

**INTERMEDIATE SCHOOL DISTRICT 917
IN DAKOTA COUNTY**

SCHOOL BOARD - ORGANIZATIONAL MEETING

Tuesday, July 1, 2014

AGENDA:

- I. Call to Order
- II. Conduct Pledge of Allegiance
- III. **Oath of office administered to new Board Member (West St. Paul/Mendota Heights/Eagan) - Linda Berg**
- IV. Election of officers - John Christiansen
 - A. Election of Chair
 - B. Election of Vice-Chair
 - C. Election of Clerk
 - D. Election of Treasurer
- V. Establish dates and times for 2014-2015 School Board Meetings - Chair 2
- VI. Designate official newspaper - Chair 3
- VII. Review and approve District 917 Public Notice 7
- VIII. Set level of compensation for School Board Members - Chair 8
- IX. Resolution adopting finance and operations procedures - Nicolle Roush 10
- X. Review Board Committee and Representative Assignments - Chair 12
- XI. Adjournment

SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION

PROPOSED

2014-2015 INTERMEDIATE SCHOOL DISTRICT 917 SCHOOL BOARD MEETING DATES

| <u>MONTH</u> | <u>MEETING DATE</u> | <u>TIME</u> |
|---------------------------|----------------------------|--------------------|
| <u>2014</u> | | |
| July | Tuesday 1 | 5:15 |
| August | Tuesday 19 | 5:15 |
| September | Tuesday 2 | 5:15 |
| October | Tuesday 7 | 5:15 |
| November | Tuesday 4 | 4:30 |
| December | Tuesday 2 | 5:15 |
| <u>2015</u> | | |
| January | Tuesday 6 | 5:15 |
| January (Work Session) | Tuesday 20 | 4:00 |
| February | Tuesday 3 | 5:15 |
| March | Tuesday 3 | 5:15 |
| April | Tuesday 7 | 5:15 |
| April (Work Session) | Tuesday 21 | 4:00 |
| May | Tuesday 5 | 5:15 |
| June | Tuesday 2 | 5:15 |

Legal Newspaper Renewal Information

| Legal Newspapers | 2014 | 2015 |
|-----------------------------|-------------------------|-------------|
| Lillie Suburban Newspapers | \$2.75 per column inch | \$3.00 |
| SUN/Thisweek/Dakota Tribune | \$9.90 per column inch | \$10.30 |
| Hastings Star Gazette | \$14.31 per column inch | \$14.04 |

Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue
North St. Paul, MN 55109
(651) 777-8800

June 10, 2014

Linda Berg
Intermediate School District 917
1300 145th Street East
Rosemount, MN 55068

Dear Ms. Berg:

Thank you for the opportunity to bid on public notice publication services for School District 917. The *South-West Review* has been serving the needs of the district for 36 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the school district area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that area residents look to us as one of their primary sources of information about school district activities and meetings, and we will continue to publish the school district press releases and photos.

Lillie Suburban Newspapers also has the official designation of being the legal newspaper for the neighboring communities of South St. Paul, West St. Paul, Mendota and Mendota Heights.

The *South-West Review* covers the cities of West St. Paul, South St. Paul, Sunfish Lake, Inver Grove Heights, Mendota Heights, Mendota and Lilydale.

5 P.M. Wednesday is the deadline each week for submitting public notices for the *South-West Review*. Public notices should be directed to Anne Thillen, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651-777-8288. Notices may also be sent via e-mail to:

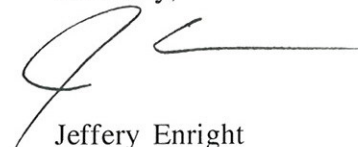
legals@lillienews.com

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$3.00 per column inch for a one-time publication
\$2.95 per column inch for each additional publication

Thank you for considering the *South-West Review* as the official legal newspaper for School District 917. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review


Hastings Star Gazette
Hastings
Minnesota
& Trade Winds
P. O. Box 277, Hastings, MN 55033

June 13, 2014

Intermediate School District 917
1300 145th St E.
Rosemount, MN 55068

Dear Intermediate School District 917 School Board:

We would like to take this opportunity to thank the school district for posting notices and meeting minutes in our Hastings Star Gazette. The current rate for publication of legal notices is \$13.63 per column inch as of October 1, 2013.

Our projected rate for the 2013-2014 year is: \$14.04.

The deadline for legal notices remains Mondays by noon for the current week's publication. We request legal notices be sent in a .doc file by e-mail to legals@hastingsstargazette.com. The request for publication should include the dates the notice should be published, and a contact name and number.

Thank you for your consideration. If you have any further questions, please call (651)319-4490.

Sincerely,

Jean Hoeft
Legal Coordinator

SUN Thisweek  **Dakota County Tribune**

15322 Galaxie Avenue Suite 219 Apple Valley, MN 55124 952-894-1111 Fax: 952-846-2010

June 20, 2014

Intermediate School District #917
Attn: Linda Berg, Executive Assistant
1300 145th Street East
Rosemount, MN 55068

Dear Ms. Berg,

Thank you for the opportunity for The **Dakota County Tribune** and **Sun Thisweek** to bid the public notices for ISD 917. Each of the editions of these newspapers are qualified by the State of Minnesota as Legal Newspapers under Minnesota Statutes Section 331A.02, subd. 1(i).

Dakota County Tribune and Sun Thisweek editions are delivered free every Friday to the following cities that encompass ISD 917:

| | |
|----------------------|--------------|
| Apple Valley | 11,275 homes |
| Burnsville- Eagan | 25,809 homes |
| Farmington-Rosemount | 12,700 homes |
| Lakeville | 16,497 homes |

The bid to publish legal notices that are emailed to us will be \$10.30 per column inch. If the notice is mailed to us, we will add a \$20 charge for typesetting. Each column holds 9 lines per inch with a 7 point type. The price per line will be \$1.14. Notices will also be posted on the newspaper website for free. Please email notices to: publicnotice@ecm-inc.com.

Although we continue to have an office in Apple Valley, processing of public notices for these ECM newspapers has moved to our Cambridge office. If you have any questions or concerns, you can contact me at 952-846-2019 or Tonya Orbeck at 763-691-6001.

Again, thank you for the opportunity to bid for publication of these notices and we look forward to continuing to serve ISD 917.

Sincerely,

Mike Jetchick
Zone Sales Manager

STUDENT HANDBOOK NOTICE
RE: STUDENT RECORDS

Directory Information

Intermediate School District 917, pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as “Directory Information” as provided in said Act, and that information relating to students may be made public if said information is in any of the following categories:

Student’s name
Date of birth
Major field of study
Participation in officially recognized activities
Dates of enrollment
Grade levels completed
Degrees and awards received

Directory information does not include identifying data which references religion, race, nationality, or disability.

Any parent of any student or eligible student (18 or older) in the District may notify the District of their desire that some or none of the above information is to be released without their consent by contacting the building administrator in which said student attends and by completing a nondisclosure form which can be obtained from the building or program administrator.

Rights of Minors

The District may sometimes deny parental access to private data when the minor, who is the subject of the data, requests that the District deny such access. The minor must submit a written request to the responsible authority (Superintendent) or designee that certain data be withheld from parents. The written request shall set forth the reasons for the request and shall be signed by the minor. Minors wishing to make such a request for nondisclosure should contact the building or program administrator for a nondisclosure form.

Tennessee Warning

When Intermediate School District 917 requests non-public data concerning you or your family, the purpose of that request will be specifically stated to you. In addition, our overall purpose and intended use of all such data shall be for the smooth and uninterrupted conduct of business to fulfill the educational purpose of Intermediate School District No. 917. At the time that any non-public data is requested from you regarding your family, you will be informed of the consequence arising from supplying or refusing to supply such information. In addition, you will be informed of the persons or entities authorized by law to receive the information, unless the individual requesting the information does so pursuant to a law enforcement investigation, otherwise governed by law. Unless you are specifically notified otherwise, the information gathered by Intermediate School District 917 will be routinely accessed by District personnel, agents, contractors and others authorized by law to the extent necessary.

District 917 has a comprehensive student records policy. Request for copies of the entire policy and questions should be addressed to :

Superintendent of Schools
Intermediate School District 917
1300 145th Street East
Rosemount, MN 55068-2999

**2014-2015 SCHOOL YEAR - REVISED
MEMBER DISTRICT SCHOOL BOARD
SALARY INFORMATION**

(Information Revised June 2014)

| DISTRICT | SALARY | POSITION | ADDITIONAL BENEFITS |
|---|--|----------------------------|--|
| #191 Burnsville | \$6000 \$6600 | Board Members Chair | PERA defined contribution plan |
| <i>(Burnsville meets the 1st and 3rd 2nd and 4th Thursday at 6:30 P.M.)</i> | | | |
| #200 Hastings | \$4050 \$4250 \$4550 \$4750 | Board Members Chair | \$50,000 Life Insurance Free, Group Medical/Hospital, Dental Insurance—can be purchased at own expense. Receive Board's contribution toward PERA defined contribution plan. |
| <i>(Hastings meets on Wednesdays (varies) at 6:30 P.M.)</i> | | | |
| #6 So. St. Paul | \$4200 \$4700 | All Board Members Chair | Negotiations Comm. Stipend \$700 Stipend for Special Board mtgs. \$25 per mtg. |
| <i>(So. St. Paul meets on the 2nd and 4th Monday at 7:15 P.M.)</i> | | | |
| #199 IGH | \$4802 \$5390 | Board Members Chair | PERA defined cont. plan. |
| <i>(IGH meets on the 2nd and 4th Monday at 7:00 P.M.)</i> | | | |
| ISD #197 | \$4,000 \$4,500 | Board Members Chair | |
| <i>(West St. Paul meets on the 1st at 7:00 PM and 3rd Monday (Board/work session) at 5:00 P.M.)</i> | | | |
| #194 Lakeville | \$5850 | All Board Members | \$50/month Chair stipend |
| <i>(Lakeville meets the 2nd and 4th Tuesday, at 7:00 P.M.)</i> | | | |
| #192 Farmington | \$3600 \$4000 \$4200 \$4800 | Board Members Chair | \$30.00 stipend for negotiations, retreats and non regularly scheduled meetings. Also \$30.00 for each additional hour beyond the initial three hours. No stipends. |
| <i>(Farmington meets the 2nd and 4th Monday, at 6:30 P.M.)</i> | | | |
| #195 Randolph | \$480 \$125 | Board Members Officers | Only paid for meetings attended & Comt. Mtgs. (\$40 per mtg/12 mtgs a yr) |
| <i>(Randolph meets on the 3rd Monday, at 7:00 P.M.)</i> | | | |
| #271 Bloomington | \$7,200 | Board Members | |
| <i>(Bloomington meets the 2nd Monday for regular Board meetings and 3rd Monday for study sessions, and 4th Monday is a meeting followed by a study session.)</i> | | | |
| #917 Intermediate | \$3750 \$4000 | Board Members Chair | 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 eliminated. |
| <i>(ISD 917 meets on the 1st Tuesday, at 5:15 P.M.)</i> | | | |

**2014-2015 SCHOOL YEAR
NON-MEMBER DISTRICT SCHOOL BOARD
SALARY INFORMATION**

| DISTRICT | SALARY | POSITION | ADDITIONAL BENEFITS |
|---|--|--|--|
| #252 Cannon Falls Area Schools | \$900 | All board Positions | Travel and conferences paid according to school district policy. |
| #659 Northfield <i>(Northfield meets the 2nd and 4th Mondays at 7:00 P.M.)</i> | \$2280 \$3000 | All Board Members Chair | Travel and other expenses paid in accordance with school district policy. |
| #196 Rosemount/Apple Valley/Eagan <i>(196 usually meets on the 2nd and 4th Mondays at 6:00 PM)</i> | \$6221 \$6460 | All Board Members Chair | Board members may, at their discretion, receive \$125 per diem to be paid in 4 & 8 hour increments for time-consuming committees |
| #719 Prior Lake | \$4,000 \$5,000 \$4,300 \$5,300 \$4,200 \$5,200 \$4,200 \$5,200 | plus \$20 for special meetings – Board Members Chair Treasurer/Clerk Vice-Chair | Certified Negotiator receives \$50 per meeting |

Intermediate School District #917 School Board

Resolution Pertaining to Business Operations

Board member _____ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following actions pertaining to business operations, as indicated below:

WHEREAS, the Business Manager recommends the designation of depositories; and

THEREFORE BE IT RESOLVED, that Intermediate School District 917 and the School Board designates 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); Minnesota School District Liquid Asset Fund for investments; and Commerce Bank for electronic reimbursements; and

WHEREAS, the Business Manager is authorized to make short-term investments; and

WHEREAS, the Business Manager is authorized to use facsimile signatures of Board officials and to use existing stamps, if needed, until new ones can be obtained; and

WHEREAS, the Business Manager is authorized to perform the duties of clerk and treasurer as provided in Minn. Stat. § 123.34, Subd. 1; and

WHEREAS, The Business Manager is authorized to make electronic transfer of funds; and

WHEREAS, the Business Manager is authorized to lease/purchase, and contract for goods and services within the Board approved budget. Formal bids must be specifically authorized by the Board in accordance with Minn. Stat. § 123.37, Subd. 1.a.

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: _____



Nicolle Roush
Business Manager

Intermediate School District 917 Designated Depositories for 2014-15

Wells Fargo
1360 So Frontage Road
Hastings, MN 55033

First State Bank of Rosemount
3025 145th Street West
P.O. Box 479
Rosemount, MN 55068

U.S. Bank of Minneapolis
P.O. Box 64799
St. Paul, MN 55164
(used for payroll direct deposit only)

Minnesota School District Liquid Asset Fund
Cadre Consulting Services Incorporated
905 Marconi Avenue
Ronkonkoma, NY 11779

Commerce Bank – Commercial Cards
P.O. Box 846451
Kansas City, MO 64184-6451

Recommendation: that the Board designates 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); and the Minnesota School District Liquid Asset Fund for investments; and Commerce Bank for electronic reimbursements.

Intermediate School District 917 is an Equal Opportunity Educator and Employer

LAST YEAR'S
2013-2014
INTERMEDIATE SCHOOL DISTRICT 917
SCHOOL BOARD
COMMITTEE ASSIGNMENTS

| COMMITTEE | BOARD MEMBER |
|------------------------|--|
| BUDGET & FINANCE | *Clark Bob Erickson Pressnall |
| BUILDINGS & GROUNDS | *Ryerson Jill Lewis Cater |
| INSTRUCTIONAL PROGRAMS | *Pressnall Sausser Bush Hill |
| INSURANCE | Bob Erickson Ryerson Clark Bush |
| PERSONNEL | *Jill Lewis Ryerson Pressnall Clark |
| POLICY | *Hill Cater Sausser |
| ECSU Representative | Cater |
| MSBA Representative | Clark |
| Relicensure | Ron Hill |
| TIES Representative | Cater |
| AMSD | Erickson/Clark as alternate |

**Committee Chair shall: ...Recommend and approve Committee Agendas
...Conduct Committee Meetings
...Report Committee Recommendations to the full Board
...Act as the Board's "resident expert" on their assigned areas*