

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**REGULAR SCHOOL BOARD MEETING**

**Tuesday, August 19, 2014**

**AGENDA:**

<b>I. Call to Order - Chair Lewis</b>	
<b>II. Conduct Pledge of Allegiance - Chair Lewis</b>	
<b>III. Visitors opportunity to be heard - Chair Lewis</b>	
<b>IV. Additions to the agenda - Chair Lewis</b>	
<b>V. Good News Report - Directors</b>	2
<b>VI. Consent Items - Chair Lewis</b>	
A. Minutes, July 9, 2013, Organizational School Board Meeting	8
B. Minutes, July 9, 2013, Regular School Board Meeting	10
C. Personnel Considerations	14
<b>VII. Donations - Chair Lewis</b>	
A. Resolution Approving Donations	39
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A. Review and Approve Payment of Bills	40
B. Review and Approve Wire Transfers	47
C. Review and Approve Investment Report	67
<b>IX. Policies</b>	
A. Review Revised Policy 411, Bullying Prohibition, final reading - John Christiansen	68
<b>X. Reports</b>	
A. Annual Wellness Policy Updates - Nicolle Roush	82
B. Health Insurance Update - John Christiansen	86
<b>XI. New Business</b>	
A. Approve Clerical Contract for 2014-2016 - John Christiansen	87
B. Review Draft Goals for 2014-2015 - John Christiansen	125
C. Review School Board Agenda Items for 2014-2015 - John Christiansen	140
D. Review School Board Committees for 2014-2015 - Chair Lewis	142
<b>XII. Consider Future Agenda Items</b>	
<b>XIII. Adjournment</b>	

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

August 27, 2014 - 4-5 PM, Gideon Pond Elementary Meet & Greet  
August 27, 2014 - 6:00 PM, Century Middle School, 8th Grade Back to School Parent Information Session  
September 2, 2014 - 5:15 PM, School Board Meeting, 917 Board Room  
September 4, 2014 - 3 - 7 PM, Apple Valley TEA (6950 West 146th St., Suite 114, Apple Valley)  
September 4, 2014 - 3 - 7 PM, Cedar IDEA and SUN (2140 Diffley Road, Egan)  
September 15, 2014 - 3 - 7 PM, Alliance Open House, 14300 Biscayne, Rosemount  
October 2, 2014 - 3:30 - 7:30 PM, DCALS Open House, DCTC  
October 7, 2014 - 5:15 PM, School Board Meeting, 917 Board Room  
October 23, 2014 - 8:30 AM - Member District Superintendent and Board Workshop, DCTC

Dear 917

Thank you for the generous donation. It was a big help in the cost of my trip to National FCLLA conference for the Culinary Competition my team earned a silver medal. the trip was very exciting and we learned a lot

Alex Mutch

Thank you!

Alex Mutch

• ISD 917 Fundamental Chef  
• 1300 145th Street East  
• Rosemount, MN 55068



• Intermediate School

• District 917

• 1300 145<sup>th</sup> St East

• Rosemount, MN

• 55068

• Attn: Dr. John  
• Christenson &  
• School Board

Thank you!  
Attn: Dr. John  
Christenson and  
School Board

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

ISD 917 Fundamental Chef  
1300 145th Street East  
Rosemount, MN 55068  
Matt LeVasseur

Dear Dr. Christenson,  
Thank you very much for  
the donations that you made  
to help out with our trip  
it was an experience of a  
lifetime.  
Sincerely, Matthew  
LeVasseur

Dear Dr. John Christenson  
& School Board. I thank  
you so much for your generous  
donation to assist in allowing  
me to attend & compete  
at the National FCSIA  
Competition. It was  
a trip out of a life time  
we got a silver medal  
Thank you!  
Christenson &  
School Board

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

ISD 917 Fundamental Chef  
1300 145th Street East  
Rosemount, MN 55068  
Carlos Rodriguez

Good News Report  
Secondary Programs  
August 2014

1. Construction update: The Heavy Duty Truck lab has been finished and will be receiving some new equipment thanks to the college maintenance. Our Construction Trades building is also getting close to being finished. We will be building a house again this year in our new location. Three of our other classrooms in the 600 wing have received new ceiling grids and duct work to minimize noise levels and provide better lighting. All will be finished in time for school to start.
2. North campus has been confirmed that we received the grant for new Google Chromebooks from the Rotary Club of South St. Paul/Inver Grove Heights. This will allow us to purchase 15 Chromebooks and a mobile storage device. We plan to use this generous donation to increase the technology output of our students as we increase our online learning options, independent study options, and project based learning. This will also allow our students to stay in their classrooms in the North campus building instead of needing to move upstairs to the computer lab.
3. Over the summer we had multiple students participate in the national SkillsUSA programs in Kansas City, MO and the FCCLA competition in San Antonio, TX. I have attached the SkillsUSA press release from Minnesota.
4. Three Fundamental Chef Training students participated in the National FCCLA Leadership Conference July 6-10 in San Antonio, TX. The students were Alex Mutch- TESA-Lakeville; Matt LaVasseur- Lakeville; and Carlos Rodriguez- TESA-Farmington and were chaperoned by Food Industry Careers Instructor, Cherry Cramer. The boys competed in the Culinary Star Event and received a Silver Rating. They prepared Sauteed Chicken Breast with Mushroom Sauce, Mashed Potatoes, Braised Zucchini, and Wheat Berry Salad.

In addition to competition, the students attended Culinary workshops, toured the Alamo and the Missions of San Antonio, rode to the top of the Space Needle, walked the River Walk, toured the mansion of Pioneer Flour and ate at Lou Lou's Restaurant which was featured on Man vs. Food and is noted for the famous Chicken Fried Steak and 3 lb. cinnamon rolls.

The boys did a great job representing Minnesota FCCLA-HERO, ISD 917 and each of their home school districts. Attached are pictures of some of the highlights of the trip. They also have written thank you cards to the School Board thanking them for donations and allowing them to attend.

On behalf of the students and myself, thank you for sending us on this educational and exciting trip. It was the trip of a lifetime for the students and it was an honor to have been their chaperone.

Sincerely,  
Cherry Cramer, Instructor



Fundamental Chef Training Students



FCCLA Nationals-San Antonio, TX



**From:** SCHALLER, MELISSA  
**Sent:** Tuesday, August 19, 2014 1:46 PM  
**To:** BERG, LINDA  
**Subject:** Good News

- On July 17<sup>th</sup>, we held our annual luncheon and training for administrative assistants. The training focused on procedures.
- During July, we held ESY programming across the district. In total, 215 students participated.
  - DASH 27
  - DHH 36
  - IDEA 13
  - PACES 20
  - SUN 63
  - TEA 14
  - TESA 34
  - VI-ECC 8
- Staffing for the 2014-2015 school year continues. We had 22 vacancies for licensed staff, of which 11 of the openings were new positions. At this time we have one remaining open position for licensed staff. We continue to search for a Teacher of the Deaf/Hard of Hearing. Kitri Larson Kylo has developed a contingency plan at this time until we can find a qualified candidate. We have 10 people that we anticipate will be working under special licensure. Six people will be community experts. Two of these have been approved and four are temporarily approved. Additionally, we have four people that have applied for variances. We are still waiting for approval on these. I am hoping all of our licensure issues are resolved by Thursday when our new staff is slated to start.
- To allow for the addition of another team at TEA, we have leased an additional suite located to the west of our current space at the Apple Valley site. MLA Architects has been working with the City of Apple Valley and State Fire Marshall on the permitting process and code requirements as the type of occupancy assigned to the unit will be changing. We have been able to get bids based on the existing plan and construction can start as soon as permits are issued. Construction is to be completed by October 1. The front half of the new space will include classroom and mental health space for a group of 8 students as well as office space for the staff. The back half of the suite will be a large multi-purpose space that we will be able to use as indoor activity/gym space for the students.

The capacity for TEA once the new space is occupied will be:

Elementary Group (8 students)  
Middle School Group (8 students)  
High School Group (8 students)  
Early Elementary Individual (6 students)  
Upper Elementary Individual (6 students)  
Middle/High School Individual (6 students)

This fall we will begin the process of finding a new space for TEA for the 2015-16 school year. We plan to have a site selected by late fall so we can start the design process after the first of the year.

- In other program news, one of our PACES classrooms located at Meadowview Elementary in Farmington, has a new home at Cherry View Elementary in Lakeville. We are also settling into our spaces once again at the Youth Transition Program in Burnsville. Finally, the SUN program at Cedar will expand again and add another group classroom.
- Details of the August workshop schedule can be found on the front page of the website. Monday, August 25<sup>th</sup> will begin with all licensed special education staff gathering for a morning session in the gym at AEC. The remainder of the day will be spent in break-out sessions on a variety of topics.



Melissa Schaller  
Director of Special Education  
Intermediate School District #917  
1300 145th Street East  
Rosemount, MN 55068  
651-423-8204 - office  
651-423-8776 - fax

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

The Organizational Meeting of the Intermediate School District 917 School Board was held in the 917 Board Room at Dakota County Technical College on Tuesday, July 1, 2014, at 5:15 PM.

**Members Present:** Dick Bergstrom, Deborah Clark, Dan Cater (arrived at 5:25 PM), Bob Erickson, Ron Hill, Jill Lewis, Joanne Mansur, Vanda Pressnall, Melissa Sauser, and ex-officio member John Christiansen.

**Members Absent:** None.

**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 Deb Clark (South St. Paul), and Dick Bergstrom (Bloomington). The oath of office was also administered to new Board Member Joanne Mansur (West St Paul/Mendota Heights/Eagan).

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

1. Motion by Vanda Pressnall, nominate Jill Lewis as Chair. Motion was seconded by Dick Bergstrom. There were no other nominations. Motion by Bob Erickson, seconded by Deb Clark, to close nominations and cast a unanimous ballot. All present voted aye. Motion carried.

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

2. Motion by Bob Erickson, to nominate Deb Clark for the position of Vice Chair. Motion was seconded by Ron Hill. There were no other nominations. Motion by Melissa Sauser, seconded by Dick Bergstrom, to close nominations and cast a unanimous ballot. All present voted aye. Motion carried.

3. Motion by Bob Erickson, to nominate Vanda Pressnall for the position of Clerk. Motion was seconded by Deb Clark. There were no other nominations. Motion by Ron Hill, seconded by Bob Erickson, to close nominations and cast a unanimous ballot. All present voted aye. Motion carried.

4. Motion Deb Clark, to nominate Ron Hill for the position of Treasurer. Motion was seconded by Melissa Sauser. There were no other nominations. Motion by Bob Erickson, seconded by Dick Bergstrom, to close nominations and cast a unanimous ballot. All present voted aye. Motion carried.

5. Motion by Deb Clark, seconded by Vanda Pressnall, to set the School Board meeting dates for 2014-2015 on the 1<sup>st</sup> Tuesday of each month at 5:15 PM, with the exception of August which will be on August 19, 2014, at 5:15 PM and the November 5 (changing due to election on November 4) at 5:15 PM. Two work sessions have been incorporated into the calendar: January 20, 2015, and April 21, 2015. All work sessions begin at 4:30 PM. All present voted aye. Motion carried. (Addendum A.)

6. Motion by Ron Hill, seconded by Bob Erickson, 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 2014-2015. (Addendum B.) The minutes will be summarized with the website address listed to view the official minutes. All present voted aye. Motion carried.

7. Motion by Deb Clark, seconded by Dick Bergstrom, 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 Ron Hill, seconded by Melissa Sauser to keep the same compensation for District 917 School Board Members at \$3750 and \$4,000 for the Board Chair for the 2014-2015 school year. All present voted aye. Motion carried.

9. Board member Deb Clark introduced the following resolution and waived the reading: Resolution Pertaining to Business Operations. The motion for the adoption of the foregoing resolution was duly seconded by Ron Hill, and upon vote being taken thereon, the following voted in favor thereof: Deb Clark, Dick Bergstrom, Bob Erickson, Jill Lewis, Dan Cater, Vanda Pressnall, Ron Hill, Melissa Sauser, Joanne Mansur, and voting against the same: none. Whereupon said resolution was declared duly passed and adopted. (Addendum D.)

The Board members reviewed last year's committee assignments. Committee assignments will be made at the next Board meeting on August 19, 2014.

District 917 Notary Public, Linda Berg, administered the oath of office to reappointed Board Member Dan Cater (Hastings).

10. Motion by Ron Hill, seconded by Dick Bergstrom, to adjourn the organizational meeting. All present voted aye. Motion carried.

There being no further business the Organizational Meeting adjourned at 5:40 PM.

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Clerk

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, July 1, 2014, at 1300 145<sup>th</sup> Street East, Rosemount, MN 55068.

**Members Present:** Dick Bergstrom, Dan Cater, Ron Hill, Jill Lewis, Deb Clark, Vanda Pressnall, Melissa Sauser, Bob Erickson, Joanne Mansur, 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 5:43 PM.

There were no visitors to be heard.

Change to agenda: delete new business Item M – Clerical Contract.

The good news reports were presented.

1. Motion by Dick Bergstrom, seconded by Deb Clark, to approve the consent items, as presented. All present voted aye. Motion carried.
  - **Minutes:** June 3, 2014, Regular School Board Meeting
  - **Personnel:** *New Hires:* Michael Burgio, Special Education Teacher, effective August 21, 2014. Ashley Mansheim, Program Assistant, effective August 28, 2014. Amanda Peters, Physical & Health Disabilities Teacher, effective August 21, 2014. *Change in Status:* Bruce Alexander, Custodian/Delivery, increase from 760 hours per year to 836 hours per year effective for the 2013-2014 fiscal year only. Amy Anderson, Classroom Assistant, maternity disability leave of absence beginning on or about November 5, 2014, with a return date on or about December 23, 2014. *Resignations & Terminations:* Jenna Kamin, Classroom Assistant, effective August 1, 2014. Amanda Malone, Classroom Assistant, effective June 6, 2014. Ryan Slocumb, Classroom Assistant, effective June 6, 2014. Seth Thomas, Program Assistant, effective June 6, 2014. Elizabeth Laffen, Classroom Assistant, effective June 30, 2014.
2. Board Member Melissa Sauser introduced the following resolution and waived the reading: Resolution to Accept Donations in the amount of \$2,367.40. Donation of \$70 to the PACES Program to be used for the student end of year activities. Value: \$70. Donation of \$150 from Dakota Electric to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$150. Donation of \$25.00 from Becky Rachuy of Hastings, MN, to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$25. Donation of \$126.40 from Sarah Brynteson-Tupperware, from Crystal, MN, to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$126.40. Donation of \$471.00 from Dakota Regena McCune Fried of Lakeville, be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$471.00. Donation of \$1100 from Independent School District 194 (Lakeville) to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$1100. Donation of \$50 from Larsen Larsen, PA of Apple Valley, to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$50.

Donation of \$25 from Robert Beulke, Inc. of Montgomery, to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$25. Donation of \$10 from Apple Valley Jewelry to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$10. Donation of \$50 from Apple Valley Car Clinic of Apple Valley, to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$50. Donation of \$25 from Todd Grace – Edward Jones, of South Minneapolis, to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$25. Donation of \$100 from The First State Bank of Rosemount, to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$100. Donation of \$25 from New Market Bank of Elko New Market, to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$25. Donation of \$20 from Fireside Restaurant of Rosemount, to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$20. Donation of \$15.00 from Denny's Restaurant to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$15. Donation of \$25 from Chili's Restaurant to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$25. Donation of \$5 from Diane Jeffries of Apple Valley to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$5. Donation of \$30 from Sue Francis of Rosemount to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$30. Donation of \$10 from Lois Zabel Richard of Prior Lake to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$10. Donation of \$20 in food coupons from Apple Valley Dairy Queen to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$20. Donation of \$15 in food coupons from Apple Valley McDonalds to be used for students attending National FCCLA Leadership Conference in San Antonio, Texas in July of 2014. Value \$15. The motion for the adoption of the foregoing resolution was duly seconded by Bob Erickson, and upon vote being taken thereon, the following voted in favor thereof: Dick Bergstrom, Bob Erickson, Joanne Mansur, Dan Cater, Deb Clark, Jill Lewis, Vanda Pressnall, Ron Hill, Melissa Sausser, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)

3. Motion by Ron Hill, seconded by Deb Clark, to approve the bills from June 1, 2014, through June 24, 2014, the wire transfers; and the Investment Report for the month of May, 2014, as presented by the Business Manager. All present voted aye. Motion carried.
4. Motion by Dan Cater, seconded by Joanne Mansur, to approve the Temporary Work Agreement Report, as presented. (Addendum B.) All present voted aye. Motion carried.
5. Motion by Bob Erickson, seconded by Joanne Mansur, to renew memberships with Metro ECSU, AMSD, MSBA and MSBA Policy Services for 2014-2015, as presented. (Addendum C.)

Revised Policy 411 Bullying was reviewed on a first reading. Discussion.

6. Motion by Ron Hill, seconded by Dan Cater, to approve the Substitute Teacher Pay Rate of \$20 per hour for the 2014-2015 school year (same as 2013-2014). (Addendum D.) All present voted aye. Motion carried.
7. Motion by Deb Clark, seconded by Joanne Mansur, to approve the Accounts Receivable Aged

Report as of June 30, 2014. (Addendum E.) All present voted aye. Motion carried.

8. Motion by Bob Erickson, seconded by Deb Clark, to approve the FY 15 student breakfast to remain the same at \$1.50, adult breakfast remain the same at \$2.40, increase student lunch prices to \$2.55, adult lunch prices to remain at \$4.60 and milk prices remain at .45 taking into consideration the Dakota County averages and contract prices ISD 917 pays to our food vendors. (Addendum F.) All present voted aye. Motion carried.

Superintendent Christiansen reviewed the goals from 2013-2014 and there was discussion on the 2014-2015 goals for ISD 917.

Dan Cater left at 6:25 PM.

9. Motion by Bob Erickson, seconded by Dick Bergstrom, to approve the draft of DCALS and DCALS North Student Handbook for 2014-2015 as presented. (Addendum G.) All present voted aye. Motion carried.
10. Motion by Deb Clark, seconded by Ron Hill, to approve the draft of Special Education Student Handbook for 2014-2015 as presented. (Addendum H.) All present voted aye. Motion carried.
11. Motion by Dick Bergstrom, seconded by Melissa Sauser, to approve the draft of the Staff Handbook for 2014-2015 as presented. (Addendum I.) All present voted aye. Motion carried.
12. Motion by Deb Clark, seconded by Vanda Pressnall, to approve the Health and Safety Indoor Air Management Plan and Written Plans for 2014-2015, as presented. (Addendum J.) All present voted aye. Motion carried.
13. Motion by Dick Bergstrom, seconded by Melissa Sauser, to approve the Terms and Conditions Agreement with the Custodians, as presented. (Addendum K.) All present voted aye. Motion carried.
14. Motion by Ron Hill, seconded by Deb Clark, to approve the Interpreters' Contract, as presented. (Addendum L.) All present voted aye. Motion carried.
15. Motion by Ron Hill, seconded by Bob Erickson, to eliminate the longevity dollar amount and roll this amount into salary for the Executive Assistant and P.C. Technician contract. All present voted aye. Motion carried.
16. Motion by Bob Erickson, seconded by Deb Clark, to approve the Executive Assistant Contract with the amendment. (Addendum M.) All present voted aye. Motion carried.
17. Motion by Dick Bergstrom, seconded by Melissa Sauser, to approve the Health Associates Contract as presented. (Addendum N.) All present voted aye. Motion carried.
18. Motion by Bob Erickson, seconded by Melissa Sauser, to approve the P.C. Technician Contract, with the amendment. (Addendum O.) All present voted aye. Motion carried.

19. Motion by Dick Bergstrom, seconded by Deb Clark, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 6:55 P.M.

The next regular School Board Meeting will be Tuesday, August 19, 2014, in the Board Room at Dakota County Technical College at 5:15 PM.

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Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF AUGUST 19, 2014**

**NEW HIRES:**

- Stephanie Behnke, Classroom Assistant, effective August 28, 2014.
- Amanda Boehmer, Special Education Teacher, effective August 21, 2014.
- Lisa Brandon, Classroom Assistant, effective August 28, 2014.
- Matthew Brunsvold, Program Assistant, effective August 28, 2014.
- Shannon Cernoch, Classroom Assistant, effective August 28, 2014.
- Teresa Dulko, Vision Teacher, effective August 21, 2014.
- Bruce Flees, Classroom Assistant, effective August 28, 2014 (from SA to CA).
- Brandy Green, Program Assistant, effective August 28, 2014.
- Alexis Hardy, Classroom Assistant, effective August 28, 2014.
- Crystal Konen, Program Assistant, effective August 28, 2014.
- Ashley Lewis, Licensed School Nurse, effective August 21, 2014.
- Joseph Lorentz, Program Assistant, effective August 28, 2014.
- Cailin McGrath, Special Education Teacher, effective August 21, 2014.
- Thea McKimmy, Program Assistant, effective August 28, 2014.
- Jane Robinson, Special Education Teacher, effective August 21, 2014.

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF AUGUST 19, 2014  
(continued)**

**NEW HIRES (continued):**

Ember Russell, Classroom Assistant, effective August 28, 2014.

Chase Walker, Classroom Assistant, effective August 28, 2014.

Angelyn Weber, Classroom Assistant, effective August 28, 2014.

Renata Wesley, Classroom Assistant, effective August 28, 2014 (from SA to CA).

**CHANGE IN STATUS:**

Marta Nelson, Special Education Teacher, effective August 21, 2014 (from CA to Teacher).

Abigail Olson, Student Assistant, maternity disability and parental leave of absence effective on or about October 20, 2014, with a return date on or about December 5, 2014.

**RESIGNATIONS & TERMINATIONS:**

Johnathan Harlin, Classroom Assistant, effective August 14, 2014.

Nathan Laffen, Classroom Assistant, effective August 1, 2014.

Kendra Martin, Classroom Assistant, effective July 10, 2014.

Rachel Schindler, Classroom Assistant, effective July 24, 2014.

Tanner Walters, Classroom Assistant, effective July 3, 2014.

To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 12, 2014	Teaching Licenses Held:
NAME: Stephanie Behnke	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99
	Employment Date: 8/28/14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	St. Croix Lutheran High	Yes	Generals	Diploma
Technical College				
College				
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Byerlys	9/06	5/14	Store Supervisor

Total Years Business/Industry Work Experience 8

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Remarks:**

Stephanie will be a classroom assistant in the SUN Program located at Cedar School.

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To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 7, 2014	Teaching Licenses Held:
NAME: Amanda Boehmer	
Position: Teacher	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$38,211
	Employment Date: 8/21/14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Simley High	Yes	Generals	Diploma
Technical College				
College	ND State	Yes	Criminal Justice	BA
	Hamline	Yes	K-6 Elem Ed	
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
LifeSpan	9/12	2/14	Paraprofessional
Volunteers of America Bar None	1/11	9/12	Residential Counselor

Total Years Business/Industry Work Experience 3

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience 1

**Remarks:**

Amanda will be a teacher at the JSC.

To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 12, 2014	Teaching Licenses Held:
NAME: Lisa Brandon	
Position: Classroom Asst.	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$ 16.37
	Employment Date: 8 28 14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	JFK High	Yes	Generals	Diploma
Technical College				
College	Mankato State	Yes	Elementary Ed.	BA
	Normandale	Yes	Elementary Ed.	AA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Business/Industry Work Experience

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
LifeSpan of MN	6/12	6/14	Teacher
Ellendale Elementary	11/11	6/12	Teacher

Total Years Experience 2.5

**Remarks:**

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

To Bd 8/19/2014

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: July 16, 2014	Teaching Licenses Held:
NAME: Matthew Brunsvold	
Position: Program Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : \$15.99
	Employment Date: 8-28-14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Eastview High	Yes	Generals	Diploma
Technical College				
College	Wartburg College	Yes	Elementary Education	BA
	MN Hamline	In process	ASD	
	MN Bethel University	In process	Speical Ed, ABS	

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Learning RX	10/12	7/14	Cognitive Skills Trainer
Bloomington Public Schools	10/12	6/13	Substitute/Reserve Teacher
Wartburg College Bakery	9/10	5/12	Bakery Assistant

Total Years Business/Industry Work Experience 4

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Matthew will be a program assistant in the SUN Program located at Alliance Ed. Center.

To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: 7-22-14	Teaching Licenses Held:
NAME: Shannon Cernoch	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37
	Employment Date: 8-28-14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lakeville South High	Yes	Generals	Diploma
Technical College				
College	U of M	Yes	Child Psychology	BS
	VA Liberty University	In process	Marriage and Family Counsel	In process
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
LifeWorks	3/14	6/14	PCA
Dick's Sporting Goods	8/11	3/14	Apparel Associate
Trinity Evangelical Free Church	8/12	5/13	Internship

Total Years Business/Industry Work Experience 2.5

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Shannon will be a classroom assistant in the TEA Program located in Apple Valley replacing Tanner Walters.

To Pde 8/19/2014

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

DATE: June 25, 2014	Teaching Licenses Held:
NAME: Teresa Dulko	
Position: Vision Teacher	
College: Secondary: Special Education: x District:	Recommended Salary : \$72,674
	Employment Date: August 21, 2014

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Detroit Lakes	Yes	Generals	Diploma
Technical College				
College	College of St. Benedict	yes	Psychology	BA
	University of N. Colorado	Yes	Vision/O & M	MA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
American Red Cross	2/14	7/14	Donor Specialist
Paychex Insurance Agency	7/09	7/11	Insurance Case Specialist
ABVI Goodwill	6/05	4/06	O and M Specialist

Total Years Business/Industry Work Experience 11+

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Genesee Valley Educational	9/11	9/12	Teacher
Bright Start Pediatric	9/06	6/07	Teacher
Mongongalia County Schools	9/95	6/98	Teacher
ISD 917	9/91	6/95	Teacher

Total Years Teaching Experience 10+

**Remarks:**

Teresa will be a Vision Teacher for the District, replacing Megan Purfeerst.

To Bd. 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 5, 2014	Teaching Licenses Held: Phys Ed and Health Ed.
NAME: Bruce Flees	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37
	Employment Date: 8/28/14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	DC Everest High	Yes	Generals	Diploma
Technical College				
College	Southwest MN State, Marshall	Yes	Health Ed and Physical Ed.	BA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Indianhead Community Action	2/03	Current	Program Facilitator
REM Wisconsin	4/12	10/12	Direct Service Provider
Northwest Passage 2	10/10	2/12	Primary Counselor
Stride Academy	8/09	6/10	Paraprofessional

Total Years Business/Industry Work Experience 11

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 742	8/08	6/09	Health/Phys. Ed. Teacher

Total Years Experience 1

**Remarks:**

Bruce will be a classroom assistant at Cedar SUN replacing Ryan Slocumb.

To Bd 8/21/14

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

DATE: July 10, 2014	Teaching Licenses Held:
NAME: Brandy Green	
Position: Program Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99
	Employment Date: August 28, 2014

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Farmington High	Yes	Generals	Diploma
Technical College				
College	MN State	yes	Secondary Ed/Social Studies	BA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Boeckman Middle School	1/14	6/14	Assistant
NBC Universal Films	3/08	8/11	TV Personality and Historian

Total Years Business/Industry Work Experience 4 yrs 6 mths

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Brandy will be a program assistant in the YTP Program.

To Bd 8/19/14

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

DATE: July 11, 2014	Teaching Licenses Held:
NAME: Alexis Hardy	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : \$15.99
	Employment Date: August 28, 2014

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Chaska	Yes	Generals	Diploma
Technical College				
College	Metropolitan /state	No	Individualized Degree	In process
	St. Paul College	No	Sign Language Interpreter	In process
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Charlie's Grill	6/13	7/14	Beverage Cart Service
Chaska Town Course	8/11	7/14	Cart Attendant
Margo Wold	5/06	8/11	Nanny

Total Years Business/Industry Work Experience 9

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Alexis will be a classroom assistant in the DHOH Program located at Gideon Pond Elementary.

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To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: July 22, 2014	Teaching Licenses Held:
NAME: Crystal Konen	
Position: Program Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99
	Employment Date: 8/28/14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Champlin Park	Yes	Generals	Diploma
Technical College	Rasmussen	Yes	Early Childhood	Associate
College				
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Kelly Staffing	10/12	Current	Personal Care Asst.
MRCI	7/12	Current	Personal Care Asst.
Custom Care LLC	8/10	2/11	Personal Care Asst.

Total Years Business/Industry Work Experience 4

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Crystal will be a program assistant in the SUN Program at Alliance replacing Seth Thomas.

To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 5, 2014	Teaching Licenses Held: Nurse
NAME: Ashley Lewis	
Position: School Nurse	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$36,198
	Employment Date: 8/21/14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Apple Valley High	Yes	Generals	Diploma
Technical College				
College	MN State – Winona	Yes	Nursing	BSN
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Lancer Food Service	4/10	Current	Shift Lead
Woodpark Montessori	3/08	9/08	Assistant

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

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Total Years Experience**

**Remarks:**

Ashley will be a school nurse located at Alliance serving several programs throughout the district.

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To Bd 8/19/14

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

DATE: July 16, 2014	Teaching Licenses Held:
NAME: Joseph Lorentz	
Position: Program Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$17.87
	Employment Date: 8/28/14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Red Wing High	Yes	Generals	Diploma
College	University of MN Twin Cities	Yes	Psychology	BA
College	University of MN St. Cloud	Yes	School Counseling	MA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
LifeSpan	7/12	5/14	Therapist
Lovaas Institute	9/09	6/10	Behavior Therapist
Community Care	8/08	6/09	Youth Behavior Specialist
Partners in Excellence	5/07	5/08	Behavior Therapist

Total Years Business/Industry Work Experience 5

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Joseph will be a program assistant at Alliance Ed. Center, in the SUN Program.

To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 5, 2014	Teaching Licenses Held: Social Studies
NAME: Cailin McGrath	
Position: Teacher	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$39,417
	Employment Date: 8/21/14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Hastings	Yes	Generals	Diploma
Technical College				
College	Creighton University	Yes	History	BA
	St. Mary's	In process	Master of Arts Instruction	
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
General Store of Minnetonka	8/06	1/12	Store and Warehouse

Total Years Business/Industry Work Experience 5

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
LifeSpan	6/11	3/14	Teacher

Total Years Experience 3

**Remarks:**

Cailin will be a teacher in the YTP Program.

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To Bd 8/19/2014

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: July 28, 2014	Teaching Licenses Held:
NAME: Thea McKimmy	
Position: Program Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.74
	Employment Date: 8/28/14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Irondale High	Yes	Generals	Diploma
Technical College	Benchmark Learning	Yes	Microsoft Office	Certification
College	University of Winona	Yes	School Counseling	MS
	U of M – Twin Cities	Yes	Agri-Business Administration	BS
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Belle Plain High	8/12	Current	RTI Intervention Specialist
Eden Prairie High	1/12	4/12	Counseling Intern
Children's Hospital	10/05	1/11	Senior Physician Access Rep.
Hidden Oaks Middle School	10/08	5/09	School Counseling Intern

Total Years Business/Industry Work Experience 6

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Thea will be a program assistant in the YTP Program.

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To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: July 22, 2014	Teaching Licenses Held: Elem. Ed.
NAME: Marta Nelson	
Position: Teacher	
College: Secondary: Special Education: x District:	Recommended Salary : \$39,149.00
	Employment Date: 8-21-14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Eastview High	Yes	Generals	Diploma
Technical College				
College	Mankato State	Yes	Elementary Ed.	BA
	St. Mary's	In process	Special Ed.	In Process
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	1/14	Current	Paraprofessional
The Mentor Network	4/10	1/14	Program Coordinator
ISD 196	11/06	6/07	Paraprofessional

Total Years Business/Industry Work Experience 5

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Desert Meadow Elementary	9/07	6/08	Teacher

Total Years Experience 1

**Remarks:**

Marta will be a teacher at YTP.

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To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: July 22, 2014	Teaching Licenses Held:
NAME: Jane Robinson	
Position: Teacher	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$36,198
	Employment Date: 8-21-14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Faribault High	Yes	Generals	Diploma
Technical College				
College	Grand Canyon University	Yes	Education	BA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Teachers on Call	12/12	Current	Substitute
Cannon Falls Elementary	11/02	12/12	Paraprofessional

Total Years Business/Industry Work Experience

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Jane will be a teacher in the YTP Program.

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To Bd 8/19/14

# DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 22, 2014	Teaching Licenses Held:
NAME: Ember Russell	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99
	Employment Date: 8-28-14

### Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Redwing	Yes	Generals	Diploma
Technical College				
College	Augsburg College	Yes	Elementary Education	BA
Other				

### Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
MN Reading Corps	8/12	7/14	K-3 Literacy Tutor

Total Years Business/Industry Work Experience 2

### Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

### Remarks:

Ember will be a classroom assistant in the SUN Program at Alliance Ed. Center.

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To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: July 22, 2014	Teaching Licenses Held:
NAME: Chase Walker	
Position: Classroom Asst.	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99
	Employment Date: 8-28-14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lakeville North	Yes	Generals	Diploma
Technical College				
College	Normandale Community	Yes	General Studies	Associates of Art
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Super America	12/13	Current	Customer Service
Spriggs Plumbing and Heating	8/13	12/13	Shop Manager
Super America	11/11	8/13	Customer Service

Total Years Business/Industry Work Experience 2

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Chase Walker will be a classroom assistant at Alliance in the SUN Program replacing Ashley Janecky.

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To Bd 8/21/14

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

DATE: July 10, 2014	Teaching Licenses Held:
NAME: Angelyn Weber	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37 hrly
	Employment Date: August 28, 2014

**Education:**

Level	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Hastings	Yes	Generals	Diploma
Technical College				
College	Upper Iowa University	yes	Elementary Education	BA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Cradle Club Preschool	8/10	10/11	Assistant Teacher

Total Years Business/Industry Work Experience 2 mths

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
South Washington Co. Schools	10/11	6/14	Long Term Substitute Teacher

Total Years Experience 3

**Remarks:**

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

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To 33 2/14/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: July 23, 2014	Teaching Licenses Held:
NAME: Renata Wesley	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$15.99
	Employment Date: 8-28-14

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Right Step Academy	Yes	Generals	Diploma
Technical College				
College	VA St. Paul's College	Yes	Speech	AA
	MN State College	Yes	Professional Communication	BA
Other				

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	4/14	6/14	Student Assistant
Cleveland Aerospace Middle School	1/08	5/09	Paraprofessional
Como Park Elementary	9/07	1/08	Paraprofessional

Total Years Business/Industry Work Experience 7

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

**Remarks:**

Renata will be a Classroom Assistant in the SUN Program located at Alliance Ed. Center.

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**ADDENDUM TO**  
**SUMMARY OF PERSONNEL ITEMS RECOMMENDED**  
**FOR ACTION AT BOARD MEETING OF AUGUST 19, 2014**

**NEW HIRES:**

Nicole Korbel-Hughes, Classroom Assistant, effective August 28, 2014 (from SA to CA).

**RE-HIRES:**

Laura Vollmuth, Classroom Assistant, effective August 28, 2014.

**RESIGNATIONS & TERMINATIONS:**

Meagan Jackson, Program Assistant, effective August 18, 2014.

Thea McKimmy, Program Assistant, effective August 18, 2014.

To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 14, 2014	Teaching Licenses Held:
NAME: Nicole Korbel Hughes	
Position: classroom assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.74
	Employment Date: 8 28 14

**Education:**

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

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	9/11	9/14	SA

Total Years Business/Industry Work Experience 3

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Remarks:**

Nicolle will now be a classroom assistant in the DASH Program.

To Bd 8/19/14

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 14, 2014	Teaching Licenses Held:
NAME: Nicole Korbel Hughes	
Position: classroom assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.74
	Employment Date: 8 28 14

**Education:**

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

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	9/11	9/14	SA

Total Years Business/Industry Work Experience 3

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Remarks:**

Nicolle will now be a classroom assistant in the DASH Program.

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# 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 \$225.

1. Donation of \$25.00 to the Special Education Department from Deb Clark of South St. Paul, to be used for Staff Development and Training.
2. Donation of \$100 from Ahmann-Martin of Eden Prairie to support the Back-To-School nutritional lunch for the staff of Intermediate School District 917.
3. Donation of \$100 from Valorie Whitmer of Farmington to support the Back-To-School nutritional lunch for the staff of Intermediate School District 917.

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: \_\_\_\_\_

CHECK #	CHECK TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
316786	S	\$1797.11	06/27/14	40072	0	AFLAC	OUTSTANDING
316787	S	\$616.69	06/27/14	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
316788	S	\$56.59	06/27/14	40056	0	DAKOTA COUNTY SHERIFF	OUTSTANDING
316789	S	\$85.42	06/27/14	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
316790	S	\$15425.10	06/27/14	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
316791	S	\$4274.58	06/27/14	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
316792	S	\$675.01	06/27/14	40021	0	ING LIFE INSURANCE	OUTSTANDING
316793	S	\$321.19	06/27/14	24027	0	MIDLAND CREDIT MANAGEMENT INC	OUTSTANDING
316794	S	\$573.98	06/27/14	40017	0	O.P.E.I.U., LOCAL 12	OUTSTANDING
316795	S	\$267.16	06/27/14	23901	0	OFFICE OF THE ATTORNEY GENERAL	OUTSTANDING
316796	S	\$152.88	06/27/14	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
316797	S	\$1947.16	06/27/14	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
316798	S	\$641.67	06/27/14	40071	0	WADDELL & REED INC	OUTSTANDING
316799	S	\$2750.00	06/27/14	23203	0	ACCELERATED TECHNOLOGIES	OUTSTANDING
316800	S	\$1656.15	06/27/14	23725	0	ADVANCED IMAGING SOLUTIONS	OUTSTANDING
316801	S	\$570.35	06/27/14	22907	0	AMSAN BRISSMAN-KENNEDY	OUTSTANDING
316802	S	\$119.77	06/27/14	19803	0	CENTERPOINT ENERGY	OUTSTANDING
316803	S	\$236.57	06/27/14	21674	1	CENTURYLINK	OUTSTANDING
316804	S	\$15.25	06/27/14	21674	2	CENTURYLINK	OUTSTANDING
316805	S	\$713.86	06/27/14	06276	0	CITY OF ROSEMOUNT	OUTSTANDING
316806	S	\$2621.80	06/27/14	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
316807	S	\$467.70	06/27/14	24059	0	CPAPUSA	OUTSTANDING
316808	S	\$565.49	06/27/14	20406	1	CUB FOODS	OUTSTANDING
316809	S	\$799.95	06/27/14	22551	0	DAKOTA COUNTY LUMBER	OUTSTANDING
316810	S	\$439.14	06/27/14	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
316811	S	\$180.00	06/27/14	23140	0	DARTS	OUTSTANDING
316812	S	\$1459.51	06/27/14	00103	1	DELEGARD TOOL CO	OUTSTANDING
316813	S	\$4595.24	06/27/14	24067	0	EMC PUBLISHING	OUTSTANDING
316814	S	\$154.50	06/27/14	24069	0	FIRST SHRED	OUTSTANDING
316815	S	\$1180.09	06/27/14	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
316816	S	\$1076.54	06/27/14	22631	0	GOVCONNECTION	OUTSTANDING
316817	S	\$932.05	06/27/14	01433	0	GRAINGER W W INC.	OUTSTANDING
316818	S	\$835.80	06/27/14	22155	0	HASTINGS BUS COMPANY	OUTSTANDING
316819	S	\$10925.24	06/27/14	13846	0	IND SCH DIST 192	OUTSTANDING
316820	S	\$280.45	06/27/14	13846	2	IND SCH DIST 192	OUTSTANDING
316821	S	\$390.00	06/27/14	13450	0	IND SCH DIST 200	OUTSTANDING
316822	S	\$1464.75	06/27/14	19081	0	IND SCH DIST 659	OUTSTANDING
316823	S	\$600.87	06/27/14	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
316824	S	\$120.00	06/27/14	23913	0	INTEGRATED PROTECTION SYSTEMS	OUTSTANDING
316825	S	\$3597.00	06/27/14	22078	1	JAMES STANFIELD CO, INC	OUTSTANDING
316826	S	\$100.00	06/27/14	23871	0	KENNEDY & GRAVEN CHARTERED	OUTSTANDING
316827	S	\$562.41	06/27/14	23090	0	KNG INTERNATIONAL	OUTSTANDING
316828	S	\$4714.43	06/27/14	23778	0	LOFFLER BUSINESS SYSTEMS	OUTSTANDING
316829	S	\$164.12	06/27/14	23917	1	MARCO INC	OUTSTANDING
316830	S	\$4395.97	06/27/14	23917	2	MARCO, INC.	OUTSTANDING
316831	S	\$610.56	06/27/14	23568	0	MEDI-CAR	OUTSTANDING
316832	S	\$924.55	06/27/14	21663	0	MEINKE, STEPHANIE	OUTSTANDING
316833	S	\$240.00	06/27/14	21025	2	MN FCCLA-HERO	OUTSTANDING
316834	S	\$93.28	06/27/14	23442	0	O'REILLY AUTO PARTS	OUTSTANDING
316835	S	\$3.94	06/27/14	20568	1	OFFICE DEPOT	OUTSTANDING
316836	S	\$1108.57	06/27/14	20868	0	OFFICE OF ENTERPRISE TECHNOLOGY	OUTSTANDING
316837	S	\$5381.25	06/27/14	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING

REPORT: CHECKREG 002 AP Check Register Bank 01 BOARD  
 Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 06/24/14 - 08/13/14

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
316838	S	\$689.38	06/27/14	20376	0	PELLICCI ACE HARDWARE	OUTSTANDING
316839	S	\$296.39	06/27/14	22779	0	PHONAK	OUTSTANDING
316840	S	\$3617.28	06/27/14	29040	0	SAM'S CLUB	OUTSTANDING
316841	S	\$9499.00	06/27/14	13162	2	SCHOLASTIC, INC	OUTSTANDING
316842	S	\$3295.00	06/27/14	24033	0	SCHWICKERTS TECTA AMERICA LLC	OUTSTANDING
316843	S	\$280.00	06/27/14	29865	7	SKILLSUSA	OUTSTANDING
316844	S	\$250.00	06/27/14	29865	0	SKILLSUSA MINNESOTA	OUTSTANDING
316845	S	\$901.04	06/27/14	21305	0	SPECIAL SCHOOL DIST #6	OUTSTANDING
316846	S	\$799.99	06/27/14	10981	0	TARGET BANK	OUTSTANDING
316847	S	\$1608.17	06/27/14	23942	0	TEACHERS ON CALL	OUTSTANDING
316848	S	\$900.00	06/27/14	24043	0	TEAMWORKS INTERNATIONAL	OUTSTANDING
316849	S	\$10539.00	06/27/14	22624	0	THOROUGHRED CARPETS LTD	OUTSTANDING
316850	S	\$3662.00	06/27/14	07543	0	TIERNEY BROS. INC	OUTSTANDING
316851	S	\$1206.48	06/27/14	00643	0	TIES	OUTSTANDING
316852	S	\$11420.60	06/27/14	24068	0	TOTAL RESTAURANT SUPPLY INC	OUTSTANDING
316853	S	\$58243.00	06/27/14	18372	0	TRANE U.S. INC.	OUTSTANDING
316854	S	\$546.39	06/27/14	21326	2	USI	OUTSTANDING
316855	S	\$124.14	06/27/14	20999	3	VERIZON WIRELESS	OUTSTANDING
316856	S	\$3148.36	06/27/14	02776	0	XCEL ENERGY	OUTSTANDING
316857	S	\$6165.76	06/30/14	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
316858	S	\$154.49	06/30/14	23761	0	MIDWEST SPECIAL INSTRUMENTS, CORP	OUTSTANDING
316859	S	\$149.64	06/30/14	02431	0	ROSEMOUNT SAW & TOOL	OUTSTANDING
316860	S	\$111.00	06/30/14	23595	0	THE MCDOWELL AGENCY, INC	OUTSTANDING
316861	S	\$326.00	06/30/14	18372	0	TRANE U.S. INC.	OUTSTANDING
316862	S	\$29670.00	07/01/14	23997	0	AMERICAN COMPENSATION INSURANCE COMPANY	OUTSTANDING
316863	S	\$182.50	07/01/14	23294	0	ASPEX SOLUTIONS	OUTSTANDING
316864	S	\$4762.56	07/01/14	22990	0	CLEAR CHOICE PROPERTIES LLC	OUTSTANDING
316865	S	\$23701.78	07/01/14	09592	0	IND SCH DIST 191	OUTSTANDING
316866	S	\$2925.00	07/01/14	23232	0	SAND CREEK GROUP LTD	OUTSTANDING
316867	S	\$3300.00	07/10/14	23046	0	AMSD	OUTSTANDING
316868	S	\$13967.44	07/10/14	19720	0	APPLE VALLEY BUSINESS CENTER LTD	OUTSTANDING
316869	S	\$502.40	07/10/14	23960	0	FIRSTRECORDS, LLC	OUTSTANDING
316870	S	\$962.83	07/10/14	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
316871	S	\$363.00	07/10/14	22778	0	LOFFLER BUSINESS SYSTEMS	OUTSTANDING
316872	S	\$800.00	07/10/14	22770	0	NETOP	OUTSTANDING
316873	S	\$18500.00	07/10/14	24047	0	ODYSSEYWARE	OUTSTANDING
316874	S	\$1023.14	07/10/14	23690	0	OUTDOOR IMAGES, INC	OUTSTANDING
316875	S	\$21646.79	07/10/14	23398	1	RIVERPORT INSURANCE COMPANY	OUTSTANDING
316876	S	\$2500.00	07/10/14	23849	0	SPED FORMS, INC	OUTSTANDING
316877	S	\$42534.25	07/10/14	00643	0	TIES	OUTSTANDING
316878	S	\$150.00	07/10/14	24055	0	TRUE FRIENDS	OUTSTANDING
316879	S	\$157200.63	07/10/14	29359	2	U.S. BANK OPERATION CENTER	OUTSTANDING
316880	S	\$515.00	07/10/14	19389	0	WELLS FARGO	OUTSTANDING
316881	S	\$695.72	07/10/14	23725	0	ADVANCED IMAGING SOLUTIONS	OUTSTANDING
316882	S	\$274.77	07/10/14	22907	0	AMSAN BRISSMAN-KENNEDY	OUTSTANDING
316883	S	\$33.88	07/10/14	16141	0	CARQUEST AUTO PARTS STORES	OUTSTANDING
316884	S	\$14089.85	07/10/14	40056	1	DAKOTA COUNTY SHERIFF	OUTSTANDING
316885	S	\$1009.81	07/10/14	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
316886	S	\$61.34	07/10/14	07751	1	HASTINGS STAR GAZETTE	OUTSTANDING
316887	S	\$1842.30	07/10/14	19858	0	IND SCH DIST # 196	OUTSTANDING
316888	S	\$152.70	07/10/14	09592	0	IND SCH DIST 191	OUTSTANDING
316889	S	\$38.24	07/10/14	13846	2	IND SCH DIST 192	OUTSTANDING

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CHECK #	CHECK # TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
316890	S	\$10708.47	07/10/14	02162	0	IND SCH DIST 197	OUTSTANDING
316891	S	\$40200.00	07/10/14	21065	2	INDEPENDENT SCHOOL DISTRICT #197	OUTSTANDING
316892	S	\$19.80	07/10/14	08517	0	LILLIE SUBURBAN NEWSPAPER, INC	OUTSTANDING
316893	S	\$4400.00	07/10/14	21663	0	LILLIE SUBURBAN NEWSPAPER, INC	OUTSTANDING
316894	S	\$50.61	07/10/14	20568	1	MEINKE, STEPHANIE	OUTSTANDING
316895	S	\$71.25	07/10/14	00257	3	OFFICE DEPOT	OUTSTANDING
316896	S	\$181.84	07/10/14	00623	0	PITNEY BOWES POSTAGE BY PHONE	OUTSTANDING
316897	S	\$363.32	07/10/14	00643	0	REPUBLIC SERVICES	OUTSTANDING
316898	S	\$1462.07	07/10/14	19389	0	TIES	OUTSTANDING
316899	S	\$29650.00	07/10/14	23997	1	WELLS FARGO	OUTSTANDING
316900	S	\$199.90	07/15/14	23421	0	AMERICAN COMPENSATION INSURANCE COMPANY	OUTSTANDING
316901	S	\$291.00	07/15/14	19401	0	AMERICAN FLAGPOLE & FLAG CO	OUTSTANDING
316902	S	\$23701.78	07/15/14	09592	0	DEX MEDIA EAST, INC.	OUTSTANDING
316903	S	\$20.16	07/15/14	24071	0	IND SCH DIST 191	OUTSTANDING
316904	S	\$538.13	07/15/14	23917	0	JOANNE MANSUR	OUTSTANDING
316905	S	\$425.00	07/15/14	18091	0	MARCO INC	OUTSTANDING
316906	S	\$373.02	07/15/14	24066	0	NAN RECORDS	OUTSTANDING
316907	S	\$398.00	07/15/14	29865	0	SKILLSUSA MINNESOTA	OUTSTANDING
316908	S	\$447.57	07/15/14	20330	0	WASTE MANAGEMENT	OUTSTANDING
316909	S	\$616.69	07/15/14	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
316910	S	\$56.59	07/15/14	40056	1	AXA EQUITABLE LIFE INS CO	OUTSTANDING
316911	S	\$1524.80	07/15/14	29026	0	DAKOTA COUNTY SHERIFF	OUTSTANDING
316912	S	\$4241.25	07/15/14	40060	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
316913	S	\$658.34	07/15/14	40021	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
316914	S	\$48.00	07/15/14	21651	0	ING LIFE INSURANCE	OUTSTANDING
316915	S	\$132.17	07/15/14	29972	0	NCPERS MINNESOTA	OUTSTANDING
316916	S	\$641.67	07/15/14	40071	0	RELATED SERVICES NURSES ESP	OUTSTANDING
316917	S	\$454.63	07/18/14	02866	0	WADDELL & REED INC	OUTSTANDING
316918	S	\$3620.94	07/18/14	09592	0	DAKOTA ELECTRIC ASSN	OUTSTANDING
316919	S	\$2242.44	07/18/14	10857	0	IND SCH DIST 191	OUTSTANDING
316920	S	\$6950.38	07/18/14	02350	0	IND SCH DIST 194	OUTSTANDING
316921	S	\$831.50	07/18/14	22031	1	IND SCH DIST 199	OUTSTANDING
316922	S	\$1843.20	07/18/14	21007	0	IND SCH DIST 625	OUTSTANDING
316923	S	\$20.00	07/18/14	23427	0	INT SCH DIST 287	OUTSTANDING
316924	S	\$127.09	07/18/14	23258	0	LAKES COUNTRY SERVICE COOPERATIVE	OUTSTANDING
316925	S	\$72.04	07/18/14	22885	1	MN ENERGY RESOURCES CORPORATION	OUTSTANDING
316926	S	\$1045.45	07/18/14	20868	0	MN UNEMPLOYMENT INSURANCE	OUTSTANDING
316927	S	\$750.00	07/18/14	23915	0	OFFICE OF ENTERPRISE TECHNOLOGY	OUTSTANDING
316928	S	\$26.99	07/18/14	21305	0	PEDIATRIC HOME SERVICE	OUTSTANDING
316929	S	\$538.00	07/18/14	00636	0	SPECIAL SCHOOL DIST #6	OUTSTANDING
316930	S	\$655.93	07/18/14	23942	0	STAR TRIBUNE	OUTSTANDING
316931	S	\$4346.66	07/18/14	24043	0	TEACHERS ON CALL	OUTSTANDING
316932	S	\$13093.22	07/18/14	23898	0	TEAMWORKS INTERNATIONAL	OUTSTANDING
316933	S	\$303.45	07/18/14	23662	0	WASHBURN CENTER FOR CHILDREN	OUTSTANDING
316934	S	\$1423.62	07/30/14	40072	0	WESTONE	OUTSTANDING
316935	S	\$616.69	07/30/14	40022	0	AFLAC	OUTSTANDING
316936	S	\$188.65	07/30/14	40056	1	AXA EQUITABLE LIFE INS CO	OUTSTANDING
316937	S	\$1524.80	07/30/14	29026	0	DAKOTA COUNTY SHERIFF	OUTSTANDING
316938	S	\$4241.25	07/30/14	40060	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
316939	S	\$658.34	07/30/14	40021	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
316940	S	\$321.19	07/30/14	24027	0	ING LIFE INSURANCE	OUTSTANDING
316941	S	\$321.19	07/30/14	24027	0	MIDLAND CREDIT MANAGEMENT INC	OUTSTANDING

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316942	S	\$542.06	07/30/14	40017	0	O. P. E. I. U., LOCAL 12	OUTSTANDING
316943	S	\$132.17	07/30/14	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
316944	S	\$641.67	07/30/14	40071	0	WADDELL & REED INC	OUTSTANDING
316945	S	\$321.72	07/31/14	23725	0	ADVANCED IMAGING SOLUTIONS	OUTSTANDING
316946	S	\$493.32	07/31/14	23725	1	ADVANCED IMAGING SOLUTIONS	OUTSTANDING
316947	S	\$3495.00	07/31/14	19645	0	APPLE COMPUTER, INC	OUTSTANDING
316948	S	\$13967.44	07/31/14	19720	0	APPLE VALLEY BUSINESS CENTER LTD	OUTSTANDING
316949	S	\$89.89	07/31/14	19803	0	CENTERPOINT ENERGY	OUTSTANDING
316950	S	\$240.21	07/31/14	21674	1	CENTURYLINK	OUTSTANDING
316951	S	\$11.52	07/31/14	21674	2	CENTURYLINK	OUTSTANDING
316952	S	\$4762.56	07/31/14	22990	0	CLEAR CHOICE PROPERTIES LLC	OUTSTANDING
316953	S	\$2878.26	07/31/14	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
316954	S	\$348.88	07/31/14	00096	1	ECM PUBLISHERS/DAKOTA COUNTY TRIBUNE	OUTSTANDING
316955	S	\$74.64	07/31/14	40092	0	FLOCK HIES & ASSOCIATES INC.	OUTSTANDING
316956	S	\$2011.92	07/31/14	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
316957	S	\$308.52	07/31/14	22631	0	GOVCONNECTION	OUTSTANDING
316958	S	\$650.17	07/31/14	01433	0	GRAINGER W W INC.	OUTSTANDING
316959	S	\$443.00	07/31/14	23419	0	HORIZON SOFTWARE INTERNATIONAL, LLC	OUTSTANDING
316960	S	\$289.71	07/31/14	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
316961	S	\$700.00	07/31/14	24076	0	JENNIFER STROEING	OUTSTANDING
316962	S	\$164.12	07/31/14	23917	1	MARCO INC	OUTSTANDING
316963	S	\$1409.00	07/31/14	02081	0	MASA	OUTSTANDING
316964	S	\$41.90	07/31/14	23996	0	MEDICAREBLUE RX	OUTSTANDING
316965	S	\$80.24	07/31/14	14116	0	MENARDS	OUTSTANDING
316966	S	\$700.00	07/31/14	07926	0	METRO ECSU-REGION 11 ISD #920	OUTSTANDING
316967	S	\$2750.00	07/31/14	07926	0	METRO ECSU-REGION 11 ISD #920	OUTSTANDING
316968	S	\$49.99	07/31/14	22910	0	MICRON CPG	OUTSTANDING
316969	S	\$30.00	07/31/14	22657	16	MN DEPT OF EDUCATION	OUTSTANDING
316970	S	\$60.00	07/31/14	21857	15	MN DEPT OF HEALTH	OUTSTANDING
316971	S	\$4893.00	07/31/14	00211	0	MN SCHOOL BOARDS ASSN	OUTSTANDING
316972	S	\$446.16	07/31/14	11469	0	MOUNT OLIVET CONFERENCE & RETREAT CENTER	OUTSTANDING
316973	S	\$115.00	07/31/14	22426	0	VOIDED	VOIDED
316974	S	\$241.00	07/31/14	23595	0	THE MCDOWELL AGENCY, INC	OUTSTANDING
316975	S	\$1956.00	07/31/14	00643	0	TIES	OUTSTANDING
316976	S	\$1384.00	07/31/14	23814	0	TRIG LIFE SERVICES	OUTSTANDING
316977	S	\$83.63	07/31/14	22704	0	ULINE	OUTSTANDING
316978	S	\$124.04	07/31/14	20999	3	VERIZON WIRELESS	OUTSTANDING
316979	S	\$1948.19	07/31/14	19389	0	WELLS FARGO	OUTSTANDING
316980	S	\$2412.69	07/31/14	02776	0	XCEL ENERGY	OUTSTANDING
316981	S	\$2583.50	07/31/14	18827	1	BESTER BROS	OUTSTANDING
316982	S	\$175250.96	07/31/14	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
316983	S	\$3343.60	07/31/14	13450	3	IND SCH DIST 200-HASTINGS PUBLIC SCHOOLS	OUTSTANDING
316984	S	\$3072.00	07/31/14	21007	0	INT SCH DIST 287	OUTSTANDING
316985	S	\$243.75	07/31/14	23871	0	KENNEDY & GRAVEN CHARTERED	OUTSTANDING
316986	S	\$153.15	07/31/14	10981	0	TARGET BANK	OUTSTANDING
316987	S	\$311.85	07/31/14	19389	0	WELLS FARGO	OUTSTANDING
316988	S	\$24.70	08/04/14	40072	0	AFLAC	OUTSTANDING
316989	S	\$300.00	08/06/14	22347	3	CUED SPEECH ASSO OF MN	OUTSTANDING
316990	S	\$209.00	08/06/14	00096	1	ECM PUBLISHERS/DAKOTA COUNTY TRIBUNE	OUTSTANDING
316991	S	\$300.00	08/06/14	24076	0	JENNIFER STROEING	OUTSTANDING
316992	S	\$363.00	08/06/14	22778	0	LOFFLER BUSINESS SYSTEMS	OUTSTANDING
316993	S	\$1023.14	08/06/14	23690	0	OUTDOOR IMAGES, INC	OUTSTANDING

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316994	S	\$75718.39	08/06/14	22779	0	PHONAK	OUTSTANDING
316995	S	\$250.83	08/06/14	00623	0	REPUBLIC SERVICES	OUTSTANDING
316996	S	\$115.00	08/06/14	22426	6	SNOM CONFERENCE	OUTSTANDING
316997	S	\$2176.54	08/06/14	23942	0	TEACHERS ON CALL	OUTSTANDING
316998	S	\$446.32	08/06/14	20330	0	WASTE MANAGEMENT	OUTSTANDING
316999	S	\$3900.00	08/11/14	21208	0	WALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO	OUTSTANDING
317000	S	\$852.39	08/11/14	22779	0	PHONAK	OUTSTANDING
317001	S	\$317.50	08/11/14	00735	0	SCHMITTY & SONS	OUTSTANDING
317002	S	\$2751.60	08/11/14	22624	0	THOROUGHbred CARPETS LTD	OUTSTANDING
706490	E	\$132.72	06/25/14	99999	9468	LANGENFELD, CORY LEE	CLEARED
706491	E	\$4937.10	06/25/14	99999	9874	ALLEN, ANN CATHERINE	CLEARED
706492	E	\$399.84	06/25/14	99999	9722	KLEIN, LORI ANN	CLEARED
706493	E	\$192.53	06/25/14	99999	10763	PFISTERER, EMILY	CLEARED
706494	E	\$58.80	06/25/14	99999	10756	VAN BROCKLIN, ERIC	CLEARED
706495	E	\$11.25	06/25/14	99999	10631	JOHNSON, SARAH LYNN	CLEARED
706496	E	\$58.59	06/25/14	99999	10047	MATEO, EMILY	CLEARED
706497	E	\$5.46	06/25/14	99999	6145	KYLLO, KITRI LARSON	CLEARED
706498	E	\$55.40	06/25/14	99999	10488	SZOKA, BRENDA	CLEARED
706499	E	\$5.87	06/25/14	99999	10488	SZOKA, BRENDA	CLEARED
706500	E	\$16.77	06/25/14	99999	10488	SZOKA, BRENDA	CLEARED
706501	E	\$68.00	06/25/14	99999	10488	SZOKA, BRENDA	CLEARED
706502	E	\$544.88	06/25/14	99999	9192	WOOD, FRAN LOUISE	CLEARED
706503	E	\$227.92	06/25/14	99999	8873	BUDACH, DON JAMES	CLEARED
706504	E	\$8.96	06/25/14	99999	10838	ADIX, STEPHANIE	CLEARED
706505	E	\$24.64	06/25/14	99999	10488	SZOKA, BRENDA	CLEARED
706506	E	\$899.36	06/25/14	99999	8787	ASMUS, JOAN SCHAEFER	CLEARED
706507	E	\$665.28	06/25/14	99999	9679	CHRISTIANSEN, JOHN MAXWELL	CLEARED
706508	E	\$45.00	06/25/14	99999	8787	ASMUS, JOAN SCHAEFER	CLEARED
706509	E	\$90.00	06/25/14	99999	8873	BUDACH, DON JAMES	CLEARED
706510	E	\$90.00	06/25/14	99999	9679	CHRISTIANSEN, JOHN MAXWELL	CLEARED
706511	E	\$90.00	06/25/14	99999	9679	CHRISTIANSEN, JOHN MAXWELL	CLEARED
706512	E	\$90.00	06/25/14	99999	9702	GARRETSON, PAMELA VICK	CLEARED
706513	E	\$90.00	06/25/14	99999	8341	HETLAND, JENNIFER AMY	CLEARED
706514	E	\$90.00	06/25/14	99999	6145	KYLLO, KITRI LARSON	CLEARED
706515	E	\$90.00	06/25/14	99999	9468	LANGENFELD, CORY LEE	CLEARED
706516	E	\$90.00	06/25/14	99999	8628	ROUSH, NICOLLE KATHERI	CLEARED
706517	E	\$90.00	06/25/14	99999	9915	SCHALLER, MELISSA	CLEARED
706518	E	\$90.00	06/25/14	99999	10405	STOLL, DAVID L.	CLEARED
706519	E	\$20.00	06/25/14	99999	9068	SWANEY, AMY LYNN	CLEARED
706520	E	\$90.00	06/25/14	99999	10756	VAN BROCKLIN, ERIC	CLEARED
706521	E	\$20.00	06/25/14	99999	9883	ZEHNDER, SCOTT MICHAEL	CLEARED
706522	E	\$321.44	06/25/14	99999	9702	GARRETSON, PAMELA VICK	CLEARED
706523	E	\$10.64	06/30/14	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
706524	E	\$290.59	06/30/14	99999	9915	SCHALLER, MELISSA	OUTSTANDING
706525	E	\$854.69	06/30/14	99999	7203	CRAMER, CHERRY KEY	OUTSTANDING
706526	E	\$52.64	06/30/14	99999	9028	EPFS, DAWN	OUTSTANDING
706527	E	\$45.00	06/30/14	99999	4363	WALTER, KATRINA L.	OUTSTANDING
706528	E	\$94.20	06/30/14	99999	9883	ZEHNDER, SCOTT MICHAEL	OUTSTANDING
706529	E	\$19.04	07/10/14	99999	10832	BERGSTROM, RICHARD	OUTSTANDING
706530	E	\$12.32	07/10/14	99999	9723	CATER, DANNY GARY	OUTSTANDING
706531	E	\$14.56	07/10/14	99999	9301	CLARK, DEBORAH MAE	OUTSTANDING
706532	E	\$16.24	07/10/14	99999	10771	ERICKSON, ROBERT	OUTSTANDING
706533	E	\$15.68	07/10/14	99999	10624	HILL, RON	OUTSTANDING

REPORT: CHECKREG 002 AP Check Register Bank 01 BOARD  
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706533	E	\$12.32	07/10/14	99999	8287	LEWIS, JILL E	OUTSTANDING
706534	E	\$21.28	07/10/14	99999	9177	PRESSNALL, VANDA JOY	OUTSTANDING
706535	E	\$9.52	07/10/14	99999	10770	SAUSER, MELISSA	OUTSTANDING
706536	E	\$39.76	07/10/14	99999	9874	ALLEN, ANN CATHERINE	OUTSTANDING
706537	E	\$67.27	07/10/14	99999	10771	ERICKSON, ROBERT	OUTSTANDING
706538	E	\$36.96	07/10/14	99999	10456	LAFFEN, ELIZABETH	OUTSTANDING
706539	E	\$42.56	07/10/14	99999	9177	PRESSNALL, VANDA JOY	OUTSTANDING
706540	E	\$42.56	07/10/14	99999	8628	ROUSH, NICOLLE KATHERI	OUTSTANDING
706541	E	\$265.44	07/10/14	99999	10405	STOLL, DAVID L.	OUTSTANDING
706542	E	\$43.12	07/10/14	99999	9094	TOLLEFSON, BRENDA KAY	OUTSTANDING
706543	E	\$34.72	07/10/14	99999	10455	WERNER, AMY	OUTSTANDING
706544	E	\$26.88	07/24/14	99999	8842	JOHNSON, ROXANN RHYN	OUTSTANDING
706545	E	\$30.80	07/24/14	99999	8628	ROUSH, NICOLLE KATHERI	OUTSTANDING
706546	E	\$67.54	07/24/14	99999	9915	SCHALLER, MELISSA	OUTSTANDING
706547	E	\$45.00	07/30/14	99999	8787	ASMUS, JOAN SCHAEFFER	OUTSTANDING
706548	E	\$90.00	07/30/14	99999	8873	BUDACH, DON JAMES	OUTSTANDING
706549	E	\$90.00	07/30/14	99999	9679	CHRISTIANSEN, JOHN MAXWELL	OUTSTANDING
706550	E	\$90.00	07/30/14	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
706551	E	\$90.00	07/30/14	99999	8341	HETLAND, JENNIFER AMY	OUTSTANDING
706552	E	\$90.00	07/30/14	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
706553	E	\$90.00	07/30/14	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
706554	E	\$90.00	07/30/14	99999	8628	ROUSH, NICOLLE KATHERI	OUTSTANDING
706555	E	\$90.00	07/30/14	99999	9915	SCHALLER, MELISSA	OUTSTANDING
706556	E	\$90.00	07/30/14	99999	10405	STOLL, DAVID L.	OUTSTANDING
706557	E	\$20.00	07/30/14	99999	9068	SWANEY, AMY LYNN	OUTSTANDING
706558	E	\$20.00	07/30/14	99999	10756	VAN BROCKLIN, ERIC	OUTSTANDING
706559	E	\$20.00	07/30/14	99999	9883	ZEHNDER, SCOTT MICHAEL	OUTSTANDING
706560	E	\$1096.00	07/30/14	99999	7203	CRAMER, CHERRY KEY	OUTSTANDING
706561	E	\$20.02	07/30/14	99999	2598	LAMPRECHT, CLAUDETTE	OUTSTANDING
706562	E	\$11.89	07/30/14	99999	2598	LAMPRECHT, CLAUDETTE	OUTSTANDING
706563	E	\$9.80	07/30/14	99999	2671	LANDBERG, SUSAN KAY	OUTSTANDING
706564	E	\$7.84	07/30/14	99999	10473	THEISTE, RENEE	OUTSTANDING
706565	E	\$39.99	07/30/14	99999	9771	BOHNERT, LOREEN M.	OUTSTANDING
706566	E	\$51.88	07/30/14	99999	9771	BOHNERT, LOREEN M.	OUTSTANDING
706567	E	\$154.84	07/30/14	99999	9496	IRELAND, KATHLEEN ELIZAB	OUTSTANDING
706568	E	\$230.16	07/30/14	99999	8842	JOHNSON, ROXANN RHYN	OUTSTANDING
706569	E	\$17.64	07/30/14	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
706570	E	\$52.64	07/30/14	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
706571	E	\$76.11	07/30/14	99999	10649	SULLIVAN, MAUREEN	OUTSTANDING
92001208	W	\$2204.18	06/30/14	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92001209	W	\$17834.51	06/30/14	28803	2	CITISTREETMN	OUTSTANDING
92001210	W	\$547.13	06/27/14	22698	0	CORPORATE HEALTH SYSTEMS	CLEARED
92001213	W	\$29375.63	06/30/14	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92001214	W	\$1068.34	06/30/14	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92001215	W	\$153740.76	06/30/14	40037	0	INTERNAL REVENUE SERVICE	CLEARED
92001216	W	\$145.80	06/30/14	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92001217	W	\$25257.06	06/30/14	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92001218	W	\$415.34	06/30/14	40058	0	MN DEPT OF REVENUE (C)	OUTSTANDING
92001219	W	\$414942.52	06/30/14	40001	0	PAYROLL ACCT #3805704197	CLEARED
92001220	W	\$59210.58	07/03/14	40005	0	STATE TREASURER, TRA	OUTSTANDING
92001221	W	\$8484.90	06/30/14	23474	0	THE BANCORP BANK	OUTSTANDING
92001222	W	\$3205.65	06/30/14	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING

CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 06/24/14 - 08/13/14

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADRS #	VENDOR NAME	CHECK STATUS
92001223	W	\$33142.12	07/10/14	30132	0	DELTA DENTAL OF MINNESOTA	OUTSTANDING
92001224	W	\$57.96	07/03/14	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001225	W	\$175.45	07/07/14	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001226	W	\$175.00	07/14/14	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001227	W	\$253025.95	07/02/14	21088	0	MEDICA	OUTSTANDING
92001228	W	\$6900.28	07/02/14	24031	0	KANSAS CITY LIFE INSURANCE COMPANY	OUTSTANDING
92001229	W	\$2204.18	07/16/14	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92001230	W	\$614.51	07/16/14	28803	2	CITISTREETMN	OUTSTANDING
92001231	W	\$22116.62	07/17/14	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92001232	W	\$883.34	07/16/14	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92001233	W	\$129673.66	07/16/14	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92001234	W	\$20380.00	07/16/14	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92001235	W	\$321.19	07/15/14	24027	0	VOIDED	VOIDED
92001236	W	\$352748.54	07/15/14	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92001237	W	\$57034.32	07/17/14	40005	0	STATE TREASURER, TRA	OUTSTANDING
92001238	W	\$7769.31	07/16/14	23474	0	THE BANCORP BANK	OUTSTANDING
92001239	W	\$3112.52	07/16/14	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92001240	W	\$2354.18	08/01/14	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92001241	W	\$29933.24	07/31/14	28803	2	CITISTREETMN	OUTSTANDING
92001242	W	\$104.93	07/18/14	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001243	W	\$3107.31	07/22/14	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001244	W	\$820.55	07/25/14	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001245	W	\$187.40	08/01/14	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92001246	W	\$25126.77	08/01/14	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92001247	W	\$883.34	08/01/14	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92001248	W	\$134844.77	08/01/14	40058	0	MN DEPT OF REVENUE(C)	OUTSTANDING
92001249	W	\$86.40	08/01/14	40058	0	MN DEPT OF REVENUE	OUTSTANDING
92001250	W	\$20919.44	08/01/14	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92001251	W	\$383701.45	07/31/14	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92001252	W	\$59102.86	08/01/14	40005	0	STATE TREASURER, TRA	OUTSTANDING
92001253	W	\$8202.65	08/01/14	23474	0	THE BANCORP BANK	OUTSTANDING
92001254	W	\$3230.02	08/01/14	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING

TOTAL # OF ISSUED CHECKS:	342	TOTAL AMOUNT	3332875.07
TOTAL # OF VOIDED CHECKS:	2	TOTAL AMOUNT	436.19
TOTAL # OF UNISSUED CHECKS:	0		

COPI 7

Date: August 8, 2014

To: FOR EFT INPUT

From: Becky Edson  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Benny Card Reimbursement for the week of Aug 4 to Aug 8, 2014

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$639.64  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39	\$639.64	
10-215-40	\$0.00	
Total	\$639.64	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 8/8/2014 \$639.64

Authorized Signature  Date 8-11-14

Date: August 6, 2014  
To: FOR EFT INPUT

**ECOPY**

From: Becky Edson  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Reimbursement for Aug 7, 2014

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,315.21  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39	\$971.87	
10-215-40	\$343.34	
Total	\$1,315.21	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 8/7/2014 \$1,315.21

Authorized Signature  Date 8-7-14

Date: August 4, 2014  
To: Accountns Payable

Invoice nbr: C0035270669  
Date: 8/1/2014  
Group # 586196

**COPY**

From: Becky Edson  
Payroll Clerk

Subject: Group Insurance Premium for July 2014  
(Employer's Costs and Employees' Withholdings)

Wire Funds Transfer was made in the amount of \$ 238,412.97

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

01-215-30	\$30,049.52
02-215-30	\$198,100.65
10-215-30	\$10,262.80
20-215.30	\$0.00

Total	\$238,412.97	proof	\$0.00
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Authorized Signature  Date 8-4-14

Date: August 4, 2014

To: FOR EFT INPUT

From: Becky Edson  
Payroll Clerk

Subject: Group Insurance Premium for July 2014  
(Employer's Costs and Employees' Withholdings)

**COPY**

Payable to: Delta Dental Vendor # 30132 \$22,827.11

Charge to: 21-005-110-000-235-250 Amount \$22,827.11

Total \$22,827.11 proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 8/11/2014

Authorized Signature  Date 8-4-14

Date: August 4, 2014  
To: Accounts Payable  
From: Becky Edson  
Payroll Clerk

ECOPY

Subject: Group Insurance Premium for August 2014  
(Employer's Costs and Employees' Withholdings)

Wire Funds to Kansas City Life Insurance Co \$6,900.28

Payable to:  
Kansas City Life Ins Co

Vendor #


Charge to:

Amount

01-215-32	\$478.68
02-215-32	\$3,948.61
10-215-32	\$249.76
01-215-33	\$269.48
02-215-33	\$1,836.67
10-215-33	\$117.08

Total	\$6,900.28	proof	\$0.00
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cc: Payroll Insurance Payment File

Authorized Signature  Date 8-4-14


TO: Nicolle Roush DATE: 07/30/2014  
Business Manager

FROM: Becky Edson  
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending July 31, 2014

Amperprise Financial Vendor #40027	\$ 2,354.18
Horance Mann Vendor #40026	\$ 883.34
PERA - Executive Director Vendor #40006	\$ 25,126.77
TRA - State Treasurer Vendor #40005	\$ 59,102.86
VALIC (Variable Annuity Life) Vendor #40033	\$ 3,230.02
Minnesota Dept. of Revenue Vendor # 40003	\$ 20,919.44
Internal Revenue Service Vendor Nbr 40037	\$ 134,844.77
Payroll Acct #XXXXXX4197 Vendor #40001	\$ 383,701.45
Bancorp Vendor #23474	\$ 8,202.65
CITISTREETMN (MSRS) Vendor # 28803-2	\$ 29,933.24
MN Dept of Revenue - Garnishments Vendor #40058	\$ 86.40

**Total Electronic Funds Transfer was made in the amount of \$ 668,385.12**

Authorized Signature  Date 8-1-14

RECORDED

Date: July 25, 2014

To: FOR EFT INPUT

From: Becky Edson  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Benny Card Reimbursement for July 21 to July 25 2014

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$820.55  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39	\$820.55	
10-215-40	\$0.00	
Total	\$820.55	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 7/25/2014 \$820.55

Authorized Signature  Date 7-28-14

OFF

Date: July 22, 2014  
To: FOR EFT INPUT

From: Becky Edson  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Reimbursement for 2014

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$3,107.31  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39	\$721.82	
10-215-40	\$2,385.49	
Total	\$3,107.31	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 7/22/2014 \$3,107.31

Authorized Signature  Date 7-23-14

ECOPY

Date: July 21, 2014

To: Accountns Payable

From: Becky Edson  
Payroll Clerk

Invoice nbr: 32699755  
Date: 7/11/2014  
Member ID: 803601310


Subject: RX - Trexler

Issue a Check in the amount of \$ 41.90

Payable to:  
Medicare Blue RX  
(Aug 2014)

Vendor #

Charge to:	Amount	
20-005-420-000-221-220	\$41.90	
Total	\$41.90	proof \$0.00

Authorized Signature  Date 7-23-14

COPY

Date: July 18, 2014

To: FOR EFT INPUT


From: Becky Edson  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Benny Card Reimbursement for July 14 to July 18, 2014

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$104.93  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39	\$104.93	
10-215-40	\$0.00	
Total	\$104.93	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 7/18/2014 \$104.93

Authorized Signature  Date 7-18-14

TO: Nicolle Roush DATE: 07/16/2014  
 Business Manager

FROM: Becky Edson  
 Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending July 15, 2014

Amerprise Vendor #40027	2,204.18
PERA Vendor #40006	22,116.62
Horace Mann Vendor #40026	883.34
TRA Vendor #40005	57,034.32
VALIC (Variable Annuity Life) Vendor #40033	3,112.52
Minnesota Dept. of Revenue Vendor # 40003	20,380.00
Internal Revenue Service Vendor Nbr 40037	129,673.66
Payroll Acct #XXXXXX4197 Vendor #40001	352,748.54
Bancorp Vendor # 23474	7,769.31
CITISTREETMN (MSRS) Vendor # 28803-2	614.51
MN Child Support Vendor #21704	0.00
	0.00

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

**596,537.00**

Authorized Signature  Date 7-16-14

COPY

Date: July 7, 2014

To: FOR EFT INPUT

From: Becky Edson  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Benny Card Reimbursement for July 7 to July 11, 2014

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$175.00  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39	\$175.00	
10-215-40	\$0.00	
Total	\$175.00	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 7/14/2014 \$175.00

Authorized Signature  Date 7-11-14

Intermediate School District 917  
1300 E. 145<sup>th</sup> Street  
Rosemount, MN 55068

---

Re: Sales Tax Wire Transfer

Date: 7.8.14

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 1305.00 , from Wells Fargo Bank Account No. 3805702167.

  
\_\_\_\_\_  
Nicolle Roush, Business Manager

COPY

Date: July 3, 2014

To: FOR EFT INPUT

From: Becky Edson  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Benny Card Reimbursement for week of 06/30 to 07/03/14

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$57.96  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39	\$57.96	
10-215-40	\$0.00	
Total	\$57.96	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 7/3/2014 \$57.96

Authorized Signature  Date 7-7-14

COPY

Date: July 7, 2014

To: FOR EFT INPUT

From: Becky Edson  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Reimbursement for 2014

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,715.45  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39	\$30.00	
10-215-40	\$1,685.45	
Total	\$1,715.45	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 7/7/2014 \$1,715.45

Authorized Signature  Date 7-7-14

TO: Nicolle Roush DATE: 06/26/2014  
 Business Manager

FROM: Becky Edson  
 Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending June 30, 2014

Amerprise Vendor #40027	\$ 2,204.18
PERA Vendor #40006	\$ 29,375.63
Horace Mann Vendor #40026	\$ 1,068.34
TRA Vendor #40005	\$ 59,210.58
VALIC (Variable Annuity Life) Vendor #40033	\$ 3,205.65
Minnesota Dept. of Revenue Vendor # 40003	\$ 25,257.06
Internal Revenue Service Vendor Nbr 40037	\$ 153,740.76
Payroll Acct #XXXXXX4197 Vendor #40001	\$ 414,942.52
Bancorp Vendor #23474	\$ 8,484.90
CITISTREETMN (MSRS) Vendor # 28803-2	\$ 17,834.51
MN Child Support Vendor #21704	\$ 145.80
MO Child Support Vendor #23952	\$ -
MN Dept of Revenue - Garnishment Vendor #40058	\$ 415.34

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

**\$ 715,885.27**

Authorized Signature



Date

7-2-14

**COFY**

6/30/13/ G/L  
date

Date: July 2, 2014

To: FOR EFT INPUT

and PAID date 7-10-14

From: Becky Edson  
Payroll Clerk

Subject: Group Insurance Premium for June 2014  
(Employer's Costs and Employees' Withholdings)

Payable to: \$33,142.12  
Delta Dental Vendor # 30132

Charge to: Amount  
21-005-110-000-235-250 \$33,142.12

Total \$33,142.12 <sup>proof</sup> \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 7/10/2014

Authorized Signature  Date 7-2-14

**COPY**

Date: June 30, 2014

To: Accountns Payable

From: Becky Edson  
Payroll Clerk

Invoice nbr: C0035022078  
Date: 7/1/2014  
Group # 586196

Subject: Group Insurance Premium for July 2014  
(Employer's Costs and Employees' Withholdings)

Wire Funds Transfer was made in the amount of \$ 253,025.95

Payable to:  
Medica

Vendor # 21088

Charge to:	Amount	
01-215-30	\$31,502.49	
02-215-30	\$211,260.66	
10-215-30	\$10,262.80	
20-215.30	\$0.00	
Total	\$253,025.95	proof \$0.00

Authorized Signature  Date 7-2-14

COPY

Date: June 30, 2014

To: Accounts Payable

From: Becky Edson  
Payroll Clerk

Subject: Group Insurance Premium for July 2014  
(Employer's Costs and Employees' Withholdings)

Wire Funds to Kansas City Life Insurance Co \$6,900.28

Payable to:  
Kansas City Life Ins Co

Vendor #

Charge to:

Amount

01-215-32	\$517.10
02-215-32	\$3,910.19
10-215-32	\$249.76
01-215-33	\$285.90
02-215-33	\$1,817.57
10-215-33	\$119.76

Total	\$6,900.28	proof	\$0.00
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cc: Payroll Insurance Payment File

Authorized Signature



Date

7-2-14

ECOPY

Date: June 27, 2014  
To: FOR EFT INPUT  
From: Becky Edson  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Benny Card Reimbursement for week of 06/23 to 06/27/14

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$547.13  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39	\$547.13	
10-215-40	\$0.00	
Total	\$547.13	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 6/27/2014 \$547.13

Authorized Signature  Date 6-27-14

INTERMEDIATE SCHOOL DISTRICT 917  
 SCHOOL BOARD REPORT OF  
 CONSOLIDATED INVESTMENTS (GENERAL & BUILDING)  
 JUL 2014

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE
								INTEREST EARNED
1 MSDLAF + MAX	01	1,258,521.87	0.00	0.00	0.00	38.45	1,258,560.32	38.45
2 MSDLAF	01	0.42	0.00	0.00	0.00	0.00	0.42	0.00
MSDLAF FIXED (CD's, Term, Comm)	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 WELLS FARGO SAVINGS ACCT	01	3,550,581.74	0.00	150,000.00	0.00	86.65	3,400,668.39	86.65
4 WELLS FARGO PORTFOLIO	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		4,809,104.03	0.00	150,000.00	0.00	125.10	4,659,229.13	125.10

**EXPLANATION:** Lines 1 through 4 above are School District Investments complying with the requirements of Minnesota Statutes 118.01, 471.56 and 475.66. Lines 1 through 2 represent portfolios of investments made with Minnesota School Liquid Assets Fund plus (MSDLAF+) and are explained along with line 4 below.

1. MSDMAX is MSDLAF'S "Max Portfolio" and includes pooled investments plus banker's acceptances, commercial paper, repurchase agreements and US Government obligations.
2. MSDLAF is MSDLAF'S primary clearing "Money Market" fund. All fixed rate investments (FRI) clear through this account as do maturities, interest, and fees.
3. WELLS FARGO is a Savings Account.
4. WELLS FARGO PORTFOLIO includes pooled investments plus banker's acceptances, commercial paper, repurchase agreements and US Government obligations

NOTE: July 2014 Average MSDLAF Liquid Rate was .02% and the MSDLAF+MAX Average Rate was .04%. The MSDLAF CD Average Rate was 0%. The Average Wells Fargo Savings Rate was .03%.

NR:vjw

# **REVISED**

## **411 BULLYING PROHIBITION POLICY**

*[Note: School districts are required by statute to have a policy addressing bullying.]*

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (Intermediate School Policy 6.31). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is

objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other

vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary

consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school

personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce

discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the

school district.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 124D.10 (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

***Cross References:*** Policy 413, Harassment and Violence  
Policy 423, Employee Student Relationships  
Policy 6.1, Student Conduct

Revised \_\_\_\_\_

## **411 — BULLYING PROHIBITION POLICY**

### **I. — PURPOSE**

~~A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.~~

### **II. — GENERAL STATEMENT OF POLICY**

- ~~A. — An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.~~
- ~~B. — No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.~~
- ~~C. — Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.~~
- ~~D. — Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.~~
- ~~E. — False accusations or reports of bullying against another student are prohibited.~~

~~F. — A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district’s policies and procedures. The school district may take into account the following factors:~~

- ~~1. — The developmental and maturity levels of the parties involved;~~
- ~~2. — The levels of harm, surrounding circumstances, and nature of the behavior;~~
- ~~3. — Past incidences or past or continuing patterns of behavior;~~
- ~~4. — The relationship between the parties involved; and~~
- ~~5. — The context in which the alleged incidents occurred.~~

~~Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.~~

~~G. — The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.~~

### ~~III. — DEFINITIONS~~

~~For purposes of this policy, the definitions included in this section apply:~~

~~A. — “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:~~

- ~~1. — harming a student or a group of students;~~
- ~~2. — damaging a student’s or a group of students’ property;~~
- ~~3. — placing a student or a group of students in reasonable fear of harm to person or property;~~

~~4. creating a hostile educational environment for a student or a group of students; or~~

~~5. intimidating a student or a group of students.~~

~~B. “Immediately” means as soon as possible but in no event longer than 24 hours.~~

~~C. “On school district property or at school related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school related functions, school sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.~~

#### **~~IV. REPORTING PROCEDURE~~**

~~A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.~~

~~B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.~~

~~C. The building principal, the principal’s designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.~~

~~D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.~~

- ~~E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.~~
- ~~F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.~~
- ~~G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.~~

## ~~V. SCHOOL DISTRICT ACTION~~

- ~~A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.~~
- ~~B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.~~
- ~~C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.~~
- ~~D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.~~

## ~~VI. REPRISAL~~

~~The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.~~

## ~~VII. TRAINING AND EDUCATION~~

- ~~A. The school district annually will provide information and any applicable training to school district staff regarding this policy.~~
- ~~B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.~~
- ~~C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.~~
- ~~D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.~~

## ~~VIII. NOTICE~~

~~The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.~~

~~*Legal References:* Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)~~

~~Adopted 9/4/2007  
Revised 10/2/2012~~

**Board Policy 6.15 Wellness** states the Food Service Program Administrator/Business manager will annually inform the community about district progress in attaining the goals of the Wellness Policy. This Policy was reviewed and approved by the board on April 7, 2014 (copy of complete policy enclosed). ISD 917 has made progress in attaining goals within this policy and I would like to summarize by location the reports provided by our Assistant Directors supervising these locations.

**Goal 1 - Physical Activity:**

Don Budach, Assistant Director

**TESA:**

Students participate in recreation and leisure activities in the community as well as a part of our curriculum in Health and Fitness and Lifetime Recreation classes. Students are engaged in a variety of activities such as bowling, bocce ball, kickball, yoga, walking, seasonal outdoor activities and utilizing the DCTC fitness center.

**PACES:**

Students participate in a variety of motor related activities throughout the school day. Specialists such as DAPE and OT provide services related to students motor needs during DAPE and Occupational Therapy. In the elementary program recess is a part of the daily routine, allowing student's time to access playground equipment and interact with their non-disabled peers.

**DASH:**

Students participate in a variety of adapted motor related activities on a daily basis with the support of staff. Specialists such as DAPE, OT and PT also address the students motor needs based on their ability

Jennifer Hetland, Assistant Director

**Alliance Education Center:**

Physical Education/DAPE is offered each day. A portion of the curriculum dedicated to educate students on the benefits of a healthy lifestyle and what a healthy lifestyle means. Short physical breaks are provided throughout the academic day.

**Options and Anthony Louis:**

Teachers create opportunities for physical activity throughout the instructional day.

**Juvenile Service Center/New Chance:**

Physical Education/DAPE is offered each day/ a portion of the curriculum dedicated to educate students on the benefits of a healthy lifestyle and what a healthy lifestyle means. Short physical breaks are provided throughout the academic day.

Kitri Kylo, Assistant Director

**D/HH Preschool:**

Learners participate daily in physical activity in the DEC motor room, and then also with another planned physical activity session either outside on the playground, or in the DEC gym, depending on the weather. Some learners with motor delays additionally receive PT services to develop their balance, strength and coordination skills to be as physically active as they are able. In addition, the D/HH preschool classrooms start out the morning with

Brain Gym activities, and additional movement/sensory breaks are provided throughout the school day per individual student's sensory/physical needs.

**D/HH Elementary (Gideon Pond):**

Students participate in physical activity during their school day with regular physical education classes provided in the general education setting at Gideon Pond, which follows the District 191 PE curriculum. In addition, learners participate in physical activity by playing games and playing on playground equipment during daily recess. Staff promotes learners' participation during their supervision of students in both school PE classes and recess settings. Some learners with motor delays additionally receive PT and DAPE services to develop their balance, strength and coordination skills to be as physically active as they are able. In addition, learners participate in Brain Gym and Me Moves activities at certain times of the school day, and additional movement/sensory breaks are provided throughout learners' school day per individual student's sensory/physical needs.

**D/HH Elementary (Century Middle School):**

Students participate in physical activity during their school day with regular physical education classes provided in the general education setting at Century Middle School, this follows the District 194 PE curriculum.

David Stoll, Assistant Director

**IDEA (Cedar School):**

Students participate in a 40 minute Physical Education class each day. "Friday Activities" often center around leisure activities such as bowling, frisbee golf, walking, etc.

**SUN (Cedar School):**

Students in the group setting participate in a 30 Physical Education class each day. They also have breaks during the day for shorter periods (10-15 minutes) of physical activity such as walking, playing catch, shooting baskets in the gym, etc. Individual students participate in a Physical Education whenever possible and also have physical activity breaks incorporated into their schedule throughout the day.

**TEA:** Staff compensate for a lack of gym space for the program by building physical activity into the students day as much as possible. Staff will take students on walks; to the sensory room to use swings, crash pit, and play dodge ball; shoot baskets or play catch outside, etc. Younger students are able to access the playground.

Eric Van Brocklin, Principal

**DCALS (DCTC Campus):**

Students are given the opportunity to participate in Physical Education class on quarter to quarter basis. We provide time during our daily advisory class for staff to get students involved in group activities such as dodge ball, kick ball, soccer and walking around the campus.

**DCALS (North Campus):**

Students are given the opportunity to participate in Physical Education class on quarter to quarter basis. We provide time during our daily advisory class for staff to get students involved in group activities such as dodge ball, kick ball, soccer and walking around the campus.

## **Goal #2 - Nutritional Education and Promotion:**

Don Budach, Assistant Director

### **TESA:**

Students are taught about healthy eating habits in Independent Living, Home Living Basics and Health and Fitness. Students also learn about serving sizes, reading labels, planning balanced meals and healthy food choices.

### **PACES:**

Students have an opportunity for a healthy snack during break time. Students also learn about healthy eating through curriculum accessed in both special education and general education classrooms.

### **DASH:**

Student's nutritional needs are met per their individualized plan.

Jennifer Hetland, Assistant Director

### **Alliance Education Center:**

Life skills curriculum includes nutrition education, students participate in creating healthy meals. Teachers are encouraged to incorporate nutritional information into subject lessons when appropriate. The school will be offering appropriate foods and snacks at the student store starting the 2014-2015 school year.

### **Options and Anthony Louis:**

Teachers are encouraged to incorporate nutritional information into subject lessons when appropriate. Students are encouraged to bring healthy lunches to program.

### **Juvenile Service Center/New Chance:**

Life skills curriculum includes nutrition education, students participate in creating healthy meals. Teachers are encouraged to incorporate nutritional information into subject lessons when appropriate.

Kitri Kylo, Assistant Director

### **D/HH Preschool:**

The parents of learners are encouraged by staff to provide healthy snacks and lunches for their preschool-age children, and staff educates the young preschool learners about healthy food choices within the context of instruction during snack and lunch time.

### **D/HH Elementary (Gideon Pond):**

Students are taught about healthy eating habits and making healthy food choices through the District 191 general education health education curriculum, through District 191's very proactive guidance of good nutrition through their breakfast and lunch programs, as well as District 191's deliberate instruction about this area in general education classrooms through

special in-services. Staff encourages students to make healthy food choices. Finally, learners who have need have access to 191's *Brain Food in a Backpack* program where they receive a backpack of healthy food to help provide them proper nutrition during the weekend.

D/HH Elementary (Century Middle School):

Students are taught about healthy eating habits and making healthy food choices through the general education health education curriculum, and District 194's food service programs. Staff encourages students to make healthy food choices.

David Stoll, Assistant Director

IDEA (Cedar School): A portion of the student's health class focuses on healthy eating and nutritional needs. As part of Transition Skills and "Friday Activities" students will learn to make health meals and snacks. The school store at Cedar has started the transition to selling items that meet the new guidelines. This past year pop and candy were no longer sold.

SUN (Cedar School): Group classrooms taught healthy eating as part of the Life Skills class and students learned to make healthy meals and snacks. The school store at Cedar has started the transition to selling items that meet the new guidelines. This past year pop and candy were no longer sold.

TEA: Students learned about healthy eating as part of their Life Skills classes. Cooking activities focused on healthy eating and snacks offered to students also focused on healthy items.

Eric Van Brocklin, Principal

DCALS (DCTC Campus):

Students are provided the opportunity to enroll in a Health class throughout the year. Staff address healthy living choices during daily advisory class. Students are periodically involved in cooking activities that promote healthy choices in foods.

DCALS (North Campus):

Students are provided the opportunity to enroll in a Health class throughout the year. Staff address healthy living choices during daily advisory class. Students are periodically involved in cooking activities that promote healthy choices in foods.

TO: School Board Members  
FROM: John Christiansen  
DATE: August 14, 2014  
RE: Health Insurance Update

The district insurance committee, made up of representatives of our employee groups and the board, met on Tuesday, August 12, to review the information from the five vendors who submitted bids on our health insurance for 2015. We will provide an update on the next steps in the process to bring a recommendation for action to the board. The bids on the premium in the fully funded options duplicating our plan benefits ranged from an increase of 19% to a 35% increase. The self-funded proposals are a little more complex with the general increase range of 23.8% to 31.8%. This agenda item is to provide the opportunity to share some general information about the bids and process with our target to bring a recommendation for approval no later than our October Board meeting.

JC:ljb

TO: Board Members  
FROM: John Christiansen  
DATE: August 14, 2014  
RE: Contract Proposal for Office of Professional Employees Union

This contract proposal was on our July agenda for approval but the membership of the union had not completed their ratification vote at the time of our meeting. The vote was completed and the membership did approve the proposed contract. The elements are:

1. Language areas changed due to statute changes.
2. Longevity improvement:

Current	2014/15 and 2015/16
12-15 years \$1.00	\$1.00
16-19 years \$1.25	\$1.40
20-23 years \$1.50	\$1.65
24 years + \$1.75	\$1.90

3. 403b – no change
4. Medical District Contribution  

Current single - \$480	January 1, 2015 - \$540
Current family - \$1355	January 1, 2015 - \$1400
5. Salary Schedule
  - a. Add steps 19 and 20
  - b. Year 1 – 2%    Year 2 – 2%

The contract document is in the school board member only section of the July regular meeting Board Book web access. I recommend approval of the contract.

JC:ljb

# AGREEMENT

between

INTERMEDIATE SCHOOL DISTRICT NO. 917

and

OFFICE AND PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION, LOCAL 12  
AFL-CIO, CLC

Effective July 1, ~~2012~~, **2014** through June 30, ~~2014~~-**2016**

Board Approved \_\_\_\_\_

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ARTICLE I  
PURPOSE

Section 1. Parties: This Agreement is entered into between the Intermediate School District No. 917, Rosemount, Minnesota, (hereinafter referred to as the School District) and the Office and Professional Employees International Union, Local 12, AFL-CIO, CLC (hereinafter referred to as the union) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as PELRA) to provide the terms and conditions of employment for office and clerical employees during the duration of this Agreement.

ARTICLE II  
RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA the School District recognizes the Office and Professional Employees International Union, Local 12, AFL-CIO, CLC as the exclusive representative for office and clerical employees employed by the School District of Intermediate School District No. 917, which exclusive representative shall have those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

ARTICLE III  
APPROPRIATE UNIT

Section 1. Appropriate Unit: The union shall represent all such employees of the School District contained in the appropriate unit as defined in Article 4 of this Agreement and the PELRA and in certification by the Director of Mediation Services, Case No. 75R-603-A.

ARTICLE IV  
DEFINITIONS

Section 1. Terms and Conditions of Employment: Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the appropriate unit shall mean office and clerical employees employed by the School District, excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed fourteen (14) hours per week or thirty-five percent (35%) of the work week in the employee bargaining unit whichever is lesser, employees who hold the positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

Section 3. School District: Any reference to the School District in this Agreement shall mean the School District or its designated officials or representatives.

Section 4. The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successful school calendar adding to the years of employment.

Section 5. Other Items: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

## ARTICLE V SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, policy, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives, policy and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives, policy and orders are not inconsistent with the terms of this Agreement, and recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the state. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE VI  
EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Rights to Dues Check-Off:

Subd. 1. Employees shall have the right to dues check off to the union, provided that dues check off and the proceeds thereof shall not be allowed any organization that has lost its right to dues check off pursuant to Minn. Stat. § 179A.06, Subd. 6.

Subd. 2. The School District shall deduct monthly from the second paycheck each month the employee's membership dues in the union and pay the same to the union within ten (10) days following said pay periods provided that the School District shall have received from each employee on whose account such deductions are made a written assignment which shall be effective and irrevocable for a period of one (1) year from the signing date or up to the termination date of this Agreement, whichever occurs first. The union agrees to file an initiation fee and dues deduction assignment form with the School District for each employee prior to such deductions.

Section 3. Fair Share Fee:

Subd. 1. Pursuant to PELRA, employees who are not members of the union may be required to contribute a fair share fee for services rendered by the union, and the School District, upon notification by the union, shall be obligated to check off said fee from the earnings of the employee and transmit the same to the union each month.

Subd. 2. The union shall provide written notice of the amount of the fair share fee assessment to the School District and to each employee to be assessed the fair share fee.

Subd. 3. Any challenge to the fair share fee as provided by PELRA, shall not be subject to the grievance procedure.

Subd. 4. In the event a challenge is filed, the deduction for the fair share fee shall be held in escrow by the School District, pending a decision by the proper authority.

ARTICLE VII  
HOURS OF SERVICE

Section 1. Basic Work Week: The regular Monday through Friday work week shall consist of forty (40) hours, exclusive of duty free lunch period for full-time employees.

Section 2. Work Day: The normal work day for all regular full-time employees shall be eight (8) consecutive hours per day, exclusive of duty free lunch period.

Section 3. Part-time Employees: The School District shall have the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 4. Starting Time: All employees will be assigned starting times as determined by the School District.

Section 5. Lunch Period: Employees shall be provided a duty free lunch period of thirty (30) minutes.

Section 6. School Closings: Provisions for the closing of schools due to inclement weather or other exigency shall be as addressed in District Policy 466.

Section 7. Breaks: All employees covered by this Agreement shall receive a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon at a time determined by the supervisor.

Section 8. Overtime: All employees covered by this Agreement shall be paid at the rate of time and one-half (1-1/2) for any work over forty (40) hours per week or if required to work on the following days: President's Day; Good Friday; Day after Thanksgiving; and Christmas Eve Day. Double time shall be paid for all work performed on Sunday and on the following days: New Year's Day; Memorial Day; July 4th; Labor Day; Thanksgiving Day and Christmas Day.

Section 9. Modifications in Calendar, Length of Duty Day:

Subd. 1: Notwithstanding any other provisions of this Article, in the event of energy shortage, severe weather or other exigency, the School District may modify the duty day or duty week as appropriate, but with the understanding that the total number of hours shall not be increased, i.e., a four (4) day week with increased hours per day, but the total weekly hours not more than the regular five (5) day week.

Subd. 2. Prior to modifying the scheduled length of the duty day pursuant to Subd. 1 hereof, the School District shall afford to the union the opportunity to meet and confer on such matters.

Section 10. Duty Year: Employees will be assigned a duty year by the School District based upon the needs of the School District.

ARTICLE VIII  
COMPENSATION

Section 1. Basic Salaries - Regular Full-Time Employees:

Subd. 1. For purposes of this Article, the term regular full-time employee shall mean an employee who is paid for 940 or more hours during the fiscal year (July 1 to June 30).

Subd. 2. Full-time employees as defined herein shall be compensated on Salary Schedule A, on such level and step for the ~~2012-2013~~ **2014-2015** contract year, effective July 1, ~~2012~~, **2014** at one step over their ~~2011-2012~~ **2013-2014** placement.

Subd. 3. Full-time employees as defined herein shall be compensated on Salary Schedule B, on such level and step for the ~~2013-2014~~ **2015-2016** contract year, effective July 1, ~~2013~~, **2015**, at one step over their ~~2012-2013~~ **2014-2015** placement.

Subd. 4 – Longevity. Employees whose years of employment fall in the following categories will receive a longevity salary increase beyond the rates delineated in Schedules A and B effective July 1, ~~2012~~ or July 1, ~~2013~~.

	<del>2012/2013</del>	<del>2013/2014</del>
Years of Employment 12-15	<del>\$1.00</del>	<del>\$1.25</del>
Years of Employment 16-19	<del>\$1.25</del>	<del>\$1.50</del>
Years of Employment 20-23	<del>\$1.50</del>	<del>\$1.75</del>
Years of Employment 24 or more	<del>\$1.75</del>	<del>\$2.00</del>

	<b>2014-2015</b>	<b>2015-2016</b>
<b>In the 12<sup>th</sup> through 15<sup>th</sup> Year of Employment</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>In the 16<sup>th</sup> through 19<sup>th</sup> Year of Employment</b>	<b>\$1.40</b>	<b>\$1.40</b>
<b>In the 20<sup>th</sup> through 23<sup>rd</sup> Year of Employment</b>	<b>\$1.65</b>	<b>\$1.65</b>
<b>In the 24<sup>th</sup> Year or more of Employment</b>	<b>\$1.90</b>	<b>\$1.90</b>

Section 2. Basic Salaries – Regular Part-time Employees:

Subd. 1. For purposes of this Article, the term regular part-time employee shall mean an employee who is paid for less than 940 hours but more than 728 hours in the fiscal year (July 1 – June 30).

Subd. 2. Regular part-time employees shall be compensated on salary Schedule A, effective July 1, ~~2012~~ **2014** and on Salary Schedule B, effective July 1, ~~2013~~. **2015** Part-time employees shall advance one (1) step on the effective salary schedule after completion of 940 paid hours. A step advancement may occur on July 1 or January 1 of

the fiscal year. A regular part-time employee may not advance more than two (2) steps during the two-year contract period.

Subd. 3. On the July 1 or January 1 that a regular part-time employee becomes eligible for a step advancement paid hours in excess of 940 shall be carried forward and applied to the employees next 940 paid hours qualifying period for a step advancement.

Section 3. Successor Agreement: In the event a successor agreement is not entered into prior to July 1, ~~2014,2016~~, an employee shall remain at the same step as compensated during the ~~2013-2014~~ **2015-2016** contract year until a successor agreement is reached. The successor agreement shall govern step advancement.

Section 4. New Employees: A new employee shall be placed on the salary schedule as agreed between the employer and the employee and shall be eligible for step advancement on the following July 1 if employed prior to January 1. An employee hired after January 1 shall be eligible for any increase in the current rate on July 1, but shall not be eligible for step advancement until the following July 1. Thereafter, such a new employee shall be subject to all provisions of this Article, including the basic rules for regular part-time and regular full-time employees.

Section 5. Change of Classification: In the event an employee changes classification, the employee will be compensated on the same step of the new classification as paid on the prior classification.

Section 6. Salary Increases: Salary increases are not automatic and are effective only upon affirmative action by the School Board. The School Board reserves the right to withhold salary increases based upon employee performance in individual cases for cause. Withholding of salary increases based upon employee performance shall not be done without giving the employee and the union such notice two (2) weeks prior to the point in time when District 917 service salary increases are due. An action withholding a salary increase shall be subject to the grievance procedure. It is further understood that nothing in this Agreement shall be construed to prevent the School District from paying an employee at a rate higher than as provided in this Agreement, as long as such discretion is exercised in a fair and reasonable manner.

## ARTICLE IX 403B MATCHING CONTRIBUTION

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must have completed three years of employment and thus will be eligible for contribution in the employee's fourth year of service. Further, to be eligible for this contribution, an employee must be regularly employed at least 940 hours during the fiscal year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution. The School District will match eligible employee contributions up to a maximum as listed in the following schedule, according to year of employment.

<u>Year of Employment</u>	<u>Contribution</u>
4-9	\$150 <b>\$200</b>
10-14	\$175 <b>\$225</b>
15+	\$200 <b>\$250</b>

Section 3. Authorization. A salary reduction authorization agreement must be completed by the eligible employee by October 1 and each year thereafter for the employee to participate in the 403B matching contribution plan.

Section 4. Unpaid Leaves. Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement. The School District’s contribution, in any event, shall not exceed the employee’s matching contribution within the limitations of this Article.

ARTICLE X  
GROUP INSURANCE

Section 1. Health and Hospitalization Insurance:

Subd. 1. Individual Coverage: Effective July 1, ~~2012,~~ **2014**, the School District shall contribute a sum not to exceed ~~\$447~~ **\$480** per month for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. Effective January 1, ~~2013,~~ **2015**, the school district contribution will be ~~\$465~~ **\$540** per month. ~~Effective January 1, 2014, the school district contribution will be \$480 per month.~~

Subd. 2. Dependent Coverage: Effective July 1, ~~2012,~~ **2014**, the School District shall contribute a sum not to exceed ~~\$1250~~ **\$1355** per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for dependent coverage. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4. Effective January 1, ~~2013,~~ **2015**, the school district

contribution will be ~~\$1290~~ **\$1400** per month. ~~Effective January 1, 2014, the school district contribution will be \$1355 per month.~~

Subd. 3. Individual High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~\$447~~ **\$480** beginning July 1, ~~2012.~~ **2014.** ~~Effective January 2, 2013, this amount shall not exceed \$465 per month and effective January 1, 2014, this amount shall not exceed \$480 per month.~~ **Effective January 1, 2015, this amount shall not exceed \$540 per month.**
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical

expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4. Family High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~\$1250~~ **\$1355** beginning July 1, ~~2012~~ **2014**. ~~Effective January 1, 2013, this amount shall not exceed \$1290 per month and effective January 1, 2014, the school district amount shall not exceed \$1355 per month.~~ **Effective January 1, 2015, this amount shall not exceed \$1400 per month.**
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 5. Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 2. Dental Insurance:

Subd. 1. Individual Coverage: Effective July 1, 2012, the School District shall contribute a sum not to exceed \$42 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Subd. 2. Dependent Coverage: Effective July 1, 2012, the School District shall contribute a sum not to exceed \$95 per month toward the cost of the premium for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Section 3. Life Insurance: Effective September 1, 2012, the School District will provide a \$50,000 term life insurance policy for each eligible employee.

Section 4. Group Income Protection: The School District will pay each month the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

1. Benefits begin after ninety (90) calendar days of total disability.
2. The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

Section 5. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and

no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Description of Benefits: The parties agree that any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy.

Section 7. Eligibility: Full-time and permanent part-time employees regularly employed 940 or more hours per year, shall be eligible for School District insurance contributions as provided in this Article. Employees employed for a lesser period of time shall not be entitled to any contribution under this Article.

## ARTICLE XI FLOATING HOLIDAYS

Section 1. Floating Holidays: Effective July 1, 2004, those employees who have five (5) or more years of employment with the School District and who work 215 or more days per year, will receive seven (7) floating holidays as part of their assigned number of duty days. The employee shall request, in writing, the specific days to be used as floating holidays, which request shall be subject to approval by the employee's supervisor, based upon the needs of the School District. Days shall be based on the daily hours of the employee.

## ARTICLE XII LEAVES OF ABSENCE

### Section 1. Sick Leave:

Subd. 1. An eligible employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district. For purposes of this section an employee who works 221 or more days per year shall accrue twelve (12) days sick leave per year. An employee who works between 201 and 220 days per year shall accrue eleven (11) days sick leave per year; an employee who works 200 or less days per year shall accrue ten (10) days sick leave per year. A day shall be credited based upon the number of hours that the employee works on a daily basis.

Subd. 2. Annual sick leave shall accrue at the beginning of the fiscal year. Employees using sick days in excess of those earned and accredited to their account shall have compensation for those excess days used withheld from their pay.

Subd. 3. Unused sick leave days may accumulate without limit.

Subd. 4. Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness, which prevented his/her

attendance and performance of duties on that day or days. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is less than eighteen (18) years old, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness (Minn. Stat. § 181.9413).

Subd. 5. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 6. Sick leave pay shall be approved only upon submission on the online absence system.

Subd. 7. Each school year, it shall be the option of each bargaining unit member to contribute one (1) personal leave day to establish and maintain a paid sick leave bank up to 150 days. On or before June 1, the business office will electronically prompt bargaining unit members to indicate whether or not they wish to contribute to the sick leave bank. The paid sick leave bank shall be administered by the President of the Association and the Superintendent. Paid sick leave days shall be available only for serious illness or injury of bargaining unit members who have exhausted all of their paid leave options. No bargaining unit member may be granted from the pool of sick leave days more than is needed to become eligible for long-term disability. Eligibility decisions are not subject to the grievance procedure.

## Section 2. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the School District, under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the employee's accumulated sick leave accrual time according to the prorated portions of days of sick leave time which is used to supplement worker's compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who is receiving workers compensation payments may elect to use available sick leave for the difference between the workers compensation payment and their regular pay.

### Section 3. Death and Illness Leave:

Subd. 1. An employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child or parent. Up to three (3) days absence may be granted with pay for the death of the employee's sister, brother, grandparent, grandchild, parent-in-law, son or daughter-in-law, brother or sister-in-law and regular members of the immediate household. The leave set forth in this section is non-accumulative and shall not be deducted from sick leave.

Subd. 2. Upon approval of the superintendent or his/her designee, up to ~~five (5)~~ **twenty (20)** days sick leave per year will be granted for the ~~severe~~ **illness or injury** of the following: employee's spouse, parent, ~~or~~ children, **sibling, grandparent, step-parents, grandchild, or spouse's mother or father.**

Subd. 3. Additional absence for severe illness or death may be granted at the sole discretion of the superintendent, whose decision is final and binding and is not subject to the grievance procedure.

### Section 4. Medical Leave:

Subd.1. An eligible employee who is unable to work because of illness or injury and who has exhausted all sick leave credit available or has become eligible for long-term disability compensation shall, upon request, be granted a medical leave of absence, without pay, up to six (6) months. The School District may, at its discretion, renew such leave and request for renewal shall be accompanied by a written doctor's statement. The union shall be notified of an employee granted such leave.

Subd. 2. A request for leave of absence under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to resume the employee's normal responsibilities.

Subd. 3. Any person employed to replace an employee on a medical leave shall be considered a temporary employee and shall be automatically terminated upon the return of the employee on medical leave.

Subd. 4. An employee who is disabled due to pregnancy may use their available sick leave during the time of physician-determined disability unless the employee is on child care leave.

Section 5. Jury Duty: An employee who is called for jury duty will be reimbursed for the difference between the amount paid for such services and his/her straight time hourly rate for his/her regular scheduled hours of work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

Section 6. ~~Child Care~~ Parental Leave:

Subd. 1. An employee shall be afforded a ~~child-care~~ **parental** leave of absence of no more than twelve (12) months in duration, according to the procedures as outlined in this section, to one parent of a newborn child or an adopted preschool child, provided such parent is caring for the child on a full-time basis.

~~Subd. 2. The employee shall notify the superintendent in writing no later than the end of the fifth month of pregnancy and, also at such time, provide a physician's statement indicating the estimated date of delivery of the child.~~

Subd. 3. **2.** The employee shall submit a written request to the superintendent for a ~~child-care~~ **parental** leave including commencement date and return date.

~~Subd. 4. **3.** The effective beginning date of such leave and its duration shall be submitted by the superintendent to the School Board for approval.~~

~~Subd. 5. **4.** The parties agree that periods of time for which the employee is on ~~child-care~~ **parental** leave shall not be counted in determining the completion of the probationary or trial period.~~

Subd. 6. **5.** An employee who returns from ~~child-care~~ **parental** leave within the provisions of this section shall retain all previous work experience credit and any unused leave time earned under the provisions of this Agreement prior to the beginning of the leave. The employee shall not accrue any additional work experience credit for leave time during the period of child care leave.

Subd. 7. **6.** An employee on ~~child-care~~ **parental** leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall be responsible for the full cost of the premium of the insurance programs selected and will begin paying the district at the beginning of the leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

Subd. 8. **7.** The parties further agree that any child care leave of absence granted under this section shall be a leave without pay.

**Section 7. Maternity/Adoption Leave**

**Subd. 1.** The start of a physical disability absence for pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of the physical disability absence for childbirth shall be determined by the employee's physician at the time of the child's birth.

**Subd. 2.** A pregnant employee shall notify the superintendent in writing, not later than the end of the sixth month of pregnancy, and, also at such time provide a physician's statement indicating the estimated date of delivery of the child. The employee shall submit a written request to the superintendent for the use of paid sick leave, including commencement date and return date. The time periods provided herein can be modified by the employee's physician.

**Subd. 3.** An employee's maternity absence may encompass school holidays and/or school vacations. Holidays and/or vacations that fall during the period of disability do not cause the disability period to be extended. These days would not be deducted from sick leave.

**Subd. 4.** Subd. 2 and 3 of this section shall also apply to one parent for the adoption of a child in compliance with the Family Medical Leave Act.

**Section 7- 8. Military Leave:** Military leave shall be granted to employees covered by this Agreement pursuant to applicable Minnesota Statutes.

**Section 8. 9. General Leave:**

**Subd. 1.** Full-time and regular part-time employees in the School District may apply in writing for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the School Board.

**Subd. 2.** Such leave may be granted by the School Board for extended illness of the employee, extended illness of the employee's family, additional education, or other reasons acceptable to the School Board.

**Section 9. 10. Personal Leave**

**Subd. 1.** Effective July 1, 2004, employees who are in their first year of employment with the school district shall be eligible for one (1) day of personal leave. Employees in their second year of employment with the School District and thereafter shall be eligible for two (2) days of personal leave per year. Personal leave shall be allowed to accumulate to a total of four (4) days.

Subd. 2. The use of a personal leave day is subject to the approval of the School District to ensure a minimum disruption for the educational program. Accordingly, the following limitations shall apply:

A personal leave day normally shall not be granted for the day preceding or the day following holidays or vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year. Exceptions may be made with the approval of the superintendent.

Personal leaves shall not be granted during parent conference days, in-service days or other days when it is critical that the employee be in attendance.

Personal leave requests may be denied on a particular day if other employees in the same unit/department have already been granted personal leave which would be disruptive of the functioning of the particular program/department.

Subd. 3. At the beginning of each employment year, employees will be credited with the number of days of personal leave specified in Section 11, Subd. 1, herein. Those employees who have accumulated three (3) days of personal leave or more prior to the beginning of any year shall receive a lump sum payment of \$100.00 for each day beyond four for which they become eligible in lieu of being granted additional days beyond four.

Subd. 4. Usage of personal leave shall be requested as early as practicable.

Section 10. 11. Eligibility: Full-time and permanent part-time employees regularly employed by the School District who meet the conditions of Article IV, Section 2 for inclusion in the unit, shall be eligible for leaves of absence as outlined in this Article on a pro rata basis for their work week based on the forty (40) hour week. Employees employed for a lesser period of time shall not be entitled to any benefits under this Article.

Section 11. 12. Insurance Application:

Subd. 1. An employee shall be eligible for insurance contributions as provided in Article X of this Agreement during any month that the employee provides regular service at least one (1) day during the month, or during any month that such employee is continuously on paid sick leave pursuant to Section 11, Subd. 1, of this Article.

Subd. 2. An employee shall not be eligible for School District contributions for insurance programs as outlined in Article X of this Agreement during any of the following:

- a. Any month in which the employee does not receive either pay for actual service rendered or during any month in which the employee is absent but not entitled to sick leave pursuant to Section 11, Subd 1, of this Article.
- b. Any month in which the employee receives worker's compensation for the entire month, whether or not supplemented by sick leave.
- c. Any month in which the employee is receiving long-term disability insurance benefits for the entire month.

Subd. 3. An employee being compensated pursuant to Section 11, Subd 1, hereof, may, however, continue to participate in group insurance plans if permitted under the insurance policy provisions, but shall pay the entire premium for such program as he/she wishes to retain during such period of employment relationship. It is the responsibility of the employee to make arrangements with the school business office to pay to the School District the monthly premium amounts in advance and on such date as determined by the School District. The right to continue participation in such group insurance programs, however, will discontinue upon termination of employment.

Section ~~12.~~13. Return From Leave: An employee returning from a leave pursuant to this Article, shall be reemployed in the employee's former position or one of like level in pay for which the employee was qualified prior to the leave, provided that the employee returns on the date approved by the School District. Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the School District.

Section ~~13.~~ 14. Accrued Benefits - Unpaid Leaves: An employee on an unpaid leave pursuant to this Article shall retain such amounts of experience credit for pay purposes and other accrued benefits, if any, which he/she had accrued at the time he/she went on leave for use upon his/her return. No additional experience credit for pay purposes or other benefits shall accrue for the period of time that an employee is on leave under this section.

Section ~~14.~~ 15. Accrued Benefits - Paid Leaves: An employee on an extended leave where compensation is involved, including sick leave and worker's compensation shall be eligible for normal accruals for sick leave during any month in which the employee actually performs services. However, an employee shall not be eligible for accrual of sick leave during any month in which the employee does not perform services because of absence on paid sick leave or during the entire month the employee is being compensated by worker's compensation or long-term disability insurance.

### ARTICLE XIII VACATION LEAVE

Section 1. Eligible Employee: **Full-time and permanent part-time employees regularly employed by the School District who meet the conditions of Article IV, Section 2, for inclusion in the unit, shall be eligible for vacation as outlined in this Article. An eligible**

employee for the purpose of this section is an employee who works 215 days or more per year. A day shall be credited based upon the number of hours **per day** that the employee works on a regular basis.

Section 2. Vacation Earned: Commencing in the second year of employment, an employee shall receive ~~five (5) days of~~ vacation **days** as part of their assigned number of duty days, which shall accrue at the beginning of the school year. The employee shall request, in writing, the specific day(s) to be used as vacation, which request shall be subject to approval by the employee's supervisor, based upon the needs of the School District. **The following work day schedule will be applied to determine the number of vacation days assigned.**

**215 days to 235 days – 5 vacation days**

**194 days to 214 days – 4 vacation days**

**173 days to 193 days – 3 vacation days**

**152 days to 172 days – 2 vacation days**

**131 days to 151 days – 1 vacation day**

#### ARTICLE XIV DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD

Section 1. Probationary Period: An employee, under the provisions of this Agreement, shall serve a probationary period of one calendar year during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee.

Section 2. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay, discharged or disciplined only for just cause by the School District, subject to the grievance procedure.

Section 3. Trial Period, Change of Classification: An employee transferred or promoted to a different classification shall serve a trial period of two (2) months in any such new classification. During this two (2) month trial period, if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to his/her former classification. However, upon the mutual consent of the School District and the union, this trial period may be extended for an additional one (1) month.

#### ARTICLE XV VACANCIES AND JOB POSTING

Section 1. Posting of Vacancies: All permanent position vacancies will be posted for a one (1) week period in all buildings with an ISD 917 clerical position. A permanent position vacancy is defined as one lasting more than six (6) months. A permanent position vacancy may be filled temporarily pending completion of posting and application procedures.

Section 2. Application for Vacancies: All employees under this Agreement, including those on layoff status, may submit application in writing for any vacancy which is posted pursuant to this Article.

Section 3. Mailed Notice: Employees of the unit desiring to be personally notified of any vacancies occurring within the unit may provide a stamped, self-addressed envelope. If the personnel office of the School District is provided with such an envelope on file when a vacancy is posted, the School District will automatically forward the vacancy notice to the employee.

Section 4. Notice of Filling a Vacancy: Notice of the candidate selected to fill a vacancy shall be posted in all buildings.

Section 5. Filling of Vacancies: In filling a vacancy within the appropriate unit, the School District will first consider the applications of qualified employees of the unit who have made application. Determination and assessment of qualifications shall be as determined by the School District. In cases of promotion, the seniority of the employee shall be considered and applied, along with other relevant factors. If qualifications are substantially equal, as determined by the School District, the senior employee shall be given preference. An unsuccessful candidate may seek review of the matter providing a written appeal is made to the superintendent within ten (10) days after notice has been posted. However, the decision of the superintendent shall be final and binding and such decision shall not be subject to the grievance procedure.

Section 6. Administrative Transfers: Seniority and posting shall not apply in lateral transfer involving permanent employees. Transfer of this nature will be discussed with the union prior to final disposition.

## ARTICLE XVI SENIORITY AND LAYOFF

### Section 1. Recognition:

Subd. 1. The parties to this Agreement recognize the principle of seniority in the application of this Agreement within classifications concerning layoff and shift preference.

Subd. 2. Seniority is defined as the length of continuous service, both part-time and full-time, in the School District in the appropriate unit commencing on the most recent date an employee began work in a position within the unit. There shall be one master seniority list. Such list shall contain names and seniority dates of all employees within the unit in the order of their seniority.

Subd. 3. The seniority list shall be updated twice a year, on January 1st and July 1<sup>st</sup>. Seniority status on that date shall prevail for six (6) months.

Subd. 4. In computing employee seniority, continuous part-time employment shall be prorated as it relates to full-time employment and included in the full-time employment seniority computation.

Section 2. Date: Employees within the appropriate unit shall acquire seniority upon completion of the probationary period as defined in this Agreement and upon acquiring seniority, the seniority date shall relate back to the most recent date of employment within the appropriate unit and shall be accumulative only within this appropriate unit. If more than one employee is hired on the same date, seniority shall be determined by lot.

Section 3. Employees Leaving Unit: Employees who leave this unit but remain in the employ of the School District will retain seniority accrued while a member of the unit, but will not accrue additional seniority until returning to the unit. Such accrued seniority rights may be exercised to return to the bargaining unit only if their non-unit position with the School District has been eliminated.

Section 4. Layoff: The parties agree that seniority within the collective bargaining unit shall be the basis for reductions in staff. If a reduction of the office and clerical staff is necessary due to economic or other reasons and one or more employees are to be laid off, the employee(s) so affected may first accept any open permanent position(s) within one (1) calendar week of the date of notification by the District. If no such position is available or accepted, the affected employee may accept the layoff or elect to replace: (1) the employee with the least seniority in the same classification provided the employee is qualified to satisfactorily perform the duties of such position, or (2) in the event the duties of the employee with least seniority are greatly dissimilar to those of the affected employee, the affected employee may replace the next least senior employee in the same classification provided the employee is qualified to satisfactorily perform the duties of such position. For purposes of this paragraph, the School District shall determine whether or not positions are greatly dissimilar and any grievance related to this question may be processed by an employee only through the School Board review as provided in Section 6 of this Article. On this issue the decision of the School Board shall be final and binding and such decision may not be appealed to the arbitrator.

In the event no such replacement opportunity exists in the same classification, the affected employee may elect to replace the employee with the least seniority in the next or successively lower classification, provided the employee is qualified to satisfactorily perform the duties of such position.

Subd. 1. In the event of a demotion as a result of bumping or other circumstances, an employee so demoted shall be compensated on the same step on the salary schedule as occupied prior to the demotion in the new classification.

Subd. 2. Notice of such layoffs shall be given at least two (2) weeks before the scheduled layoff, except twenty-four (24) hours in cases of emergency, including labor disputes, or at the sole discretion of the District shall receive ten (10) days pay in lieu thereof.

Subd. 3. Employees shall be recalled in order of seniority for a position within the same classification held prior to layoff or a lower classification for which qualified. If a position becomes available for a qualified employee on layoff, the School District shall mail by certified mail the notice to such employee who shall have seven (7) calendar days from the date of mailing of such notice to accept the reemployment. If written acceptance is not received by the district within such seven (7) calendar day period, it shall constitute a waiver on the part of such employee to any further rights of employment or reinstatement and (the employee) shall forfeit any future reinstatement or employment rights. The employee must accept the first offer of rehiring at same classification from which the employee was laid off or the employee shall be removed from the recall list. The employee may refuse an offer for a lower classification position without losing recall rights to a position at the same classification from which the employee was laid off. However, once an employee is offered a lower classification position and refuses such offer, only higher classification positions need be offered.

Subd. 4. An employee recalled and reinstated shall receive the rate of pay corresponding to the step the employee was receiving at the time of layoff and in the classification of the new position to which recalled.

Subd. 5. All employees on the layoff list should be considered for all openings for which qualified prior to hiring a person not employed by the School District.

Subd. 6. An employee on layoff shall retain his/her seniority and right to recall within classification in seniority order for a period of one (1) year after the date of layoff.

Section 5. Loss of Seniority: Seniority shall be lost due to resignation, discharge for cause, failure to return from layoff in the time required, or absence for any reason for more than one (1) year.

## ARTICLE XVII SEVERANCE/RETIREMENT

Section 1. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous service with the School District, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 2. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days.

Section 3. Method of Pay-out:

- a. Subject to the limitations listed below, the School District will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403(b) vendor account. The retiree will not receive any direct payment from the school district for the severance pay.
- b. The School District's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in a. exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.
- c. The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.
- d. The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the School District will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor has agreed to calculate the maximum deferral limit.

Section 4. Notice: To be eligible for the benefits of this section, unless waived by the School District, an employee must notify the School District not less than 45 calendar days prior to the proposed retirement date.

## ARTICLE XVIII GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative: The employee, administrator or School District may be represented during any step of the procedure by any person or agent designated by such parties to this Agreement to act in their behalf.

### Section 3. Definitions and Interpretations:

Subd 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to calendar days.

Subd. 3. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred or within twenty (20) days of the date the employee(s) through use of reasonable diligence, should have had knowledge of such event. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

Section 5. Adjustments of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee with the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the superintendent, the superintendent, or his/her designee, shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the superintendent, or his/her designee, shall issue a decision in writing to the parties involved.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School District or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level 11 or School Board review, whichever is applicable, of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator, pursuant to Minn Stat. § 179A.21, Subd. 2, providing such request is made within twenty (20) days after the request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, the parties shall provide the arbitrator the submission of the grievance which shall include the following:

- a. The issues involved.
- b. Statement of the facts.
- c. Position of the grievant.
- d. The written documents relating to Section 5 of this grievance procedure.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such a person or persons they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the PELRA.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party or if the request is mutual, the cost shall be shared. The parties shall share equally fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement, nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters limited or excluded by PELRA.

Subd. 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

## ARTICLE XIX MISCELLANEOUS

Section 1. Tax Sheltered Annuity: The employer will make available to employees a tax shelter annuity program pursuant to Minn. Stat. §123.25, Subd. 12, and School Board policy.

Section 2. Union Stewards: The employer recognizes the right of the union to designate job stewards or job committees from the employees to handle such union business as may from time to time be delegated to such stewards or committee by the union.

Section 3. Notice to Union: The Union Business representative and ISD 917 Local President shall be notified via e-mail relative to layoffs, leaves of absence, job postings, job titles by levels, job descriptions, and the semi-annual seniority list.

Section 4. New Positions: In the event the School District creates new positions in the appropriate unit that are not covered by a present classification structure in the Agreement, prior to establishing the position, the School District shall notify the Union Business Representative,

with a copy to the ISD 917 Local president, by U.S. Mail, facsimile or e-mail of the compensation to be paid for such position. In the event of disagreement, the union shall have the right to meet and negotiate pursuant to PELRA on the compensation for such position. For purposes of this position, and in the event of impasse, the impasse procedures of PELRA may be utilized.

Section 5: The School District will not hire clerical unit members who are new to the District above the lowest paid employee in the classification within the salary schedule without notifying the Union Business Representative with a copy to the ISD 917 Steward by U.S. Mail, facsimile or e-mail prior to making the wage offer.

Section 6. Pay Days: Regularly employed part-time and full-time employees shall be paid twice monthly.

Section 7. Temporary Assignments: An employee who is temporarily assigned by the School District the major duties and responsibilities of another employee at a higher level shall receive an additional twenty-five cents (.25) per hour if assigned to such position five (5) or more consecutive days, retroactive to the first day.

## ARTICLE XX DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect from July 1, ~~2012, 2014~~, through June 30, ~~2014, 2016~~. It is understood that in the event Agreement negotiations extend beyond June 30, ~~2014, 2016~~, salary increases shall be held in abeyance until ratification of a new Agreement occurs. If either party desires to modify or amend this Agreement commencing on July 1, ~~2014, 2016~~, it shall give written notice of such intent no later than May 1, ~~2014, 2016~~. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) calendar days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School Board policies, rules or regulations, concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement, except if mutually agreed by the parties.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

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

OFFICE AND PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION, LOCAL 12  
AFL-CIO, CLC

INTERMEDIATE SCHOOL DISTRICT  
NO. 917

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Negotiating Committee

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Chair

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Business Representative

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Clerk

Dated: December 4, 2012

Dated: December 4, 2012

2012-2013 Account Clerk Salary Schedule

-	Acct. Payable Clerk	Acct. Receivable Clerk
SAFE Points	141-181	223-263
Step 1	18.05	19.70
Step 2	18.41	20.09
Step 3	18.78	20.50
Step 4	19.15	20.91
Step 5	19.54	21.32
Step 6	19.93	21.75
Step 7	20.33	22.19
Step 8	20.73	22.63
Step 9	21.15	23.08
Step 10	21.57	23.54
Step 11	22.00	24.01
Step 12	22.44	24.49
Step 13	22.89	24.98
Step 14	23.35	25.48
Step 15	23.82	25.99
Step 16	24.29	26.51
Step 17	24.78	27.04

2013-2014 Account Clerk Salary Schedule

-	Acct. Payable Clerk	Acct. Receivable Clerk
SAFE Points	141-181	223-263
Step 1	18.05	19.70
Step 2	18.41	20.09
Step 3	18.78	20.50
Step 4	19.15	20.91
Step 5	19.54	21.32
Step 6	19.93	21.75
Step 7	20.33	22.19
Step 8	20.73	22.63
Step 9	21.15	23.08
Step 10	21.57	23.54
Step 11	22.00	24.01
Step 12	22.44	24.49
Step 13	22.89	24.98
Step 14	23.35	25.48
Step 15	23.82	25.99
Step 16	24.29	26.51
Step 17	24.78	27.04
Step 18	25.27	27.58

2012-2013 Information Management Salary Schedule

-	Info. Mgt. I	Info. Mgt. II	Info. Mgt. III
SAFE Points	100-140	141-181	182-222
Step 1	16.86	18.05	19.51
Step 2	17.20	18.41	19.90
Step 3	17.54	18.78	20.30
Step 4	17.89	19.15	20.70
Step 5	18.25	19.54	21.12
Step 6	18.61	19.93	21.54
Step 7	18.99	20.33	21.97
Step 8	19.37	20.73	22.41
Step 9	19.75	21.15	22.86
Step 10	20.15	21.57	23.32
Step 11	20.55	22.00	23.78
Step 12	20.96	22.44	24.26
Step 13	21.38	22.89	24.74
Step 14	21.81	23.35	25.24
Step 15	22.25	23.82	25.74
Step 16	22.69	24.29	26.26
Step 17	23.15	24.78	26.78

2013-2014 Information Management Salary Schedule

-	Info. Mgt. I	Info. Mgt. II	Info. Mgt. III
SAFE Points	100-140	141-181	182-222
Step 1	16.86	18.05	19.51
Step 2	17.20	18.41	19.90
Step 3	17.54	18.78	20.30
Step 4	17.89	19.15	20.70
Step 5	18.25	19.54	21.12
Step 6	18.61	19.93	21.54
Step 7	18.99	20.33	21.97
Step 8	19.37	20.73	22.41
Step 9	19.75	21.15	22.86
Step 10	20.15	21.57	23.32
Step 11	20.55	22.00	23.78
Step 12	20.96	22.44	24.26
Step 13	21.38	22.89	24.74
Step 14	21.81	23.35	25.24
Step 15	22.25	23.82	25.74
Step 16	22.69	24.29	26.26
Step 17	23.15	24.78	26.78
Step 18	23.61	25.27	27.32

2012-2013 Admin. Asst. Salary Schedule

-	Admin. Asst. I	Admin. Asst. II	Admin. Asst. III
SAFE Points	80-120	121-161	162-202
Step 1	16.69	17.87	19.31
Step 2	17.02	18.23	19.70
Step 3	17.36	18.59	20.09
Step 4	17.71	18.96	20.49
Step 5	18.07	19.34	20.90
Step 6	18.43	19.73	21.32
Step 7	18.80	20.12	21.75
Step 8	19.17	20.53	22.18
Step 9	19.55	20.94	22.62
Step 10	19.95	21.36	23.08
Step 11	20.35	21.78	23.54
Step 12	20.75	22.22	24.01
Step 13	21.17	22.66	24.49
Step 14	21.59	23.12	24.98
Step 15	22.02	23.58	25.48
Step 16	22.46	24.05	25.99
Step 17	22.91	24.53	26.51

2013-2014 Admin. Asst. Salary Schedule

-	Admin. Asst. I	Admin. Asst. II	Admin. Asst. III
SAFE Points	80-120	121-161	162-202
Step 1	16.69	17.87	19.31
Step 2	17.02	18.23	19.70
Step 3	17.36	18.59	20.09
Step 4	17.71	18.96	20.49
Step 5	18.07	19.34	20.90
Step 6	18.43	19.73	21.32
Step 7	18.80	20.12	21.75
Step 8	19.17	20.53	22.18
Step 9	19.55	20.94	22.62
Step 10	19.95	21.36	23.08
Step 11	20.35	21.78	23.54
Step 12	20.75	22.22	24.01
Step 13	21.17	22.66	24.49
Step 14	21.59	23.12	24.98
Step 15	22.02	23.58	25.48
Step 16	22.46	24.05	25.99
Step 17	22.91	24.53	26.51
Step 18	23.37	25.02	27.04

**2014-2015 Account Clerk Salary Schedule**

	Acct. Payable Clerk	Acct. Receivable Clerk
SAFE Points	141-181	223-263
Step 1	18.41	20.09
Step 2	18.78	20.50
Step 3	19.15	20.91
Step 4	19.54	21.32
Step 5	19.93	21.75
Step 6	20.33	22.19
Step 7	20.73	22.63
Step 8	21.15	23.08
Step 9	21.57	23.54
Step 10	22.00	24.01
Step 11	22.44	24.49
Step 12	22.89	24.98
Step 13	23.35	25.48
Step 14	23.82	25.99
Step 15	24.29	26.51
Step 16	24.78	27.04
Step 17	25.27	27.58
Step 18	25.78	28.14

**2015-2016 Account Clerk Salary Schedule**

	Acct. Payable Clerk	Acct. Receivable Clerk
SAFE Points	141-181	223-263
Step 1	18.78	20.50
Step 2	19.15	20.91
Step 3	19.54	21.32
Step 4	19.93	21.75
Step 5	20.33	22.19
Step 6	20.73	22.63
Step 7	21.15	23.08
Step 8	21.57	23.54
Step 9	22.00	24.01
Step 10	22.44	24.49
Step 11	22.89	24.98
Step 12	23.35	25.48
Step 13	23.82	25.99
Step 14	24.29	26.51
Step 15	24.78	27.04
Step 16	25.27	27.58
Step 17	25.78	28.14
Step 18	26.30 <sup>31</sup>	28.70

**2014-2015 Information Management Salary Schedule**

	Info. Mgt. I	Info. Mgt. II	Info. Mgt. III
SAFE Points	100-140	141-181	182-222
Step 1	17.20	18.41	19.90
Step 2	17.54	18.78	20.30
Step 3	17.89	19.15	20.70
Step 4	18.25	19.54	21.12
Step 5	18.61	19.93	21.54
Step 6	18.99	20.33	21.97
Step 7	19.37	20.73	22.41
Step 8	19.75	21.15	22.86
Step 9	20.15	21.57	23.32
Step 10	20.55	22.00	23.78
Step 11	20.96	22.44	24.26
Step 12	21.38	22.89	24.74
Step 13	21.81	23.35	25.24
Step 14	22.25	23.82	25.74
Step 15	22.69	24.29	26.26
Step 16	23.15	24.78	26.78
Step 17	23.61	25.27	27.32
Step 18	24.08	25.78	27.87
Step 19	24.56	26.30	28.42
Step 20	25.05	26.82	28.99

**2015-2016 Information Management Salary Schedule**

	Info. Mgt. I	Info. Mgt. II	Info. Mgt. III
SAFE Points	100-140	141-181	182-222
Step 1	17.54	18.78	20.30
Step 2	17.89	19.15	20.70
Step 3	18.25	19.54	21.12
Step 4	18.61	19.93	21.54
Step 5	18.99	20.33	21.97
Step 6	19.37	20.73	22.41
Step 7	19.75	21.15	22.86
Step 8	20.15	21.57	23.32
Step 9	20.55	22.00	23.78
Step 10	20.96	22.44	24.26
Step 11	21.38	22.89	24.74
Step 12	21.81	23.35	25.24
Step 13	22.25	23.82	25.74
Step 14	22.69	24.29	26.26
Step 15	23.15	24.78	26.78
Step 16	23.61	25.27	27.32
Step 17	24.08	25.78	27.87

Step 18	24.56	26.30	28.42
Step 19	25.05	26.82	28.99
Step 20	25.55	27.36	29.57

**2014-2015 Admin. Assistant Salary Schedule**

	Admin. Asst. I	Admin. Asst. II	Admin. Asst. III
SAFE Points	80-120	121-161	162-202
Step 1	17.02	18.23	19.70
Step 2	17.36	18.59	20.09
Step 3	17.71	18.96	20.49
Step 4	18.07	19.34	20.90
Step 5	18.43	19.73	21.32
Step 6	18.80	20.12	21.75
Step 7	19.17	20.53	22.18
Step 8	19.55	20.94	22.62
Step 9	19.95	21.36	23.08
Step 10	20.35	21.78	23.54
Step 11	20.75	22.22	24.01
Step 12	21.17	22.66	24.49
Step 13	21.59	23.12	24.98
Step 14	22.02	23.58	25.48
Step 15	22.46	24.05	25.99
Step 16	22.91	24.53	26.51
Step 17	23.37	25.02	27.04
Step 18	23.84	25.52	27.58
Step 19	24.31	26.03	28.13
Step 20	24.80	26.55	28.69

**2015-2016 Admin. Assistant Salary Schedule**

	Admin. Asst. I	Admin. Asst. II	Admin. Asst. III
SAFE Points	80-120	121-161	162-202
Step 1	17.36	18.59	20.09
Step 2	17.71	18.96	20.49
Step 3	18.07	19.34	20.90
Step 4	18.43	19.73	21.32
Step 5	18.80	20.12	21.75
Step 6	19.17	20.53	22.18
Step 7	19.55	20.94	22.62
Step 8	19.95	21.36	23.08
Step 9	20.35	21.78	23.54
Step 10	20.75	22.22	24.01
Step 11	21.17	22.66	24.49
Step 12	21.59	23.12	24.98
Step 13	22.02	23.58	25.48
Step 14	22.46	24.05	25.99

Step 15	22.91	24.53	26.51
Step 16	23.37	25.02	27.04
Step 17	23.84	25.52	27.58
Step 18	24.31	26.03	28.13
Step 19	24.80	26.55	28.69
Step 20	25.30	27.08	29.27

TO: Board Members  
FROM: John Christiansen  
DATE: August 14, 2014  
RE: Proposed Administrative Operational Actions and Goals 2014-2015

I have met with our administrative team and we have reviewed input from our various advisory groups, feedback from our interactions with member district staff, and our Strategic Directives document. The notation behind each statement is the number of the Strategic Directive the action or goal relates to. The Strategic Directives document is also attached to this agenda item.

JC:ljb

## **Proposed Administrative Operational Actions and Goals 2014-2015**

1. Implement, evaluate, and refine the new educator development and evaluation process (EDEP) for Intermediate School District 917. (SD #3, #4)
2. Continue development and implementation of the DCALS/DCTC Transportation Academy in collaboration with the DCTC transportation department and MNSCU transportation director. (SD #2, #4)
3. Continue implementation and expansion of the DCALS Project Based Learning options to improve student motivation and credit completion. (SD #2)
4. Expand our involvement at DCALS with our local trades and apprenticeship training programs to increase student awareness of the career opportunities in the regional work force. (SD #2, #4)
5. Convene a study team to develop a proposal for a career academy model of programming that would integrate our alternative learning centers, our career and technical secondary education programs, and appropriate post-secondary programs at DCTC. (SD #4, #5)
6. Implement new requirements under the Affordable Care Act (ACA) to collect and report new payroll and insurance information. The ACA requires employers to count and report employee's hours on a continual basis to determine eligibility for an offer of insurance coverage. The ACA also mandates additional reporting requirements regarding benefits and employee status. We will be collaborating with the TIES consortium to select a software vendor to manage tracking of this new employee information. (SD #4)
7. Continue the implementation of the work plan for workers' compensation claims control and reduction of lost work time. Our current experience modification is 2.15 and our goal is to reduce it to below 2.0. The variables we work on are safety training for staff, support o staff who are injured and return to work plans which can improve recovery time and reduce district financial liabilities. (SD #4)
8. Continue to implement and evaluate the roles and responsibilities of behavior support staff, including licensed psychologist and board certified behavior analyst, across district programs to increase student academic engagement. (SD #2)
9. Explore and implement additional strategies to recruit and retain quality special education staff. (SD #5)
10. Research options for relocating programming from the Apple Valley Business Center to a facility with more appropriate space configurations and interior finishes to meet our programming needs. (SD #4, #5)
11. Conduct surveys of website users to gather input about their experience on the new website. Utilize the new feedback and the website user focus group input collected in the spring of 2014 to refine the new website features. (SD #1, #3)
12. Develop a marketing/communications action plan to enhance the regional awareness of student programs and opportunities at Intermediate School District 917. (SD #1)



## **Strategic Directives**

**2013-2016**

### **Intermediate School District 917**

***.....to serve as  
the best resource.....***

*(from the District 917 mission statement)*

#### **Directives for Intermediate School District 917**

*Board Approved December 3, 2013*

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## **Introduction**

This document identifies strategic directives to guide decision-making and to help the organization be more responsive to learners and effective in delivering educational services.

Our reasoning is simple: the Intermediate is a complex organization operating within a complex environment. These directives are to bring clarity and focus to the work of District 917 because all staff must operate with a shared vision, mission, and sense of priorities.

This is a flexible document. It will change and evolve as staff, families, students, member school districts, and our communities help shape District 917's work.

One should read this document carefully and consider it a frame of reference for Intermediate School District staff as they work to meet the needs of students and the school districts served by 917. In addition, this document is designed to serve as a communication tool to present and bring clarity to the educational services provided by Intermediate School District 917.

## **THE CASE FOR ACTION** ***(Why directives are needed?)***

Since the passage of the reauthorization in 2001 of the federal IDEA law known as No Child Left Behind, the public policy spotlight across the nation has been focused on public education. For many reasons and because of a host of issues, Minnesota and the federal government have enacted a number of major policy initiatives, some of which have had dramatic effects on Intermediate, as well as K-12, school districts. Because of these and other challenges, all school districts continue to face a wide range of critical issues.

The intermediate districts' mission is to provide assistance to their member districts to address many of these challenges.

Superintendents are faced with:

- challenging financial situations because of uncontrolled variables that affect their district's revenue and expenses
- a public, state and federal government, demanding increased accountability in all areas of education – especially student performance on reading, writing and math assessments
- an increasing number of “disenfranchised” students who are at risk of not graduating or who are dropping out
- growing special education costs and increased numbers of low-incidence disabilities demanding customized services
- increasing legal expenses
- reductions in all categories of staff
- increasing numbers of students needing cultural adaptations
- increasing numbers of students with significant mental health needs
- a wide range of opinions from business leaders, industry leaders, education administrators, teachers, and parents regarding the role of secondary career and technical programs as pathways to careers and college
- implementation of more prescriptive state legislation for principal and teacher evaluation
- legislative debate on roles and procedures for schools related to bullying prevention and control

Special education directors are faced with:

- attrition and shortage of instructional and support staff in several intense student needs programs
- federal and state mandates specifying services to be delivered as well as implementation regulations
- significant paperwork requirements

- an intensely cost-conscious environment that can create adversarial positions when determining student needs and the cost of delivering services
- parents desire for specialty services delivered close to home
- an increasing number of students with multiple and complex needs
- legislative policy changes for use of restraint and seclusion techniques in schools

917 board members and District 917's administration are faced with:

- planning and implementing building adaptations and long-term maintenance projects within limited revenue structures for owned or leased facilities
- requests from member districts to add services without additional funding sources
- member district leadership changes because of retirements and periodic leadership changes
- financial uncertainty because of the financial challenges of its members and legislative changes that have modified revenue sources
- arranging space to house expanding programs for students with complex needs and services and maintaining current space needs in appropriate locations
- a decrease in the number of students participating in technical program opportunities due to enrollment restrictions at some member districts
- member district decisions that are based upon local economic factors not a programs quality or cost effectiveness
- the challenge of starting new career and technical programs that address industry demands and student needs without a source of "startup" funding
- a shift in student career and technical enrollment toward more students with special needs which creates the need to modify career and technical curriculum without lowering academic standards
- recruiting staff in all areas with appropriate licensure and excellent teaching competency
- recruiting licensed and competent substitute staff
- adapting to the increasingly complex needs of students served in our in special education programs
- staying current with parent/student rights due to ever changing case law
- increased requirements for documentation and record keeping
- providing for the safety and security of students and staff

Intermediate District 917 is committed to providing successful learning opportunities for students and support functions for districts. The scope and scale of changes facing the students, educators, and districts we serve requires that we continuously review and modify our operational goals and action plans to respond to these changes. District 917 is committed to ensuring that the strategic directives will guide our decisions.

\* \* \* \* \*

***DISTRICT 917'S BELIEF STATEMENTS***  
**(What do we believe?)**

**Intermediate School District 917 delivers educational services based on the following belief statements:**

- We believe every student can learn. Achieving student educational outcomes is the heart of our work. We are focused on producing success directly with each learner.
- We believe in providing quality educational services, resulting in the desired outcomes for school districts and others concerned with student success.
- We believe in functioning in a flexible and adaptive manner. We constantly build skills so that we can respond to our customers' changing circumstances and needs.
- We believe in the delivery of quality educational services. We build on what is successful and improve what is not.
- We believe in staff excellence. We recognize and support the skills, energy, enthusiasm, effectiveness and intellect our employees bring to their work. We strive to remove practices and beliefs that hinder staff effectiveness.
- We believe ISD 917 operates in cost effective manner. We are conscious of both costs and benefits in delivering services valued by our customers.
- We believe in the importance of setting ethical standards and high expectations for our students and ourselves.
- We believe in creating and maintaining a positive reputation. We want our customers to have a clear understanding of our unique contribution to student achievement and school district success.
- We believe that our employees should be remunerated and valued in a way that is commensurate with industry standards.
- We believe in providing member districts the services and programs they need to meet the educational needs of students whose needs are best met by the intermediate school district.

\* \* \* \* \*

**OUR MISSION**  
(Why do we exist?)

***Intermediate School District 917 serves as a quality, cost effective resource for member school districts committed together to success for all learners.***

**“Serves” means**

We are a service organization; we bring an attitude of service to everything we do.  
We assess and continually improve customer satisfaction.

**“Quality” means**

We are accountable for excellent, cost-effective programs.  
Member school districts turn to us as a “first resource” when seeking external resources.

**“Resource” means**

We provide or facilitate the means to achieve success for each learner.  
As partners of the referring school district, community or county agency, we find solutions to identified learner needs.

**“Member school districts” means**

These are the principal customers for whose benefit we exist.  
We actively listen to understand and respond to their needs relative to student learning.

**“Success” means**

We are accountable to member school districts for learner success.  
We know and report student achievement and growth.

**“All learners” means**

We are a resource for any learner, currently birth to 21, with identified needs.  
Learners are not necessarily “bound” to a school building.  
We also support the families of these learners.

**“Cost effective” means**

We always look for solutions and strategies balancing the responsibility to achieve quality programs and services in the most cost effective manner.

\* \* \* \* \*

***OUR VISION***  
**(What we intend to become)**

**Intermediate School District 917 will be a community of students, families, teachers, staff members, school districts, regional organizations and associations actively engaged in ensuring student learning success.**

- Effectively addressing students’ needs is the center of our work. We will deliver services that promote educational excellence and provide what is needed to address individual learner needs. We are known for our creative solutions to changing and emerging student learning needs and our commitment to customer satisfaction and cost containment.
- School districts are confident that District 917 listens, responds, and adapts to their needs and the needs of their students.
- The leaders of our organization constantly seek to improve and expand the services and opportunities offered by District 917. Everyone who works at District 917 is committed to continuous improvement and professional development. Leaders forge partnerships among organizations — public, private or non-profit — that support learner success and our own financial stability.
- Student and staff environments are areas of creativity that stimulate learning. The environments in which we educate are safe, secure, clean and appropriate for delivering programs and services of high quality.
- We are responsive to families’ wishes to keep students in educational environments that are close to their homes and home schools. District 917’s educational programs and services are designed for mobile delivery, to the extent possible, and adaptable to host sites be they homes, schools, libraries, online or in accessible and desirable community locations.
- Families, school districts and businesses throughout Dakota County and the southern metropolitan area view the programs and services of District 917 as high quality, in terms of the models used to serve changing student needs, staff competency use of appropriate technology, and facilities. District 917’s programs and services are respected for their cost-effectiveness and integrity.

\* \* \* \* \*

## **STRATEGIES, ACTIONS, AND PROGRESS INDICATORS**

(How do we progress?)

*The following strategies, actions, and progress indicators are intended to assist us in setting priorities, allocating resources and making choices.*

**Strategic Directive 1: Heighten the trust and confidence of all school districts served by Intermediate School District 917.**

### **Actions:**

1. Host leadership meetings of superintendents, directors, and key building/district contact professionals.
  - a. Share recent legislative developments, MDE activities, and pertinent data regarding common educational interests.
  - b. Facilitate discussions promoting best practice.
  - c. Share current literature and research encouraging creative and innovative approaches to shared problems.
2. Develop new and maintain existing relationships with key staff in participating districts.
  - a. Create a network in which each student remains connected to his/her home school, program, and individual contact person.
  - b. Create and maintain an updated staff list of all key contact staff for each participating district.
3. Establish a concept of a continuous flow of data regarding student achievement with home districts and parents.
  - a. Continue to monitor and communicate class performance, credit attainment, and attendance to all involved schools, programs, contacts and parents.
4. Promote the “individualized” approach in meeting student needs.
  - a. Focus student intake meetings on students rather than program offerings.
  - b. Promote and encourage parental involvement in the design of individual learning plans for all students.
5. Seek, gather, and analyze feedback from member districts regarding their level of satisfaction and the level of service provided:

### **Progress Indicator (Area 1):**

1. Increased positive ratings over time on surveys from member districts, parents, staff, 917 staff, MDE, County and others collaborating with ISD 917.

## **Strategic Directive 2: Increase achievement of all learners served.**

### **Actions:**

1. Expand the scope of online learning opportunities for DCALS and students in other 917 programs;
2. Develop a variety of systematic approaches to gather student achievement data to enhance instruction and learning;
3. Provide staff development opportunities, focusing on strategies that enhance student performance;
4. Develop and administer common assessments within all classes to provide assurance of alignment of outcomes and instruction as well as to provide the data necessary to identify best instructional practice;
5. Adopt and implement curriculums that align with state standards and measure student progress;
6. Promote best practices in providing programming for students with disabilities including providing instruction tailored to disability areas and considering age and grade;
7. Research and implement a variety of models to address students in need of alternative approaches to education;
8. Enhance our model to support transitional needs of students ages 18 through 21.
9. Promote and support the use of assistive technology to supplement instruction.

### **Progress Indicators (Area 2):**

1. Compare assessment data from all common assessments and monitor changes in overall student academic achievement .
2. Compare student course taking and credits earned to assess student progress.
3. Compare pre and post assessments in the appropriate skill areas of reading and writing and mathematics.

## **Strategic Directive 3: Improve staff leadership skills and the culture of collaboration throughout the Intermediate District.**

**Actions:**

1. Continue/expand the use of Professional Learning Communities as an improvement model for the staff of 917 as part of the educator evaluation plan;
2. Provide training opportunities for member district or regional district staff.

**Progress Indicators (Area 3):**

1. Track and report formal data gathered from participating districts' survey's on ISD 917 programs, services, customer relations, and professional leadership.
2. Track and report participants feedback on evaluations from training and development opportunities.

**Strategic Directive 4: Use resources strategically to advance our mission.****Actions:**

1. Emphasize and maintain a focus on responsible approaches to the use of state and district funds.
2. Educate all stakeholders of the full cost of service delivery.
3. Study current funding formulas and legislation initiatives to maximize available funds.
4. Develop and foster partnership opportunities with community organizations/programs to enhance services and learning opportunities for students.
5. Maintain and expand the connection with DCTC in providing learning opportunities for secondary programs and articulation to post-secondary programs.
6. Work with DCTC, IHCC, and University of Minnesota in exploring the development of programs for all secondary students which focus on the needs of the 21<sup>st</sup> Century.
7. Support staff development efforts for the implementation of the legislative mandated educator evaluation and development processes.
8. Continue and expand the curriculum development process which focuses on standards and skill development.
9. Include student performance as an element of the staff development/evaluation process.

10. Monitor staffing ratios and class sizes to be in compliance with Minnesota Special Education Rules.
11. Continually assess member district needs and assets to avoid duplication and provide needed services.

#### **Progress Indicators (Area 4)**

1. Review annual audit results and identify trends to monitor over time.
2. Analyze expenditures in areas targeted for development and improvement.

#### **Strategic Directive 5: Structure ourselves so that we can adapt to our changing environment.**

##### **Actions:**

1. Look to the future and assume a pro-active approach to meeting the needs of learners beyond special education and secondary alternative credit restoration programs.
  - a. Monitor the opportunities presented in the vision of the University of Minnesota in regard to the development of the UMore Park Area. Intermediate School District 917 is an existing organization that is currently functioning as a regional center of educational services. Involvement in the educational component of the UMore Park Development is a logical concept to pursue.
  - b. Communicate the importance of assuming a proactive approach to providing collaborative services to learners in member districts.
2. Carefully examine enrollment/participation trends in all programs to inform decisions on the allocation of available resources.

#### **Progress Indicators (Area 5)**

1. Monitor and compare the time invested in managing existing program issues and planning for future program development.
2. Establish specific, time-oriented goals reflecting movement toward future program development.
3. Document all formal communications, planning sessions, and proposals as evidence to a commitment to futuristic planning.

## ***IN SUMMARY...***

These strategic directives, in every sense, are a work in progress and are intended to support a dynamic process that will forever be changing. The strategic directives are part of a living document that will never be completed or finished. Based on continuous review of progress data, the directives and actions will continue to be revised and adapted to meet the needs of our learners and the school districts we serve.

## 2014-2015 SCHEDULE OF SPECIAL SCHOOL BOARD AGENDA ITEMS

### 2014-2015

MONTH	DATE	LOCATION	PROG. REPORT & SPECIAL ITEMS
July	1		Temporary Employee Report Health & Safety Plan Review Student Handbooks Accounts Receivable Aging Report
August	19		Annual Goals Discussion
September	2		Annual Goals Approval
October	7		Assurance of Compliance Enrollment Report Temporary Employee Report Accounts Receivable Aging Report
November	5		Legislative Update Revenue and Expenditure Report/Nicolle
December	2		Auditor's Report Sp. Ed. Employee & Teacher of the Fall Quarter Construction Trades House
<b><u>2015</u></b>			
January	6, 2015		Temporary Employee Report MIS Update Supt's. evaluation Accounts Receivable Aging Report

January	20, 2016	Board Work Session – Goals Update Review Revised Budget
February	3	Resolution Directing Admin. to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore Approve Revised Budget
March	3	Sp. Ed. Employee & Teacher of the Winter Quarter Legislative Update Additional Programs/Program Expansion/Deletion
April	7	Temporary Employee Report Resolution Terminating Probationary Teachers Resolution to Place Continuing Contract Teachers on ULA Accounts Receivable Aging Report
April	21	Board Work Session – 2014-2015 Budget Review
May	5	Review and Approve Blood Borne Pathogens Exposure Control Plan Construction Trades House
June	2	Adopt Budget FY 15 Resolution Terminating Probationary Support Service Staff Supt's Salary Health & Safety Levy Distribution Proposal Health and Safety Resolution/Budget Safe Schools Levy Lease Levy

# Proposed 2014-2015

## INTERMEDIATE SCHOOL DISTRICT 917 SCHOOL BOARD COMMITTEE ASSIGNMENTS

COMMITTEE	BOARD MEMBER
BUDGET & FINANCE	*Clark Erickson Hill
BUILDINGS & GROUNDS	Lewis Cater
INSTRUCTIONAL PROGRAMS	*Pressnall Sausser Bergstrom Hill
INSURANCE	Erickson Mansur Clark Bergstrom
PERSONNEL	*Lewis Mansur Pressnall Clark
POLICY	*Hill Cater Sausser
ECSU Representative	Cater
MSBA Representative	Sausser
Relicensure	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