	08/15/13	40021	0	ING LIFE INSURANCE	OUTSTANDING
315081	S	\$46.74	08/15/13	23897	0	LOFFSTROM LAW FIRM, LLC	OUTSTANDING
315082	S	\$100.00	08/15/13	40058	0	MN DEPT OF REVENUE (C)	OUTSTANDING
315083	S	\$48.00	08/15/13	21651	0	NCPERS MINNESOTA	OUTSTANDING
315084	S	\$143.50	08/15/13	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
315085	S	\$1233.34	08/15/13	40071	0	WADDELL & REED INC	OUTSTANDING
315086	S	\$956.44	08/15/13	23406	0	ACCELERATIONS EDUCATIONAL SOFTWARE	OUTSTANDING
315087	S	\$493.32	08/15/13	23725	1	ADVANCED IMAGING SOLUTIONS	OUTSTANDING
315088	S	\$796.35	08/15/13	22907	0	AMSAN BRISSMAN-KENNEDY	OUTSTANDING
315089	S	\$290.00	08/15/13	23629	0	COCHLEAR AMERICAS	OUTSTANDING
315090	S	\$793.42	08/15/13	02866	0	DAKOTA ELECTRIC ASSN	OUTSTANDING
315091	S	\$285.00	08/15/13	19401	0	DEX MEDIA EAST, INC.	OUTSTANDING
315092	S	\$1807.78	08/15/13	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
315093	S	\$350.00	08/15/13	22875	0	GLEWE DOORS, INC	OUTSTANDING
315094	S	\$786.75	08/15/13	22631	0	GOVCONNECTION	OUTSTANDING
315095	S	\$492.78	08/15/13	01433	0	GRAINGER W W INC.	OUTSTANDING
315096	S	\$392.00	08/15/13	40075	0	HITESMAN & WOLD, PA	OUTSTANDING
315097	S	\$766.81	08/15/13	21834	0	LAKESHORE LEARNING MATERIALS	OUTSTANDING
315098	S	\$648.00	08/15/13	22778	0	LOFFLER BUSINESS SYSTEMS	OUTSTANDING
315099	S	\$638.40	08/15/13	15309	0	MAYER-JOHNSON LLC	OUTSTANDING
315100	S	\$1182.90	08/15/13	23690	0	OUTDOOR IMAGES, INC	OUTSTANDING
315101	S	\$481.84	08/15/13	20620	3	SCHOOL SPECIALTY INC	OUTSTANDING
315102	S	\$493.00	08/15/13	23595	0	THE MCDOWELL AGENCY, INC	OUTSTANDING
315103	S	\$1364.00	08/15/13	23814	0	TRIG LIFE SERVICES	OUTSTANDING
315104	S	\$39254.54	08/20/13	13846	0	IND SCH DIST 192	OUTSTANDING
315105	S	\$8787.80	08/20/13	10857	0	IND SCH DIST 194	OUTSTANDING
315106	S	\$4118.03	08/20/13	02162	0	IND SCH DIST 197	OUTSTANDING
315107	S	\$36928.99	08/20/13	02350	0	IND SCH DIST 199	OUTSTANDING
315108	S	\$11671.75	08/20/13	13450	0	IND SCH DIST 200	OUTSTANDING
315109	S	\$185.00	08/22/13	22543	0	ACCU CUT	OUTSTANDING
315110	S	\$126.00	08/22/13	19640	0	ACTION PLUS SIGN CO	OUTSTANDING
315111	S	\$450.15	08/22/13	22200	1	ADT SECURITY SERVICES, INC	OUTSTANDING
315112	S	\$23552.00	08/22/13	23997	1	AMERICAN COMPENSATION INSURANCE COMPANY	OUTSTANDING
315113	S	\$33.84	08/22/13	22907	0	AMSAN BRISSMAN-KENNEDY	OUTSTANDING
315114	S	\$11583.70	08/22/13	19720	0	APPLE VALLEY BUSINESS CENTER LTD	OUTSTANDING
315115	S	\$645.00	08/22/13	29932	0	BLUECROSS BLUESHIELD OF MN	OUTSTANDING
315116	S	\$516.45	08/22/13	21623	0	CADAN COMPUTERS	OUTSTANDING
315117	S	\$69.11	08/22/13	19803	0	CENTERPOINT ENERGY	OUTSTANDING
315118	S	\$4713.89	08/22/13	22990	0	CLEAR CHOICE PROPERTIES LLC	OUTSTANDING
315119	S	\$2405.42	08/22/13	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
315120	S	\$214.00	08/22/13	18796	0	ESTR PUBLICATIONS	OUTSTANDING
315121	S	\$943.60	08/22/13	22875	0	GLEWE DOORS, INC	OUTSTANDING
315122	S	\$134.07	08/22/13	24009	0	GOPROMOS	OUTSTANDING
315123	S	\$368.64	08/22/13	22631	0	GOVCONNECTION	OUTSTANDING
315124	S	\$430.00	08/22/13	23419	0	HORIZON SOFTWARE INTERNATIONAL, LLC	OUTSTANDING

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 08/12/13 - 08/26/13

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
315125	S	\$23432.41	08/22/13	09592	0	IND SCH DIST 191	OUTSTANDING
315126	S	\$1275.00	08/22/13	24001	0	INFRAFINITY INC	OUTSTANDING
315127	S	\$199.93	08/22/13	21834	0	LAKESHORE LEARNING MATERIALS	OUTSTANDING
315128	S	\$39.60	08/22/13	23996	0	MEDICAREBLUE RX	OUTSTANDING
315129	S	\$1420.40	08/22/13	23761	0	MIDWEST SPECIAL INSTRUMENTS, CORP	OUTSTANDING
315130	S	\$96.80	08/22/13	23258	0	MN ENERGY RESOURCES CORPORATION	OUTSTANDING
315131	S	\$979.07	08/22/13	20568	1	OFFICE DEPOT	OUTSTANDING
315132	S	\$1056.16	08/22/13	20568	0	UNISSUED	UNISSUED
315133	S	\$59.52	08/22/13	20868	0	OFFICE OF ENTERPRISE TECHNOLOGY	OUTSTANDING
315134	S	\$372.03	08/22/13	12082	0	SUPREME SCHOOL SUPPLY	OUTSTANDING
315135	S	\$1308.00	08/22/13	23942	0	TEACHERS ON CALL	OUTSTANDING
315136	S	\$44.50	08/22/13	23814	0	TRIG LIFE SERVICES	OUTSTANDING
315137	S	\$1118.00	08/22/13	00339	0	TWIN CITY FIRE EXT. CO	OUTSTANDING
315138	S	\$81.25	08/22/13	24013	0	WELLERWORKS CUSTOM EMBROIDERY	OUTSTANDING
315139	S	\$2504.39	08/22/13	23662	0	WESTONE	OUTSTANDING
315140	S	\$45.00	08/22/13	8787	0	XCEL ENERGY	OUTSTANDING
705515	E	\$90.00	08/22/13	99999	8787	ASMUS, JOAN SCHAEFER	OUTSTANDING
705516	E	\$90.00	08/22/13	99999	8873	BUDACH, DON JAMES	OUTSTANDING
705517	E	\$90.00	08/22/13	99999	8679	CHRISTIANSEN, JOHN MAXWELL	OUTSTANDING
705518	E	\$90.00	08/22/13	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
705519	E	\$90.00	08/22/13	99999	8341	HEILAND, JENNIFER AMY	OUTSTANDING
705520	E	\$90.00	08/22/13	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
705521	E	\$90.00	08/22/13	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
705522	E	\$90.00	08/22/13	99999	8628	ROUSH, NICOLLE KATHERI	OUTSTANDING
705523	E	\$90.00	08/22/13	99999	9915	SCHALLER, MELISSA	OUTSTANDING
705524	E	\$20.00	08/22/13	99999	10405	STOLI, DAVID I.	OUTSTANDING
705525	E	\$90.00	08/22/13	99999	10756	SWANEY, AMY LYNN	OUTSTANDING
705526	E	\$20.00	08/22/13	99999	10756	VAN BROCKLIN, ERIC	OUTSTANDING
705527	E	\$563.75	08/22/13	99999	9883	ZEHNDER, SCOTT MICHAEL	OUTSTANDING
705528	E	\$250.00	08/22/13	99999	9679	CHRISTIANSEN, JOHN MAXWELL	OUTSTANDING
705529	E	\$88.59	08/22/13	99999	5305	RACHUY, ADAM JOEL	OUTSTANDING
705530	E	\$3.39	08/22/13	99999	9915	SCHALLER, MELISSA	OUTSTANDING
705531	E	\$28.25	08/22/13	99999	9703	TOAY, GRETCHEN ANN	OUTSTANDING
705532	E	\$614.51	08/22/13	99999	2089	WERNER, BETH ALLEEN	OUTSTANDING
92000888	W	\$1665.91	08/16/13	28803	2	CITISTREETMN	OUTSTANDING
92000890	W	\$31214.44	08/22/13	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92000891	W	\$23216.78	08/12/13	30132	0	DELTA DENTAL OF MINNESOTA	OUTSTANDING
92000892	W	\$613.96	08/19/13	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92000893	W	\$130393.56	08/16/13	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92000894	W	\$20534.28	08/16/13	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92000895	W	\$382795.55	08/16/13	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92000896	W	\$54348.76	08/15/13	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92000897	W	\$9032.26	08/19/13	40005	0	STATE TREASURER, TRA	OUTSTANDING
92000898	W	\$2937.95	08/15/13	23474	0	THE BANCORP BANK	OUTSTANDING
92000899	W	\$2937.95	08/16/13	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 96 TOTAL AMOUNT 1032571.65

TOTAL # OF VOIDED CHECKS: 0 TOTAL AMOUNT 0.00

TOTAL # OF UNISSUED CHECKS: 1

TO: Nicolle Roush DATE: 08/19/2013  
Business Manager

FROM: Becky Edson  
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending Aug 15, 2013

PERA Vendor #40006	\$	23,216.78	
Horace Mann Vendor #40026	\$	613.96	
TRA Vendor #40005	\$	54,348.76	
VALIC (Variable Annuity Life) Vendor #40033	\$	2,937.95	
Minnesota Dept. of Revenue Vendor # 40003	\$	20,534.28	
Internal Revenue Service Vendor Nbr 40037	\$	130,393.56	
Payroll Acct #XXXXXXX4197 Vendor #40001	\$	382,795.55	
Bancorp Vendor # 23474	\$	<del>8,651.19</del>	9032.26
CITISTREETMN (MSRS) Vendor # 28803-2	\$	614.51	

Total Electronic Funds Transfer was made in the amount of \$

\$ 624,106.54 624,487.64

Authorized Signature  Date 8-20-13

Date: August 19, 2013

To: FOR EFT INPUT

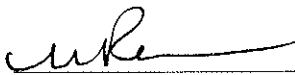
From: Becky Edson  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Medical Reimbursement and Dependent Care Accounts for 2013

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,665.91  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount
10-215-39	\$1,461.91
10-215-40	30.00
Total	\$1,491.91

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 8/22/2013 \$1,665.91

Authorized Signature  Date 8-19-2013

**INTERMEDIATE SCHOOL DISTRICT 917**  
**Organizational Meeting**

The Organizational Meeting of the Intermediate School District 917 School Board was held in the Board Room at Dakota County Technical College on Tuesday, July 9, 2013, at 5:15 PM.

**Members Present:** Arlene Bush, Deborah Clark, Dan Cater, Bob Erickson, Ron Hill, Jill Lewis, Vanda Pressnall, Melissa Sauser, and ex-officio member John Christiansen.

**Members Absent:** Tom Ryerson

**Also Present:** Nicolle Roush, Eric Van Brocklin, Melissa Schaller, and Linda Berg

The meeting was called to order at 5:15 PM by Superintendent John Christiansen.

The Pledge of Allegiance was conducted.

District 917 Notary Public, Linda Berg, administered the oath of office to reappointed Board Member Jill Lewis, (Inver Grove Heights). The oath of office was also administered to new Board Members Bob Erickson (Lakeville) and Melissa Sauser (Farmington).

Superintendent Christiansen asked for nominations for position of School Board Chair.

1. Motion by Dan Cater to nominate Jill Lewis as Chair for 2013-2014. There were no other nominations. Motion by Deb Clark, seconded by Arlene Bush, to close nominations and cast a unanimous ballot. All present voted aye. Motion carried.

Jill Lewis assumed the position of Chair and proceeded with the meeting.

2. Motion by Vanda Pressnall to nominate Deb Clark for the position of Vice Chair. There were no other nominations. Motion by Dan Cater, seconded by Arlene Bush to close nominations and cast a unanimous ballot. All present voted aye. Motion carried.
3. Motion by Deb Clark to nominate Vanda Pressnall for the position of Clerk. There were no other nominations. Motion by Ron Hill, seconded by Deb Clark, to close nominations and cast a unanimous ballot. All present voted aye. Motion carried.
4. Motion Bob Erickson to nominate Ron Hill for the position of Treasurer. There were no other nominations. Motion by Bob Erickson, seconded by Arlene Bush, to close nominations and cast a unanimous ballot. All present voted aye. Motion carried.
5. Motion by Ron Hill, seconded by Vanda Pressnall, to set the School Board meeting dates for 2013-2014 on the 1<sup>st</sup> Tuesday of each month at 5:15 PM, with the exception of August which will be on August 20, 2013, and the November 5 meeting will begin at 4:30 PM. Two work sessions have been incorporated into the calendar: January 21, 2014, and April 22, 2014. All work sessions begin at 4:00 PM. All present voted aye. Motion carried. (Addendum A.)
6. Motion by Dan Cater, seconded by Arlene Bush, to designate Lillie Suburban Newspapers, Inc., Sun Thisweek/Dakota County Tribune, and the Hastings Star Gazette as the official newspapers for Intermediate School District 917 for 2013-2014. (Addendum B.) The minutes will be summarized with the website address listed to view the official minutes. All present voted aye. Motion carried.

## REVISED

7. Motion by Vanda Pressnall, seconded by Deb Clark, to approve the Intermediate School District 917 Public Notice regarding student records which will be included in the Student Handbooks, as presented. (Addendum C.) All present voted aye. Motion carried.
- ~~8. Motion by Vanda Pressnall, seconded by Melissa Sauser to increase the compensation for District 917 School Board Members to \$3750 and \$4,000 for the Board Chair for the 2013-2014 school year. A stipend of \$30 for the Personnel and Insurance Committee members and an additional \$30 if the meeting goes over two hours. All other stipends are eliminated. All present voted aye. Motion carried.~~
- 8. Motion by Ron Hill, seconded by Bob Erickson, to increase the compensation for District 917 School Board Members to \$3750 and \$4,000 for the Board Chair for the 2013-2014 school year. All present voted aye. Motion carried.**
- 9. Motion by Vanda Pressnall, seconded by Melissa Sauser, to maintain the stipend of \$30 per meeting for Personnel and Insurance Committee meetings only. Any additional time over two hours, will be paid an additional \$30 no matter how long the meeting continues. All other stipends are eliminated except for mileage reimbursement. All present voted aye. Motion carried.**
9. Motion by Ron Hill, seconded by Bob Erickson to designate Wells Fargo as the General/Building Funds depository and for investments; First State Bank of Rosemount for Auxiliary Funds; U.S. Bank of Minneapolis (used for payroll direct deposit only); Commerce Bank (A/P vendor payments); and the Minnesota School District Liquid Asset Fund for investments; to authorize the Business Manager to make short-term investments; to grant authorization to use facsimile signatures of Board officials and to use existing signature stamps until new ones can be obtained; to authorize the Business Manager to perform the duties of Clerk and Treasurer as provided in Minn. Stat. Section 123.14, Subd. 1; and to authorize the Business Manager to make electronic transfer of funds with written confirmation as provided by Minnesota Statutes to authorize the Business Manager to lease/purchase, and contract for goods and services within the Board approved budget. (Transactions in an amount exceeding the minimum amount for which bids are required and must be specifically authorized by the Board, in accordance with M.S. 123.37, Subd. 1.a). (Addendum D). All present voted aye. Motion carried.

The Board members reviewed last year's committee assignments. Committee assignments will be made at the next Board meeting on August 20, 2013.

10. Motion by Bob Erickson, seconded by Vanda Pressnall, to adjourn the organizational meeting. All present voted aye. Motion carried.

There being no further business the Organizational Meeting adjourned at 5:44 PM.

---

Clerk

## Proposed Goals for 2013-2014

1. Develop a teacher evaluation and peer review process for probationary and continuing contract teachers that is appropriate for the programs of Intermediate School District 917.
2. Implement the Intermediate School District 917 principal evaluation system.
3. Research the feasibility of developing Early Childhood Education and Hospitality/Tourism career pathway partnerships with DCTC and area employers.
4. Continue developing secondary program partnerships with DCTC in the areas of nanoscience and transportation careers.
5. Implement a revised student day schedule for DCALS and include an on-line option and independent study option for students to increase ADM and improve high school diploma completion.
6. Continue implementation of the Program Evaluation Model and Cycle. (Year 1 – PACES and SUN data collection and report writing; Year 2 – IDEA-goal setting.)
7. Develop and implement the roles and responsibilities of behavior support staff, including licensed psychologist and contracted behavior analyst, across district programs to increase student academic engagement.
8. Enhance focus on and involvement in addressing the mental health needs of learners, including staff development, supporting the efforts of the Dakota County Collaborative and advocacy at the State level.
9. Pilot an electronic time card system for hourly employees in selected special education programs.
10. Continue the implementation of the work plan for workers compensation claims control and reduction of lost work time.
11. Evaluate program space, conditions and relocation options for programs at Apple Valley and Gideon Pond.
12. Seek opportunities to develop partnerships with area school districts, DCTC, IHCC, Dakota/Scott WIB, and area employers to expand and enhance career pathways for students to meet the area work force needs of the 21<sup>st</sup> century.