

**INTERMEDIATE SCHOOL DISTRICT 917
IN DAKOTA COUNTY**

REGULAR SCHOOL BOARD MEETING

Tuesday, September 2, 2014

AGENDA:

- I. **Call to Order - Chair Lewis**
- II. **Conduct Pledge of Allegiance - Chair Lewis**
- III. **Visitors opportunity to be heard - Chair Lewis**
- IV. **Additions to the agenda - Chair Lewis**
- V. **Good News Report - Directors** 2
- VI. **Consent Items - Chair Lewis**
 - A. Minutes, August 19, 2014, School Board Meeting 4
 - B. Personnel Considerations 6
- VII. **Business Manager's Report - Nicolle Roush**
 - A. Review and Approve Payment of Bills 19
 - B. Review and Approve Wire Transfers 22
- VIII. **New Business**
 - A. Review and Approve Goals for 2014-2015 - John Christiansen 27
 - B. Review and Approve Classified Full-Year Terms and Conditions of Employment - John Christiansen 30
- IX. **Consider Future Agenda Items**
- X. **Adjournment**

SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION

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, Eagan)

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

Good News Report
Secondary Programs
September 2, 2014

-We finished a good week of staff development for both the ALC and CTE programs. Highlights include:

- Updates on the SafeSchools Initiatives
- Teacher Evaluation Process
- Online learning training
- E-cigarette/tobacco awareness updates
- CTE Program Approvals
- Speaker Breakout session "Take This Job and Love It" Robin Getman
- General work time to put rooms back together after many summer projects

-New website is starting to come together with information related to each of our separate programs. Staff will get trained on how to update and adjust individual pages in the near future. This should help to showcase our programs in a more global fashion.

Good News
Special Education
September 2, 2014

- This year we have over 320 staff members in the special education division of Intermediate School District 917. This includes over 125 licensed staff and over 150 paraprofessionals. Our largest concentration of staff is at Alliance Education Center, followed by Cedar School.
- Of our 22 new licensed staff, 11 are uniquely licensed through the Board of Teaching. Seven of those unique licenses are community experts which have been approved or temporarily approved until the next Board of Teaching meeting.
- The next edition of *The Special Edition* should be out later this week. It will be sent via email to staff and also posted on the website.
- We anticipate construction at the Apple Valley site for our TEA expansion will begin this week. We hope it will be complete by our next board meeting.

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, August 19, at 1300 145th Street East, Rosemount, MN 55068.

Members Present: Dick Bergstrom, Bob Erickson, Dan Cater, Ron Hill, Jill Lewis, Deb Clark, Vanda Pressnall, Melissa Sauser, 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 5:15 PM.

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Dick Bergstrom, seconded by Dan Cater, to approve the consent items, as presented. All present voted aye. Motion carried.
 - **Minutes:** July 1, 2014, Regular School Board Meeting
 - **Minutes:** July 1, 2014, Organizational School Board Meeting
 - **Personnel:** *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. 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). Nicole Korbek-Hughes, Classroom Assistant, effective August 28, 2014 (from SA to CA). *Rehires:* Laura Vollmuth, Classroom Assistant, effective August 28, 2014. *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 and Terminations:* 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. Johnathan Harlin, Classroom Assistant, effective August 14, 2014. Meagan Jackson, Program Assistant, effective August 18, 2014. Thea McKimmy, Program Assistant, effective August 18, 2014.
2. Board Member Ron Hill introduced the following resolution and waived the reading: Resolution to Accept Donations in the amount of \$225.00. Donation of \$25 to the Special Education Department from Deb Clark of South St. Paul to be used for Staff Development and Training; donation of \$100 from Ahmann-Martin of Eden Prairie and \$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 Deb Clark, 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 Sauser, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)

3. Motion by Bob Erickson, seconded by Melissa Sauser, to approve the bills from June 24, 2014, through August 13, 2014, as presented by the Business Manager. All present voted aye. Motion carried.
4. Motion by Deb Clark, seconded by Ron Hill, to approve the wire transfers, as presented by the Business Manager. All present voted aye. Motion carried.
5. Motion by Dan Cater, seconded by Vanda Pressnall, to approve the Investment Report for the month of July, 2014, as presented by the Business Manager. All present voted aye. Motion carried.
6. Motion by Deb Clark, seconded by Joanne Mansur, to approve revised Policy 411, Bullying Prohibition, final reading, as presented. (Addendum B.) All present voted aye. Motion carried.

Nicolle Rouse reported on the annual Wellness Policy updates.

John Christiansen reported on health insurance updates.

7. Motion by Ron Hill, seconded by Deb Clark, to approve the Clerical Contract for 2014-2016, as presented. (Addendum C.) All present voted aye. Motion carried.

Superintendent Christiansen reviewed the proposed 2014-2015 goals with the Board. These goals will be finalized at the September 2, 2014, School Board meeting.

The School Board Agenda items were reviewed for 2014-2015. Some school sites will be added to a couple of the meeting dates.

8. Motion by Bob Erickson, seconded by Deb Clark, to approve the School Board Committees for 2014-2015, changing Joanne Mansur as alternate for AMSD. (Addendum D.) All present voted aye. Motion carried.
9. Motion by Joanne Mansur, seconded by Dan Cater, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 6:36 P.M.

The next regular School Board Meeting will be Tuesday, September 2, 2014, in the 917 Board Room at Dakota County Technical College at 5:15 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF SEPTEMBER 2, 2014**

NEW HIRES:

Lauren Dame, Classroom Assistant, effective August 28, 2014.

Ashley Estis, Classroom Assistant, effective August 28, 2014.

Danielle Estis, Classroom Assistant, effective August 28, 2014.

Breanne Harken, Classroom Assistant, effective August 28, 2014.

Teresa Kane, Classroom Assistant, effective August 28, 2014.

Amber Minick, Classroom Assistant, effective August 28, 2014.

Sharlene Nagle, Classroom Assistant, effective August 28, 2014.

Cosmas Onyambu, Classroom Assistant, effective August 28, 2014.

Robin Rockenback, Classroom Assistant, effective August 28, 2014.

Stacey Ruud, Classroom Assistant, effective August 28, 2014.

Jennifer Schmidt, Health Associate, effective August 28, 2014.

Cassandra Sommervold, Classroom Assistant, effective August 28, 2014.

RE-HIRES:

Joel Anderson, Classroom Assistant, effective August 28, 2014.

CHANGE IN STATUS:

Debra Piper, Sign Language Interpreter, leave of absence effective August 28, 2014, until released by physician to return to work.

RESIGNATIONS & TERMINATIONS:

Lamin Dibba, Classroom Assistant, effective August 28, 2014.

Amanda Sterna, Classroom Assistant, effective August 22, 2014.

To Bd 9/2/14

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 27, 2014	Teaching Licenses Held:
NAME: Ashley Estis	
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	Apple Valley	Yes	Generals	Diploma
Technical College				
College	Normandale	Yes	Generals	AA
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Augustana Health	8/11	10/12	Nursing Assistant
Natalia Trent	5/08	4/14	Nanny

Total Years Business/Industry Work Experience 7

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Ashley will be a classroom assistant in the TEA Program at Apple Valley.

To Bd 9/2/2014

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8 27 14	Teaching Licenses Held:
NAME: Danielle Estis	
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	Apple Valley High	Yes	Generals	Diploma
Technical College				
College	Normandale	Yes	Social Work	AA
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Creative Care	5/11	6/14	PCA
Carmike Cinemas	7/08	5/11	Cashier
Natalia Trent	9/08	Current	Nanny

Total Years Business/Industry Work Experience 6

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Danielle will be a classroom assistant in the SUN Program at Cedar replacing Kendra Martin.

To Bd 9/2/14

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8 27 14	Teaching Licenses Held:
NAME: Breanne Harken	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$16.37
	Employment Date: 8 28 14

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Cedar Falls High	Yes	Generals	Diploma
Technical College				
College	Iowa Northern University	No	Elem. Ed	In process
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Kensington Preschool	2/14	6/14	Lead Teacher
Karen Mowinski	11/12	10/13	Nanny

Total Years Business/Industry Work Experience 3

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Breanne will be classroom assistant in Apple Valley in the TEA Program.

To Bd 9/2/2014

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 26, 2014	Teaching Licenses Held:
NAME: Teresa Kane	
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	ISD 191	Yes	Generals	Diploma
Technical College	St. Paul College	Yes	ASL	AS
College				
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Kindercare Learning Centers	5/13	Current	Teacher 1
Home Town Auto	4/10	Current	Receptionist/Cashier
DSW	4/06	11/09	Cashier

Total Years Business/Industry Work Experience 8

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Teresa will be a classroom assistant in the McAuliffe Elementary DASH Classroom replacing Elizabeth Laffen.

To Bd 9/2/14

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 28, 2014	Teaching Licenses Held:
NAME: Amber Minick	
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	Home School	Yes	Generals	GED
Technical College				
College				
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Gap Inc.	5/04	Current	Shipment
Bauers So. Side Liquor	7/12	Current	Cashier

Total Years Business/Industry Work Experience 10

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Amber will be a classroom assistant at Alliance in the SUN Program.

To Bd 9/2/14

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8-27-14	Teaching Licenses Held:
NAME: Sharlene Nagle	
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	Little Falls High	Yes	Generals	Diploma
Technical College	Rainy River Community College	Yes	Human Services	AA
College				
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
2 nd Street Depot	4/14	Current	Cleaner
Ruth Homes	4/14	5/14	RA
Lutheran So. Services	5/12	5/13	PSA

Total Years Business/Industry Work Experience 2

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Sharlene will be a classroom assistant in the SUN Program replacing Amber Kneer.

To Bd 9/2/14

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8 27 14	Teaching Licenses Held:
NAME: Cosmas Onyambu	
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	St. Pauls High, Kenya	Yes	Generals	Diploma
Technical College				
College	Kenyatta University	Yes	English, Education	BA
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Aerotek		Current	Medical Assembler

Total Years Business/Industry Work Experience

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Teachers Service Commission, Kenya	2002	2012	High school teacher

Total Years Experience 10

Remarks:

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

To Bd 9/2/14

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 26, 2014	Teaching Licenses Held:
NAME: Jennifer Schmidt	
Position: Health Associate	
College: Secondary: Special Education: x District:	Recommended Salary : \$21.06
	Employment Date: 8/28/14

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Park High School	Yes	Generals	Diploma
Technical College				
College	Mankato State	Yes	Nursing	BSN
	Century College	Yes	Nursing	RN
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Bayada Nurses	3/10	5/14	Registered Nurse

Total Years Business/Industry Work Experience 4

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Jennifer will be a health associate replacing Natalie Bormann.

To Bd 9/2/14

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8-27-14	Teaching Licenses Held:
NAME: Cassandra Sommervold	
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	Farmington High	Yes	Generals	Diploma
Technical College				
College	MN State – Mankato	Yes	Corrections	BA
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
MRCI Worksource	1/13	Current	Support Plan Coordinator
Youth Services International	12/08	10/12	Case Manager, Counselor

Total Years Business/Industry Work Experience 6

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Cassandra will be a classroom assistant in the SUN Program at Alliance replacing Jonathan Harlin.

To Bd. 9/2/2014

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 9.2.14	Teaching Licenses Held:
NAME: Lauren Dame	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : \$15.99
	Employment Date:

Education:

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

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Treasure Island	2/14	7/14	Server
Parkshore Senior Campus	4/11	2/14	Server

Total Years Business/Industry Work Experience 3

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

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

To Bd 9/2/14

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: September 2, 2014	Teaching Licenses Held:
NAME: Robin Rockenback	
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	Henry Sibley	Yes	Generals	Diploma
Technical College				
College				
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Mankato Rehabilitation	3/14	Current	Support Specialist
Daycare Provider	1/13	1/14	Daycare
SemperFi Construction	6/11	12/13	Administration

Total Years Business/Industry Work Experience 3

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

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

To Bd 9/12/14

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8 28 14	Teaching Licenses Held:
NAME: Stacey Ruud	
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				
Technical College				
College				
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
MRCI	7/12	Current	Support Plan Coordinator
Libra Support Services	1/11	7/12	Program Staff
New Challenges	6/99	1/12	Program Manager/Staff

Total Years Business/Industry Work Experience 15

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Stacey will be a classroom assistant in the SUN Program at Alliance.

CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 08/13/14 - 08/27/14

CHECK #	CHECK # TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
317003	S	\$493.32	08/14/14	23725	1	ADVANCED IMAGING SOLUTIONS	OUTSTANDING
317004	S	\$65.85	08/14/14	23268	0	APPOLLO SECURITY INC.	OUTSTANDING
317005	S	\$6.62	08/14/14	19803	0	CENTERPOINT ENERGY	OUTSTANDING
317006	S	\$332.28	08/14/14	23020	1	CORNER MEDICAL LLC	OUTSTANDING
317007	S	\$825.98	08/14/14	02866	0	DAKOTA ELECTRIC ASSN	OUTSTANDING
317008	S	\$291.00	08/14/14	19401	0	DEX MEDIA EAST, INC.	OUTSTANDING
317009	S	\$963.92	08/14/14	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
317010	S	\$40.00	08/14/14	22875	0	GLEWE DOORS, INC	OUTSTANDING
317011	S	\$8239.72	08/14/14	00543	0	GOPHER SPORT	OUTSTANDING
317012	S	\$495.63	08/14/14	01433	0	GRAINGER W W INC.	OUTSTANDING
317013	S	\$798.46	08/14/14	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
317014	S	\$400.00	08/14/14	23998	0	VOIDED	VOIDED
317015	S	\$1150.55	08/14/14	21834	0	LAKESHORE LEARNING MATERIALS	OUTSTANDING
317016	S	\$484.35	08/14/14	10641	0	LINGUI SYSTEMS, INC	OUTSTANDING
317017	S	\$538.13	08/14/14	23917	0	MARCO INC	OUTSTANDING
317018	S	\$44.00	08/14/14	23761	1	MIDWEST SPECIAL INSTRUMENTS, CORP	OUTSTANDING
317019	S	\$103.82	08/14/14	23258	0	MN ENERGY RESOURCES CORPORATION	OUTSTANDING
317020	S	\$5503.00	08/14/14	12831	0	NCS PEARSON INC	OUTSTANDING
317021	S	\$485.38	08/14/14	20568	1	OFFICE DEPOT	OUTSTANDING
317022	S	\$6549.27	08/14/14	06824	1	RESEARCH PRESS	OUTSTANDING
317023	S	\$998.09	08/14/14	18869	1	RIVERSIDE PUBLISHING CO	OUTSTANDING
317024	S	\$395.00	08/14/14	23054	0	SIMPLEXGRINELL	OUTSTANDING
317025	S	\$780.00	08/14/14	21458	0	SOUTH CENTRAL SERVICE COOPERATIVE	OUTSTANDING
317026	S	\$3312.61	08/14/14	24043	0	TEAMWORKS INTERNATIONAL	OUTSTANDING
317027	S	\$145.00	08/14/14	23595	0	THE MCDOWELL AGENCY, INC	OUTSTANDING
317028	S	\$12519.64	08/14/14	00643	0	TIES	OUTSTANDING
317029	S	\$426.39	08/14/14	21326	2	USI	OUTSTANDING
317030	S	\$616.69	08/14/14	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
317031	S	\$188.65	08/14/14	40056	1	DAKOTA COUNTY SHERIFF	OUTSTANDING
317032	S	\$1524.80	08/14/14	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
317033	S	\$4241.25	08/14/14	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
317034	S	\$658.34	08/14/14	40021	0	ING LIFE INSURANCE	OUTSTANDING
317035	S	\$321.19	08/14/14	24027	0	MIDLAND CREDIT MANAGEMENT INC	OUTSTANDING
317036	S	\$48.00	08/14/14	21651	0	NCPERS MINNESOTA	OUTSTANDING
317037	S	\$132.17	08/14/14	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
317038	S	\$641.67	08/14/14	40071	0	WADDELL & REED INC	OUTSTANDING
317039	S	\$2768.49	08/14/14	02350	0	IND SCH DIST 199	OUTSTANDING
317040	S	\$3727.49	08/14/14	13450	0	IND SCH DIST 200	OUTSTANDING
317041	S	\$140.52	08/14/14	29865	1	SKILLSUSA	OUTSTANDING
317042	S	\$12909.34	08/14/14	21305	0	SPECIAL SCHOOL DIST #6	OUTSTANDING
317043	S		08/14/14		0	UNISSUED	UNISSUED
317044	S		08/14/14		0	UNISSUED	UNISSUED
317045	S	\$468.18	08/21/14	22200	1	ADT SECURITY SERVICES	OUTSTANDING
317046	S	\$29650.00	08/21/14	23997	1	AMERICAN COMPENSATION INSURANCE COMPANY	OUTSTANDING
317047	S	\$13967.44	08/21/14	19720	0	APPLE VALLEY BUSINESS CENTER LTD	OUTSTANDING
317048	S	\$648.00	08/21/14	29932	0	BLUECROSS BLUESHIELD OF MINNESOTA	OUTSTANDING
317049	S	\$306.44	08/21/14	21674	1	CENTURYLINK	OUTSTANDING
317050	S	\$106.21	08/21/14	16244	3	CUB FOODS	OUTSTANDING
317051	S	\$589.59	08/21/14	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
317052	S	\$118.44	08/21/14	00096	1	ECM PUBLISHERS/DAKOTA COUNTY TRIBUNE	OUTSTANDING
317053	S	\$131.73	08/21/14	23689	1	EPS/SCHOOL SPECIALTY INTERVENTION	OUTSTANDING
317054	S	\$88.00	08/21/14	18796	0	ESTR PUBLICATIONS	OUTSTANDING

CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
DATE RANGE: 08/13/14 - 08/27/14

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADRS #	VENDOR NAME	CHECK STATUS
317055	S	\$723.83	08/21/14	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
317056	S	\$473.12	08/21/14	22631	0	GOVCONNECTION	OUTSTANDING
317057	S	\$23701.78	08/21/14	09592	0	IND SCH DIST 191	OUTSTANDING
317058	S	\$1722.81	08/21/14	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
317059	S	\$285.15	08/21/14	22240	0	LONE OAK GRAPHICS	OUTSTANDING
317060	S	\$1467.58	08/21/14	23568	0	MEDI-CAR	OUTSTANDING
317061	S	\$41.90	08/21/14	23996	0	MEDICAREBLUE RX	OUTSTANDING
317062	S	\$401.00	08/21/14	00227	0	NASCO	OUTSTANDING
317063	S	\$127.55	08/21/14	23784	0	PATERSON MEDICAL SUPPLY INC	OUTSTANDING
317064	S	\$68.20	08/21/14	06806	1	PRO-ED	OUTSTANDING
317065	S	\$2739.00	08/21/14	22957	0	PROFESSIONAL WIRELESS COMMUNICATIONS	OUTSTANDING
317066	S	\$79.65	08/21/14	20726	1	S & S WORLDWIDE	OUTSTANDING
317067	S	\$1030.08	08/21/14	00636	1	STAR TRIBUNE	OUTSTANDING
317068	S	\$46.21	08/21/14	12082	0	SUPREME SCHOOL SUPPLY	OUTSTANDING
317069	S	\$148.80	08/21/14	23942	0	TEACHERS ON CALL	OUTSTANDING
317070	S	\$119.92	08/21/14	21292	0	THERAPY SHOPPE INC.	OUTSTANDING
317071	S	\$4565.28	08/21/14	07543	0	TIERNEY BROS. INC	OUTSTANDING
317072	S	\$1121.64	08/21/14	24048	0	TOTAL TOOL	OUTSTANDING
317073	S	\$159.65	08/21/14	22704	0	ULINE	OUTSTANDING
317074	S	\$16382.00	08/21/14	23956	0	VIZZLE VISUAL LEARNING	OUTSTANDING
317075	S	\$776.25	08/21/14	23662	0	WESTONE	OUTSTANDING
317076	S	\$3119.78	08/21/14	02776	0	XCEL ENERGY	OUTSTANDING
317077	S	\$309.43	08/27/14	13846	0	IND SCH DIST 192	OUTSTANDING
317078	S	\$218.64	08/27/14	00257	0	PURCHASE POWER	OUTSTANDING
706572	E	\$84.56	08/14/14	99999	1	BUDACH, DON JAMES	OUTSTANDING
706573	E	\$887.80	08/14/14	99999	8873	CHRISTIANSEN, JOHN MAXWELL	OUTSTANDING
706574	E	\$113.12	08/14/14	99999	10050	DOBSON, MEGHAN	OUTSTANDING
706575	E	\$156.60	08/14/14	99999	8341	HETLAND, JENNIFER AMY	OUTSTANDING
706576	E	\$245.73	08/14/14	99999	9496	IRELAND, KATHLEEN ELIZAB	OUTSTANDING
706577	E	\$163.52	08/14/14	99999	8842	JOHNSON, ROXANN RHYN	OUTSTANDING
706578	E	\$131.04	08/14/14	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
706579	E	\$145.44	08/14/14	99999	9915	SCHALLER, MELISSA	OUTSTANDING
706580	E	\$249.76	08/14/14	99999	10405	STOLL, DAVID L.	OUTSTANDING
92001255	W	\$2354.18	08/15/14	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92001256	W	\$614.51	08/15/14	28803	2	CITISTREETMN	OUTSTANDING
92001257	W	\$150.39	08/15/14	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001260	W	\$222.18	08/22/14	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001261	W	\$533.70	08/22/14	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001263	W	\$27646.14	08/19/14	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92001264	W	\$883.34	08/15/14	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92001265	W	\$144050.93	08/18/14	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92001268	W	\$231.81	08/15/14	40058	0	MN DEPT OF REVENUE (C)	OUTSTANDING
92001269	W	\$22599.07	08/18/14	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92001270	W	\$42702.16	08/15/14	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92001271	W	\$63364.50	08/18/14	40005	0	STATE TREASURER, TRA	OUTSTANDING
92001272	W	\$7902.64	08/15/14	23474	0	THE BANCORP BANK	OUTSTANDING
92001273	W	\$3190.03	08/15/14	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 96 TOTAL AMOUNT 882803.04

TOTAL # OF VOIDED CHECKS: 1 TOTAL AMOUNT 400.00

REPORT: CHECKREG 002 AP Check Register Bank 01 BOARD
Intermediate School Dist 917
CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
DATE RANGE: 08/13/14 - 08/27/14

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
---------	------	-----------	------------	----------	---------	-------------	--------------

TOTAL # OF UNISSUED CHECKS: 2

ECOPY

Date: August 18, 2014

To: Accountns Payable

Invoice nbr: XZ72029264

Date: 8/9/2014

From: Becky Edson
Payroll Clerk

Group: Y0848-SR3

Subject: Medical Ins - Trexler

Issue a Check in the amount of \$ 648.00

Payable to:
Blue Cross Blue Shield of MN
Sept, Oct, Nov)

Vendor # 29932

Charge to:	Amount		
20-005-420-000-221-220	\$648.00		
Total	\$648.00	proof	\$0.00

Authorized Signature  Date 8-18-14

ECOPY

Date: August 18, 2014

To: Accountns Payable

From: Becky Edson
Payroll Clerk

Invoice nbr: 32983645
Date: 8/14/2014
Member ID: 803601310

Subject: RX - Trexler

Issue a Check in the amount of \$ 41.90

Payable to:
Medicare Blue RX
(Sept 2014)

Vendor #

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

Authorized Signature  Date 8-18-14

TO: Nicolle Roush DATE: 08/14/2014
 Business Manager

FROM: Becky Edson
 Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending August 15, 2014

Amerprise Vendor #40027	2,354.18
PERA Vendor #40006	27,646.14
Horace Mann Vendor #40026	883.34
TRA Vendor #40005	63,364.50
VALIC (Variable Annuity Life) Vendor #40033	3,190.03
Minnesota Dept. of Revenue Vendor # 40003	22,599.07
Internal Revenue Service Vendor Nbr 40037	144,050.93
Payroll Acct #XXXXXXX4197 Vendor #40001	427,072.16
Bancorp Vendor # 23474	7,902.64
CITISTREETMN (MSRS) Vendor # 28803-2	614.51
MN Child Support Vendor #21704	0.00
MN Dept Revenue Vendor (Garnishment) #40058	231.81

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

699,909.31

Authorized Signature



Date

8-18-14

COPY

Date: August 15, 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 11 to Aug 15, 2014

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$150.39
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39	\$150.39	
10-215-40	\$0.00	
Total	\$150.39	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 8/15/2014 \$150.39

Authorized Signature  Date 8-13-14

TO: School Board Members
FROM: John Christiansen
DATE: August 28, 2014
RE: Proposed Administrative Operational Actions and Goals 2014-2015

The proposed Administrative Operational Actions and Goals are attached with the addition of the areas discussed at the August 19 Board meeting. I recommend approval of the Administrative Operational Actions and Goals for 2014-2015.

JC:ljb

Attachment

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. Identify the additional direct and indirect costs of implementing the educator development and evaluation process (EDEP) compared to the direct and indirect costs prior to the 2014-2015 fiscal year. Develop a report of the increased expenses and prior expenses compared to the one year only revenue established in the 2014 legislative session. (SE #4)
3. Continue development and implementation of the DCALS/DCTC Transportation Academy in collaboration with the DCTC transportation department and MNSCU transportation director. (SD #2, #4)
4. Continue implementation and expansion of the DCALS Project Based Learning options to improve student motivation and credit completion. (SD #2)
5. 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)
6. 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)
7. 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)
8. 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)
9. Develop a three-year plan of projected expenses and revenues for effective utilization of authorized uses of the increase in the levy authority for Safe Schools. (SD #4)
10. 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)
11. Explore and implement additional strategies to recruit and retain quality special education staff and support the lobbying efforts of the Intermediate School Districts, AMSD, MSBA, MASA, and MASE for legislation to create more flexible paths for alternative licensing procedures. (SD #5)

12. 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)
13. 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)
14. Develop a marketing/communications action plan to enhance the regional awareness of student programs and opportunities at Intermediate School District 917. (SD #1)

TO: School Board
FROM: John Christiansen
DATE: August 28, 2014
RE: Classified Year Round Terms and Conditions

I have completed my sessions of meet and confer with the Year Round Classified employees on their terms and conditions for July 1, 2014, through June 30, 2016. The recommended changes are as follows:

- a. Separate the former Maternity Disability and Child Care Leave and Bereavement and Family Illness into sections titled Parental Leave, Maternity/Adoption Leave and Death and Illness. The new language also incorporates the new language required by changes in Minnesota Statute.
- b. Change the 403b Matching Contribution from a five tier system to a single dollar amount as a maximum.
- c. District contribution to single health premium increased from \$480 to \$600 beginning January 1, 2015. The family health contribution from \$1160 to \$1400 beginning January 1, 2015.
- d. Delete language in the longevity section for eligibility to employment in the classified group to employment in the district.
- e. Salary increase 3.07% in year one and 2% in year two (total package is 7.79%).

JC:ljb

INTERMEDIATE SCHOOL DISTRICT 917

**COMPENSATION INFORMATION/TERMS AND CONDITIONS OF
EMPLOYMENT FOR DISTRICT
CLASSIFIED FULL YEAR EMPLOYEES**

~~EFFECTIVE JULY 1, 2012 – JUNE 30, 2014~~

EFFECTIVE JULY 1, 2014 – JUNE 30, 2016

APPROVED BY THE SCHOOL BOARD

~~December 4, 2012~~

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**ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment cover those employees of Intermediate School District 917 who are not included in any bargaining unit with an exclusive bargaining representative under the Minnesota Public Employment Labor Relations Act and who work fifty-two weeks less time off granted by this agreement for holidays, vacations and approved leaves.

**ARTICLE II
LEAVES**

Section 1: Sick Leave

Subd. 1: All eligible employees as defined in Article I shall earn sick leave at the rate of twelve (12) days during each year of service in the employ of the School District, or a maximum of one (1) day per month of employment. Each employee shall be credited with twelve (12) days at the beginning of each year of employment, but not more than one (1) per month for time worked. In the event that an employee uses credited sick leave prior to completion of the year in which such credit is earned, the employee shall be liable to the School District for any sick leave pay advanced beyond actual accrual in the event the employee leaves the service of the School District.

Subd. 2: 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. 3: Unused sick leave days may accumulate without limit.

Section 2: ~~Maternity Disability and Child Care Leave~~

~~Subd. 1: An employee shall be afforded a child care 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: A pregnant employee shall notify the superintendent in writing, not later than the end of the sixth month of the pregnancy, and also at such time provide a physician's statement indicating the estimated date of delivery of the child. A male employee or adoptive parent of a preschool child shall make a request for such leave not less than ninety (90) days in advance of usage. The employee shall~~

~~submit a written request to the superintendent for a child care leave, including commencement date and return date. A pregnant employee may also use accumulated sick leave for any period of disability, except for the period covered by an unpaid child care leave. The time periods provided herein may be adjusted in cases of emergency.~~

~~Subd. 3: The beginning date and duration of such leaves may be adjusted by mutual agreement between the superintendent and the employee.~~

~~Subd. 4: The superintendent, after consultation with the employee, shall notify the employee in writing of the effective beginning date of such leave and its duration.~~

~~Subd. 5: An employee returning from a child care leave shall be re-employed in a position for which the employee is qualified provided that the employee returns on the date as provided in the leave of absence.~~

~~Subd. 6: Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the School District.~~

~~Subd. 7: The parties agree that periods of time for which the employee is on child care leave shall not be counted in determining the completion of the probationary period.~~

~~Subd. 8: A child care leave of absence granted pursuant to this section shall be a leave without pay.~~

Section 3: Bereavement and Family Illness Leave

~~Subd. 1: An employee may be granted up to five (5) days absence with pay due to the death of a spouse, child, brother, sister, parent, grandparent, grandchild, or parent in law. Up to three (3) days absence with pay may be granted for the death of the employee's son in law, daughter in law, brother in law, sister in law, or a regular member of the immediate household. Absence due to the death of a family member shall not be deducted from sick leave.~~

~~Subd. 2: An absence due to the severe illness of a spouse, child, brother, sister, parent, grandparent or parent in law will be granted up to five (5) days per year with the approval of the immediate supervisor, and shall be deducted from sick leave.~~

~~Subd. 3: Additional absence for severe illness or death may be granted at the sole discretion of the Superintendent.~~

Section 2. Parental Leave:

Subd. 1. An employee shall be afforded a 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 child, provided such parent is caring for the child on a full-time basis.

Subd. 2. The employee shall submit a written request to the superintendent for a parental leave including commencement date and return date.

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

Subd. 4. The parties agree that periods of time for which the employee is on parental leave shall not be counted in determining the completion of the probationary period.

Subd. 5. An employee who returns from 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. 6. An employee on 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. 7. The parties further agree that any child care leave of absence granted under this section shall be a leave without pay.

Section 3. 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 designated holidays. 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 4. Death and Illness:

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, sister, brother, grandparent, grandchild, parent-in-law, or parent. Up to three (3) days absence may be granted with pay for the death of the employee's 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 nonaccumulative and shall not be deducted from sick leave.

Subd. 2. Upon approval of the superintendent or his/her designee, up to twenty (20) days sick leave per year will be granted for the illness or injury of the following: employee's spouse or parent or spouse's parent, or child over 18, or grandchild or sibling and/or grandparent and/or step-parent. 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. 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: 5. Personal Leave

Subd. 1: Employees who are in their second and third year of employment with the school district shall be eligible for one (1) day of personal leave. Employees in their fourth 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: Employees in their first year of employment, not eligible for personal leave days, may be granted time off for extraordinary circumstances in emergency situations at the sole discretion of the superintendent. Such days will be deducted from accumulated sick leave.

Subd. 3: An employee may be granted leave without pay at the sole discretion of the superintendent, in accordance with school board policy.

Subd. 4: At the beginning of each employment year, employees will be credited with the number of days of personal leave specified in 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 for each day beyond four for which they become eligible in lieu of being granted additional days beyond four.

Section 5: 6. Military Leave Military leave shall be granted to employees pursuant to applicable Minnesota Statutes.

Section 6: 7. 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 or her straight time hourly rate for his or her regular scheduled hours for work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

**ARTICLE III
VACATIONS AND HOLIDAYS**

Section 1. Earned Vacation

Subd. 1: Eligible employees shall earn vacation as follows:

Year 1	10 days per year (2.5 days per quarter)
Year 2-9	17 days per year (4.25 days per quarter)
Year 10-19	23 days per year (5.75 days per quarter)
Year 20 or more	24 days per year (6 days per quarter)

Subd. 2: Five (5) days of vacation may be taken after the first six (6) months of employment. During the initial fiscal year of employment, employees working less than a full year shall accrue vacation on a prorata basis. In subsequent years, an employee will earn vacation at the rate above and it will be credited to the employee on a quarterly basis.

Subd. 3: Vacation may be used after it is credited. Vacation may be accrued to a maximum of forty (40) days. All requests for vacation must be approved in advance by the employee's supervisor.

Subd. 4: An employee who is terminated or leaves the employment of the school district of his or her own volition will be paid regular salary for all vacation time accrued, provided the employee has given the employer two (2) weeks' written notice.

Section 2:. Holidays Employees shall be granted the following holidays:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving Day
5. Christmas Eve Day
6. Christmas Day
7. New Year's Day
8. President's Day
9. Good Friday
10. Memorial Day

**ARTICLE IV
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 employment. Further, to be eligible for this contribution, an employee must be regularly employed at least 1110 hours during the contract 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.~~ **of \$1300 each year of the agreement.**

<u>Year of Employment</u>	<u>Contribution</u>	
	<u>2012-2013</u>	<u>2013-2014</u>
4-5	\$300	\$400
6-9	\$350	\$425
10-14	\$400	\$450
15-19	\$450	\$550
20+	\$550	\$600

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 V INSURANCE BENEFITS

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 ~~\$440~~ **\$480** per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, ~~2013~~, **2015**, the School District shall contribute a sum not to exceed ~~\$460~~ **\$600** per month. Effective January 1, ~~2014~~, **2016**, the School District shall contribute a sum not to exceed ~~\$480~~ **\$600** per month. 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.

Subd. 2: Family Coverage Effective July 1, ~~2012~~, **2014**, the School District shall contribute a sum not to exceed ~~\$1100~~ **\$1160** per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, ~~2013~~, **2015**, the School District shall contribute a sum not to exceed ~~\$1160~~ **\$1400** per month. 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.

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 ~~\$440.~~ **\$480, effective July 1, 2014.** Effective January 1, ~~2013,~~ **2015,** the School District shall contribute a sum not to exceed ~~\$460~~ **\$600** per month. ~~Effective January 1, 2014, the School District shall contribute a sum not to exceed \$480 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 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 ~~\$1100~~ **\$1160, effective July 1, 2014**. Effective January 1, ~~2013~~, **2015**, the School District shall contribute a sum not to exceed ~~\$1160~~ **\$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 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 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.

Section 2. Group Income Protection The School District will pay each month 100 percent of the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

- a. Benefits begin after ninety (90) calendar days of total disability.
- b. 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 3. Life Insurance The School District will pay each month all of the life insurance premium for an \$80,000 term life insurance policy for each eligible employee.

Section 4. Dental Insurance

Subd. 1: Individual Coverage Effective July 1, ~~2012,~~ **2014**, the School District shall contribute a sum not to exceed \$45 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. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage Effective July 1, ~~2012,~~ **2014**, the School District shall contribute a sum not to exceed ~~\$100~~ **\$110** per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. ~~Effective January 1, 2013, the School District shall contribute a sum not to exceed \$110 per month.~~ Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

**ARTICLE VI
OTHER BENEFITS**

Section 1: Professional Development The School Board agrees to reimburse tuition and fees and membership/association fees for courses and memberships which are approved in accordance with district policy.

Section 2: Mileage Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

**ARTICLE VII
MISCELLANEOUS**

Section 1: Probationary Period Employees, under the provisions of this Agreement, shall serve a probationary period of one year (12 months) of continuous employment during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee.

**ARTICLE VIII
SEVERANCE/RETIREMENT**

Section 1. Eligibility: Full-time employees who have completed at least twelve (12) 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 forty (40) 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 403b 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 agrees 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 ninety (90) calendar days prior to the proposed retirement date.

Section 5. Cut Off Date: The benefits of Article VIII shall not apply to a member of this group employed after July 1, 2000.

**ARTICLE IX
SALARIES**

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, ~~2012~~, **2014**, shall be eligible for a salary increase effective on July 1, ~~2013~~. **2015**. An employee hired after January 1, ~~2013~~, **2014**, shall not be eligible for a salary increase until July 1, ~~2014~~. **2015**.) These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2. Longevity: Employees shall receive a longevity salary increase beyond the salaries shown in Exhibit A of the agreement as follows; years of employment refer to years ~~in the Classified group~~ **of employment in the School District. The first year of employment shall be defined as any start date prior to the end of the fiscal year hired. The beginning of the next fiscal year becomes the second year of employment.**

	2012-2014	2014-2016
Start of the 10 th year through 14 years	\$1.50/hour	
Start of the 15 th year through 19 years	\$2.00/hour	
Start of the 20 th year and beyond	\$2.50/hour	

**Exhibit A
Hourly Rate**

Last Name	First Name	2012-2013	2013-2014
Edson	Becky	\$24.47	\$25.04
Jeffries	Diane	\$24.61	\$25.19
Schmitz	Barbara	\$24.89	\$25.40
Whitmer	Valorie	\$25.12	\$25.71
		2014-2015	2015-2016
Payroll Clerk		\$25.82	\$26.33
Administrative Assistant Personnel		\$25.97	\$26.49

Buyer	\$26.19	\$26.71
Administrative Assistant to Business Manager	\$26.50	\$27.03