

**INTERMEDIATE SCHOOL DISTRICT 917
IN DAKOTA COUNTY**

REGULAR SCHOOL BOARD MEETING

Tuesday, August 25, 2015

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, July 14, 2015, Organizational School Board Meeting 7
 - B. Minutes, July 14, 2015, Regular School Board Meeting 9
 - C. Personnel Considerations 13
- VII. **Donations - Chair Lewis**
 - A. Resolution Approving Donations 39
- VIII. **Business Manager's Report - Nicolle Roush**
 - A. Review and Approve Payment of Bills 40
 - B. Review and Approve Wire Transfers 49
 - C. Review and Approve Investment Report 67
- IX. **New Business**
 - A. Review Draft Goals for 2015-2016 - John Christiansen 68
 - B. Review School Board Agenda Items for 2015-2016 - John Christiansen 69
 - C. Review and Approve School Resource Officer Contract with Dakota County - Nicolle Roush 71
 - D. Board Consideration of Employee Request for Leave of Absence under Board Policy 464 - John Christiansen 125
- X. **Consider Future Agenda Items**
- XI. **Adjournment**

SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION

September 2, 2015 - 4-6 PM, Gideon Pond Meet-N-Greet, 613 E. 130th St., Burnsville
September 3, 2015 - 3-7 PM, Open House, Cedar School, 2140 Diffley Road, Eagan
September 3, 2015 - 3-7 PM, Open House, Lebanon Educ. Center, 5800 149th Street, Apple Valley
September 8, 2015 - 5:00 PM, Regular School Board Meeting, DCTC, 917 Board Room
September 10, 2015 - 3-7 PM, Open House, YTP, 12425 River Ridge Blvd., #200, Burnsville
September 10, 2015 - 3-7 PM, Open House, Juvenile Services Center, 1600 Hwy. 55 W., Hastings
September 10, 2015 - 3-7 PM, Open House, Options, 151 W. Burnsville Pkwy, #100, Burnsville
September 10, 2015 - 3-7 PM, Open House, Anthony Louis, 1517 Highway 13 E., Burnsville
September 14, 2015 - 3-7 PM, Open House, Alliance Education Center, 14300 Biscayne, Rosemount
October 1, 2015 - 3:30 - 7:30 PM, Open House, DCALS, CTE, and DCALS North
October 6, 2015 - 5:00 PM, Regular School Board Meeting, DCTC, 917 Board Room
October 29, 2015 - 8:30 AM, Member District School Board and Superintendent Workshop

**Good News Report
Secondary Programs
August, 2015
Eric Van Brocklin, Principal**

- Eric VanBrocklin has been able to meet with almost all the member district principals related to our new 917 Technical Careers Academy model. He also met with Cannon Falls to explain what options are available to their students.
- DCALS was able to hire Stefanie Schmitz as a Physical Education/Health teacher within the DCALS alternative programs for the upcoming school year.
- DCALS received six new 3D printers to use in their programs for this upcoming school year. Perkins dollars were used to purchase these machines to help enhance the Graphics and Computers programs.
- The workshop week schedule is set with training in the areas of Flipped Instruction, Google Apps, mental health, and teacher evaluations. We will also continue our PLC work and grant attainment options within our programs.

Good News
Special Education
August 25, 2015

- Congratulations to Shanyn Tuftee, ISD 917 Physical Therapist on the birth of Future CrossFitter, Marek Lee Tuftee, born June 5, 2015 at 7 pounds, 11 ounces and 20 1/2 inches long. At 2 months, he's already in the 100th percentile for height and 95th percentile for weight! A happy, well-fed guy!!



- Congratulations to Sarah Johnson, ISD 917 Orientation & Mobility Instructor, on the birth of Junia Lee Johnson, born June 7, 2015, 8 lb, 7 oz, 22 inches long!



- ISD 917 Vision Program hosted for the third year a unique, special ESY program, **Expanded Core Curriculum for Students who are Visually Impaired**, August 3 - 13, 2015 at Alliance Education Center. The program drew students from all over the metro area. It was a two-week, intensive, full-day program for 6th-10th grade learners who are blind/visually impaired focusing on skills in the areas of independent living, recreation and leisure, social interaction, career education, and orientation and mobility for students who are blind/visually impaired. The program has been very successful, and provides a wonderful learning opportunity for learners who are blind/visually impaired in areas difficult to address in the academic curriculum of the regular school year. This year the major focus was on recreation and leisure, as well as food preparation in which students made their lunches almost every day. The students were also able to participate in several wonderful field trips, including experiencing animals at the farm, Camp Butterscotch, an art tour at Caponi Park, and participating in rock-climbing, archery and team-building activities at Base Camp near Fort Snelling. Instructors included ISD 917 Teachers of the Visually Impaired, **Lori Klein** and **Sheri Frisque**, and ISD 196 Teachers of the Visually Impaired, **Melissa Horejsi** and **Jennifer Sexton**.
- **Amy Grainger**, ISD 917 D/HH Teacher, and **Linda Lacher Goddard**, ISD 917 Speech/Language Pathologist in the Deaf/Hard of Hearing (D/HH) Program, attended the national CHARGE Syndrome Conference held in Chicago July 30 - August 2, 2015, which they have shared was an outstanding conference extremely beneficial to their positions supporting an ever-increasing number of learners with CHARGE Syndrome in the D/HH Program. CHARGE Syndrome is a pattern of birth defects which occurs in 1 of every 9, 000-10,000 births. Also in attendance at the conference were three families of learners in the ISD 917 D/HH Program with their children, **Scott and Jackie Bauer with Dallas**, **James Beal and Judy Cavazos-Beal with AJ**, and **Eddy and Lisa Sardinha with Victoria**. Below is a picture of this dedicated team of staff and family members.



- Staffing for the 2015-2016 school year continues. We are still looking for a school psychologist. Additionally, we are seeking a teacher of the blind/visually impaired as we have a teacher that would like to accept a position with another school district.
- We are working to clear out and clean up our site on 146th Street in Apple Valley. Just today a team cleaned. Below is a photo of a portion of that team:



- Staff are working hard to get Lebanon Education Center ready for the start of the school year. This year seven TEA classrooms (four individual and three group) and one high school IDEA classroom will be housed at the site. The district received the occupancy permit on August 10th and the movers started bringing everything over from the old site first thing on August 11th. Staff started unpacking the following day.

RJ Ryan and the sub-contractors continue to work on the remaining details to have the building ready to go. Marco has installed the phone system and set up phones throughout the building. Contractors have also been in to finish installing data and wireless. All the contractors continue to work on their “punch lists”. Signs for building and rooms are being made and will be installed sometime in September. Temporary room numbers will be used until the permanent signs are installed. New furniture, appliances, lockers, and other materials are starting to arrive.

Dave Stoll and Jen Petersen have been working with the Police Department to make sure everything is in place for emergency response. Dave and Jen met with police leadership to discuss what programs will be at the new site, characteristics of the students, and coordinate protocol when a 911 call is placed. The police have been provided with master keys and swipe cards for every patrol car. Tours are being arranged so the patrol officers can go through the building and also be updated on the students and services at Lebanon. Dave and Jen have arranged to have the ISD 196 Alternative Learning Center be the evacuation site for Lebanon and the emergency procedures manual has also been updated. Member districts and transportation companies have been notified of the change of site and updated contact information.

An open house is scheduled for Thursday, September 3rd from 3-7 p.m. This will give parents and students the opportunity to tour the new site prior to the first day of classes. It will help to lessen the anxiety some of the students may feel in transitioning to a building.



- We have some exciting changes in our PACES program for the upcoming 15-16 school year. One change is the relocation of a Middle School Classroom, moving from Boeckman Middle School over to McGuire Middle School. Also, we've added a classroom at Farmington High School. The additional room was needed because of a greater number of PACES students moving through to the High School. We now have a PACES program at each grade level within the Farmington and Lakeville School Districts.
- Details of the August workshop schedule can be found on the front page of the website. Monday, August 31st will begin with all licensed special education staff gathering for a morning session in the gym at AEC. We are very thrilled about our theme this year, I ❤️ My Job. The leadership team will be sporting matching t-shirts and there will also be a PowerPoint presentation featuring district staff.

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 14, 2015, at 5:00 PM.

Members Present: Dick Bergstrom, Deborah Clark, Bob Erickson, Ron Hill, Jill Lewis, Joanne Mansur, Vanda Pressnall, Melissa Sauser, and ex-officio member John Christiansen.

Members Absent: Dan Cater.

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

The meeting was called to order at 5:00 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 Members Vanda Pressnall (Randolph) and Ron Hill (Burnsville).

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

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

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

2. Motion by Ron Hill, to nominate Bob Erickson for the position of Vice Chair. Motion was seconded by Deb Clark. There were no other nominations. All present voted aye. Motion carried.

3. Motion by Melissa Sauser, to nominate Vanda Pressnall for the position of Clerk. Motion was seconded by Dick Bergstrom. There were no other nominations. All present voted aye. Motion carried.

4. Motion by Bob Erickson to nominate Ron Hill for the position of Treasurer. Motion was seconded by Deb Clark. There were no other nominations. All present voted aye. Motion carried.

5. Motion by Deb Clark, seconded by Bob Erickson, to set the School Board meeting dates for 2015-2016 on the 1st Tuesday of each month at 5:00 PM, with the exceptions of August which will be on August 25, 2015, at 5:00 PM; September 1st to September 8 at 5:00 PM; November 4 (changing due to election on November 3) at 4:30 PM, and March 1 to March 8th (caucus night) at 5:00 PM. Two work sessions have been incorporated into the calendar: January 19, 2016, and April 19, 2015. All work sessions begin at 4:30 PM. All present voted aye. Motion carried. (Addendum A.)

6. Motion by Ron Hill, seconded by Dick Bergstrom, 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 2015-2016. (Addendum B.) The minutes will be summarized with the website address listed to view the official minutes. All present voted aye. Motion carried.

Board Member Bob Erickson left the meeting at 5:16 PM.

7. Motion by Joanne Mansur, seconded by Melissa Sauser, 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 Dick Bergstrom, to keep the same compensation for District 917 School Board Members at \$3750 and \$4,000 for the Board Chair for the 2015-2016 school year. All present voted aye. Motion carried.

9. Board member Joanne Mansur 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 Deb Clark, and upon vote being taken thereon, the following voted in favor thereof: Deb Clark, Dick Bergstrom, Jill Lewis, 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. Ron Hill will be chair of the Budget and Finance Committee. All other committee assignments remain the same.

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

There being no further business the Organizational Meeting adjourned at 5:26 PM.

Clerk

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, July 14, 2015, at 1300 145th Street East, Rosemount, MN 55068.

Members Present: Dick Bergstrom, Dan Cater, Ron Hill, Jill Lewis, Deb Clark, Vanda Pressnall, Melissa Sauser, Joanne Mansur, and ex-officio member Superintendent John Christiansen.

Members Absent: Bob Erickson.

Also Present: Nicolle Roush, Eric VanBrocklin, Melissa Schaller, and Linda Berg

School Board Chair Jill Lewis called the meeting to order at 5:27 PM.

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Vanda Pressnall, seconded by Ron Hill, to approve the consent items, as presented. All present voted aye. Motion carried.
 - **Minutes:** June 2, 2015, Regular School Board Meeting
 - Personnel:** *New Hires:* Renee Bouchareb, Classroom Assistant, effective September 3, 2015 (from Student Assistant to Classroom Assistant). Emily Clark, Teacher of the Deaf or Hard of Hearing, effective August 27, 2015. Carmen Eaton, Special Education Teacher, effective August 27, 2015. Karrie Fisher, Occupational Therapist, effective August 27, 2015. Amy Grainger, Teacher of the Deaf or Hard of Hearing, effective August 27, 2015 (was a Community Expert in 2014-2015). Rebecca Hague, Classroom Assistant, effective September 3, 2015. Alexi Hansen, Special Education Teacher, effective August 27, 2015. Cindy Jacobs, Occupational Therapist, effective August 27, 2015. Shelbee Jaeger, Teacher of the Deaf or Hard of Hearing, effective August 28, 2015 (was a Community Expert in 2014-2015). Gabriela Kubik, Teacher of the Deaf or Hard of Hearing, effective August 27, 2015. Danielle LaFrance, Developmental/Adapted Physical Education Teacher, effective August 27, 2015 (from Classroom Assistant to DAPE Teacher). Kathryn MacNally, Special Education Teacher, effective August 27, 2015. Brian Moga, Special Education Teacher, effective August 27, 2015 (from Classroom Assistant to Special Education Teacher). Abigail Olson, Program Assistant, effective September 3, 2015 (from Student Assistant to Program Assistant). Ralph Pratola, Special Education Teacher, effective August 27, 2015. Christine Quinn, Classroom Assistant, effective September 3, 2015 (from Student Assistant to Classroom Assistant). Kami Roark, Special Education Teacher, effective August 27, 2015. Shannon Rosenberg, Classroom Assistant, effective August 31, 2015. Erin Carik (Search-Wells), Classroom Assistant, effective September 3, 2015 (from Student Assistant to Classroom Assistant). Angelyn Weber, Special Education Teacher, effective August 27, 2015 (from Classroom Assistant to Special Education Teacher). Amy Wilkinson, Special Education Teacher, effective August 27, 2015. *Rehires:* Amanda Boehmer, Special Education Teacher, effective August 28, 2015. Corrine Carnevale, Classroom Assistant, effective September 3, 2015. Patti Eldred, Physical & Health Disabilities Teacher, effective August 31, 2015, through June 10, 2016. Cailin McGrath, Special Education Teacher, effective August 28, 2015. Kelsey Mlodozyniec, Teacher of the Deaf or Hard of Hearing, effective August 27, 2015. Marta Nelson, Special Education Teacher, effective August 28, 2015. Rhiannon Stromberg, Mental Health Practitioner, effective August 31, 2015, through June 10, 2016. *Status Changes:* John Borup, Social Studies Teacher, Leave of Absence effective August 1, 2015, through June 10, 2016. Betsy Cook, Information

Management Assistant I, increase from 5 to 6 hours per day, 190 days per year, effective August 1, 2015, for th3 2015-2016 school year only. Dale Engman, Computer Network Teacher, Leave of Absence effective June 30, 2015, through June 30, 2016. Angelita Fleming, Speech Language Pathologist, continue at 1.0 FTE effective August 31, 2015, for the 2015-2016 school year only. Chanda Jothan, Physical Therapist, Maternity Disability and Parental/Child Care Leave effective on or about October 29, 2015, with a return date of August 29, 2016. Agnieszka Kettlewell, Board Certified Behavior Analyst, Maternity Disability Leave effective on or about September 23, 2015, with an expected return date of November 16, 2015. Janell Stiel, Administrative Assistant II, effective July 1, 2015 (from Program Assistant to Administrative Assistant). Laura Weir, Special Education Teacher, Maternity Disability Leave effective on or about October 20, 2015, with a return date on or about December 4, 2015.

Resignations and terminations: Barbara Althoff, Program Assistant, effective August 15, 2015. Joel Anderson, Classroom Assistant, effective July 29, 2015. Anna Barrett, Program Assistant, effective June 3, 2015. Tom Betlock, Program Assistant, effective July 13, 2015. Lori Crandall, Custodial/Maintenance, effective July 30, 2015. David Hanzlik, Classroom Assistant, effective July 31, 2015. Nicole Hennes, Special Education Teacher, effective June 30, 2015. Sarah Ludden, Classroom Assistant, effective July 30, 2015. Ashley Mansheim, Program Assistant, effective June 4, 2015. Brooke Tireman, Classroom Assistant, effective July 10, 2015.

2. Board Member Deb Clark introduced the following resolution and waived the reading: Resolution to Accept Donations in the amount of \$500. Donation of \$500 from the Inver Grove Heights Animal Hospital to be used for various events and activities. Value \$500. The motion for the adoption of the foregoing resolution was duly seconded by Dick Bergstrom and upon vote being taken thereon, the following voted in favor thereof: Dick Bergstrom, 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 Ron Hill, seconded by Deb Clark, to approve the bills from May 23, 2015, through July 6, 2015; the wire transfers, and the Investment Reports for the months of May and June and the full year for 2014-2015, as presented by the Business Manager. All present voted aye. Motion carried.
4. Motion by Joanne Mansur, seconded by Dick Bergstrom, to approve the Temporary Work Agreement Report, as presented. (Addendum B.) All present voted aye. Motion carried.
5. Motion by Deb Clark, seconded by Dan Cater, to approve the additional staff payments, as presented. (Addendum C.) All present voted aye. Motion carried.
6. Motion by Melissa Sauser, seconded by Ron Hill, to renew memberships with Metro ECSU, AMSD, MSBA and MSBA Policy Services for 2015-2016, as presented. (Addendum D.)
7. Motion by Deb Clark, seconded by Dan Cater, to approve the Substitute Pay Rate of \$20 per hour for teachers and \$16.37 for program assistants for the 2015-2016 school year. (Addendum E.) Voting aye: Joanne Mansur, Dan Cater, Deb Clark, Jill Lewis, Vanda Pressnall, Ron Hill, Melissa Sauser. Dick Bergstrom abstained from voting. Motion carried.
8. Motion by Ron Hill, seconded by Vanda Pressnall, to approve the FY 16 student breakfast to remain the same at \$1.50, adult breakfast remain the same at \$2.40, increase student lunch prices to \$2.65 (up from \$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 2014-2015 and there was discussion on the 2015-2016 goals for ISD 917.

9. Motion by Melissa Sauser, seconded by Dick Bergstrom, to approve the draft of DCALS and DCALS North Student Handbook for 2015-2016 as presented. (Addendum G.) All present voted aye. Motion carried.
10. Motion by Ron Hill, seconded by Deb Clark, to approve the draft of Special Education Student Handbook for 2015-2016 as presented. (Addendum H.) All present voted aye. Motion carried.
11. Motion by Deb Clark, seconded by Melissa Sauser, to approve the draft of the Staff Handbook for 2015-2016 as presented. (Addendum I.) All present voted aye. Motion carried. (It was suggested to review social media and staff and student relationships.)
12. Motion by Joanne Mansur, seconded by Melissa Sauser, to approve the Health and Safety Indoor Air Management Plan for 2015-2016, as presented. (Addendum J.) All present voted aye. Motion carried.
13. Motion by Ron Hill, seconded by Dick Bergstrom, to approve all the IAQ Written Plans for 2015-2016, as presented. (Addendum K.) All present voted aye. Motion carried.
14. Motion by Joanne Mansur, seconded by Melissa Sauser, to approve the change in DCALS Lead Teacher to Patty Labeau (Dale Engman is on a leave of absence). (Addendum L.) All present voted aye. Motion carried.
15. Motion by Ron Hill, seconded by Joanne Mansur, to approve the 10-year Long-Term Facility Maintenance Plan as presented by the Business Manager. (Addendum M.) All present voted aye. Motion carried.
16. Board Member Deb Clark introduced the following resolution and waived the reading: Resolution for Long-Term Maintenance Facility Revenue for 2016-2017. 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: Dick Bergstrom, 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 N.)
17. Motion by Ron Hill, seconded by Melissa Sauser to add to the agenda an item to consider approval of the performance incentive compensation in the Superintendent's contract. All present voted aye. Motion carried.
18. Motion by Ron Hill, seconded by Deb Clark, to approve the superintendent's evaluation and annual incentive compensation of four percent for 2014-2015, as presented by Board Chair Lewis. All present voted aye. Motion carried. (Addendum O.)

Melissa Sauser requested a report on the behavior analysts in an upcoming Board meeting.

19. 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 6:37 P.M.

The next regular School Board Meeting will be Tuesday, August 18, 2015, in the Board Room at Dakota County Technical College at 5:00 PM.

Clerk

To Bd 8/8/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|--|----------------------------|
| DATE: July 28, 2015 | Teaching Licenses Held: |
| NAME: Peter Badeski | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: <input checked="" type="checkbox"/> District: | Recommended Salary : 16.37 |
| | Employment Date: 9/3/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|----------------|-----------------------|----------|-----------------|
| High School | Parkdale | Yes | Generals | Yes |
| Technical College | Seneca College | Yes | Business | Certification |
| College | | | | |
| | | | | |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|-------|---------------------------|
| London Health Sciences | 4/02 | 11/13 | Porter |
| PACTIV Corp | 4/94 | 6/01 | Shipping Manager |
| | | | |

Total Years Experience 12

Remarks:

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

ToBd 8/18/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|-------------------------------|
| DATE: July 29, 2015 | Teaching Licenses Held: |
| NAME: Carrie Bartel | |
| Position: Teacher | |
| College: Secondary: Special Education: x District: | Recommended Salary : \$36,871 |
| | Employment Date: 8/27/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|------------------------|--------------------------|-----------------------|--------------------|
| High School | Ellsworth High | Yes | Generals | Yes |
| Technical College | | | | |
| College | Bethel | In process | Special Ed/ASD | |
| | River Falls University | Yes | Liberal Arts/Music | BA |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|------|---------------------------|
| ISD 917 | 1/15 | 6/15 | Community Expert |
| ISD | 9/08 | 1/15 | Program Assistant |
| | | | |

Total Years Experience 7

Remarks:

Carrie will be a teacher in the SUN Program at Alliance Education Center replacing Noel Voss

To Bd 8/18/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|----------------------------|
| DATE: 7/28/15 | Teaching Licenses Held: |
| NAME: Carmen Bertsch | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : 16.37 |
| | Employment Date: 9/3/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/Diploma |
|-------------------|-----------------------|-----------------------|----------|----------------|
| High School | Lakeville | Yes | Generals | Yes |
| Technical College | MN School of Business | No | Business | |
| College | | | | |
| | | | | |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|-------|---------------------------|
| Visual Communications | 2/09 | 2/10 | Sales |
| Ultra Wave Technologies | 2/07 | 12/07 | Sales |
| Fidelity Financial | 4/06 | 1/07 | Account Management |

Total Years Experience 2

Remarks:

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

To Bd 8/25/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|-----------------------------------|
| DATE: 7/30/15 | Teaching Licenses Held: |
| NAME: Kaila Dayton | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : 17.14 hourly |
| | Employment Date: 9/3/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/Diploma |
|-------------------|------------------|-----------------------|-------------------|----------------|
| High School | Mounds View | Yes | Generals | Yes |
| Technical College | | | | |
| College | U of M Duluth | Yes | Communications | BA |
| | St. Paul College | Yes | Sign Language | AA |
| Other | Century | Yes | Certified Nursing | Certified |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|-------------------------------------|------|---------|---------------------------|
| Shoreview Community Center | 1/15 | Current | Swimming Instructor |
| ISD 917 | 8/14 | 8/15 | Interpreter |
| Presbyterian Homes | 1/14 | 6/14 | Nursing Assistant |
| Academy for Science and Agriculture | 9/12 | 6/13 | Educational Assistant |

Total Years Experience 3

Remarks:

Kaila will be a classroom assistant in the DHH Program at Gideon Pond Elementary.

To Bd 8/18/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|-------------------------------|
| DATE 7/21/15 | Teaching Licenses Held: |
| NAME: Tywander Ejioogu | |
| Position: Program Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : \$ 16.76 |
| | Employment Date: 9/3/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/Diploma |
|-------------------|----------------|-----------------------|----------|----------------|
| High School | William Harper | Yes | Generals | Diploma |
| Technical College | | | | |
| College | | | | |
| | | | | |
| Other | | | | |

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|-------|-------|---------------------------|
| Opal Services | 10/14 | 4/15 | Coordinator |
| ISD 917 | 9/14 | 10/14 | Paraprofessional |
| Rochester Schools | 9/05 | 2/13 | Paraprofessional |
| Alpha Services | 6/11 | 7/12 | Program Coordinator |
| Allied Barton Security | 5/03 | 2/04 | Security |
| | | | |

Total Years Business/Industry Work Experience 11

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Remarks:

Tywander will be a program assistant at YTP.

To Bd 8/18/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|--------------------------------|
| DATE: June 19, 2015 | Teaching Licenses Held: |
| NAME: Shae Elliott | |
| Position: Teacher | |
| College: Secondary: Special Education: x District: | Recommended Salary : 38,009.00 |
| | Employment Date: 8/28/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|--------------------|-----------------------|--------------------------|-----------------|
| High School | Richfield High | Yes | Generals | Yes |
| Technical College | | | | |
| College | St. Catherine's | Yes | Dietetics and Psychology | BA |
| | MN State – Mankato | Yes | Special Education | MA |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|---------|----------------------------|
| ISD 917 | 8/14 | Current | EBD Teacher/Community Exp. |
| | | | |
| | | | |

Total Years Experience 1

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|------|---------------------------|
| ISD 917 | 8/13 | 8/13 | Paraprofessional |
| | | | |
| | | | |

Total Years Experience 1

Remarks:

Shae will be a teacher in the TEA Program located in Apple Valley.

To Bd 8/25/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|----------------------------|
| DATE: 8/5/15 | Teaching Licenses Held: |
| NAME: Patrick Engrav | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : 16.37 |
| | Employment Date: 9/3/15 |

Education:

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

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|-------|-------|---------------------------|
| Pinnacle Property | 3/13 | 6/15 | Maintenance Tech. |
| New Look Hydroseeding | 8/11 | 12/12 | Landscaping |
| Arizona Tile | 10/05 | 1/09 | Lead |
| | | | |

Total Years Experience 8

Remarks:

Patrick will be a classroom assistant in the TEA Program in Apple Valley replacing Angie Weber.

To Ed 2/25/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|----------------------------|
| DATE: 8-4-15 | Teaching Licenses Held: |
| NAME: Ellan Garthune | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : 16.37 |
| | Employment Date: 9/3/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|-------------|--------------------------|------------|--------------------|
| High School | Moorhead | Yes | Generals | Yes |
| Technical College | | | | |
| College | MN State | Yes | Psychology | BA |
| | | | | |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|--------|---------|---------------------------|
| Self Employed | 2002 | Current | Daycare Owner/Provider |
| Washington Square Securities | 1/2000 | 7/2002 | Advertising Analyst |
| Norwest Investment | 1998 | 1999 | Compliance Analyst |
| | | | |

Total Years Experience 14

Remarks:

Ellan will be a classroom assistant in the PACES Program located at Meadowview Elementary.

To Bd 8/25/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|----------------------------|
| DATE: 8 4 15 | Teaching Licenses Held: |
| NAME: Nicholas Hanson | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : 16.37 |
| | Employment Date: 9/3/15 |

Education:

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

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|------|---------------------------|
| Pawn America | 8/14 | 7/15 | Sales |
| Jade Dragon | 8/13 | 8/14 | Server/Host |
| Dominos | 9/11 | 8/12 | Delivery |
| | | | |

Total Years Experience 3

Remarks:

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

To Bd 8/18/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|--|-----------------------------------|
| DATE: July30, 2015 | Teaching Licenses Held: |
| NAME: Jennifer Lentz | |
| Position: Program Assistant | |
| College: Secondary: Special Education: <input checked="" type="checkbox"/> District: | Recommended Salary : 17.14 hourly |
| | Employment Date: 9/3/15 |

Education:

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

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|-------|---------|---------------------------|
| ISD 917 | 10/13 | Current | Student Assistant |
| MRCI | 1998 | Current | PCA |
| Bev Peine | 2008 | 7/15 | PCA |
| | | | |

Total Years Experience 7

Remarks:

Jennifer will be a program assistant in the DASH Classroom at Hastings Middle School.

To Bd 8/5/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|--|------------------------------|
| DATE: 8-5-15 | Teaching Licenses Held: |
| NAME: Manzaler Lohrey | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : \$17.14 |
| | Employment Date: 9-3-15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|---------------------|-----------------------|--------------------------------|-----------------|
| High School | Liberia West Africa | Yes | Generals | Yes |
| Technical College | | | | |
| College | U of M | Yes | Psychology | BA |
| | St. Mary's | Yes | Counseling and Psych. Services | MA |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|-------|------|----------------------------|
| St. Paul Public Schools | 9/14 | 6/15 | Mental Health Practitioner |
| Family Innovations | 10/12 | 9/14 | Mental Health Practitioner |
| Children's Mental Health | 1/12 | 5/12 | Counseling Intern |

Total Years Experience 3.5

Remarks:

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

To Bd 8/18/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|--|----------------------------|
| DATE: July 28, 2015 | Teaching Licenses Held: |
| NAME: Karissa Martin | |
| Position: Program Assistant | |
| College: Secondary: Special Education: <input checked="" type="checkbox"/> District: | Recommended Salary : 17.52 |
| | Employment Date: 9/3/15 |

Education:

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

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|--------------------------------|------|---------|---------------------------|
| ISD 917 | 6/12 | Current | SA |
| Bridgette Batton | | | Nanny |
| Bracketts Crossing County Club | | | Dining Assistant |

Total Years Experience 3

Remarks:

Karissa will be a program assistant in the SUN Program located at Cedar.

To Bd 8/18/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|--|----------------------------|
| DATE: July 28, 2015 | Teaching Licenses Held: |
| NAME: Kendra Martin | |
| Position: Program Assistant | |
| College: Secondary: Special Education: <input checked="" type="checkbox"/> District: | Recommended Salary : 17.14 |
| | Employment Date: 9/3/15 |

Education:

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

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
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| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|-------|---------|---------------------------|
| ISD 917 | 4/15 | Current | SA |
| Michelle Parsley | 8/14 | 3/15 | Nanny |
| ISD 917 | 12/13 | 6/14 | Classroom Assistant |
| Jessica Ringiesen | 6/11 | 12/12 | Nanny |

Total Years Experience 4

Remarks:

Kendra will be a program assistant in the SUN Program located at Cedar.

To Bd 8/18/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|----------------------------|
| DATE: July 28, 2015 | Teaching Licenses Held: |
| NAME: Shane McNeeley | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : 16.37 |
| | Employment Date: 9/3/15 |

Education:

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

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|---------|---------------------------|
| Teachers on Call | 1/15 | Current | Substitute |
| Joyful Companions | 2/13 | 1/15 | Staffing Assistant |
| | | | |

Total Years Experience 2

Remarks:

Shane will be a classroom assistant in the DASH Program located at Lakeville North High.

To Bd 8/18/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|--|------------------------------|
| DATE: July 28, 2015 | Teaching Licenses Held: |
| NAME: Amy Reiersen | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: <input checked="" type="checkbox"/> District: | Recommended Salary : \$16.76 |
| | Employment Date: 9/3/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|---------------------|--------------------------|-------------|--------------------|
| High School | Burnsville High | Yes | Generals | Yes |
| Technical College | | | | |
| | Inver Hills College | Yes | EMT | AA |
| | MN Regency Beauty | Yes | Cosmetology | Licensed |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|-------|------|---------------------------|
| ISD 917 | 10/14 | 7/15 | SA |
| MRCI | 9/10 | 9/14 | PCA |
| Ultra Cosmetics | 7/13 | 9/14 | Customer Service |

Total Years Experience 2

Remarks:

Amy will be a classroom assistant in the PACES Program at Cherry View Elementary School.

To Bd 8/25/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|-----------------------------|
| DATE: 8-3-15 | Teaching Licenses Held: |
| NAME: Bijan Riahi | |
| Position: Community Expert | |
| College: Secondary: Special Education: x District: | Recommended Salary : 35,800 |
| | Employment Date: 8/27/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|-----------------------|--------------------------|---|--------------------|
| High School | Burnsville High | Yes | Generals | Yes |
| Technical College | | | | |
| College | U of M | Yes | History, Religious Studies, Theater | BA |
| | Inver Hills Community | Yes | Associate | AA |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|-------|---------|---------------------------|
| Teachers on Call | 12/14 | Current | Substitute |
| Opal Services | 2/15 | 4/15 | Direct Support |
| Data Recognition | 5/14 | 6/14 | Test Scorer |
| | | | |

Total Years Experience 1

Remarks:

Bijan will be a teacher at YTP replacing Nicole Hennes

To Bd 8/25/15

DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION

| | |
|---------------------------------|--|
| DATE: 8/3/15 | Teaching Licenses Held: Physical Education and Health |
| NAME: Stefanie Schmitz | |
| Position: Classroom Teacher | |
| Please circle one: Secondary | Recommended Salary: \$29, 562.75 (.75 FTE) |
| | Employment Date: 8/31/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|----------------|--------------------------|---------|--------------------|
| High School | | yes | | |
| Technical College | | | | |
| College | UW-River Falls | Yes | Phy. Ed | BS |
| | | | | |
| 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 |
|------------------------------|-------|------|---------------------------|
| Rochester Public Schools | 8/14 | 6/15 | Phy Ed teacher |
| ISD 917 | 11/12 | 6/14 | Phy Ed teacher |
| | | | |
| | | | |

Total Years Teaching Experience 3

Remarks:

Rehire for open position. Stefanie previously worked for 917, but was cut due to budget reductions.

To Ba 8/25/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|--|----------------------------|
| DATE: 8/1715 | Teaching Licenses Held: |
| NAME: Kelsey Tjomsland | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : 16.37 |
| | Employment Date: 9/3/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|---------------|-----------------------|------------------------|-----------------|
| High School | Hastings High | Yes | Generals | Yes |
| Technical College | | | | |
| College | U of M | Yes | Kinesiology / Coaching | BA |
| | | | | |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|--------|---------|---------------------------|
| YMCA Eagan | 10/14 | Current | Lead Program Staff |
| YMCA Hastings | 6/2010 | 10/2014 | Youth Development Staff |
| ISD 200 | 8/2013 | 10/2013 | Coaching |
| | | | |

Total Years Experience 4

Remarks:

Kelsey will be a classroom assistant at McAuliffe Elementary School in the DASH Program.

To BL 8/18/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|------------------------------|
| DATE: July 14, 2015 | Teaching Licenses Held: |
| NAME: Dawn Tucker | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : \$16.37 |
| | Employment Date: 9/3/15 |

Education:

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

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|-------|---------|---------------------------|
| Best Home Care | 11/14 | Current | PCA |
| Libra Support Services | 11/09 | 6/14 | Program Coordinator |
| | | | |

Total Years Experience 5

Remarks:

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

To Bd. 8/25/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|--|----------------------------|
| DATE: 8 5 15 | Teaching Licenses Held: |
| NAME: Sarah Winkler | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : 16.76 |
| | Employment Date: 9/3/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|-----------------|-----------------------|--------------------|-----------------|
| High School | White Bear Lake | Yes | Generals | Yes |
| Technical College | | | | |
| College | U of M | Yes | Graphics/Fine Arts | BA |
| | | | | |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|---------|---------------------------|
| Colossal Café | 9/14 | Current | Server/Cashier |
| Axis Minnesota | 6/11 | 9/14 | Support Staff |
| Red Line Editorial | 1/15 | 5/15 | Graphic Design |
| | | | |

Total Years Experience 3

Remarks:

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

To Bd 8/25/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|---------------------------|
| DATE: August 17, 2015 | Teaching Licenses Held: |
| NAME: Renee Youngs | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary: 16.37 |
| | Employment Date: 9/3/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/Diploma |
|-------------------|-----------------------|-----------------------|------------|----------------|
| High School | Ellsworth High | Yes | Generals | Yes |
| Technical College | | | | |
| College | University of Phoenix | Yes | Psychology | BA |
| | | | | |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|---------|---------------------------|
| Muddy Waters | 5/13 | Current | Waitress/Seasonal |
| Life's Little Oasis | 9/06 | 7/13 | Manager |
| Ellsworth Care Center | 9/06 | 4/10 | CAN |
| | | | |

Total Years Experience 8

Remarks:

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

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF AUGUST 25, 2015**

NEW HIRES:

Peter Badeski, Classroom Assistant, effective September 3, 2015.

Carrie Bartel, Special Education Teacher, effective August 27, 2015 (was a Community Expert January-June 2015).

Carmen Bertsch, Classroom Assistant, effective September 3, 2015.

Kaila Dayton, Classroom Assistant, effective September 3, 2015.

Ann Eckstrom, Classroom Assistant, effective September 3, 2015.

Shae Elliott, Special Education Teacher, effective August 28, 2015 (was a Community Expert in 2014-2015).

Patrick Engrav, Classroom Assistant, effective September 3, 2015.

Ellana Garthune, Classroom Assistant, effective September 3, 2015.

Nicholas Hanson, Classroom Assistant, effective September 3, 2015.

Jennifer Lentz, Program Assistant, effective September 3, 2015 (from Student Assistant to Program Assistant).

Manzaler Lohrey, Classroom Assistant, effective September 3, 2015.

Karissa Martin, Program Assistant, effective September 3, 2015 (from Student Assistant to Program Assistant).

Kendra Martin, Program Assistant, effective September 3, 2015 (from Student Assistant to Program Assistant).

Shane McNeeley, Classroom Assistant, effective September 3, 2015.

Amy Reieron, Classroom Assistant, effective September 3, 2015 (from Student Assistant to Classroom Assistant).

Bijan Riahi, Special Education Community Expert, effective August 27, 2015.

Mitchell Rolland, Technical Tutor, effective August 31, 2015.

Stefanie Schmitz, Physical Education/Health Teacher, effective August 31, 2015.

Michelle Sontag, Classroom Assistant, effective September 3, 2015.

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF AUGUST 25, 2015
(continued)**

NEW HIRES: (continued)

Kelsey Tjomsland, Classroom Assistant, effective September 3, 2015.

Dawn Tucker, Classroom Assistant, effective September 3, 2015.

Sarah Winkler, Classroom Assistant, effective September 3, 2015.

Renee Youngs, Classroom Assistant, effective September 3, 2015.

RE-HIRES:

Lori Crandall, Custodial/Maintenance, effective August 3, 2015.

Teresa Kane, Classroom Assistant, effective September 3, 2015.

Hannah White, Special Education Community Expert, effective August 28, 2015, through June 10, 2016.

STATUS CHANGE:

Christine Livingston, Special Education Teacher, Parental Leave of Absence effective August 31, 2015, with a return date of August 27, 2016.

RESIGNATIONS & TERMINATIONS:

Teresa Dulko, Teacher of the Visually Impaired, effective August 13, 2015, contingent upon finding a suitable replacement.

Jennifer Lewis, Classroom Assistant, effective August 3, 2015.

Kasey Pena, Program Assistant, effective July 30, 2015.

Katie Pinnt, Program Assistant, effective August 10, 2015.

Martin Sarne, Classroom Assistant, effective July 23, 2015.

Lara Schlieve, Program Assistant, effective August 10, 2015.

Gail Schumacher, Program Assistant, effective August 5, 2015.

RETIREMENTS:

Joan McNamara, Sign Language Interpreter, effective October 30, 2015.

To Bd 8/25/15

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

| | |
|---|----------------------------|
| DATE: 8/25/15 | Teaching Licenses Held: |
| NAME: Ann Eckstrom | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : 17.14 |
| | Employment Date: 9/3/15 |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|-------------------|--------------------------|-------------------------|--------------------|
| High School | So. St. Paul | Yes | Generals | Yes |
| Technical College | | | | |
| College | U of M | Yes | Occupational Therapy | MOT |
| | WI Beloit College | Yes | Sociology | BA |
| Other | | | | |

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|-------------------------------|-------|-------|---------------------------|
| Centrex Rehab | 3/15 | 6/15 | Occupational Therapist |
| Law office of Clinton McLagan | 12/10 | 6/15 | Legal Assistant |
| People Inc. | 1/15 | 4/15 | Mental Health Rehab |
| Gurstel Chargo PA | 11/08 | 12/10 | Legal Assistant |

Total Years Experience 7

Remarks:

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

To Bd 8/25/15

DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION

| | |
|---------------------------------|--|
| DATE: 8/25/15 | Teaching Licenses Held: NA |
| NAME: Mitchell Rolland | |
| Position: Technical Tutor | |
| Please circle one: Secondary | Recommended Salary: \$13,070.25 <i>\$15.70/hour</i> |
| | Employment Date: pending |

Education:

| | Institution | Graduated (yes or no) | Major | Degree/ Diploma |
|-------------------|-----------------|--------------------------|-----------------------------|--------------------|
| High School | Lakeville North | yes | | diploma |
| Technical College | DCTC | No | Interactive Media Design | |
| College | UW-Stout | No | Game Design | |
| | | | | |
| Other | | | | |

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|---------|---------|------------------------------|
| St. Jude Medical | 06/2015 | Present | Service Desk Analyst |
| Direct Source, INC | 3/2015 | 6/2015 | Teacher Asst.-DCTC workstudy |
| | | | |
| | | | |

Total Years Business/Industry Work Experience 1

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Total Years Teaching Experience

Remarks:

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

To Bd 8/25/15

| | |
|---|------------------------------|
| DATE: July 28, 2015 | Teaching Licenses Held: |
| NAME: Michelle Sontag | |
| Position: Classroom Assistant | |
| College: Secondary: Special Education: x District: | Recommended Salary : \$19.06 |
| | Employment Date: 9/3/15 |

Education:

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

Teaching Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|----|---------------------------|
| | | | |
| | | | |
| | | | |

Total Years Experience

Business/Industry Work Experience:

| Employer (most recent first) | From | To | Position/Responsibilities |
|------------------------------|------|------|---------------------------|
| ISD 192 | 4/12 | 7/15 | Behavior Interventionist |
| ISD 192 | 5/11 | 4/12 | Paraprofessional |
| Options Residential | 4/08 | 5/11 | Program Coordinator |
| ACR Homes | 7/06 | 5/08 | Program Coordinator |

Total Years Experience 8

Remarks:

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

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 \$2120.00.

1. Donation of a Supine Rifton Stander, from Jeff and Melissa Lallak of Farmington, to the DASH program to be used by the students in the program. (Value: \$2000).
2. Donation of \$60 to the PACES Program from Keith Koentopf of Farmington to be used for student needs and activities. (Value: \$60.)
3. Donation of another \$60 to the PACES Program from Keith Koentoph of Farmington through the Wells Fargo Community Support/United Way Campaign.

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 # | TYPE | CHECK AMT | CHECK DATE | VENDOR # | ADDRS # | VENDOR NAME | CHECK STATUS |
|---------|------|-------------|------------|----------|---------|--|--------------|
| 318754 | S | \$363.00 | 07/06/15 | 0 | | LOFFLER BUSINESS SYSTEMS | OUTSTANDING |
| 318755 | S | \$604.41 | 07/06/15 | 1 | | MARCO INC | OUTSTANDING |
| 318756 | S | \$809.00 | 07/06/15 | 0 | | NETOP | OUTSTANDING |
| 318757 | S | \$1023.14 | 07/06/15 | 0 | | OUTDOOR IMAGES, INC | OUTSTANDING |
| 318758 | S | \$484.07 | 07/06/15 | 0 | | WASTE MANAGEMENT | OUTSTANDING |
| 318759 | S | \$2064.11 | 07/06/15 | 0 | | ADVANCED IMAGING SOLUTIONS | OUTSTANDING |
| 318760 | S | \$38.25 | 07/06/15 | 0 | | CARQUEST AUTO PARTS STORES | OUTSTANDING |
| 318761 | S | \$1170.61 | 07/06/15 | 0 | | IND SCH DIST 197 | OUTSTANDING |
| 318762 | S | \$237.00 | 07/06/15 | 0 | | INFINITY WIRELESS, INC | OUTSTANDING |
| 318763 | S | \$12.50 | 07/06/15 | 0 | | LILIE SUBURBAN NEWSPAPER, INC | OUTSTANDING |
| 318764 | S | \$110.08 | 07/06/15 | 1 | | MARCO INC | OUTSTANDING |
| 318765 | S | \$156.78 | 07/06/15 | 0 | | MIDWEST SPECIAL INSTRUMENTS, CORP | OUTSTANDING |
| 318766 | S | \$149.00 | 07/06/15 | 0 | | REPUBLIC SERVICES | OUTSTANDING |
| 318767 | S | \$283.00 | 07/06/15 | 0 | | THE MCDOWELL AGENCY, INC | OUTSTANDING |
| 318768 | S | \$4706.16 | 07/06/15 | 0 | | WASHBURN CENTER FOR CHILDREN | OUTSTANDING |
| 318769 | S | \$1180.61 | 07/07/15 | 0 | | WELLS FARGO | OUTSTANDING |
| 318770 | S | \$237.44 | 07/15/15 | 0 | | GREAT LAKES HIGHER EDUCATION CORPORATION | OUTSTANDING |
| 318771 | S | \$461.85 | 07/15/15 | 0 | | GURSTEL CHARGO PA | OUTSTANDING |
| 318772 | S | \$48.00 | 07/15/15 | 0 | | NCPERS MINNESOTA | OUTSTANDING |
| 318773 | S | \$131.02 | 07/15/15 | 0 | | RELATED SERVICES NURSES RSP | OUTSTANDING |
| 318774 | S | \$107.16 | 07/15/15 | 0 | | SOCIAL SECURITY ADMINISTRATION | OUTSTANDING |
| 318775 | S | \$76.09 | 07/15/15 | 0 | | U S DEPARTMENT OF EDUCATION | OUTSTANDING |
| 318776 | S | \$641.67 | 07/15/15 | 0 | | WADDELL & REED INC | OUTSTANDING |
| 318777 | S | \$27474.00 | 07/15/15 | 1 | | AMERICAN COMPENSATION INSURANCE COMPANY | OUTSTANDING |
| 318778 | S | \$150000.00 | 07/15/15 | 0 | | APPLE VALLEY ISD LLC | OUTSTANDING |
| 318779 | S | \$111.11 | 07/15/15 | 0 | | CARQUEST AUTO PARTS STORES | OUTSTANDING |
| 318780 | S | \$1856.47 | 07/15/15 | 0 | | FRONTIER COMMUNICATIONS | OUTSTANDING |
| 318781 | S | \$725.00 | 07/15/15 | 0 | | HORIZON SOFTWARE INTERNATIONAL, LLC | OUTSTANDING |
| 318782 | S | \$2589.00 | 07/15/15 | 0 | | INNOVATIVE OFFICE SOLUTIONS | OUTSTANDING |
| 318783 | S | \$440.00 | 07/15/15 | 0 | | NASA | OUTSTANDING |
| 318784 | S | \$22329.46 | 07/15/15 | 1 | | RIVERPORT INSURANCE COMPANY | OUTSTANDING |
| 318785 | S | \$23400.00 | 07/15/15 | 0 | | TIES | OUTSTANDING |
| 318786 | S | \$1440.00 | 07/15/15 | 0 | | TRIG LIFE SERVICES | OUTSTANDING |
| 318787 | S | \$144277.56 | 07/15/15 | 3 | | US BANK TRUST N.A. | OUTSTANDING |
| 318788 | S | \$501.49 | 07/15/15 | 0 | | WASTE MANAGEMENT | OUTSTANDING |
| 318789 | S | \$1620.00 | 07/16/15 | 0 | | BOOTH LAW GROUP | OUTSTANDING |
| 318790 | S | \$500.00 | 07/16/15 | 0 | | CHARLOTTE RYAN | OUTSTANDING |
| 318791 | S | \$434.72 | 07/16/15 | 3 | | CUB FOODS | OUTSTANDING |
| 318792 | S | \$12853.88 | 07/16/15 | 1 | | DAKOTA COUNTY SHERIFF | OUTSTANDING |
| 318793 | S | \$452.69 | 07/16/15 | 0 | | DAKOTA ELECTRIC ASSN | OUTSTANDING |
| 318794 | S | \$14322.60 | 07/16/15 | 1 | | IND SCH DIST 659 | OUTSTANDING |
| 318795 | S | \$84.79 | 07/16/15 | 0 | | MN ENERGY RESOURCES CORPORATION | OUTSTANDING |
| 318796 | S | \$572.26 | 07/16/15 | 1 | | MN UNEMPLOYMENT INSURANCE | OUTSTANDING |
| 318797 | S | \$1054.51 | 07/16/15 | 0 | | OFFICE OF ENTERPRISE TECHNOLOGY | OUTSTANDING |
| 318798 | S | \$150.15 | 07/16/15 | 0 | | WESTONE | OUTSTANDING |
| 318799 | S | \$172443.68 | 07/22/15 | 0 | | DAKOTA COUNTY TECH COLLEGE | OUTSTANDING |
| 318800 | S | \$964.74 | 07/22/15 | 0 | | DAKOTA COUNTY TECH COLLEGE | OUTSTANDING |
| 318801 | S | \$275.69 | 07/22/15 | 0 | | IND SCH DIST 199 | OUTSTANDING |
| 318802 | S | \$4500.00 | 07/22/15 | 0 | | MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO | OUTSTANDING |
| 318803 | S | \$149.38 | 07/22/15 | 0 | | OFFICE OF ENTERPRISE TECHNOLOGY | OUTSTANDING |
| 318804 | S | \$1824.00 | 07/23/15 | 0 | | ASD SUPERSTORE | OUTSTANDING |
| 318805 | S | \$159.90 | 07/23/15 | 0 | | AMERICAN FLAGPOLE & FLAG CO | OUTSTANDING |

| CHECK # | TYPE | CHECK AMT | CHECK DATE | VENDOR # | ADDRESS # | VENDOR NAME | CHECK STATUS |
|---------|------|------------|------------|----------|-----------|---|--------------|
| 318806 | S | \$1316.00 | 07/23/15 | 19645 | 0 | APPLE COMPUTER, INC | OUTSTANDING |
| 318807 | S | \$14068.26 | 07/23/15 | 19720 | 0 | APPLE VALLEY BUSINESS CENTER LTD | OUTSTANDING |
| 318808 | S | \$215.10 | 07/23/15 | 04470 | 0 | ASCQ | OUTSTANDING |
| 318809 | S | \$148.96 | 07/23/15 | 21674 | 0 | CENTURYLINK | OUTSTANDING |
| 318810 | S | \$2675.84 | 07/23/15 | 22698 | 0 | CORPORATE HEALTH SYSTEMS | OUTSTANDING |
| 318811 | S | \$316.00 | 07/23/15 | 19401 | 0 | DEX MEDIA EAST, INC. | OUTSTANDING |
| 318812 | S | \$195.00 | 07/23/15 | 24073 | 0 | EDUCATORS BENEFIT CONSULTANTS, LLC | OUTSTANDING |
| 318813 | S | \$1588.95 | 07/23/15 | 23419 | 1 | HORIZON SOFTWARE INTERNATIONAL, LLC | OUTSTANDING |
| 318814 | S | \$56.67 | 07/23/15 | 23297 | 0 | INNOVATIVE OFFICE SOLUTIONS | OUTSTANDING |
| 318815 | S | \$100.00 | 07/23/15 | 23871 | 0 | KENNEDY & GRAVEN CHARTERED | OUTSTANDING |
| 318816 | S | \$538.13 | 07/23/15 | 23917 | 1 | MARCO INC | OUTSTANDING |
| 318817 | S | \$51.20 | 07/23/15 | 23996 | 0 | MEDICAREBLUE RX | OUTSTANDING |
| 318818 | S | \$932.28 | 07/23/15 | 11469 | 0 | MOUNT OLIVET CONFERENCE & RETREAT CENTER | OUTSTANDING |
| 318819 | S | \$18639.99 | 07/23/15 | 32195 | 1 | PEARSON EDUCATION | OUTSTANDING |
| 318820 | S | \$914.53 | 07/23/15 | 22195 | 2 | PEARSON EDUCATION | OUTSTANDING |
| 318821 | S | \$78311.39 | 07/23/15 | 22779 | 0 | PHONAK | OUTSTANDING |
| 318822 | S | \$49423.00 | 07/23/15 | 13162 | 2 | SCHOLASTIC, INC | OUTSTANDING |
| 318823 | S | \$840.90 | 07/23/15 | 23942 | 0 | TEACHERS ON CALL | OUTSTANDING |
| 318824 | S | \$17037.72 | 07/23/15 | 00643 | 0 | TIES | OUTSTANDING |
| 318825 | S | \$7488.63 | 07/23/15 | 02776 | 0 | XCEL ENERGY | OUTSTANDING |
| 318826 | S | \$493.32 | 07/27/15 | 23725 | 1 | ADVANCED IMAGING SOLUTIONS | OUTSTANDING |
| 318827 | S | \$450.00 | 07/27/15 | 24557 | 0 | BARB CLARK | OUTSTANDING |
| 318828 | S | \$26.82 | 07/27/15 | 16244 | 5 | CUB FOODS | OUTSTANDING |
| 318829 | S | \$318.99 | 07/27/15 | 23297 | 0 | INNOVATIVE OFFICE SOLUTIONS | OUTSTANDING |
| 318830 | S | \$700.00 | 07/27/15 | 40096 | 0 | KLEIN, LORI | OUTSTANDING |
| 318831 | S | \$64.31 | 07/27/15 | 24778 | 1 | LOFFLER COMPANIES | OUTSTANDING |
| 318832 | S | \$675.00 | 07/27/15 | 32296 | 0 | MACMH (MN ASSOC FOR CHILDREN'S MENTAL HEALTH) | OUTSTANDING |
| 318833 | S | \$52.19 | 07/27/15 | 20568 | 1 | OFFICE DEPOT | OUTSTANDING |
| 318834 | S | \$512.74 | 07/27/15 | 23942 | 0 | TEACHERS ON CALL | OUTSTANDING |
| 318835 | S | \$126.00 | 07/27/15 | 23942 | 0 | TEACHERS ON CALL | OUTSTANDING |
| 318836 | S | \$237.44 | 07/29/15 | 23595 | 0 | THE MCDOWELL AGENCY, INC | OUTSTANDING |
| 318837 | S | \$461.85 | 07/29/15 | 23749 | 0 | GREAT LAKES HIGHER EDUCATION CORPORATION | OUTSTANDING |
| 318838 | S | \$553.98 | 07/29/15 | 23939 | 0 | GURSTEL CHARGO PA | OUTSTANDING |
| 318839 | S | \$131.02 | 07/29/15 | 40017 | 0 | O.P.E.I.U., LOCAL 12 | OUTSTANDING |
| 318840 | S | \$107.16 | 07/29/15 | 29972 | 0 | RELATED SERVICES NURSES ESP | OUTSTANDING |
| 318841 | S | \$76.09 | 07/29/15 | 24510 | 0 | SOCIAL SECURITY ADMINISTRATION | OUTSTANDING |
| 318842 | S | \$641.67 | 07/29/15 | 29207 | 0 | U.S. DEPARTMENT OF EDUCATION | OUTSTANDING |
| 318843 | S | \$502.50 | 08/06/15 | 40071 | 0 | WADDELL & REED INC | OUTSTANDING |
| 318844 | S | \$345.74 | 08/06/15 | 23616 | 0 | ERIH DESIGN, LLC | OUTSTANDING |
| 318845 | S | \$52068.17 | 08/06/15 | 24559 | 0 | IND SCH DIST 15 | OUTSTANDING |
| 318846 | S | \$21745.32 | 08/06/15 | 13846 | 0 | IND SCH DIST 192 | OUTSTANDING |
| 318847 | S | \$480.20 | 08/06/15 | 10857 | 0 | IND SCH DIST 194 | OUTSTANDING |
| 318848 | S | \$12614.73 | 08/06/15 | 21350 | 4 | IND SCH DIST 195 | OUTSTANDING |
| 318849 | S | \$11324.89 | 08/06/15 | 02162 | 0 | IND SCH DIST 197 | OUTSTANDING |
| 318850 | S | \$144.05 | 08/06/15 | 13450 | 0 | IND SCH DIST 200 | OUTSTANDING |
| 318851 | S | \$12822.23 | 08/06/15 | 16382 | 0 | IND SCH DIST 276 | OUTSTANDING |
| 318852 | S | \$282.00 | 08/06/15 | 22031 | 1 | IND SCH DIST 625 | OUTSTANDING |
| 318853 | S | \$218.75 | 08/06/15 | 23124 | 0 | INFINITY WIRELESS, INC. | OUTSTANDING |
| 318854 | S | \$21695.03 | 08/06/15 | 20376 | 0 | PELLICCI ACE HARDWARE | OUTSTANDING |
| 318855 | S | \$437.57 | 08/06/15 | 21305 | 0 | SPECIAL SCHOOL DIST #6 | OUTSTANDING |
| 318856 | S | \$591.58 | 08/06/15 | 00643 | 0 | TIES | OUTSTANDING |
| 318857 | S | | 08/06/15 | 19389 | 0 | WELLS FARGO UNISSUED | UNISSUED |

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 07/06/15 - 08/20/15

CHECK STATUS

| CHECK # | TYPE | CHECK AMT | CHECK DATE | VENDOR # | ADDRS # | VENDOR NAME | CHECK STATUS |
|---------|------|-----------|------------|----------|---------|-------------|--------------|
| 318858 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318859 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318860 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318861 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318862 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318863 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318864 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318865 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318866 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318867 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318868 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318869 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318870 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318871 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318872 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318873 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318874 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318875 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318876 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318877 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318878 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318879 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318880 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318881 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318882 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318883 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318884 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318885 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318886 | | | 08/05/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318887 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318888 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318889 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318890 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318891 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318892 | | | 08/05/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318893 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318894 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318895 | | | 08/05/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318896 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318897 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318898 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318899 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318900 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318901 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318902 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318903 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318904 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318905 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318906 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318907 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318908 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |
| 318909 | | | 08/06/15 | 0 | 0 | UNISSUED | UNISSUED |

Intermedate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 07/06/15 - 08/20/15

CHECK STATUS

| CHECK # | TYPE | CHECK AMT | CHECK DATE | VENDOR # | ADDRS # | VENDOR NAME | CHECK STATUS |
|---------|------|------------|------------|----------|---------|----------------------------|--------------|
| 318910 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318911 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318912 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318913 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318914 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318915 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318916 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318917 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318918 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318919 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318920 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318921 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318922 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318923 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318924 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318925 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318926 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318927 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318928 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318929 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318930 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318931 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318932 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318933 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318934 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318935 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318936 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318937 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318938 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318939 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318940 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318941 | | | 08/06/15 | 0 | | UNISSUED | UNISSUED |
| 318942 | S | \$80.34 | 08/06/15 | 0 | | ACHIEVEMENT PRODUCTS, INC | UNISSUED |
| 318943 | S | \$13.31 | 08/06/15 | 0 | | ADP SECURITY SERVICES | OUTSTANDING |
| 318944 | S | \$3500.00 | 08/06/15 | 1 | | AWSD | OUTSTANDING |
| 318945 | S | \$95.00 | 08/06/15 | 0 | | APPLE COMPUTER, INC | OUTSTANDING |
| 318946 | S | \$49.00 | 08/06/15 | 1 | | APPLE INC. | OUTSTANDING |
| 318947 | S | \$38657.33 | 08/06/15 | 0 | | APPLE VALLEY ISD LLC | OUTSTANDING |
| 318948 | S | \$65.85 | 08/06/15 | 0 | | APOLLO SECURITY INC. | OUTSTANDING |
| 318949 | S | \$139.37 | 08/06/15 | 0 | | CENTERPOINT ENERGY | OUTSTANDING |
| 318950 | S | \$11.83 | 08/06/15 | 0 | | CENTURYLINK | OUTSTANDING |
| 318951 | S | \$12.14 | 08/06/15 | 6 | | CUB FOODS | OUTSTANDING |
| 318952 | S | \$480.00 | 08/06/15 | 3 | | CUED SPEECH ASSO OF MN | OUTSTANDING |
| 318953 | S | \$722.95 | 08/06/15 | 1 | | ESPECTAL NEEDS, LLC | OUTSTANDING |
| 318954 | S | \$172.00 | 08/06/15 | 0 | | ESTR PUBLICATIONS | OUTSTANDING |
| 318955 | S | \$121.63 | 08/06/15 | 0 | | FLAGHOUSE | OUTSTANDING |
| 318956 | S | \$1023.33 | 08/06/15 | 0 | | FRONTIER COMMUNICATIONS | OUTSTANDING |
| 318957 | S | \$558.18 | 08/06/15 | 0 | | FURY MOTORS INC | OUTSTANDING |
| 318958 | S | \$119.90 | 08/06/15 | 0 | | GLOBAL EQUIPMENT COMPANY | OUTSTANDING |
| 318959 | S | \$391.02 | 08/06/15 | 0 | | GOVCONNECTION INC | OUTSTANDING |
| 318960 | S | \$95.37 | 08/06/15 | 0 | | HANDWRITING WITHOUT TEARS | OUTSTANDING |
| 318961 | S | \$1499.00 | 08/06/15 | 0 | | IDSECURITY ONLINE COM, LLC | OUTSTANDING |

DATE RANGE: 07/06/15 - 08/20/15

| CHECK # | TYPE | CHECK AMT | CHECK DATE | VENDOR # | ADORS # | VENDOR NAME | CHECK STATUS |
|---------|------|------------|------------|----------|---------|--|--------------|
| 318962 | S | \$2386.81 | 08/06/15 | 23297 | 0 | INNOVATIVE OFFICE SOLUTIONS | OUTSTANDING |
| 318963 | S | \$150.00 | 08/06/15 | 23913 | 0 | INTEGRATED PROTECTION SYSTEMS | OUTSTANDING |
| 318964 | S | \$700.00 | 08/06/15 | 40096 | 0 | KLEIN, LORI | OUTSTANDING |
| 318965 | S | \$596.98 | 08/06/15 | 21834 | 0 | LAKESHORE LEARNING MATERIALS | OUTSTANDING |
| 318966 | S | \$1399.30 | 08/06/15 | 23802 | 1 | LEARNING A-Z | OUTSTANDING |
| 318967 | S | \$274.20 | 08/06/15 | 23917 | 1 | MARCO INC | OUTSTANDING |
| 318968 | S | \$24.36 | 08/06/15 | 14116 | 0 | MENARDS | OUTSTANDING |
| 318969 | S | \$700.00 | 08/06/15 | 07926 | 0 | METRO ECSU-REGION 11 ISD #920 | OUTSTANDING |
| 318970 | S | \$1149.01 | 08/06/15 | 20568 | 1 | OFFICE DEPOT | OUTSTANDING |
| 318971 | S | \$1023.14 | 08/06/15 | 23690 | 0 | OUTDOOR IMAGES, INC | OUTSTANDING |
| 318972 | S | \$1810.12 | 08/06/15 | 22654 | 0 | PEARSON ASSESSMENTS/NCS PEARSON | OUTSTANDING |
| 318973 | S | \$5659.50 | 08/06/15 | 23677 | 0 | PROFESSIONAL CRISIS MANAGEMENT ASSOCIATION | OUTSTANDING |
| 318974 | S | \$1313.25 | 08/06/15 | 24561 | 0 | RELIANCE COMMUNICATIONS | OUTSTANDING |
| 318975 | S | \$286.57 | 08/06/15 | 06623 | 0 | REPUBLIC SERVICES | OUTSTANDING |
| 318976 | S | \$1038.02 | 08/06/15 | 18869 | 0 | RIVERSIDE PUBLISHING CO | OUTSTANDING |
| 318977 | S | \$299.99 | 08/06/15 | 22971 | 0 | SENSORY EDGE | OUTSTANDING |
| 318978 | S | \$395.00 | 08/06/15 | 23054 | 0 | SIMPLEXGRINNELL | OUTSTANDING |
| 318979 | S | \$182.40 | 08/06/15 | 15713 | 0 | SOUTHPAW ENTERPRISES | OUTSTANDING |
| 318980 | S | \$3734.25 | 08/06/15 | 21305 | 0 | SPECIAL SCHOOL DIST #6 | OUTSTANDING |
| 318981 | S | \$387.50 | 08/06/15 | 23942 | 0 | TEACHERS ON CALL | OUTSTANDING |
| 318982 | S | \$231.53 | 08/06/15 | 18330 | 3 | VIRCO INC | OUTSTANDING |
| 318983 | S | \$1263.00 | 08/06/15 | 19389 | 0 | WELLS FARGO | OUTSTANDING |
| 318984 | S | \$237.44 | 08/12/15 | 23749 | 1 | GREAT LAKES HIGHER EDUCATION CORPORATION | OUTSTANDING |
| 318985 | S | \$461.85 | 08/12/15 | 23939 | 0 | GURSTEL CHARGO PA | OUTSTANDING |
| 318986 | S | \$48.00 | 08/12/15 | 21651 | 0 | NCPERS MINNESOTA | OUTSTANDING |
| 318987 | S | \$131.02 | 08/12/15 | 29972 | 0 | RELATED SERVICES NURSES ESP | OUTSTANDING |
| 318988 | S | \$107.16 | 08/12/15 | 24510 | 0 | SOCIAL SECURITY ADMINISTRATION | OUTSTANDING |
| 318989 | S | \$76.09 | 08/12/15 | 29207 | 0 | U.S. DEPARTMENT OF EDUCATION | OUTSTANDING |
| 318990 | S | \$641.67 | 08/12/15 | 40071 | 0 | WADDELL & REED INC | OUTSTANDING |
| 318991 | S | | 08/06/15 | | 0 | UNISSUED | UNISSUED |
| 318992 | S | | 08/06/15 | | 0 | UNISSUED | UNISSUED |
| 318993 | S | | 08/06/15 | | 0 | UNISSUED | UNISSUED |
| 318994 | S | | 08/06/15 | | 0 | UNISSUED | UNISSUED |
| 318995 | S | \$292.95 | 08/12/15 | 21665 | 0 | ALIMEE | OUTSTANDING |
| 318996 | S | \$25.00 | 08/12/15 | 22347 | 3 | CUED SPEECH ASSO OF MN | OUTSTANDING |
| 318997 | S | \$474.38 | 08/12/15 | 02866 | 0 | DAKOTA ELECTRIC ASSN | OUTSTANDING |
| 318998 | S | \$483.86 | 08/12/15 | 24516 | 1 | FLEX-A-CHART | OUTSTANDING |
| 318999 | S | \$860.46 | 08/12/15 | 24631 | 0 | GOVCONNECTION INC | OUTSTANDING |
| 319000 | S | \$2411.32 | 08/12/15 | 23297 | 0 | INNOVATIVE OFFICE SOLUTIONS | OUTSTANDING |
| 319001 | S | \$445.39 | 08/12/15 | 22779 | 0 | PHONAK | OUTSTANDING |
| 319002 | S | \$6345.60 | 08/12/15 | 11070 | 0 | RIFTON EQUIPMENT | OUTSTANDING |
| 319003 | S | \$216.00 | 08/12/15 | 23595 | 0 | THE MCDOWELL AGENCY, INC | OUTSTANDING |
| 319004 | S | \$21618.00 | 08/12/15 | 07543 | 0 | TIERNEY BROS. INC | OUTSTANDING |
| 319005 | S | \$6318.00 | 08/12/15 | 00643 | 0 | TIRS | OUTSTANDING |
| 319006 | S | \$1440.00 | 08/12/15 | 23814 | 0 | TRIC LIFE SERVICES | OUTSTANDING |
| 319007 | S | \$115.30 | 08/12/15 | 20998 | 3 | VERIZON WIRELESS | OUTSTANDING |
| 319008 | S | \$3040.36 | 08/12/15 | 18330 | 3 | VIRCO INC. | OUTSTANDING |
| 319009 | S | \$1552.50 | 08/12/15 | 02490 | 0 | WESTERN PSYCHOLOGICAL SERVICES | OUTSTANDING |
| 319010 | S | \$14908.23 | 08/20/15 | 23203 | 0 | ACCELERATED TECHNOLOGIES | OUTSTANDING |
| 319011 | S | \$1713.00 | 08/20/15 | 23086 | 1 | AMERICAN COMPENSATION INSURANCE COMPANY | OUTSTANDING |
| 319012 | S | \$2291.10 | 08/20/15 | 23678 | 0 | AMAZON.COM, LLC | OUTSTANDING |
| 319013 | S | \$27453.00 | 08/20/15 | 23997 | 1 | AMERICAN COMPENSATION INSURANCE COMPANY | OUTSTANDING |

| CHECK # | TYPE | CHECK AMT | CHECK DATE | VENDOR # | ADDRS # | VENDOR NAME | CHECK STATUS |
|---------|------|------------|------------|----------|---------|--|--------------|
| 319014 | S | \$26700.00 | 08/20/15 | 24515 | 0 | BEHAVIORAL HEALTHCARE PROVIDERS | OUTSTANDING |
| 319015 | S | \$548.00 | 08/20/15 | 29932 | 0 | BLJECKROSS BLUESHIELD OF MINNESOTA | OUTSTANDING |
| 319016 | S | \$660.80 | 08/20/15 | 24553 | 0 | CANON USA | OUTSTANDING |
| 319017 | S | \$151.04 | 08/20/15 | 21674 | 0 | CENFUYLINK | OUTSTANDING |
| 319018 | S | \$2953.05 | 08/20/15 | 22698 | 0 | CORPORATE HEALTH SYSTEMS | OUTSTANDING |
| 319019 | S | \$93.33 | 08/20/15 | 16244 | 3 | CUB FOODS | OUTSTANDING |
| 319020 | S | \$412.52 | 08/20/15 | 21866 | 0 | DAKOTA COUNTY TECH COLLEGE | OUTSTANDING |
| 319021 | S | \$316.00 | 08/20/15 | 19401 | 0 | DEX MEDIA EAST, INC | OUTSTANDING |
| 319022 | S | \$162.73 | 08/20/15 | 22238 | 1 | DISCOUNT SCHOOL SUPPLY | OUTSTANDING |
| 319023 | S | \$191.60 | 08/20/15 | 24073 | 0 | EDUCATORS BENEFIT CONSULTANTS, LLC | OUTSTANDING |
| 319024 | S | \$1717.95 | 08/20/15 | 03079 | 0 | FRONTIER COMMUNICATIONS | OUTSTANDING |
| 319025 | S | \$778.74 | 08/20/15 | 23297 | 0 | INNOVATIVE OFFICE SOLUTIONS | OUTSTANDING |
| 319026 | S | \$1054.00 | 08/20/15 | 23913 | 0 | INTEGRATED PROTECTION SYSTEMS | OUTSTANDING |
| 319027 | S | \$637.14 | 08/20/15 | 21834 | 0 | LAKESHORE LEARNING MATERIALS | OUTSTANDING |
| 319028 | S | \$538.13 | 08/20/15 | 23817 | 0 | MARCO INC | OUTSTANDING |
| 319029 | S | \$159.00 | 08/20/15 | 15309 | 1 | MAYER-JOHNSON CO | OUTSTANDING |
| 319030 | S | \$1022.42 | 08/20/15 | 22501 | 0 | MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC | OUTSTANDING |
| 319031 | S | \$538.00 | 08/20/15 | 23407 | 0 | MED-EL CORPORATION | OUTSTANDING |
| 319032 | S | \$51.20 | 08/20/15 | 23996 | 0 | MEDICAREBLUE RX | OUTSTANDING |
| 319033 | S | \$111.91 | 08/20/15 | 14116 | 0 | MENARDS | OUTSTANDING |
| 319034 | S | \$10224.00 | 08/20/15 | 23761 | 0 | MIDWEST SPECIAL INSTRUMENTS, CORP | OUTSTANDING |
| 319035 | S | \$30.00 | 08/20/15 | 22657 | 16 | MN DEPT OF EDUCATION | OUTSTANDING |
| 319036 | S | \$93.06 | 08/20/15 | 23258 | 0 | MN ENERGY RESOURCES CORPORATION | OUTSTANDING |
| 319037 | S | \$7238.00 | 08/20/15 | 00211 | 0 | MN SCHOOL BOARDS ASSN | OUTSTANDING |
| 319038 | S | \$1900.00 | 08/20/15 | 12831 | 0 | NCS PEARSON INC | OUTSTANDING |
| 319039 | S | \$4387.50 | 08/20/15 | 33915 | 0 | NEUTRIC HOME SERVICE | OUTSTANDING |
| 319040 | S | \$790.00 | 08/20/15 | 30122 | 1 | SOUTH CENTRAL SERVICE COOPERATIVE | OUTSTANDING |
| 319041 | S | \$1005.20 | 08/20/15 | 22898 | 0 | SPECTRUM BRANDS | OUTSTANDING |
| 319042 | S | \$26.10 | 08/20/15 | 22907 | 0 | SUPPLYWORKS | OUTSTANDING |
| 319043 | S | \$1690.44 | 08/20/15 | 23942 | 0 | TEACHERS ON CALL | OUTSTANDING |
| 319044 | S | \$299.00 | 08/20/15 | 23495 | 0 | THE CONOVER COMPANY | OUTSTANDING |
| 319045 | S | \$3392.80 | 08/20/15 | 22704 | 0 | ULINE | OUTSTANDING |
| 319046 | S | \$7.48 | 08/20/15 | 24565 | 0 | VICTORIA FAMPMEYER | OUTSTANDING |
| 319047 | S | \$2699.20 | 08/20/15 | 92776 | 0 | XCEL ENERGY | OUTSTANDING |
| 707664 | E | \$676.20 | 07/06/15 | 99999 | 0 | CHRISTIANSEN, JOHN MAXWELL | OUTSTANDING |
| 707665 | E | \$10.35 | 07/06/15 | 99999 | 10861 | TURZYNSKI, ADRIENNE | OUTSTANDING |
| 707666 | E | \$322.44 | 07/06/15 | 99999 | 4363 | WALTER, KATRINA L. | OUTSTANDING |
| 707667 | E | \$45.00 | 07/22/15 | 99999 | 8787 | ASMUS, JOAN SCHAEFER | OUTSTANDING |
| 707668 | E | \$90.00 | 07/22/15 | 99999 | 8873 | BUDACH, DON JAMES | OUTSTANDING |
| 707669 | E | \$90.00 | 07/22/15 | 99999 | 9679 | CHRISTIANSEN, JOHN MAXWELL | OUTSTANDING |
| 707670 | E | \$45.00 | 07/22/15 | 99999 | 10050 | DOBSON, MEGHAN | OUTSTANDING |
| 707671 | E | \$90.00 | 07/22/15 | 99999 | 9702 | GARRETSON PAMELA VICK | OUTSTANDING |
| 707672 | E | \$90.00 | 07/22/15 | 99999 | 8341 | HETLAND, JENNIFER AMY | OUTSTANDING |
| 707673 | E | \$90.00 | 07/22/15 | 99999 | 6145 | KYLLG, KITRI LARSON | OUTSTANDING |
| 707674 | E | \$90.00 | 07/22/15 | 99999 | 9468 | LANGENEELD, CORY LEE | OUTSTANDING |
| 707675 | E | \$20.00 | 07/22/15 | 99999 | 5589 | PETERSEN, JENNIFER MAE | OUTSTANDING |
| 707676 | E | \$90.00 | 07/22/15 | 99999 | 10944 | PRATT, SARA | OUTSTANDING |
| 707677 | E | \$90.00 | 07/22/15 | 99999 | 8628 | ROUSH, NICOLLE KATHERI | OUTSTANDING |
| 707678 | E | \$90.00 | 07/22/15 | 99999 | 9915 | SCHALLER, MELISSA | OUTSTANDING |
| 707679 | E | \$90.00 | 07/22/15 | 99999 | 10405 | STOLL, DAVID L. | OUTSTANDING |
| 707680 | E | \$20.00 | 07/22/15 | 99999 | 9058 | SWANEY, AMY LYNN | OUTSTANDING |
| 707681 | E | \$90.00 | 07/22/15 | 99999 | 10756 | VAN BROCKLIN, ERIC | OUTSTANDING |

CHECK STATUS

| CHECK # | TYPE | CHECK AMT | CHECK DATE | VENDOR # | ADDRS # | VENDOR NAME | CHECK STATUS |
|---------|------|-----------|------------|----------|---------|----------------------------|--------------|
| 707682 | E | \$20.00 | 07/22/15 | 99999 | 9883 | ZEHNDER, SCOTT MICHAEL | OUTSTANDING |
| 707683 | E | \$19.55 | 07/22/15 | 99999 | 10832 | BERGSTROM, RICHARD | OUTSTANDING |
| 707684 | E | \$12.65 | 07/22/15 | 99999 | 9723 | CATER, DANNY GARY | OUTSTANDING |
| 707685 | E | \$14.85 | 07/22/15 | 99999 | 9301 | CLARK, DEBORAH MAE | OUTSTANDING |
| 707686 | E | \$16.68 | 07/22/15 | 99999 | 10771 | ERICKSON, ROBERT | OUTSTANDING |
| 707687 | E | \$16.10 | 07/22/15 | 99999 | 10624 | HILL, RON | OUTSTANDING |
| 707688 | E | \$12.65 | 07/22/15 | 99999 | 8287 | LEWIS, JILL E | OUTSTANDING |
| 707689 | E | \$13.55 | 07/22/15 | 99999 | 10868 | MANSUR, JOANNE | OUTSTANDING |
| 707690 | E | \$21.85 | 07/22/15 | 99999 | 9177 | PRESSNALL, VANDA JOY | OUTSTANDING |
| 707691 | E | \$9.78 | 07/22/15 | 99999 | 10770 | SAUSER, MELISSA | OUTSTANDING |
| 707692 | E | \$90.00 | 07/22/15 | 99999 | 9183 | HARTMAN, KIMBERLY C | OUTSTANDING |
| 707693 | E | \$7.35 | 07/22/15 | 99999 | 2671 | LANDBERG, SUSAN KAY | OUTSTANDING |
| 707694 | E | \$11.62 | 07/22/15 | 99999 | 10615 | LANG, SHEILA | OUTSTANDING |
| 707695 | E | \$38.53 | 07/22/15 | 99999 | 9571 | LARSEN, BETSY SUE | OUTSTANDING |
| 707696 | E | \$121.00 | 07/22/15 | 99999 | 4458 | PIPER, DEBRA S | OUTSTANDING |
| 707697 | E | \$44.65 | 07/22/15 | 99999 | 9915 | SCHALLER, MELISSA | OUTSTANDING |
| 707698 | E | \$395.60 | 07/22/15 | 99999 | 10042 | TENNESSEN, LAURA | OUTSTANDING |
| 707699 | E | \$445.44 | 07/22/15 | 99999 | 10042 | TENNESSEN, LAURA | OUTSTANDING |
| 707700 | E | \$100.00 | 07/22/15 | 99999 | 9468 | LANGENFELD, CORY LEE | OUTSTANDING |
| 707701 | E | \$158.70 | 07/22/15 | 99999 | 9468 | LANGENFELD, CORY LEE | OUTSTANDING |
| 707702 | E | \$28.52 | 07/22/15 | 99999 | 9770 | ALEXANDER, AMY DOREEN | OUTSTANDING |
| 707703 | E | \$7.48 | 07/22/15 | 99999 | 10904 | QUINN, CHRISTINE | OUTSTANDING |
| 707704 | E | \$64.98 | 07/22/15 | 99999 | 8873 | BUDACH, DON JAMES | OUTSTANDING |
| 707705 | E | \$12.65 | 07/22/15 | 99999 | 9723 | CATER, DANNY GARY | OUTSTANDING |
| 707706 | E | \$50.60 | 07/22/15 | 99999 | 9301 | CLARK, DEBORAH MAE | OUTSTANDING |
| 707707 | E | \$69.00 | 07/22/15 | 99999 | 10771 | ERICKSON, ROBERT | OUTSTANDING |
| 707708 | E | \$30.00 | 07/22/15 | 99999 | 9811 | HEIM, KAREY LEIGH | OUTSTANDING |
| 707709 | E | \$1246.44 | 07/22/15 | 99999 | 9496 | IRELAND, KATHLEEN ELIZAB | OUTSTANDING |
| 707710 | E | \$240.76 | 07/22/15 | 99999 | 9086 | LANG, BERDETTA JEAN | OUTSTANDING |
| 707711 | E | \$1183.87 | 07/22/15 | 99999 | 8287 | LEWIS, JILL E | OUTSTANDING |
| 707712 | E | \$18.40 | 07/22/15 | 99999 | 9177 | PRESSNALL, VANDA JOY | OUTSTANDING |
| 707713 | E | \$55.20 | 07/22/15 | 99999 | 8651 | VOIDED | VOIDED |
| 707714 | E | \$523.83 | 07/22/15 | 99999 | 10770 | SAUSER, MELISSA | OUTSTANDING |
| 707715 | E | \$34.50 | 07/22/15 | 99999 | 9094 | TOLLEFSON, BRENDA KAY | OUTSTANDING |
| 707716 | E | \$40.25 | 07/22/15 | 99999 | 8787 | ASMUS, JOAN SCHAEFER | OUTSTANDING |
| 707717 | E | \$458.28 | 07/22/15 | 99999 | 10442 | FLEMING, ANGELITA | OUTSTANDING |
| 707718 | E | \$179.40 | 07/22/15 | 99999 | 10832 | BERGSTROM, RICHARD | OUTSTANDING |
| 707719 | E | \$25.30 | 07/22/15 | 99999 | 9771 | BOHNERT, LOREEN M | OUTSTANDING |
| 707720 | E | \$29.90 | 07/22/15 | 99999 | 8661 | RASMUSSEN, SHANNON KRISTA | OUTSTANDING |
| 707721 | E | \$523.83 | 07/31/15 | 99999 | 9770 | ALEXANDER, AMY DOREEN | OUTSTANDING |
| 707722 | E | \$7.26 | 08/12/15 | 99999 | 8787 | ASMUS, JOAN SCHAEFER | OUTSTANDING |
| 707723 | E | \$117.88 | 08/12/15 | 99999 | 8341 | HETLAND, JENNIFER AMY | OUTSTANDING |
| 707724 | E | \$148.93 | 08/12/15 | 99999 | 10082 | KUSTRICH, KRISTIN | OUTSTANDING |
| 707725 | E | \$65.01 | 08/12/15 | 99999 | 2598 | LAMPRECHT, CLAUDETTE | OUTSTANDING |
| 707726 | E | \$25.45 | 08/12/15 | 99999 | 9571 | LARSEN, BETSY SUE | OUTSTANDING |
| 707727 | E | \$51.75 | 08/12/15 | 99999 | 9571 | LARSEN, BETSY SUE | OUTSTANDING |
| 707728 | E | \$25.88 | 08/12/15 | 99999 | 10625 | PETERSON, MARY HELEN SUAVE | OUTSTANDING |
| 707729 | E | \$12.40 | 08/12/15 | 99999 | 9914 | RHEIN-MEDINA, KENT E | OUTSTANDING |
| 707730 | E | \$18.00 | 08/12/15 | 99999 | 9915 | SCHALLER, MELISSA | OUTSTANDING |
| 707731 | E | \$99.19 | 08/12/15 | 99999 | 8501 | SCHMITZ, BARBARA LYNN | OUTSTANDING |
| 707732 | E | \$49.76 | 08/12/15 | 99999 | 10405 | STOLL, DAVID L | OUTSTANDING |
| 707733 | E | \$181.70 | 08/12/15 | 99999 | | | OUTSTANDING |

| CHECK # | TYPE | CHECK AMT | CHECK DATE | VENDOR # | ADDRESS # | VENDOR NAME | CHECK STATUS |
|----------|------|-------------|------------|----------|-----------|------------------------------------|--------------|
| 92001681 | W | \$37972.21 | 07/10/15 | 30132 | 0 | DELTA DENTAL OF MINNESOTA | OUTSTANDING |
| 92001683 | W | \$2029.17 | 07/16/15 | 40027 | 0 | AMERIPRISE FINANCIAL ADVISORS | OUTSTANDING |
| 92001684 | W | \$762.52 | 07/16/15 | 40022 | 0 | AXA EQUITABLE LIFE INS CO | OUTSTANDING |
| 92001685 | W | \$3895.64 | 07/07/15 | 22698 | 0 | CORPORATE HEALTH SYSTEMS | OUTSTANDING |
| 92001686 | W | \$1662.10 | 07/16/15 | 29026 | 0 | EDUCATION MN ESI BILLING TRUST | OUTSTANDING |
| 92001687 | W | \$24084.58 | 07/17/15 | 40006 | 0 | EXECUTIVE DIRECTOR | OUTSTANDING |
| 92001688 | W | \$4178.75 | 07/16/15 | 40060 | 0 | FIDELITY INVSTMT TAX-EX SVC CO | OUTSTANDING |
| 92001689 | W | \$883.34 | 07/16/15 | 40026 | 0 | HORACE MANN LIFE INS | OUTSTANDING |
| 92001690 | W | \$129450.68 | 07/16/15 | 40037 | 0 | INTERNAL REVENUE SERVICE | OUTSTANDING |
| 92001691 | W | \$73.00 | 07/16/15 | 40058 | 0 | MN DEPT OF REVENUE (C) | OUTSTANDING |
| 92001692 | W | \$19991.65 | 07/16/15 | 40003 | 0 | MN DEPT OF REVENUE | OUTSTANDING |
| 92001693 | W | \$114.59 | 07/16/15 | 22698 | 0 | CORPORATE HEALTH SYSTEMS | OUTSTANDING |
| 92001694 | W | \$6042.92 | 07/17/15 | 28803 | 0 | MN STATE RETIREMENT SYSTEM | OUTSTANDING |
| 92001695 | W | \$363344.04 | 07/15/15 | 40001 | 0 | PAYROLL ACCT #3805704197 | OUTSTANDING |
| 92001696 | W | \$59091.52 | 07/17/15 | 40005 | 0 | STATE TREASURER, TRA | OUTSTANDING |
| 92001697 | W | \$11984.73 | 07/16/15 | 23474 | 0 | THE BANCORP BANK | OUTSTANDING |
| 92001698 | W | \$2238.76 | 07/16/15 | 40033 | 0 | VARIABLE ANNUITY LIFE INS CO | OUTSTANDING |
| 92001699 | W | \$10622.92 | 07/15/15 | 28803 | 2 | VOYA | OUTSTANDING |
| 92001700 | W | \$658.34 | 07/16/15 | 28803 | 2 | VOYA | OUTSTANDING |
| 92001701 | W | \$1578.32 | 07/31/15 | 40012 | 0 | AVIAC | OUTSTANDING |
| 92001702 | W | \$2029.17 | 07/31/15 | 40027 | 0 | AMERIPRISE FINANCIAL ADVISORS | OUTSTANDING |
| 92001703 | W | \$762.52 | 07/31/15 | 40022 | 0 | AXA EQUITABLE LIFE INS CO | OUTSTANDING |
| 92001704 | W | \$1687.00 | 07/27/15 | 22698 | 0 | CORPORATE HEALTH SYSTEMS | OUTSTANDING |
| 92001705 | W | \$1042.00 | 07/22/15 | 22698 | 0 | CORPORATE HEALTH SYSTEMS | OUTSTANDING |
| 92001706 | W | \$72.83 | 07/31/15 | 22698 | 0 | CORPORATE HEALTH SYSTEMS | OUTSTANDING |
| 92001707 | W | \$1662.10 | 07/31/15 | 29026 | 0 | EDUCATION MN ESI BILLING TRUST | OUTSTANDING |
| 92001708 | W | \$27352.19 | 08/03/15 | 40006 | 0 | EXECUTIVE DIRECTOR | OUTSTANDING |
| 92001709 | W | \$4178.75 | 07/31/15 | 40060 | 0 | FIDELITY INVSTMT TAX-EX SVC CO | OUTSTANDING |
| 92001710 | W | \$883.34 | 07/31/15 | 40026 | 0 | HORACE MANN LIFE INS | OUTSTANDING |
| 92001711 | W | \$14008.19 | 08/03/15 | 40037 | 0 | INTERNAL REVENUE SERVICE | OUTSTANDING |
| 92001712 | W | \$6804.48 | 07/31/15 | 24031 | 0 | KANSAS CITY LIFE INSURANCE COMPANY | OUTSTANDING |
| 92001713 | W | \$236133.97 | 07/31/15 | 21088 | 0 | MEDICA | OUTSTANDING |
| 92001714 | W | \$38.62 | 07/31/15 | 40058 | 0 | MN DEPT OF REVENUE (C) | OUTSTANDING |
| 92001715 | W | \$21563.11 | 08/03/15 | 40003 | 0 | MN DEPT OF REVENUE | OUTSTANDING |
| 92001716 | W | \$31304.36 | 08/03/15 | 28803 | 0 | MN STATE RETIREMENT SYSTEM | OUTSTANDING |
| 92001717 | W | \$401046.90 | 07/31/15 | 40001 | 0 | PAYROLL ACCT #3805704197 | OUTSTANDING |
| 92001718 | W | \$62732.30 | 08/03/15 | 40005 | 0 | STATE TREASURER, TRA | OUTSTANDING |
| 92001719 | W | \$11951.39 | 07/31/15 | 23474 | 0 | THE BANCORP BANK | OUTSTANDING |
| 92001720 | W | \$2238.76 | 07/31/15 | 40033 | 0 | VARIABLE ANNUITY LIFE INS CO | OUTSTANDING |
| 92001721 | W | \$1012.51 | 07/31/15 | 28803 | 2 | VOYA | OUTSTANDING |
| 92001722 | W | \$2029.17 | 08/14/15 | 40027 | 0 | AMERIPRISE FINANCIAL ADVISORS | OUTSTANDING |
| 92001723 | W | \$762.52 | 08/14/15 | 40022 | 0 | AXA EQUITABLE LIFE INS CO | OUTSTANDING |
| 92001724 | W | \$3448.36 | 08/07/15 | 22698 | 0 | CORPORATE HEALTH SYSTEMS | OUTSTANDING |
| 92001725 | W | \$30.00 | 08/04/15 | 22698 | 0 | CORPORATE HEALTH SYSTEMS | OUTSTANDING |
| 92001726 | W | \$161.07 | 08/17/15 | 22698 | 0 | CORPORATE HEALTH SYSTEMS | OUTSTANDING |
| 92001727 | W | \$32744.04 | 08/10/15 | 22698 | 0 | CORPORATE HEALTH SYSTEMS | OUTSTANDING |
| 92001728 | W | \$1662.10 | 08/14/15 | 30132 | 0 | DELTA DENTAL OF MINNESOTA | OUTSTANDING |
| 92001729 | W | \$30463.06 | 08/17/15 | 29026 | 0 | EDUCATION MN ESI BILLING TRUST | OUTSTANDING |
| 92001730 | W | \$4178.75 | 08/14/15 | 40006 | 0 | EXECUTIVE DIRECTOR | OUTSTANDING |
| 92001731 | W | \$883.34 | 08/14/15 | 40060 | 0 | FIDELITY INVSTMT TAX-EX SVC CO | OUTSTANDING |
| 92001732 | W | \$149928.45 | 08/17/15 | 40026 | 0 | HORACE MANN LIFE INS | OUTSTANDING |
| 92001733 | W | \$22411.55 | 08/17/15 | 40003 | 0 | INTERNAL REVENUE SERVICE | OUTSTANDING |

Intermedate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 07/06/15 - 08/20/15

| CHECK # | TYPE | CHECK AMT | CHECK DATE | VENDOR # | ADDRES # | VENDOR NAME | CHECK STATUS |
|----------|------|-------------|------------|----------|----------|------------------------------|--------------|
| 92001734 | W | \$38.62 | 08/14/15 | 40058 | 0 | MN DEPT OF REVENUE (C) | OUTSTANDING |
| 92001735 | W | \$542.92 | 08/17/15 | 28803 | 0 | MN STATE RETIREMENT SYSTEM | OUTSTANDING |
| 92001736 | W | \$442155.27 | 08/14/15 | 40001 | 0 | PAYROLL ACCT #3805704197 | OUTSTANDING |
| 92001737 | W | \$65845.62 | 08/17/15 | 40005 | 0 | STATE TREASURER, TRA | OUTSTANDING |
| 92001738 | W | \$11693.04 | 08/14/15 | 23474 | 0 | THE BANCORP BANK | OUTSTANDING |
| 92001739 | W | \$2238.76 | 08/14/15 | 40033 | 0 | VARIABLE ANNUITY LIFE INS CO | OUTSTANDING |
| 92001740 | W | \$1012.51 | 08/14/15 | 28803 | 2 | VOYA | OUTSTANDING |

TOTAL # OF ISSUED CHECKS: 333 TOTAL AMOUNT: 3607287.87
 TOTAL # OF VOIDED CHECKS: 1 TOTAL AMOUNT: 523.83
 TOTAL # OF UNISSUED CHECKS: 89

Date: August 18, 2015

To: Accountns Payable

From: Becky Edson
Payroll Clerk

Invoice nbr: 36465059
Date: 8/18/2015
Member ID: 803601310

Subject: RX - Trexler

Issue a Check in the amount of \$ 51.20

Payable to:
Medicare Blue RX
(September)

Vendor # 23996-0

| Charge to: | Amount | |
|------------------------|---------|--------------|
| 20-005-420-000-221-220 | \$51.20 | |
| Total | \$51.20 | proof \$0.00 |

Authorized Signature  Date 8-18-15

Date: August 19, 2015
To: FOR EFT INPUT

From: Becky Edson
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Reimbursement for 2015

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$441.56
Corporate Health Systems Inc Vendor # 22698

| Charge to: | Amount | |
|------------|----------|--------------|
| 10-215-39 | \$441.56 | |
| 10-215-40 | \$0.00 | |
| 10-215-42 | \$0.00 | |
| Total | \$441.56 | proof \$0.00 |

cc: Payroll Insurance Payment File
Date Bank Account to be debited 8/21/2015 \$441.56

Authorized Signature Nicole Ren Date 8-19-15

Date: August 17, 2015

To: Accountns Payable

From: Becky Edson
Payroll Clerk

Invoice nbr: XZ72029264
Date: 8/17/2015
Group: Y0848-SR3


Subject: Medical Ins - Trexler

Issue a Check in the amount of \$ 648.00

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

Vendor # 29932

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

Authorized Signature  Date 8-17-15

Date: August 14, 2015

To: FOR EFT INPUT

From: Becky Edson
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Debit Card Reimbursement for 2015

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$161.07
Corporate Health Systems Inc Vendor # 22698

| Charge to: | Amount | |
|------------|----------|--------------|
| 10-215-39 | \$161.07 | |
| 10-215-40 | \$0.00 | |
| 10-215-42 | \$0.00 | |
| Total | \$161.07 | proof \$0.00 |

cc: Payroll Insurance Payment File
Date Bank Account to be debited 8/17/2015 \$161.07

Authorized Signature  Date 8-17-15

TO: Nicolle Roush DATE: 08/12/2015
 Business Manager

FROM: Becky Edson
 Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending August 14, 2015

| | |
|--|------------|
| Amerprise Vendor #40027 | 2,029.17 |
| AXA Equitable Life Vendor #40022 | 762.52 |
| PERA Vendor #40006 | 30,463.06 |
| Fidelity Vendor #40060 | 4,178.75 |
| VOYA (formerly ING) #28803-2 | 1,012.51 |
| Horace Mann Vendor #40026 | 883.34 |
| TRA Vendor #40005 | 65,846.62 |
| VALIC (Variable Annuity Life) Vendor #40033 | 2,238.76 |
| Minnesota Dept. of Revenue Vendor # 40003 | 22,411.55 |
| Internal Revenue Service Vendor Nbr 40037 | 149,928.45 |
| Payroll Acct #XXXXXX4197 Vendor #40001 | 442,165.27 |
| Bancorp Vendor # 23474 | 11,693.04 |
| Educators Financial Services/ESI/MEA Vendor #29026 | 1,662.10 |
| MN State Retirement System Vendor #28803-0 | 542.92 |
| MN Child Support Vendor #21704 | 0.00 |
| MN Dept Revenue Vendor (Garnishment) #40058 | 38.62 |

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

735,856.68

Authorized Signature  Date 8-14-15

Date: August 10, 2015

To: FOR EFT INPUT

From: Becky Edson
Payroll Clerk

Subject: Group Insurance Premium for July, 2015
(Employer's Costs and Employees' Withholdings)

Payable to: \$32,744.04
Delta Dental Vendor # 30132

| Charge to: | Amount |
|------------------------|-------------|
| 21-005-110-000-235-250 | \$32,744.04 |

| | | | |
|-------|-------------|-------|--------|
| Total | \$32,744.04 | proof | \$0.00 |
|-------|-------------|-------|--------|

cc: Payroll Insurance Payment File
Date Bank Account to be debited 8/10/2015

Authorized Signature  Date 8-11-15

Date: August 4, 2015

To: FOR EFT INPUT

From: Becky Edson
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Debit Card Reimbursement for 2015

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$30.00
Corporate Health Systems Inc Vendor # 22698

| Charge to: | Amount | |
|------------|---------|--------------|
| 10-215-39 | \$30.00 | |
| 10-215-40 | \$0.00 | |
| 10-215-42 | \$0.00 | |
| Total | \$30.00 | proof \$0.00 |

cc: Payroll Insurance Payment File
Date Bank Account to be debited 8/4/2015 \$30.00

Authorized Signature *Becky Edson* Date 8-11-15

Date: August 7, 2015

To: FOR EFT INPUT

From: Becky Edson
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Reimbursement for 2015

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$3,448.36
Corporate Health Systems Inc Vendor # 22698

| Charge to: | Amount | |
|------------|------------|--------------|
| 10-215-39 | \$0.00 | |
| 10-215-40 | \$3,448.36 | |
| 10-215-42 | \$0.00 | |
| Total | \$3,448.36 | proof \$0.00 |

cc: Payroll Insurance Payment File
Date Bank Account to be debited 8/7/2015 \$3,448.36

Authorized Signature  Date 8-11-15

TO: Nicolle Roush DATE: 07/31/2015
Business Manager

FROM: Becky Edson
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending July 31, 2015

| | |
|---|---------------|
| Aflac Vendor #40072 | \$ 1,578.32 |
| Amperprise Financial Vendor #40027 | \$ 2,029.17 |
| AXA Equitable Life Vendor #40022 | \$ 762.52 |
| Horance Mann Vendor #40026 | \$ 883.34 |
| PERA - Executive Director Vendor #40006 | \$ 27,152.19 |
| TRA - State Treasurer Vendor #40005 | \$ 62,732.30 |
| ESI/MEA Vendor #29026 | \$ 1,662.10 |
| VALIC (Variable Annuity Life) Vendor #40033 | \$ 2,238.76 |
| Minnesota Dept. of Revenue Vendor # 40003 | \$ 21,563.11 |
| Internal Revenue Service Vendor Nbr 40037 | \$ 140,008.19 |
| Payroll Acct #XXXXXX4197 Vendor #40001 | \$ 401,046.90 |
| Bancorp Vendor #23474 | \$ 11,951.39 |
| MSRS Vendor # 28803-2 | \$ 31,304.36 |
| MN Dept of Revenue - Garnishments Vendor #40058 | \$ 38.62 |
| MN Child Support Vendor # 21704 | \$ - |
| VOYA (Formerly ING) Vendor #28803-2 | \$ 1,012.51 |
| Fidelity Investments Vendor #40060 | \$ 4,178.75 |

Total Electronic Funds Transfer was made in the amount of \$ 710,142.53

Authorized Signature  Date 7-31-15

Date: July 27, 2015

To: FOR EFT INPUT


From: Becky Edson
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Debit Card Reimbursement for 2015

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$72.83
Corporate Health Systems Inc Vendor # 22698

| Charge to: | Amount | |
|------------|---------|--------------|
| 10-215-39 | \$72.83 | |
| 10-215-40 | \$0.00 | |
| 10-215-42 | \$0.00 | |
| Total | \$72.83 | proof \$0.00 |

cc: Payroll Insurance Payment File
Date Bank Account to be debited 7/31/2015 \$72.83

Authorized Signature  Date 7-31-15

Date: July 31, 2015

To: Accountns Payable

Invoice nbr: 38132245

Date: 8/1/2015

From: Becky Edson
Payroll Clerk

Group # 586196

Subject: Group Insurance Premium for Aug 2015
(Employer's Costs and Employees' Withholdings)

Wire Funds Transfer was made in the amount of \$ 236,133.97

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

01-215-30

\$22,423.77

02-215-30

\$206,336.68

10-215-30

\$7,373.52

20-215.30

\$0.00

Total

\$236,133.97 ^{proof} \$0.00

Authorized Signature 

Date 7-31-15

Date: July 22, 2015

To: FOR EFT INPUT

From: Becky Edson
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Reimbursement for 2015

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,042.00
Corporate Health Systems Inc Vendor # 22698

| Charge to: | Amount | |
|------------|------------|--------------|
| 10-215-39 | \$522.00 | |
| 10-215-40 | \$520.00 | |
| 10-215-42 | \$0.00 | |
| Total | \$1,042.00 | proof \$0.00 |

cc: Payroll Insurance Payment File
Date Bank Account to be debited 7/22/2015 \$1,042.00

Authorized Signature  Date 7-27-15

Date: July 22, 2015

To: FOR EFT INPUT

From: Becky Edson
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Reimbursement for 2015

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,042.00
Corporate Health Systems Inc Vendor # 22698

| Charge to: | Amount | |
|------------|------------|--------------|
| 10-215-39 | \$522.00 | |
| 10-215-40 | \$520.00 | |
| 10-215-42 | \$0.00 | |
| Total | \$1,042.00 | proof \$0.00 |

cc: Payroll Insurance Payment File
Date Bank Account to be debited 7/22/2015 \$1,042.00

Authorized Signature  Date 7-27-15

Date: July 16, 2015

To: FOR EFT INPUT


From: Becky Edson
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Debit Card Reimbursement for 2015

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$114.59
Corporate Health Systems Inc Vendor # 22698

| Charge to: | Amount | |
|------------|----------|--------------|
| 10-215-39 | \$114.59 | |
| 10-215-40 | \$0.00 | |
| 10-215-42 | \$0.00 | |
| Total | \$114.59 | proof \$0.00 |

cc: Payroll Insurance Payment File
Date Bank Account to be debited 7/16/2015 \$114.59

Authorized Signature  Date 7-17-15

TO: Nicolle Roush DATE: 07/16/2015
 Business Manager

FROM: Becky Edson
 Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending July 15, 2015

| | |
|--|------------|
| Amerprise Vendor #40027 | 2,029.17 |
| AXA Equitable Life Vendor #40022 | 762.52 |
| PERA Vendor #40006 | 24,084.58 |
| Fidelity Vendor #40060 | 4,178.75 |
| VOYA (formerly ING) #28803-2 | 658.34 |
| Horace Mann Vendor #40026 | 883.34 |
| TRA Vendor #40005 | 59,091.52 |
| VALIC (Variable Annuity Life) Vendor #40033 | 2,238.76 |
| Minnesota Dept. of Revenue Vendor # 40003 | 19,991.65 |
| Internal Revenue Service Vendor Nbr 40037 | 129,450.68 |
| Payroll Acct #XXXXXX4197 Vendor #40001 | 363,344.04 |
| Bancorp Vendor # 23474 | 11,984.73 |
| Educators Financial Services/ESI/MEA Vendor #29026 | 1,662.10 |
| VOYA (MSRS) Vendor #28803-2 | 6,042.92 |
| MN Child Support Vendor #21704 | 0.00 |
| MN Dept Revenue Vendor (Garnishment) #40058 | 73.00 |

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

626,476.10

Authorized Signature  Date 7-17-15

Date: June 22, 2015

To: FOR EFT INPUT

From: Becky Edson
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Reimbursement for 2015

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,165.26
Corporate Health Systems Inc Vendor # 22698

| Charge to: | Amount | |
|------------|------------|--------------|
| 10-215-39 | \$0.00 | |
| 10-215-40 | \$1,165.26 | |
| 10-215-42 | \$0.00 | |
| Total | \$1,165.26 | proof \$0.00 |

cc: Payroll Insurance Payment File
Date Bank Account to be debited 6/22/2015 \$1,165.26

Authorized Signature  Date 6-22-15

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

Re: Sales Tax Wire Transfer

Date: 7.8.15

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 702,00, from Wells Fargo Bank Account No. 3805702167.



Nicolle Roush, Business Manager

INTERMEDIATE SCHOOL DISTRICT 917
SCHOOL BOARD REPORT OF
CONSOLIDATED INVESTMENTS (GENERAL & BUILDING)
JULY 2015

| 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 | 458,883.22 | 6,250,000.00 | 550,000.00 | 0.00 | 165.72 | 6,159,048.94 | 165.72 |
| 2 MSDLAF | 01 | 0.00 | 6,250,000.00 | 6,250,000.00 | 0.00 | 13.03 | 13.03 | 13.03 |
| MSDLAF FIXED (CD's, Term, Com) | 01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 WELLS FARGO SAVINGS ACCT | 01 | 6,027,070.52 | 0.00 | 6,027,070.52 | 0.00 | 74.31 | 74.31 | 74.31 |
| 4 WELLS FARGO PORTFOLIO | 01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | | 6,485,953.74 | 12,500,000.00 | 12,827,070.52 | 0.00 | 253.06 | 6,159,136.28 | 253.06 |

EXPLANATION: Lines 1 through 4 above are School District Investments complying with the requirements of Minnesota Statutes 118.01, 471.56 and 475.66.

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 primary clearing "Money Market" fund. All maturities, interest, and fees clear through Intermediate School District 917's main bank account.
4. WELLS FARGO PORTFOLIO includes pooled investments plus banker's acceptances, commercial paper, repurchase agreements and US Government obligations.

NOTE: July 2015 Average MSDLAF Liquid Rate was 0.03% and the MSDLAF+MAX Average Rate was 0.06%. The Average Wells Fargo Savings Rate was 0.03%.

Administrative Operational Actions and Goals 2015/2016

Draft Statements

1. Contract with a marketing and communications professional to facilitate stakeholder research, develop brand definition, and develop a marketing communication plan to assist in defining target audiences, key messages, marketing strategy and tactics.
2. Expand Cognitive Coaching capacity for the Educator Development and Evaluation Process by training three more staff members.
3. Continue implementation of the work plan for workers' compensation claims control and reduction of lost work time.
4. Evaluate options for student information, business office and HR systems due to changes at TIES.
5. Implement and expand the 917 Technical Careers Academy with member districts, DCTC and IHCC.
6. Increase the number of local business contacts for our secondary programs to provide more opportunities for our students such as site visits, project based learning, mentors, internships, etc.
7. Increase the number of participants involved in the Perkins Consortium Career and College Fair.
8. Continue to develop and train staff in specialized strategies and interventions in the areas of academics, behavior and mental health, as well as due process procedures.
9. Develop and implement the roles and responsibilities of behavior support staff, including licensed psychologist and board certified behavior analysts, across district programs to increase student academic engagement.
10. Enhance the current referral process for member districts to ensure appropriate and timely placement of students.
11. Explore ways to recruit and retain quality special education and secondary staff including exploring contract options and incentives for difficult to fill positions.
12. Complete negotiations for all expired multi-year contracts (teachers, administrators).

2015-2016 SCHEDULE OF SPECIAL SCHOOL BOARD AGENDA ITEMS

2015-2016

| MONTH | DATE | LOCATION | PROG. REPORT & SPECIAL ITEMS |
|--------------------|---------|--------------------|--|
| July | 14 | | Temporary Employee Report Health & Safety Plan Review Student and Staff Handbooks Accounts Receivable Aging Report Substitute Teacher/Program Assistant Rate Approve and Set Lunch Prices |
| August | 25 | | Annual Goals Discussion |
| September | 8 | | Annual Goals Approval |
| October | 6 | | Assurance of Compliance Enrollment Report Temporary Employee Report Accounts Receivable Aging Report |
| November | 4 | Lebanon Ed. Center | Legislative Update Revenue and Expenditure Report/Nicolle |
| December | 1 | | Auditor's Report Sp. Ed. Employee & Teacher of the Fall Quarter Construction Trades House |
| <u>2016</u> | | | |
| January | 5, 2016 | | Temporary Employee Report MIS Update Supt's. evaluation Accounts Receivable Aging Report |

| | | |
|----------|----------|---|
| January | 19, 2016 | Board Work Session – Goals Update Review Revised Budget |
| February | 2 | Resolution Directing Admin. to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore Approve Revised Budget |
| March | 8 | Sp. Ed. Employee & Teacher of the Winter Quarter Legislative Update Additional Programs/Program Expansion/Deletion |
| April | 5 | Temporary Employee Report Resolution Terminating Probationary Teachers Resolution to Place Continuing Contract Teachers on ULA Accounts Receivable Aging Report |
| April | 19 | Board Work Session – 2015-2016 Budget Review |
| May | 3 | Review and Approve Blood Borne Pathogens Exposure Control Plan Construction Trades House Annual Wellness Policy Goals Update |
| June | 7 | Adopt Budget FY 16 Resolution Terminating Probationary Support Service Staff Supt’s Salary Long-term facility maintenance Levy Distribution Proposal 10-Year Maintenance Plan Resolution Safe Schools Levy Lease Levy |



Office of the
DAKOTA COUNTY SHERIFF

TIM LESLIE, SHERIFF
JOE LEKO, CHIEF DEPUTY SHERIFF

1580 Highway 55
Post Office Box 247
Hastings, Minnesota 55033

Phone: (651) 438-4700
Emergency Dial 911
Fax: (651) 438-4709

Commanders
Daniel Scheuermann
Detention Services
John Grant
Operations

Daniel W. Carlson, Coordinator
Emergency Preparedness

August 4, 2015

Melissa Schaller, Director of Special Education
Intermediate School District 917
1300 East 145th Street
Rosemount, MN 55068

Dear Ms. Schaller:

Enclosed with this letter is the contract between the Dakota County Sheriff's Office and Intermediate School District 917 for school resource officer services from September 1, 2015, through August 31, 2016. The contract has been approved by Assistant Dakota County Attorney Amelia Jadoo.

I request that you review the contract and, should it meet with your satisfaction, you have it signed and executed by your office. Please return the original to me, at which time I will request Sheriff Leslie sign it. Once it is fully executed, I will ensure you receive a copy for your file.

The Sheriff's Office is looking forward to continuing this relationship for the upcoming school year.

Please contact me with any questions which may arise.

Sincerely yours,

Joseph W. Leko
Chief Deputy Sheriff

JL/jle

enclosures

**JOINT POWERS AGREEMENT
BETWEEN THE COUNTY OF DAKOTA AND ISD 917
FOR THE PROVISION OF SCHOOL RESOURCE OFFICER SERVICES**

This Agreement is made and entered into by and between Intermediate School District 917, 1300 145th Street East, Rosemount, MN 55068-2999 ("School District"), and the County of Dakota, by and through the Dakota County Sheriff's Office, 1580 Highway 55, Hastings, Minnesota 55033 ("County").

WHEREAS, the County and School District are governmental units as that term is defined in Minn. Stat. § 471.54; and

WHEREAS, Minn. Stat. § 471.59 authorizes local governmental units to jointly and cooperatively exercise any power common to the contracting parties; and

WHEREAS, the School District offers services to local school districts for students with disabilities through the IDEA program and the SUN program (Students with Unique Needs); and

WHEREAS, the School District desires to implement programs for delinquency and crime prevention; and

WHEREAS, the County desires and is qualified to provide these programs; and

WHEREAS, the County and School District understand and agree that:

1. The County and the school resource officer, are not agents, servants, or employees of the School District and shall not make any such representations nor hold themselves out as such; and
2. The County and the school resource officer shall have no authority to bind the School District for the performance of any services or to otherwise obligate the School District, authority being specifically limited to the duties assigned under this Agreement; and
3. The County and the school resource officer shall not accrue any continuing contract rights for the services performed pursuant to this Agreement, including but not limited to those afforded by Minn. Stat. § 122A.40, and the County and the school resource officer specifically waive any and all rights thereto; and

WHEREAS, the County Board of Commissioners by Resolution No. 15-388 authorized the County to enter into an Agreement with the School District for the provision of school resource officer services to the School District.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, it is agreed as follows:

Article 1
PURPOSE

The purpose of this Agreement is for the County, through the Dakota County Sheriff's Office, to provide school resource services to the School District by providing a law enforcement officer to work at the IDEA Program at the Alliance Education Center, 14300 Biscayne Ave., Rosemount, MN 55068, and at other school locations throughout the County, in accordance with the Intermediate School District No. 917 Board Policy 497, School Resource Officer Duties, Section 6.3, Intermediate School District 917 Discipline Policy For Elementary and Secondary Students, and Section 6.39, Peace Officers and Special Education Students, all attached hereto as Exhibit 1.

The County agrees to provide to the School District one (1) full-time equivalent (FTE) law enforcement officer.

The recitals set forth in the "Whereas" clauses above are incorporated by reference as if fully set forth herein.

Article 2
COMPENSATION

Section 1. Hard Costs.

The School District shall pay to the County an amount equal to 75% of the cost of the salary and benefits for the school resource officer provided pursuant to Article 1. All payments shall be prorated monthly for each month in which this Agreement is in force.

Section 2. Soft Costs.

The School District shall provide work space for the school resource officer including office furniture, telephone, utilities, computer access and clerical support and supplies. The County shall provide training for the school resource officer including minimum training required for peace officer licensing, uniforms, and the other supplies and services customarily provided for deputies in the Dakota County Sheriff's Office.

Section 3. Invoices.

The County shall, within twenty (20) working days following the last day of each calendar quarter in which services were provided, submit an invoice and request for payment on an invoice form acceptable to the School District.

Article 3
TERM

This Agreement shall begin September 1, 2015, and shall continue through August 31, 2016, or as soon thereafter as final payment is made unless earlier terminated by law or according to the provisions herein. This Contract may be terminated with or without cause, by either party upon thirty (30) days written notice. This Contract may be terminated for cause if the funds necessary for compensation are not appropriated by either party.

Article 4
MUTUAL INDEMNIFICATION

Each party shall be liable for its own acts to the extent provided by law and hereby agrees, to the extent permitted by law, to indemnify, hold harmless, and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any

act or omission of the party, its agents, or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that the County's liability shall be limited by the provisions of the Municipal Tort Claims Act, Minn. Ch. 466 or other applicable law.

Article 5
INDEPENDENT CONTRACTOR

The County through the school resource officer is to be and shall remain an independent contractor with respect to any and all work performed under this Agreement. The County shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein.

The County and school resource officer acknowledge and agree that the County and school resource officer are not entitled to receive any of the benefits received by School District employees and are not eligible for workers' or unemployment compensation benefits under the School District. The County also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the County and that it is the County's sole obligation to comply with the applicable provisions of all federal and state tax laws. The person(s) designated as school resource officer(s) shall be and remain an employee of the County for any and all purposes.

Article 6
GENERAL

Section 1. Notices.

The School District or County may, by giving written notice to the other party, designate any address or addresses to which notices or other communications to them shall be sent when required by or related to this Agreement. Until otherwise provided by the respective parties, all notices or communications shall be addressed as follows:

To the School District:

Melissa Schaller
Special Education Director
1300 145th Street East
Rosemount, MN 55068

To the County:

Chief Deputy Joe Leko
Dakota County Sheriff's Office
1580 Highway 55
Hastings, MN 55033

Section 2. Amendments.

No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3. Severability.

All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained in the Agreement and that such holding shall not invalidate or render unenforceable any other provision.

Section 4. Choice of Law.

The laws of the state of Minnesota shall govern as to the interpretation, validity, and effect of this Agreement. The captions and headings of the provisions under this Agreement are for convenience only and shall not be considered or referred to concerning questions of interpretation or construction.

Section 5. Compliance with Laws/Standards.

The School District and County agree to abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which either party is responsible.

Section 6. Data.

The parties agree that any information and data received from the other party during the term of this Agreement shall be treated and maintained in accordance with all applicable federal, state, and local laws, rules and regulations governing same, including but not limited to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. The County and the School District agree to provide to each other data which is reasonably necessary to fulfill the purpose of this Agreement, provided such sharing of data is done in accordance with the Minnesota Government Data Practices Act and of the state and federal law regulating the dissemination of data.

Section 7. Non-Appropriation.

Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated by either party in the event sufficient funds from the County, State, Federal or other sources are not appropriated, obtained and continued at least at the level relied on for the performance of this Agreement and the non-appropriation of funds did not result from any act of bad faith on the part of the terminating party.

Section 8. Records, Disclosure/Retention, Audits. Pursuant to Minnesota Statutes Section 16C. 05, subdivision. 5, any books, records, documents, and accounting procedures and practices of the County and the School District relevant to this Agreement are subject to examination by the County or the School District and either the Legislative Auditor or the State Auditor as appropriate. The County and the School District agree to maintain these records for a period of six years from the date of performance of all services covered under this Agreement.

Section 9. Entire Agreement.

This Agreement is the entire agreement between the School District and the County and it supersedes all prior written or oral agreements. There are no covenants, promises, undertakings, or understandings outside of this Agreement other than those as specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

IN WITNESS WHEREOF, this Agreement was entered into on the date(s) set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to every provision, and hereby acknowledge receipt of a copy.

Approved as to form:

Amelia G. B. 5/4/15
Assistant County Attorney/Date

Approved by Dakota County
Board Resolution No. 15-388
Contract #: KS-15-294

COUNTY OF DAKOTA

By _____
Tim Leslie
Sheriff
Date of Signature _____

INTERMEDIATE SCHOOL DISTRICT 917
*(I represent and warrant that I am authorized
by law to execute this contract and legally
bind the Contractor).*

By _____
Title _____
Date of Signature _____

6. STUDENTS

6.3 STUDENT DUE PROCESS

6.39 Peace Officers and Special Education Students

I. PURPOSE

The purpose of this policy is to describe how peace officers may remove a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. If a student with an IEP engages in conduct that endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this Policy, the following terms have the meaning given them:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an Individual Interagency Intervention Plan (IIIP).
- B. "Law enforcement officer" or "peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and enforcement of general criminal laws of the state and who has the full power of arrest. The term "law enforcement officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. The phrase "remove the student from school grounds" is the act of securing any student, inclusive of students with an IEP, and escorting that student from the school building or school activity.
- E. "Emergency" means a situation in which immediate intervention is necessary to protect a

student or other individual from physical injury, emotional abuse due to verbal and nonverbal gestures, or to prevent severe property damage.

- F. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

- A. Removal by a Law Enforcement Officer

If any student, inclusive of a student with an IEP, engages in conduct which endangers or may endanger the health, safety or property of the student, other students, staff members, or school property, or commits a crime, the school building administrator, or designee, may contact the law enforcement officer. The law enforcement officer will assess the situation and make a determination regarding the type of intervention required to assure the safety of the student, other students, staff members and school property.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

- B. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a law enforcement officer may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

- C. Parental Notification

The building/program administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the student's removal.

- D. Continued Removals: Review of IEP

In the event that a student with an IEP demonstrates behaviors that result in repeated removal from school by a law enforcement officer, the IEP team will convene to determine the need for evaluation, appropriateness of IEP and placement. Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

- E. Effect of Policy in an Emergency: Use of Conditional Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIP, or behavior intervention plan authorizes the use of one or more conditional procedures, those conditional procedures may be used in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds. If the use of conditional procedures is initiated in an emergency, the student's IEP team shall meet as soon as possible, but no later than five (5) school days after emergency procedures have commenced.

Board Approved November 7, 2006

400 PERSONNEL

497 SCHOOL RESOURCE OFFICER DUTIES

I. PURPOSE

The purpose of this policy is to clarify the duties, responsibilities and limitations of the School Resource officer assigned to District 917.

II. POSITION ON DUTIES AND RESPONSIBILITIES OF SCHOOL RESOURCE OFFICER

The School Resource Officer is an employee of Dakota County Law Enforcement. It is the intent of the district that the School Resource Officer act in a cooperative role with district staff in addressing potential criminal issues and security issues that arise within the district, as well as providing school safety and education about law enforcement systems and processes. The School Resource Officer is to serve as a peace officer at district sites. The School Resource Officer should not be considered as part of district administration, teaching staff, or support staff. The School Resource Officer shall be assigned no duties or responsibilities for carrying out or assisting with student behavior interventions, routine discipline, or educational planning.

III. DUTIES AND RESPONSIBILITIES OF SCHOOL RESOURCE OFFICER

- A. Provides security for students and staff.
- B. Takes statements regarding criminal activities and completes police reports.
- C. Facilitates communication and cooperation between district officials and County juvenile authorities and local police officials.
- D. Assists district staff in understanding the Dakota County Juvenile Court system, law enforcement issues, and the court referral process.
- E. Provides an in-house law enforcement source for school staff and students in processing criminal matters that arise in district setting.
- F. Serves as a role model and endeavors to build rapport with students and staff.

District 917 shall provide training to its educational staff on the proper role of the School Resource Officer in the district.

Board Approved 12/22/99
Board Revised 4/02/02
Revised: May 1, 2007

6.3 Students

**INTERMEDIATE SCHOOL DISTRICT 917
DISCIPLINE POLICY FOR
ELEMENTARY AND SECONDARY STUDENTS**

Board Approved December 17, 1996
Revised 7/21/98
Revised 2/5/02

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6.31 Student Discipline Policy, Elementary and Secondary Philosophy, General Statements

The school board of District 917 believes that all students have the right to a learning environment that is conducive to the learning process and safe for students and staff members. Therefore, the school board directs the Secondary program and the Special Education program to develop appropriate guidelines and review procedures for student behaviors and procedures for student discipline that are consistent with the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Minnesota Statutes Chapter 125A, Minnesota Rules Chapter 3525 and current school board policies.

While students may be removed from class, dismissed, suspended, expelled and excluded in accordance with applicable law, the school board of District 917 promotes the use of positive approaches to behavioral interventions.

An employee or agent of a public school district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct. Thus, teachers, administrators, and other school employees shall not strike or spank a pupil with or without an object, or use unreasonable physical force against a student such as to cause bodily harm or substantial emotional harm to reform unacceptable conduct or as punishment. School employees may use reasonable force when it is necessary under the circumstances to restrain a student from causing bodily harm or death to another.

Police will be involved wherever laws have been broken.

Written rules governing student conduct, prepared by the administration and consistent with school board policy, shall be presented to each student or to the parent or guardian as appropriate.

6.311 Definitions

1. **“Class Period” or “Activity Period”** means, in secondary grades, a period of time given for instruction in a given course of study. A class period or activity period means in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.
2. **“Corporal Punishment”** means conduct involving:
 - (a) hitting or spanking a person with or without an object; or
 - (b) unreasonable physical force that causes bodily harm or substantial emotional harm.
3. **“Dismissal”** means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
4. **“Exclusion”** means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.
5. **“Expulsion”** means an action taken by the school board to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.
6. **“Guardian”** means an individual possessing a legal document appointing that person as guardian pursuant to Minnesota or federal law.
7. **“Parent”** means (a) one of the pupil’s parents; (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number; or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.
8. **“Pupil”** means any student (a) without a disability under 21 years of age; or (b) with a disability until July 1 after the student with a disability becomes 21 years of age; (c) and who remains eligible to attend a public elementary or secondary school.
9. **“Pupil with a Disability” or “Student with a Disability”** means a student identified as disabled under any state or federal law, and who is eligible to receive special education, regular education modifications or related services.
10. **“Removal from Class” and “Removal”** mean any actions taken by a teacher, administrator or other school district employee to prohibit a pupil from attending a class

or activity period for a period of time not to exceed five (5) days, pursuant to procedures established in the school district discipline policy adopted by the school board.

11. **“Suspension”** means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten (10) school days. If a suspension is longer than five (5) days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with Minnesota Statute, the readmission plan must not obligate a parent to provide a sympathomimetic medication (e.g. ritalin) for the parents’ child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days. In the case of a student with a disability, the student’s individual education plan team must meet immediately but not more than ten school days after the date on which the decision to remove the student from the student’s current education placement is made. The individual education plan team shall at the meeting: conduct a review of the relationship between the child’s disability and the behavior subject to disciplinary action; and determine the appropriateness of the child’s education plan.

The requirements of the individual education plan team meeting apply when:

- (1) the parent requests a meeting;
- (2) the student is removed from the student’s current placement for five or more consecutive days; or
- (3) the student’s total days of removal from the student’s placement during the school year exceed ten cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five days. A separate administrative conference is required for each period of suspension.

6.312 Removal From Class (See definition in Part 6.311)

1. The program administrator, classroom teacher, or other school district employee has the authority to remove students from class for five (5) periods (or hours in elementary school) or less. The following procedures must be complied with when removing a student from class:
 - (a) notification of administrator;
 - (b) notification of parent/guardian and student of the rules, the violation and the consequences, and re-entry plan;
 - (c) provision of an alternate service delivery plan;
 - (d) notification of the home school district, as appropriate; and
 - (e) if any student has been removed from class more than ten times in a school year the student's parents must be notified and a meeting with the parents must be held to discuss the problem that is causing the student to be removed from class.
2. Grounds for removal from class include any of the following:
 - (a) willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
 - (b) willful conduct which endangers the student or other students, or surrounding persons (including school district employees), or the property of the school; or
 - (c) willful violation of any rule of conduct specified in the discipline policy adopted by the board at Part 6.316 of this policy or any other school rule, regulation or procedure.
3. During a period of removal from class, the responsibility for custody and supervision of the student shall rest with the program administrator or designee.
4. Return to class shall be accomplished by a decision based on the student's behavior as defined in the re-entry plan or as specified by the program administrator or designee.
5. When a student with a disability is removed from class, any team member, including the parent of the student, who believes that there is a need for further assessment or a need to review the adequacy of the current educational plan of the student, may notify the IEP manager of this concern and request that a meeting be scheduled to discuss the concern.

6. Annually, the administration shall confer with licensed employees to review the board, program and building discipline policies to assess whether they have been enforced and whether they are in need of review or revision.

Administrators, teachers, employees, pupils, parents/guardians, community members and other individuals or organizations the board deems appropriate shall be involved in the annual board discipline policy review.

7. Procedures shall be developed for detecting and addressing potential chemical abuse problems of students while on school premises.

6.313 Suspension

Only school administrators have the authority to suspend pupils.

1. **Conference Before Suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

2. **Notice of Suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of Sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following the suspension. If a pupil is receiving special education services and/or has required any modifications or accommodations to his or her educational program and has an IEP or 504 plan by reason of a disability, Notice of a Team Meeting and Parents Rights forms may be included with the Notice of Suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.
3. **Suspension While Expulsion or Exclusion is Pending.** Notwithstanding the provisions of 1 and 2 above, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.
4. **Suspension of Disabled Students.** For suspension of disabled students see Part 6.315 below.

Additional important rules and procedures apply.

5. **One Day or Less.** Dismissal from school for one (1) day or less is not a suspension unless otherwise noted herein. NOTE: This definition may change as applied to disabled students.

Only program administrators or designees shall have the authority to dismiss a pupil for one (1) day or less.

6. **More Than Five Days.** When any suspension exceeds five (5) consecutive days, an alternative instruction shall begin on the sixth consecutive day. Also, if the suspension is longer than five (5) consecutive days, the suspending administrator must provide the superintendent with a reason for the longer suspension.

Suspension may not be consecutively imposed against the same student for the same incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property, or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days. (See separate provisions regarding disabled students at Section 6.315.)

7. **Grounds for Suspension.** A student may be suspended on the following grounds:
 - (a) willful violation of any reasonable school board regulation; (See Subpart 6.316 for specific Rules of Conduct and consequences for infractions.)
 - (b) willful conduct that significantly disrupts the rights of others to an education or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 - (c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or the property of the school.
8. **Parent Notification and Meeting.** If any student's total days of removal from school exceeds ten cumulative school days in a school year, the school administrator or teaching staff must make reasonable attempts to convene a meeting with the student and parents prior to removing the student from school. The purpose of the meeting is to attempt to determine the student's need for assessment or other services.

6.314 Exclusion and Expulsion

Alternative educational services must be attempted prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property. Such programs may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, placement in a special class or assistance from other agencies, homebound instruction, supervised homework, or enrollment in an ALC.

Expulsion and exclusion shall be accomplished in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.

1. **Grounds for Exclusion or Expulsion.** A pupil may be excluded or expelled on the following grounds:
 - (a) willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
 - (b) willful conduct which endangers the student or other students, or surrounding persons (including school district employees), or the property of the school; or
 - (c) willful violation of any rule of conduct specified in the discipline policy adopted by the board at Part 6.316 of this policy or any other school rule, regulation or procedure.
2. **Procedure.** No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.
3. **Notice.** Written notice of intent to take action shall:
 - (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;
 - (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony,
 - (c) state the date, time, and place of the hearing;
 - (d) be accompanied by a copy of Sections 121A.40 to 121A.56;
 - (e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and

- (f) inform the pupil and parent or guardian of the right to:
 - 1) have a representative of the pupil's own choosing, including legal counsel at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Children, Families and Learning;
 - 2) examine the pupil's records before the hearing;
 - 3) present evidence, and
 - 4) confront and cross-examine witnesses.
- 4. **Parent Notification and Meeting.** If any student's total days of removal from school exceeds ten (10) cumulative school days in a school year, the school administrator or teaching staff must make reasonable attempts to convene a meeting with the student and parents prior to removing the student from school. The purpose of the meeting should be to attempt to determine the student's need for assessment or other services.
- 5. **Hearings:** The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is granted for good cause by the school board, pupil, parent or guardian.
 - (a) The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.
 - (b) The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.
 - (c) The hearing shall take place before an independent hearing officer, a member of the school board, a committee of the school board, or the full school board as determined by the school board. The hearing shall be conducted in a fair and impartial manner.
 - (d) The school board shall record the hearing proceedings at district expense and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.
 - (e) At a reasonable time prior to the hearing, the pupil, parent, or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

- (f) The pupil parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.
- (g) The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- (h) The pupil cannot be compelled to testify in the dismissal proceedings.
- (i) The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two (2) days of the end of the hearing.
- (j) The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five (5) days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at hearing. The decision by the school board must be based on the record, be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of children, families and learning of the basis and reason for the decision.
- (k) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

6. **Appeal.** A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the Commissioner of Children, Families and Learning within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five (5) days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (a) in violation of constitutional provisions;
- (b) in excess of the statutory authority or jurisdiction of the school district;
- (c) made upon unlawful procedure, except as provided in section 121A.48;
- (d) affected by other error of law;
- (e) unsupported by substantial evidence in view of the entire record submitted; or
- (f) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time of appeal expires under section 121A.50.

7. **Judicial Review.** The decision of the Commissioner of Children, Families and Learning made pursuant to sections 121A.40 to 121A.56 shall be subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal.
8. **Reports to Service Agency.** The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

9. **Non-application of Compulsory Attendance Law.** The provision of Section 121A.22, subd. 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.
10. **Report to Commissioner of Children, Families and Learning.** The school board shall report each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of children, families, and learning. This report shall include a statement of alternative educational services given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion.
11. **Firearm Possession.** Possession of a firearm is a violation of the district's weapons policy and the procedures outlined under the policy 6.316(a) will be followed for such conduct. The school board, as required by state statute, must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the Board may modify this expulsion requirement for a pupil on a case-by-case basis. As soon as practical the program administrator or a designee should refer a pupil found to be in possession of a firearm to the criminal justice or juvenile delinquency system. A student's expulsion or withdrawal or transfer from the district after an expulsion action is initiated against the student for a firearm possession as stated above may be disclosed by the district to another school district in connection with the possible admission of the student to another school district.

When the district transmits a student's educational records to another school district or other educational entity to which the student is transferring it shall include in the transmitted records information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon.

12. **Notice of Right to Reinstatement.** Whenever a pupil fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.
13. **Refer Firearms Possessor.** As soon as practicable, the administration shall refer to the criminal justice or juvenile delinquency system, a pupil who brings a firearm to school unlawfully.

6.315 Disabled Students

Sections 6.311-6.314 apply to all students, including disabled students unless stated otherwise herein or unless specifically modified in the student's service plan. Additional federal and state law requirements apply to the discipline of disabled students (See the definition of disabled student in Section 6.311 above).

The basic additional rules for discipline of disabled students are described in this section. In addition, it is noted that the requirements of Minn. Rule 3525.2900, Subp. 5 which concerns regulated interventions are considered to be incorporated into the district's policy.

This policy as well as the Director of Special Education or designees, the trained resource person(s) in the District, should be consulted in the manner and in the situations described in this section.

1. **Application of the Discipline Policy to Students with Disabilities.** The District Discipline Policy applies to disabled students with IEPs (Individual Education Program Plans) and 504 Plans unless the student's special needs require modification of the discipline policy. Any modification of the discipline policy for a special education or 504 student must be noted in the student's IEP, behavior plan or Section 504 plan.
2. **Suspension Limitations.** No disabled student (with or without an IEP) may be moved to an appropriate alternative educational setting, another setting, or suspended for more than ten (10) consecutive days unless processes for change of placement have first occurred.

In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan. The requirements of the individual education plan team meeting apply when: (a) the parent requests a meeting; (b) the student is removed from the student's current placement for five (5) or more consecutive days; or (c) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

3. **Determination of Interim Alternative Educational Setting.** Any interim alternative educational setting in which a student is placed shall:

- (a) be selected so as to enable the student to continue to participate in the general curriculum, although in another setting, to continue to receive those services and modifications that will enable the student to meet IEP goals and objectives; and
 - (b) include services and modifications designed to address the behavior that resulted in the change of placement so that it does not recur.
4. **Team Meeting Required.** When the district orders a change in placement to an appropriate interim alternative educational setting, another setting, or suspension of a disabled student with an IEP, the Pupil Fair Dismissal Act Notice of Suspension (when appropriate) shall be completed and forwarded to the parents along with a notice of procedural rights (see Form C in Part 6.317 below). In addition, the district shall convene an IEP meeting, if required under 6.315.2. A 504 team meeting shall be convened only when expulsion or exclusion is pending.
- (a) **Team.** The “team” for pupils with IEPs shall be that described in Minn. Rule 3525.2900.

The “team” for disabled students without IEPs and with 504 plans shall be program administrators, parent/guardian, as well as others knowledgeable about the child and students as appropriate.
 - (b) Meetings are required as noted in 6.315.2 above.
 - (c) **Meeting Agenda.** The team shall:
 - 1) Develop an assessment plan to address the behavior if the district did not conduct a functional behavioral assessment and implement a behavior intervention plan prior to the misconduct;
 - 2) Review any assessments and determine the need for any other assessments;
 - 3) Review the IEP and amend the goals and objectives or develop an alternative IEP program and review and modify the IEP’s behavior intervention plan (if one exists); and
 - 4) Determine whether the misconduct is a manifestation of the student’s disability. The team may determine that the behavior was not a manifestation of the student’s disability only if the team (i) first considers all relevant information including evaluation and diagnostic results (including information supplied by the parents), observations of the student, and the student’s IEP and placement; and (ii) then determines the IEP was appropriate and implemented, the student’s disability did not

impair his/her ability to understand the impact and consequences of the behavior, and the disability did not impair the student's ability to control the behavior.

The team shall complete the State Manifestation form to document its inquiries.

(d) Meeting Results.

- 1) A pupil shall not be excluded or expelled when the misconduct is a manifestation of the pupil's disabling condition. When it is determined in a team meeting or a Pupil Fair Dismissal Act proceeding that a pupil's misconduct is a manifestation of the pupil's disabling condition, then the assessment, IEP, and least restrictive alternative shall be reviewed according to parts 3525.0200 to 3525.4700. The parent(s) or guardian(s) should be provided with a copy of their rights at the meeting.
- 2) When misconduct is determined not to be a manifestation of a student's disabling condition, the administration may proceed to recommend exclusion or expulsion in keeping with school rules and practices. A written notice to parents must include the determination that the student's misconduct was not a manifestation of the student's disability, the basis for that determination, and an explanation of applicable procedural safeguards, including the right of the student's parents to initiate an impartial due process hearing to challenge the manifestation determination and to seek administrative or judicial review of an adverse decision. The district will ensure that the student's special education and disciplinary records are transmitted to the person(s) conducting the hearing on the expulsion/exclusion.

(e) Alternative Services.

- 1) After the fifth consecutive day of suspension, alternative educational services will be provided (in accordance with the PFDA and IDEA).
- 2) When a pupil who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the pupil's disabling condition, the district shall provide special education and related services after a five-day period of suspension, if suspension is imposed. The district shall initiate a review of the student's individual education plan and conduct a review of the relationship between the student's disability and the behavior subject to disciplinary action and determine the appropriateness of the student's education plan before commencing an expulsion or exclusion.

5. **Conditional Procedures.** Conditional procedures shall only be used in compliance with Minn. Rule 3525. 2900, Subp 5. See 6315(a) below.

6. **Possession of Weapon or Possession/use of Illegal Drugs or Controlled Substances.**

School personnel may order a change in the placement of a student with a disability to an interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days if:

- (a) the student carries or possesses a weapon (as defined in (d) below) to *or at* school or to a school function under the district's jurisdiction; or
- (b) the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the district's jurisdiction.
- (c) The student's IEP team shall determine the nature of the interim alternative educational setting. The setting must meet the requirements stated in Section 3 of this policy. The assessment requirements and manifestation review in Section 4(c) and 4(d) must also be followed.
- (d) For this section only, weapon shall mean "a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length."

7. **Students Not Yet Eligible for Special Education and Related Services.**

A student who has not been determined eligible for special education and related services and who has violated this policy may assert the protections afforded students with disabilities if the district had knowledge that the student had a disability before the violation occurred. The district will be deemed to have knowledge that a student is a student with a disability if:

- (a) the parent or student has expressed written concern to district personnel that the child is in need of special education and related services;
- (b) the student's behavior or performance demonstrates the need for such services;
- (c) the parent or student has requested an evaluation for services, or
- (d) the student's teacher or other district personnel has expressed concern about the student's behavior or performance to the Director of Special Education.

If the district does not have knowledge that a student has a disability, the district may use its regular discipline procedures. If a request that the student be evaluated is made during the disciplinary period, the evaluation must be conducted in an expedited manner. If the child is determined to have a disability, the district shall provide special education and related services, except that, pending the evaluation results, the student will remain in the educational placement determined by the district.

**BEHAVIOR INTERVENTION POLICY FOR
ISD 917'S THOMPSON HEIGHTS SCHOOL**

I. PURPOSE

The purpose of this procedure guideline is to ensure compliance with state regulations concerning the use of timeout, restraint, and other conditional procedures and the policy of Intermediate School District No. 917.

II. PHILOSOPHY

We encourage the use of positive approaches to behavior interventions. The objective of any behavioral intervention must be that pupils acquire appropriate behaviors and skills. It is critical that behavior intervention programs focus on skills acquisition rather than merely behavior reduction or elimination. Behavior intervention policies, programs, or procedures must be designed to enable a pupil to benefit from an appropriate, individualized educational program as well as develop skills to enable them to function as independently as possible in their communities.

III. DEFINITIONS.

- A. Aversive Procedure.** "Aversive procedure" means the planned application of an aversive stimulus: (1) contingent upon the occurrence of a behavior identified for reduction or elimination in the IEP; or (2) in an emergency situation as defined by subpart 2c.
- B. Aversive Stimulus.** "Aversive stimulus" means an object that is used, or an event or situation that occurs immediately after a specified behavior in order to suppress that behavior.
- C. Conditional Procedures.** "Conditional Procedures" means interventions that meet the definitions of aversive or deprivation procedures which are not prohibited. Conditional procedures include:

 - 1. The use of manual restraint;
 - 2. The use of mechanical or locked restraints;
 - 3. Time-out procedures for seclusion; and

4. Temporary delay or withdrawal of regularly scheduled meals or water not to exceed 30 minutes except as provided in subpart 2a.

D. Deprivation Procedure. “Deprivation procedure” means the planned delay or withdrawal of goods, services, or activities that a pupil would otherwise receive: (1) contingent upon the occurrence of a behavior identified for reduction or elimination on the IEP; or (2) in an emergency situation governed by subpart 2c.

E. Emergency. “Emergency” means a situation in which immediate intervention is necessary to protect a pupil or other individual from physical injury, emotional abuse due to verbal or nonverbal threats and gestures, or to prevent severe property damage. The emergency intervention must be the least intrusive intervention possible to reasonably react to the emergency situation. This subpart does not prohibit staff persons from using reasonable force to protect themselves or other pupils or students as provided in Minnesota Statutes Section 609.379. (Minn.R. 3525.0200, Subp. 2c).

Conditional procedures such as restraint and time-out may be used without parental consent in emergency situations. When a conditional procedure is used on an emergency basis the following must occur:

1. The student’s parent/guardian must be informed of the usage on the same day;
2. The usage needs to be documented on the appropriate form and turned in to the lead teacher or assistant director on the same day;
3. If an emergency intervention is required twice in less than thirty days, the child study team must schedule an IEP meeting with the parent(s) and determine whether the student’s IEP is appropriate, if additional assessment is needed, if a revision to the student’s IEP or, if the development of a Behavior Intervention Plan (BIP) is necessary; and
4. This meeting needs to be documented and a behavioral intervention plan needs to be strongly considered as a recommendation or addition to the student’s current IEP.

F. Functional Behavior Assessment. “Functional behavioral assessment” or “FBA” means a process for gathering information to maximize the efficiency of behavioral supports. An FBA includes a description of problem behaviors and the identification of events, times, and situations that predict the occurrence and nonoccurrence of the behavior. An FBA also identifies the antecedents, consequences, and reinforcers that maintain the behavior, the possible functions

of the behavior, and possible positive alternative behaviors. An FBA includes a variety of data collection methods and sources that facilitate the development of hypotheses and summary statements regarding behavioral patterns.

- G. Manual Restraint.** This is the use of physical procedures to restrain a student. It is the use of physical intervention intended to hold the person immobile or limit a person's movement by using body contact as the only source of physical restraint. This includes one person and multiple person restraints. The restraint procedures and methods of CPI training are to be used in these situations.
- H. Mechanical Restraint.** "Mechanical Restraint" means the use of devices such as mittens, straps, or restraint chairs to limit a person's movement or hold a person immobile as an intervention precipitated by the person's behavior. Mechanical Restraint applies to uses intended to prevent injury with persons who engage in behaviors such as head-banging, gouging, or other self-injurious actions that result in tissue damage and medical problems. Mechanical Restraint does not apply to restraint used to treat a person's medical needs or to position a person with physical disabilities.
- I. Time-out for Exclusion.** "Time-out for exclusion" August 23, 2000 involves procedures which remove a pupil from the regularly scheduled education program for brief periods not to exceed 30 minutes.
- J. Time-out for Seclusion.** Involves procedures which place the student in a specifically designated isolation room or similar space for any period of time.

IV. NON-REGULATED INTERVENTIONS/PRACTICES

- A. Positive classroom environment.**
- B. IEP emphasizes the acquisition of appropriate behavior rather than elimination of inappropriate behavior.**
- C. Positive reinforcement program/reward system.**
- D. Guided Study/ISS.** Guided study/ISS provides an alternative for students who are in need of more assistance and re-enforcement or a need for some quiet time or another assigned area to do their school work. This is primarily for middle school and senior high school students. While in guided study the student can earn contract points and academic credit.

Guided Study/ISS is appropriate to address violations in the discipline policy or rules. Behaviors identified for reduction or elimination on the Student's IEP should be handled in accordance with a student's individual IEP. Students must

have access to learning materials and activities during ISS/Guided Study. Emphasis shall be placed upon using positive interventions which would allow the student to rejoin regularly scheduled activities as promptly as possible. The anticipated length of ISS will depend on the severity or intensity of the behavior of the student while participating in ISS and will be consistent with Minn. Stat. § 121A.61.

E. Suspension/dismissal.

F. Parent involvement.

G. Emergency interventions. If an emergency intervention is used twice in a month or a pupil's pattern of behavior is emerging that interferes with the achievement of the pupil's educational goals and objectives, a team meeting must be called to determine if the pupil's IEP is adequate, if additional evaluation is needed, and, if necessary, to amend the IEP. Districts may use conditional procedures in emergencies until the IEP team meets, provided the emergency measures are deemed necessary by the district to protect the individual pupil or others from harm. The IEP team shall meet as soon as possible, but no later than five school days after emergency procedures have commenced. District administration and parents must be notified immediately when a regulated procedure is used in an emergency situation.

H. Police involvement.

V. CONDITIONAL PROCEDURES

Conditional procedures may only be used when included as part of the pupil's IEP or in an emergency situation according to part 3525.0200. When included as part of the IEP, the frequency and severity of target behaviors for which the conditional procedure is being considered must be identified, two positive interventions must be implemented and assessed for effectiveness, and the regulated interventions must be based on present levels of performance, needs, goals and objectives. Conditional procedures are identified as:

A. Time Out.

1. **Break Out Rooms.** A break out room provides a student with a place to safely and quickly become calm without disrupting his or her classroom or program area. While in the breakout room, students are expected to remain in their assigned area, keep feet on the ground, use appropriate language, ignore behavior of other students, and return to their classroom upon completion of 3-5 minutes.

2. Intensive Supervision. This procedure is used as an alternative to suspension for students who have endangered others, made threats or have not responded to other less intensive behavioral interventions. This procedure may only be utilized if informed consent has been obtained from the parent for the procedure and the procedures have been outlined in the student's IEP or BIP or an emergency situation warrants their use. Students entering the Intensive Supervision Area must have a plan that details the reason for the supervision, the amount of time, the academics and how the student's supervision will be provided. The IEP manager will phone the student's parent/guardian to inform them that their child has been placed in this area. If a child is placed in Intensive Supervision more than twice in a thirty day period, a child study team meeting needs to be convened.

3. Individual Time Out Room. The Individual Time Out Room provides a safe and secure setting for a student whose behavior presents a clear danger to the student's own physical safety, the safety of other students or staff members or property destruction. The ITR will only be used when less restrictive interventions have not been successful. These interventions must be documented. It can also be used as a planned intervention to help modify behaviors when other instructional strategies have not modified inappropriate behavior. Prior to using the ITR as a behavior modification technique, a meeting is to be held with the parent or guardian to determine which behaviors will warrant this intervention. A permission form must be signed, and the use of this room will be included in the student's IEP as a behavior intervention plan. The parent or guardian must be notified the same day that the student was placed in ITR, and provided with the reason for the placement in ITR as well as the duration the student was in the ITR. Time-out procedures that seclude a student in a specially designated isolation room or similar space must meet the following conditions:
 - a. The physical structure and designed area is safe, well lighted, ventilated, and approved by the administration for this procedure.
 - b. The student is to be safely observed by a staff member at all times during their stay in the time out room.
 - c. A staff member is involved in observing and recording at all times during the time out.
 - d. The staff members monitoring the time out have been trained in using this procedure.
 - e. documentation of the length of time spent in each time out procedure and the number of occurrences each school day.

- B. **Restraint.** Physical or manual restraint may only be used where it has been permitted as a conditional procedure in the student's IEP or it is necessary as an emergency intervention. Restraints of all students, especially junior and senior high aged students must be avoided whenever possible. All restraints will follow the procedures taught in the *Crisis Prevention Institute* (CPI) classes. Whenever a student is restrained, the student's parent/guardian should be informed by the IEP manager on the date of the restraint, if possible.
- C. **Informed Consent.** Care shall be taken when conditional procedures are to be included in the student's IEP that the parent/guardian for the student is fully informed of the contemplated processes in order to consent to them in a knowing manner. Such consent shall be sought only after an offer is made to the parent/guardian to tour the physical facility referred to at a mutually convenient time. In addition, the parent/guardian shall be informed of the right to withdraw consent to a conditional procedure at any time in keeping with Minnesota law.

When a conditional procedure is proposed for parental consideration as part of a student's IEP, it shall include the following:

- A. The physical description of the room to be used.
- B. Specific criteria for the use of the procedure for the student.
- C. The specific criteria for reintegration into regularly scheduled activities for the student.
- D. A description of how the student shall be occupied and/or monitored while engaged in conditional procedures such as time out.

VI. IEP PROCESS FOR ADDRESSING INTERVENTIONS/BEHAVIORS/SKILLS

- A. **Non-regulated Interventions.** IEP teams may consider the needs of the individual and use a variety of means to incorporate appropriate measures into an IEP. For example:
 - 1. Adaptations, accommodations. Any specific adaptations or modifications of standard discipline policy or program rules for a particular student shall be clearly noted in the adaptations and accommodations section of the IEP. Unless so noted, it shall be assumed that no modifications or adaptations are required to be made for the student.
 - 2. Goals and objectives. In keeping with the need to build positive skills and increase appropriate behaviors, any student with an adaptation or modification in discipline policy, rules or consequences on the IEP may

need an accompanying goal and appropriate objective for the increase of appropriate corresponding behaviors. For example, a student with an assessed disability-based need for increasing anger management skills might have an IEP goal area of increasing acceptable means of avoiding frustration or expressing and dealing with frustration.

3. Discipline policy/rules. The discipline policy and rules for the program shall be explained to all students and parents upon admission and at reasonable intervals thereafter. Any changes in the standard discipline policy or rules shall be immediately made known to students and parents in writing.

B. Conditional Interventions.

1. Evaluation/baseline of target behaviors. In keeping with Minnesota law, before a conditional procedure may be included as part of a student's IEP, the frequency and severity of target behaviors for which the procedure is considered must be identified. Two positive interventions must be implemented and assessed for effectiveness. The regulated/conditional intervention must be based on a properly identified present level of student performance with regard to the skill and encompassed in the student's goals
2. BIP. A conditional Behavior Intervention Plan allows for the use of a conditional procedure in a student's behavioral program. A BIP may not be incorporated into a student's IEP without the informed written consent of the student's parent or guardian. A parent has the right to withdraw consent for such a behavior intervention plan at any time by notifying the program administrator that consent is withdrawn and the procedure is stopped, the school must send written acknowledgment to the parent and request parental signature. If a parent's signature to withdraw consent cannot be obtained, the district must document its efforts to communicate and obtain the signature. Parents must be contacted within three school days to determine the need to convene the IEP team to consider a change in the program or placement. The BIP becomes part of the student's IEP.
3. Records kept and reviewed to assist in measuring outcomes and IEP goals. Any conditional interventions contained in a student's IEP shall include specific descriptions of the data to be kept, the outcome sought, and means by which the data shall be used to reflect progress toward the outcomes. In addition, specific plans for informing the parent on an

ongoing basis of the status of the data summary and progress towards the desired outcome shall be included.

4. Parent involvement/rights. As described above in paragraph V.C., specific processes for obtaining informed consent from parents shall be followed in all cases where conditional interventions are to be included in an IEP.

C. Positive Skill Building, Increase of Appropriate Behaviors.

In keeping with state law, the emphasis of a student's IEP, including any behavioral interventions (whether they be conditional or otherwise) shall be to increase appropriate and desired behaviors of the student. Reporting to the parent of student progress with regard to behavior shall be done, accordingly, with an emphasis on appropriate behaviors demonstrated by the student as measured by the program staff in keeping with the program plan for the student.

6.316 Offenses and Potential Consequences

Listed below are Intermediate School District 917 categories of student discipline and potential consequences for infraction of those policies. These rules do not preclude the application of Building/District rules to individual students, especially those attending in a regular education school building.

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis as allowed by Minn. Stat. §§ 121A.40 to 121A.56. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to the school or district's needs and will be handled on a case-by-case basis.

Each offense listed may result in any or several of the following consequences depending upon the circumstances, including the pupil's prior disciplinary offenses. At a minimum, a verbal warning shall be given for each infraction. The specific form of discipline or action chosen in a particular case is within the discretion of the school district acting in compliance with applicable state and federal laws.

1. Verbal warning;
2. Parent/guardian and/or student conference with school staff and/or administration;
3. Removal from class;
4. Dismissal from school for one (1) day or less;
5. Suspension under the Pupil Fair Dismissal Act;

6. Referral to in-school or outside support services;
7. Administrative transfer to another school or return to home school district;
8. Review of placement type and location for disabled students;
9. Expulsion or exclusion under the Pupil Fair Dismissal Act;
10. Suspension from extra-curricular activities;
11. Detention or restriction of privileges;
12. In-school suspension;
13. Revised class schedule or program change;
14. Assignment to alternative program;
15. Referral to law enforcement authorities;
16. Restitution; and
17. Other disciplinary action as deemed appropriate by the school district.

If you have difficulty reading the District 917 Discipline Policy or do not understand its content, please contact the school office.

The district will notify students and parents/guardians of the existence and contents of this policy in such a manner as it deems appropriate. Copies of this policy shall be made available to all students and parents at the start of each school year and to all new students and parents/guardians upon enrollment.

6.316(a) Weapons Policy

It is the policy of District 917 to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the District takes the position of zero tolerance for weapons in our schools and programs, except as specifically stated below. Zero tolerance means the District will view safety violations as very serious matters and will take all necessary and appropriate disciplinary steps. All weapons or instruments that have the appearance of a weapon (look alike) are prohibited within all school environments and the school except for educational purposes as authorized in advance by the Director or designee.

School environments include, but are not limited to, district-owned buildings; school grounds, leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses/vans rented or owned; and school bus/van stops, any entrance or departure from school premises or events and all school related functions. Anyone found to be in possession of a weapon in any area defined in this policy, before, during or after school hours is subject to administrative and legal action. Possession shall mean on one's person or in an area subject to one's control.

1. Possession of a Firearm (or Explosive Device).

Any person having a firearm (which includes explosive devices) on their person or in an area subject to their control in a school environment, will be subject to the same procedures and consequences listed under the consequences and procedures for possession of a weapon. In addition, firearm possession will result in expulsion for a period of one calendar year (12 month period) consistent with Minn. Stat. § 121A.44. The school board will require expulsion if the parent waives their right to an expulsion hearing or if it is determined through an expulsion hearing that student did in fact bring or possess a firearm in a school environment. The school board may modify this expulsion requirement on a case-by-case basis pursuant to Minnesota or federal law. Unlawful possession of a firearm must be reported to the proper authorities (e.g., area police) as soon as possible.

2. Student Reporting.

Students who see or become aware of a weapon at school must not touch it nor remain in the presence of a person or group if a weapon is present. Students must notify a staff person immediately for the safety of all concerned; students not following these steps are subject to disciplinary action which may include expulsion.

3. Weapons.

The district takes a position of "Zero Tolerance" on use or possession of the following objects:

All firearms, whether loaded or unloaded, etc. *

Other guns of all types including airguns, pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others.

Knives, switchblades or automatically opening blades, daggers, swords, razors, or similar objects.

Artificial knuckles or other objects designed to be worn over the fist or knuckles.

Blackjacks, clubs, numchucks, throwing stars, or similar objects.

Explosives* *

Poisons, chemicals, or substances capable of/ causing bodily harm.***

Bow and arrows, sling-shots, or similar objects.

Incendiary devices.

Any other device or instrument used to intimidate, threaten or inflict harm.

Any device or instrument meeting federal or state definitions of a weapon.

*For purposes of this policy, a firearm is defined under federal law at 18 U.S.C. 921. The definition includes (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device (including any explosive, incendiary, poisonous gas, bomb, grenade, rocket, missile, device or any other device similar to the devices listed).

**For purposes of this policy, an explosive is defined under federal law at 18 U.S.C. 844(i). This definition includes gun powders, powders used for blasting, all forms of high explosives, blasting materials, fuses (other than electrical circuit breakers), detonators, and other detonating agents, smokeless powders and any chemical compounds, mechanical mixture, or device that contains any oxidizing and combustible units, or other ingredients, in such proportions, quantities, or packing that if ignited by fire, by friction, by concussion, by percussion, or by detonation of the compound, mixture, or device or any part thereof may cause an explosion.

***Although tear gas compounds or other disabling compounds are considered potential weapons under this policy, parents/guardians of a student may make special arrangements with the administrator if a student feels he or she needs Mace or any other disabling compound for defensive purposes outside the school setting. Such arrangements shall be made in advance for the student to check the disabling compound into the school office. Employees may make special arrangements with their administrator.

4. Procedures and Consequences. Violation by Students.

The procedure and consequences for the offenses are:

- (a) Confiscation of the weapon (if it can be done safely), notification of police and request assistance if needed,
- (b) Notification of the superintendent or designees,
- (c) Holding an administrative conference with student(s), which will:
 - i. Inform the student of the policy provision that has been violated.
 - ii. Confront the student with the allegations.
 - iii. Provide an opportunity for the student to respond to the allegations, (An administrative conference is not immediately required where the student presents an immediate and substantial danger to self or to surrounding persons or property.)
- (d) Notify the parent/guardian,
- (e) Immediate suspension from school ,
- (f) Recommendation to the superintendent of expulsion or exclusion. The superintendent will review the recommendations and, based upon factors including, but not limited to, the surrounding circumstances, student's discipline record, or presence or suspected presence of disability, will determine whether to forward the recommendation to the school board for expulsion or exclusion proceedings consistent with provisions of the Pupil Fair Dismissal Act and Minnesota law.

5. Violation by Other Youths and Adults. Including Employees.

- (a) Immediate notification of police, and
- (b) Employees will also be subject to district investigation and application of relevant district personnel policies and disciplinary procedures.

6. Exception Regarding Possession.

K-12: A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately and directly to the administrator's office shall not be considered in possession of a weapon.

7. Authorized Instructional and Work-Related Equipment and Tools.

While this policy represents a "zero tolerance" position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized

instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

8. Exceptions.

This policy, pursuant to Minnesota Statutes, provides for the following exceptions:

- (a) Licensed peace officers, military personnel or students participating in military training, who are performing official duties.
- (b) School district-approved safety courses or activities conducted on school property.
- (c) School district-approved possession and use of dangerous weapons by a ceremonial color guard.
- (d) School district-approved gun or knife show held on school property.
- (e) School district-approved possession and use of starter guns for athletic contests.
- (f) Possession of dangerous weapons with prior written permission of the administrator in keeping with the terms of permission.

006.316.1 Code of Student Conduct

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with this policy. The minimum consequence for each violation is a verbal warning. (See p. 29, 6.316). This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, 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 premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.
1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 2. The use of profanity or obscene language, or the possession of obscene materials;
 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 4. Hazing;
 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 6. Violent opposition to authority;
 7. Using, possessing or distributing tobacco or tobacco paraphernalia;
 8. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances or look-alike substances;
 9. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, except as prescribed by a physician;

10. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
15. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, radios and phones;
20. Violation of school, bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected or minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion;
29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

006. STUDENTS

006.3 Student Due Process

006.33 Non-Discrimination

The District 917 school board affirms that no person protected by applicable federal or state laws prohibiting discrimination shall, on the grounds of race, creed, color, national origin, religion, gender, marital status, parental status, affectional preference, reliance on public assistance, age or disability, to the extent protected by such laws, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time under any educational program or activity operated by District 917 for which federal and state financial assistance is received.

District 917 administration shall develop procedures to implement the above policy.

Board Approved 5/4/93
Board Revised 2/4/97
Board Revised 2/5/02

006. STUDENTS

006.3 Student Due Process

006.35 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of School District 917 and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing 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

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to the school district human rights officer or alternates to a school district administrator.
- B. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of,

observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the school district human rights officer or an administrator immediately.

- C. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, 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 hazing.
- 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 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. Penalties under the rules of the Minnesota State High School League will also apply.

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 hazing 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 hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in all school district student and staff handbooks.

Board Approved 12/2/97
Board Revised 2/5/02

006. STUDENTS

006.3 Student Due Process

006.36 Child Abuse

With the enactment of Minnesota Statute 626.556 mandating that various persons, including professional school staff and professional delegates, report incidents that may be jeopardizing a child's welfare, District 917 requires professional staff and professional delegates to report all situations of suspected child abuse and neglect to the appropriate agencies.

Maltreatment of children is a very serious problem and should be addressed by all District 917 staff. The areas of concern addressed in MS 626.556 are:

1. Physical abuse or threatened abuse
2. Physical neglect
3. Emotional abuse or neglect or threatened abuse
4. Sexual abuse or threatened abuse

District 917 requires professional school staff and professional delegates to report any and all situations of suspected maltreatment of a child to the appropriate agencies. District administration shall develop procedures to implement this policy.

Board Approved 2/16/93
Revised 2/5/02

006.36.1

**INTERMEDIATE SCHOOL DISTRICT 917
PROCEDURES FOR MANDATED REPORTING
OF SUSPECTED CHILD ABUSE AND NEGLECT**

All school personnel shall be alert to and report suspected cases of maltreatment of a minor to the appropriate individuals as defined below and in accordance with Minnesota statutes 626.556 et al.

PROCEDURES

1. Any professional school staff member and professional delegates who have reason to believe that a child has been physically abused, sexually abused or neglected must immediately contact Dakota County Child Protection Services (952-891-8700) and their program administrator. It is not the responsibility of the school professional to determine whether the student has been abused/neglected or to determine whether or not the child is in need of protection. The obligation to report exists once the staff member has reason to believe a student has been a victim of physical abuse, sexual abuse or neglect.

NOTE: The obligation to report applies to any suspected abuse which has occurred within the preceding three (3) years. Physical abuse includes any physical or mental injury or threatened injury by other than accidental means.

2. School staff members who are not mandated reporters but who have a reason to believe that a child has been abused/neglected must immediately contact their program administrator.
3. An official oral report will be telephoned immediately to Dakota County Child Protection by the mandated reporter who made first contact with the alleged abuse or neglect case. A written report shall follow and will be mailed to Dakota County Child Protection Department within seventy-two (72) hours of the oral report. This report will be written on the Dakota County Maltreatment Reporting Form. If it is determined by the child protection staff that photographs are needed, or if a child is afraid to go home, the local law enforcement agency where the child resides will be contacted. The administration shall maintain a copy of the report.
4. If a staff member suspects that a student is a victim of physical abuse or sexual abuse by a District 917 employee, the obligation to report still exists. Staff should notify the Superintendent or Program Director. The school district will conduct its own investigation and law enforcement agencies will also be notified.

5. Home school district staff will be notified that a report has been made, when appropriate.

NOTE: Pursuant to Minnesota statute, school officials shall not contact parents/guardians regarding child abuse reports that have been made.

Board Approved 2/5/02

006.3 Student Due Process

006.37 Vulnerable Adult Maltreatment

Consistent with the requirements of Minnesota Statute 626.557, mandating that various persons, including professional school staff and professional delegates, report incidents that may be jeopardizing a vulnerable adult's safety, all Intermediate School District 917 professional staff and professional delegates are required to report any situation of suspected vulnerable adult maltreatment to the appropriate agencies. A vulnerable adult includes an individual 18 or older who is unable or unlikely to report abuse or neglect without assistance because of impairment of mental or physical function or emotional status.

Abuse of vulnerable adults is a very serious problem and should be addressed by all District staff. Staff must report:

1. Physical abuse or threats of abuse.
2. Sexual abuse or threats of abuse.
3. Neglect.
4. Financial exploitation. (Illegal use of a vulnerable adult's person or property or breach of a fiduciary duty).
5. Unauthorized aversive or deprivation procedures.

If a staff member knows or has reasonable cause to suspect abuse or neglect, the staff member shall report the information immediately to law enforcement authorities or the county human services department where the student resides. Failure to report may result in both discipline and criminal prosecution.

The reporting procedure to be followed is that set forth in 006.36.1 for reporting maltreatment of children.

Revised 2/5/02

TO: School Board Members
FROM: John Christiansen 
DATE: August 19, 2015
RE: Program Assistant Request for Unpaid Leave of Absence

Attached is an unpaid leave of absence request from Kathryn Rogers, who is a program assistant at our educational program at the care and treatment center Options. The program assistants' union contract does not have an unpaid leave of absence provision. This request would come under Board Policy 464 General Leave which is also attached.

Ms. Rogers is seeking the leave to continue her work as a movie seamstress/finisher that will be completed by January 2016. Please note that letter D of the policy states "General leave will not normally be granted to an employee for the purpose of working for another employer." If the leave were to be approved, we would need to give her a job assignment upon her return.

If the request is denied, Ms. Rogers could apply for any open positions for which she is qualified and is available in January. If we have openings in January in the program assistant area, her past performance would likely result in the district making a job offer.

It is my recommendation that the request be denied due to the uncertainty of having an opening in January 2016. I would communicate to Ms. Rogers our encouragement to make application for job openings when she was available to seek employment again.

JC:ljb

August 6, 2015

Intermediate School District # 917

1300 145th Street

Rosemount. Minnesota 55068

District 917 School Board,

This letter is a formal request for a leave of absence. I would like to request a leave of absence from August 31, 2015 through January 2016. I will return to work after winter break.

I will make sure that any other employees who may be impacted by my leave of absence are aware of the status of any pending projects and expectations well in advance of my departure. Additionally, during the time I am on leave, I can be reached at 952-220-4007 and rogers55412@gmail.com if there are any questions about my work.

It is my full intention to return to work as scheduled, and do not expect to need to request additional time off for this matter beyond the dates indicated above. Please let me know if you need any additional information, and let me know your decision as soon as possible.

Thank you very much for your consideration in providing me with this opportunity for personal leave.

Thank you

Kathryn Rogers
ISD 917 /Options
Burnsville, MN 55337

400 PERSONNEL

464 GENERAL LEAVE

I. PURPOSE

The purpose of this policy is to establish the means and method that the district will follow in the event an employee requests an unpaid leave of absence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of Intermediate School District #917 to allow unpaid leaves of absence only in extraordinary circumstances that cannot be addressed through another provision of the District's leave policies or as a disciplinary action.
- B. Employees of the School District may apply for an unpaid leave of absence, subject to the provisions of this policy and/or the terms of the applicant's respective negotiated agreement. The granting of such leave for periods of up to one week shall be at the sole discretion of the superintendent or the superintendent's designee. School Board approval shall be required for general leaves in excess of one week.
- C. Such leave may be granted by the superintendent (designee) for extended illness of the employee, extended illness of the family of the employee, or other reasons acceptable to the superintendent (designee) or, in the case of leaves of over one week in duration, acceptable to the School Board. Such acceptable reasons are limited to extraordinary situations requiring the employee's presence that cannot be attended to outside of the scheduled work day and when the employee has no personal leave available. Employee's prior use of personal leave will be considered in determining whether or not to grant unpaid leave.
- D. Under no circumstances shall unpaid general leave be used for employee vacations.
- E. General leave will not normally be granted to an employee for the purpose of working for another employer.
- F. Maximum leave granted shall be no longer than one year. Exceptions may be considered in cases where the employment is to be in government service.
- G. Employees returning to the District from general leave will be placed in similar and/or comparable positions as held at the time of leave granting.
- H. General leave time shall not be applicable to completion of employee probationary status.

Board Approved 6/24/80
Revised 2/19/92
Revised 5/3/05
Revised: May 1, 2007