

**INTERMEDIATE SCHOOL DISTRICT 917
IN DAKOTA COUNTY**

REGULAR SCHOOL BOARD MEETING

Tuesday, January 5, 2016

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, December 1, 2015, Regular School Board Meeting 10
 - B. Personnel Considerations 12
- VII. **Donations - Chair Lewis**
 - A. Resolution Approving Donations 18
- VIII. **Business Manager's Report - Nicolle Roush**
 - A. Review and Approve Payment of Bills 19
 - B. Review and Approve Wire Transfers 25
 - C. Review and Approve Investment Report 26
- IX. **Reports**
 - A. Review and Approve Temporary Employee Report - John Christiansen 27
 - B. Accounts Receivable Aging Report - Nicolle Roush 43
 - C. Update on Request to Partner for an 8, 9, 10 ALC Option - Eric VanBrocklin 44
- X. **New Business**
 - A. Resolution for Paraprofessional Week - January 11-15, 2016 - John Christiansen 45
 - B. Ratify Teachers Contract for 2015-2017 - John Christiansen 47
 - C. Board Member Schedules for February and March Board Meetings - John Christiansen
 - D. Approve Joint Powers Agreement between 917 and CTIC (Community Transition Interagency Committee) -
Melissa Schaller 99
 - E. Board consideration of Communications Consulting Agreement - John Christiansen 104
- XI. **Adjournment**

SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION

January 19, 2016 - 4:30 PM, School Board Work Session

January 28, 2016 - 3:30 -7:30 PM, TESA Open House

February 15, 2016 - Closed for Presidents' Day

Good News Report
Secondary Programs
January 2016
Eric Van Brocklin, Principal

*Erin Hale-Sanford represented the DCALS program as a TIES Exceptional Teacher for 2015. Erin is a Social Studies teacher on our DCTC campus and has worked hard over the past few years to integrate the I-pad cart and technology into her curriculum.



*DCALS Advisory classes held a Penny Wars. Winning team will be prized with a pizza party. All proceeds will be used to buy items for Kaitlyn's Kloset. Students raised \$170!

About Kaitlyn's Kloset MN

Kaitlyn's Kloset was started to fill a need in the community. It is designed to help people in need with infant, toddler, and children clothing/toys/supplies. We specifically serve those living in or around the Burnsville, Eagan, Rosemount, Farmington, Lakeville, Apple Valley areas. We additionally work with local organizations in our community (ie: 360 Communities, Lewis House, etc.)

Meet Kaitlyn:



Kaitlyn Stock is not your ordinary teenager. As her mom once stated, “When most teens are worried about getting a car or going to the mall, Kaitlyn is spending her time clipping coupons to get a good deal on diapers for donations, scouring Facebook for usable items she can pass on, and scheduling the pick-up and delivery of baby items.”

Kaitlyn has a dream to one day open up a shelter for women and children who are victims of domestic violence. In the meantime, she’s deeply involved in her church, has more than a few nanny jobs, loves music, adores her family, and runs Kaitlyn’s Kloset, just to name a few.

*Fundamental Chef Training staff and students have been contracted to cater the all day workshop for the Twin Cities Area Council of Camera Clubs on Saturday March 12, 2016. This is the third year that we have catered this event. The Fundamental Chef team serves over three hundred camera enthusiasts a continental breakfast, morning break, hot lunch, and afternoon break. This is an offsite event, which will be held at Moundsview High School this year.

*Through the first of the year we have had 20 DCALS graduates at the DCTC campus. We are anticipating enrolling about 30 students for January in the main campus ALC.

GOOD NEWS MEDICAL CAREERS/MED SCIENCE

Our Medical Careers and Med/Science classes this month certified 49 students in American Heart Association Healthcare Provider CPR. *We just added more rescuers to society!*

CPR is as easy as

C - A - B



Compressions
Push hard and fast
on the center of
the victim's chest

Airway
Tilt the victim's head
back and lift the chin
to open the airway

Breathing
Give mouth-to-mouth
rescue breaths

Early chest compression can immediately circulate oxygen that is still in the bloodstream. By changing the sequence, chest compressions are initiated sooner and the delay in ventilation should be minimal.

2010 International Consensus on Cardiopulmonary Resuscitation and Emergency Cardiovascular Care Science With Treatment Recommendations

*The 917 Construction Trades program has been asked to build a new equipment/storage shed for the Farmington Youth Baseball Association.

Thank you to all who participated in the Food Industry Careers 2015 Annual Gingerbread Gallery by voting and donating canned foods to the food shelf. This year, the foods will go to the Hastings Family Services and to 360 Communities in Burnsville.

The winners of the Gingerbread Giveaway are:

Melissa Sauser- ISD 917 School Board member

Amy Alexander- ISD 917- Special Education office

The student winners of the Gingerbread Gallery voting are:

1st Shift:

1st Place- "Overall Fave" -

Kayla Herzog- Burnsville-BEST

Best Roof: Adam Meidrodt- Burnsville-BEST

Best Theme: Julia Donath- TESA-Hastings

Best Design: Tayler Hanson - STARRS- Hastings

2ND Shift:

1st Place- "Overall Fave"

Austin Grunewald- TESA/Farmington

Best Theme: China Lamar- TESA-Simley

Most Colorful: Rob McDonough- Henry Sibley

Best Design: Samantha West- TESA/Lakeville North

Most Unique: John Rabuse- Branch Out

Most Yard: Michael Jacobson- TESA/Farmington

Best Technique: Brandon Mann- ISD 917-Cedar- IGH

Most Creative: Erich Hoffman- TESA/Rosemount High

Best Roof: Cole Spavin- TESA/Hastings

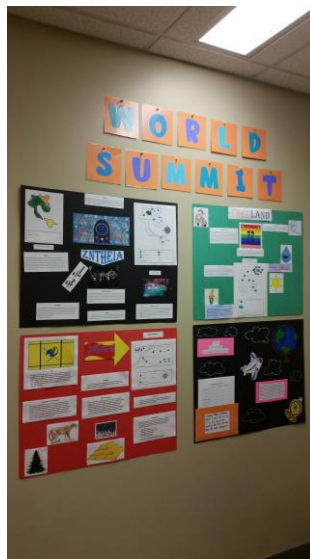
Best Sides: Tyler Turcotte- TESA/SSP

Good News
Special Education
January 5, 2016

- Students in Cailin McGrath’s room at YTP applied geography skills they learned to create their own countries. Students worked cooperatively to name their country, design it, and map it using the SmartBoard. Each day, students filled a “role” as the engineer, time-keeper, peace-keeper and fact-checker. This allowed them to practice social and interpersonal skills.

After they designed the outline of their country, they agreed on a climate, and placed landforms and cities accordingly. Next, students worked in pairs to write descriptive paragraphs explain their country’s climate, vegetation/livestock, natural resources, political and economic systems. Lastly, students designed a flag that accurately depicted their country.

The students worked incredibly hard on these projects and worked even harder to compromise with one another and include everyone’s unique ideas. The projects turned out better than we could have ever imagined!



- Congratulations to **Dr. Donna Greenfield** being an ISD 917 recipient of the TIES Exceptional Teacher Award at the December 15, 2015 TIES Conference!

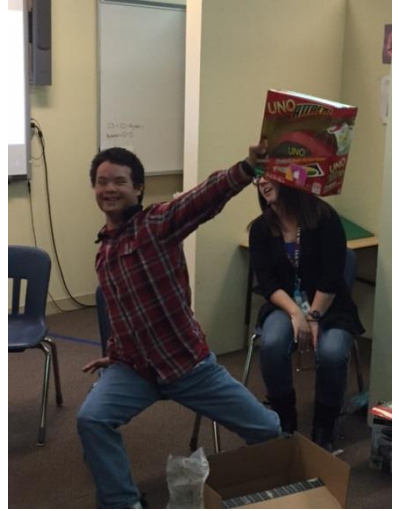
Dr. Donna Greenfield, Educational Audiologist, integrates her superb knowledge of the many types of rapidly changing, sophisticated amplification systems used by learners who are deaf/hard of hearing (D/HH) with the ever-changing technology used in the general education setting. Donna serves learners B – 21 in multiple school districts with a variety of hearing loss and learning needs by assisting teams of staff and parents to

obtain amplification technology which will provide the maximum auditory access possible for learning to meet the unique hearing loss needs of each learner. In addition to using technology to program hearing aids and assistive listening devices (ALDs) that will enable the learner to have optimal auditory access in the classroom, she consults with teachers on how to connect the ALDs to computers, iPads, and learning centers in classrooms. She enables students to be in the same classes using multiple forms of amplification easily and efficiently. Donna is working on cutting-edge, revolutionary, cost-effective technology to make real-time captioning available in the classroom by combining the current technologies of Google Chrome speech-to-text recognition software with ALDs, which addresses a current state and nationwide crisis for learners who are D/HH in light of lack of auditory accessibility barriers in the age of the flipped classroom. In addition, Donna believes that by using technology to allow teachers and parents to experience what a student is hearing (through the hearing loss simulator or the cochlear implant simulator), it increases their understanding of the learner's needs and why some adaptations and modifications in the classroom will enable greater learner auditory access and success. Donna creates hearing loss simulation files for students to use in classroom in-services they have created for their teachers and peers. She is invaluable in supporting Teachers of D/HH and other staff on how to troubleshoot amplification equipment critical for learners' access to learning.



- On Monday, November 23, 2015 students in the **ISD 917 D/HH Resource Program** at Gideon Pond Elementary, Burnsville participated along with all learners in the school in the *Apex Fun Run* by running/walking 36 laps in the gym, with each lap generating funds per previous pledges gathered by students. Besides being an event to promote physical fitness, it was also the major fundraiser for the year to raise funds for a new, barrier-free playground to be built by next fall at the school. Many ISD 917 staff and students actively sought pledges and contributed greatly to the raising of almost \$20,000! The ISD 917 D/HH Program, which has several learners with mobility challenges, are eager to continue to support the vision of a playground which poses no barriers to wheelchairs and walkers and provides play options for *all* learners. (There's still opportunity to contribute by sending donations to the Gideon Pond PTO!)
- The "4th Annual TESA Holiday Showcase" held on December 21 in the Dakota Room was a resounding success. The event gave students the opportunity to display a variety of classroom projects, accomplishments and community service projects, as well as group and individual talents. Many families and alumni were in attendance at this event.

- TESA students collected money from a penny wars fundraiser held during the month of December. The object was to collect the most pennies and accompanying change in each homeroom. At the end of the penny wars, student donations raised totaled \$116.77. All classrooms participated and the students were very competitive and excited throughout the event.
- Some of you might know Brandon Wittrock. Brandon does a lot of volunteering for Gillette Children's Hospital and recently completed a commercial with him in it, here at TESA. It is part of a national fundraising commercial/video produced to raise funds for Gillette. Brandon, who has advocated legislatively all the way to the White House, was filmed in his multimedia classroom environment. Brandon plans to focus on radio for a career.
- Brandon Mann from Inver Grove Heights won Best Technique for 2nd Shift in the Food Industry Careers Annual Gingerbread Gallery. Brandon is grade 12 student in the Cedar SUN program.
- Tracie Randall's Cedar SUN classroom hosted a Winter Dance Party for all the students and staff at Cedar. Everyone had a great time and rumor has it that Amy Swaney is trying out for "So You Think You Can Dance"! This activity was the first in a series at Cedar. Each month a different classroom will be putting together a different school wide activity.
- The students and staff at Alliance Education Center are so thankful for the amazing generosity of Homeland Security. Once again, this company has provided each and every student at Alliance with gifts for the holiday season. In November, each student filled out a "mitten" wish list. These mittens were then given to the staff at Homeland Security. Representatives from Homeland Security then delivered all of the gifts to Alliance Education Center on Monday, December 21st. On Wednesday, December 23rd, the gifts were distributed to each individual student. To see the joyful expressions and hear the heartfelt words of thanks from the students was an overwhelming experience. While each student has written a thank you note, several students commented that they wished they could thank the "gifters" in person. One student even stated that "there aren't enough words to thank these people". Agreed!



INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, December 1, 2015, in the 917 Board Room at 1300 145th Street East, Rosemount, MN.

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

Members Absent: Joanne Mansur

Also Present: Nicolle Roush, Eric Van Brocklin, Melissa Schaller, Dave Stoll, Jennifer Hetland, Cassie Sommervold, Kim Martin, and Linda Berg

School Board Chair Jill Lewis called the meeting to order at 5:00 PM.

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Bob Erickson, seconded by Melissa Sauser, to approve the consent items, as presented. All present voted aye. Motion carried.

- **Minutes:** November 4, 2015, Regular School Board Meeting
- **Personnel:** *New Hires:* Desiree Adamchick, Classroom Assistant, effective November 9, 2015. Amy Boyd, Classroom Assistant, effective October 28, 2015 (from Student Assistant to Classroom Assistant). Melissa Sether, Classroom Assistant, effective November 16, 2015. Michael Tisland, Classroom Assistant, effective November 9, 2015. Kenwon Tran, Classroom Assistant, effective November 16, 2015. Audrey Weiler, Payroll Clerk, effective November 16, 2015. *Rehires:* Susan Landberg, Long-Term Substitute Teacher of the Deaf or Hard of Hearing, effective January 4, 2016, through June 10, 2016. *Change in Status:* Danielle Gebhard, Sign Language Interpreter, Parental Leave effective November 23, 2015 with a return date of June 13, 2016. Nicole Korbek-Hughes, Program Assistant, Maternity Disability Leave effective on or about December 2, 2015, with a return date on or about February 8, 2016. Debra Piper, Sign Language Interpreter, Medical Leave Request effective December 1, 2015, with an expected return date of September 1, 2016. Rhianon Stromberg, Mental Health Practitioner, Maternity Disability Leave effective on or about March 3, 2016, with a return date of June 13, 2016. Sharon Votel, Special Education Teacher, Medical Leave Request effective on March 15, 2016, with a tentative return date of April 19, 2016. *Resignations & Terminations:* Deanna Anderson, Health Associate, effective December 4, 2015. Melissa Antonell, Program Assistant, effective December 11, 2015. Stephanie Behnke, Classroom Assistant, effective December 23, 2014. Shelby Mattson, Program Assistant, effective December 23, 2015. Ashlie Tisland, Classroom Assistant, effective December 23, 2015.

2. Board Member Deb Clark introduced the following resolution: Resolution to accept the following donations in the amount of \$70. Donation of \$70 from Keith Koentoph of Farmington to be used for PACES student needs and activities. 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, Deb Clark, Bob Erickson, Jill Lewis, Ron Hill, Dan Cater, Melissa Sauser, Vanda Pressnall, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)

3. Motion by Vanda Pressnall, seconded by Dan Cater to approve the bills from October 28, 2015, to November 23, 2015, wire transfers, and Investment Report, as presented by the Business Manager. All present voted aye. Motion carried.

Jennifer Hetland introduced the Employee of the Fall Quarter Cassie Sommervold.

Dave Stoll introduced the Teacher of the Fall Quarter Kim Martin.

Discussion on the marketing and communications proposal from Johnson Group. Superintendent Christiansen has Board support to proceed with planning and contract details.

4. Motion by Dan Cater, seconded by Dick Bergstrom, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 5:54 P.M.

The next regular School Board Meeting will be Tuesday, January 5, 2016, at 1300 145th Street East, Rosemount, MN, at 5:00 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF JANUARY 5, 2016**

NEW HIRES:

Sarah Brown, Sign Language Interpreter, effective January 11, 2016.

Josephine Heyl, Sign Language Interpreter, effective January 4, 2016.

Kimberly Jorgensen, Classroom Assistant, effective January 4, 2016.

Jenna Moon, Program Assistant, effective December 2, 2015.

Keith Spychalla, Classroom Assistant, effective December 14, 2015.

RESIGNATIONS & TERMINATIONS:

Peter Badeski, Classroom Assistant, effective December 18, 2015.

Cherie Busenbark, Physical Therapist, effective December 21, 2015.

James Kassel, Program Assistant, effective January 8, 2016.

Kendra Martin, Program Assistant, effective December 17, 2015.

Tina Paulk, Classroom Assistant, effective December 9, 2015.

To BA 1/5/16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: December 28, 2015	Teaching Licenses Held:
NAME: Sarah Brown	
Position: SLI	
College: Secondary: Special Education: x District:	Recommended Salary : 16.69
	Employment Date: 1/11/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Apple Valley High	Yes	Generals	Yes
Technical College				
College	MN State College	Yes	ASL	AA
	Emerson College	Yes	Theatre Education	MA
	Tulane University	Yes	Theatre	BA

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
SportSign	6/15	Current	SLI
Middle English Interpreting	6/15	Current	SLI
Upstream Arts	4/10	Current	Teaching Artist/SLI
DeafBlink Services of MN	9/12	10/15	Special Services Provider

Total Years Experience 5

Remarks:

Sarah will be a sign language interpreter in the DHH Resource Program at Gideon Pond Elementary.

To Ed 1/6/2016

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: December 7, 2015	Teaching Licenses Held:
NAME: Jenna Moon	
Position: Program Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : \$16.37
	Employment Date: 12/2/15

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Hastings High	Yes	Generals	Yes
Technical College				
College	University of Wisconsin	Yes	Social Welfare	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
Heart, Hands and Mind Childcare	8/15	10/15	Teacher's Aid
Capitol Center Market	9/13	8/15	Cashier
Coburns	6/12	8/13	Cashier
ISD 200	7/12	8/13	Summer School Aide

Total Years Experience 3

Remarks:

Jenna will be a program assistant in the New Chance Program replacing Katie Flom.

To Bd 1/5/16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 12/7/15	Teaching Licenses Held:
NAME: Keith Spychalla	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : \$16.37
	Employment Date: 12/14/15

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Simley 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
G4S	8/12	10/14	Security Officer
Denny Heckers' Chevrolet	8/06	4/09	Sales Professional
Wackenhut Corporation	9/99	8/05	Central Station Operator

Total Years Experience 13

Remarks:

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

To Bd 1/5/2016

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: December 29, 2015	Teaching Licenses Held:
NAME: Josephine Heyl	
Position: Sign Language Interpreter	
College: Secondary: Special Education: x District:	Recommended Salary : \$16.69
	Employment Date: 1/4/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	South High School	Yes	Generals	Yes
Technical College				
College	St. Catherine University	Yes	Interpreting	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
Intermediate District 916	10/15	Current	Substitute Interpreter
ASL Interpreting Services	10/15	Current	Interpreter
MERGE	8/15	Current	Volunteer
Project Success	6/15	6/15	Interpreter, 2 week BWCA Trip

Total Years Experience 6 mths

Remarks:

Josephine will be a sign language interpreter at Boeckman Middle School.

To Bd 1/5/2016

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: January 5, 2016	Teaching Licenses Held:
NAME: Kimberly Jorgensen	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 16.37
	Employment Date: 1/4/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Concordia Academy	Yes	Generals	Yes
Technical College				
College	Metropolitan State	Yes	Business Administration	BA
	U of M		Generals	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
T.J. Maxx	2007	Current	Merchandise Coordinator
Circuit City	1996	2006	Manager, Marketing, Sales

Total Years Experience 20

Remarks:

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

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 \$70.00.

1. Donation of \$70 to the PACES Program from Keith Koentopf of Farmington to be used for student needs and activities. (Value: \$70.00)

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: _____

Whereupon said resolution was declared duly passed and adopted.

Date Board Approved: _____

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 12/01/15 - 12/29/15

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
319560	S	\$7104.48	12/02/15	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
319561	S	\$237.44	12/02/15	23749	1	GREAT LAKES HIGHER EDUCATION CORPORATION	OUTSTANDING
319562	S	\$865.50	12/02/15	24569	0	NYS CHILD SUPPORT PROCESSING CENTER	OUTSTANDING
319563	S	\$553.98	12/02/15	40017	0	O.P.F.I.U., LOCAL 12	OUTSTANDING
319564	S	\$197.51	12/02/15	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
319565	S	\$2742.28	12/02/15	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
319566	S	\$103.18	12/02/15	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
319567	S	\$203.00	12/02/15	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
319568	S	\$1380.43	12/02/15	40071	0	WALDELL & REED INC	OUTSTANDING
319569	S	\$1043.95	12/03/15	23678	0	AMAZON COM, LLC	OUTSTANDING
319570	S	\$2465.00	12/03/15	24552	0	APPLE VALLEY ISD LLC	OUTSTANDING
319571	S	\$17.87	12/03/15	21674	0	CENTURYLINK	OUTSTANDING
319572	S	\$216.62	12/03/15	29120	2	CITY OF APPLE VALLEY	OUTSTANDING
319573	S	\$2855.07	12/03/15	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
319574	S	\$370.50	12/03/15	14072	0	CRAGUNS LODGE & CONFERENCE CTR	OUTSTANDING
319575	S	\$481.81	12/03/15	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
319576	S	\$314.14	12/03/15	00096	1	ECM PUBLISHERS/DAKOTA COUNTY TRIBUNE	OUTSTANDING
319577	S	\$4229.37	12/03/15	24507	0	EXCEL IMAGES, INC	OUTSTANDING
319578	S	\$357.63	12/03/15	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
319579	S	\$324.75	12/03/15	24019	0	GLOBAL COMMUNICATIONS WIRING & SERVICES	OUTSTANDING
319580	S	\$594.45	12/03/15	22631	0	GOVCONNECTION INC	OUTSTANDING
319581	S	\$24242.50	12/03/15	09592	0	IND SCH DIST 191	OUTSTANDING
319582	S	\$1109.79	12/03/15	02162	0	IND SCH DIST 197	OUTSTANDING
319583	S	\$2119.88	12/03/15	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
319584	S	\$199.00	12/03/15	15309	1	MAYER-JOHNSON CO	OUTSTANDING
319585	S	\$24.10	12/03/15	14116	0	MENARDS	OUTSTANDING
319586	S	\$1520.00	12/03/15	21857	2	MN DEPT OF HEALTH	OUTSTANDING
319587	S	\$90.00	12/03/15	24505	0	MN FCCIA	OUTSTANDING
319588	S	\$255.00	12/03/15	21744	5	MN STATE COLLEGES & UNIVERSITIES	OUTSTANDING
319589	S	\$871.50	12/03/15	12831	0	NCS PEARSON INC	OUTSTANDING
319590	S	\$1083.08	12/03/15	20568	1	OFFICE DEPOT	OUTSTANDING
319591	S	\$1177.84	12/03/15	22779	0	PHONAK	OUTSTANDING
319592	S	\$3.98	12/03/15	29040	0	SAM'S CLUB	OUTSTANDING
319593	S	\$1255.43	12/03/15	29040	0	SAM'S CLUB	OUTSTANDING
319594	S	\$570.22	12/03/15	22826	0	SCHOOL NURSE SUPPLY	OUTSTANDING
319595	S	\$324.90	12/03/15	15713	0	SOUTHPAW ENTERPRISES	OUTSTANDING
319596	S	\$17045.08	12/03/15	23942	0	TEACHERS ON CALL	OUTSTANDING
319597	S	\$73.90	12/03/15	07543	0	TIERNEY BROS. INC	OUTSTANDING
319598	S	\$349.00	12/03/15	00643	0	TIES	OUTSTANDING
319599	S	\$5.72	12/03/15	20330	0	WASTE MANAGEMENT	OUTSTANDING
319600	S	\$909.65	12/03/15	23662	0	WESTONE	OUTSTANDING
319601	S	\$94.00	12/10/15	12615	0	ABLENET INC.	OUTSTANDING
319602	S	\$90.00	12/10/15	24593	0	ALL IN ONE TRANSLATION AGENCY, LLC	OUTSTANDING
319603	S	\$658.20	12/10/15	29932	0	BLUECROSS BLUESHIELD OF MINNESOTA	OUTSTANDING
319604	S	\$1906.00	12/10/15	24083	0	BOOTH LAW GROUP	OUTSTANDING
319605	S	\$1398.63	12/10/15	21215	1	BSN SPORTS	OUTSTANDING
319606	S	\$63.48	12/10/15	21623	0	CADAN COMPUTERS	OUTSTANDING
319607	S	\$400.00	12/10/15	24550	0	CHARLOTTE RYAN	OUTSTANDING
319608	S	\$59.99	12/10/15	24595	0	CHRISTINE DURBIN	OUTSTANDING
319609	S	\$900.00	12/10/15	23629	0	COCHLEAR AMERICAS	OUTSTANDING
319610	S	\$21.81	12/10/15	16244	0	CUB FOODS	OUTSTANDING
319611	S	\$817.68	12/10/15	22551	0	DAKOTA COUNTY LUMBER	OUTSTANDING

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 12/01/15 - 12/29/15

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
319612	S	\$80.00	12/10/15	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
319613	S	\$389.72	12/10/15	22238	1	DISCOUNT SCHOOL SUPPLY	OUTSTANDING
319614	S	\$138.95	12/10/15	20307	1	ENABLING DEVICES/TOYS FOR SPEC CHLD	OUTSTANDING
319615	S	\$687.51	12/10/15	22631	0	GOVCONNECTION INC	OUTSTANDING
319616	S	\$56.72	12/10/15	07751	1	HASTINGS STAR GAZETTE	OUTSTANDING
319617	S	\$10510.44	12/10/15	19858	0	IND SCH DIST # 196	OUTSTANDING
319618	S	\$1377.95	12/10/15	09592	10	IND SCH DIST 191	OUTSTANDING
319619	S	\$3613.74	12/10/15	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
319620	S	\$2828.75	12/10/15	21007	0	INT SCH DIST 287	OUTSTANDING
319621	S	\$11.25	12/10/15	08517	0	LILLIE SUBURBAN NEWSPAPER, INC	OUTSTANDING
319622	S	\$172.95	12/10/15	23568	0	MEDI-CAR	OUTSTANDING
319623	S	\$51.20	12/10/15	23996	0	MEDICAREBLUE RX	OUTSTANDING
319624	S	\$565.90	12/10/15	12831	0	NCS PEARSON INC	OUTSTANDING
319625	S	\$42.20	12/10/15	23784	1	PATTERSON MEDICAL	OUTSTANDING
319626	S	\$29.98	12/10/15	20376	0	PELLICCI ACE HARDWARE	OUTSTANDING
319627	S	\$1102.59	12/10/15	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
319628	S	\$561.83	12/10/15	00623	0	REPUBLIC SERVICES	OUTSTANDING
319629	S	\$90.96	12/10/15	22826	0	SCHOOL NURSE SUPPLY	OUTSTANDING
319630	S	\$25.18	12/10/15	20620	3	SCHOOL SPECIALTY INC.	OUTSTANDING
319631	S	\$326.37	12/10/15	15713	0	SOUTHPAW ENTERPRISES	OUTSTANDING
319632	S	\$81.60	12/10/15	22907	0	SUPPLYWORKS	OUTSTANDING
319633	S	\$3575.74	12/10/15	23942	0	TEACHERS ON CALL	OUTSTANDING
319634	S	\$1.36	12/10/15	00450	0	TERRY'S HARDWARE	OUTSTANDING
319635	S	\$395.00	12/10/15	23672	0	THE DECK AND DOOR COMPANY	OUTSTANDING
319636	S	\$65.00	12/10/15	23595	0	THE MCDOWELL AGENCY, INC	OUTSTANDING
319637	S	\$2369.14	12/10/15	00643	0	TIES	OUTSTANDING
319638	S	\$6416.09	12/10/15	19389	0	WELLS FARGO	OUTSTANDING
319639	S	\$65.85	12/10/15	24596	0	WH SECURITY, LLC	OUTSTANDING
319640	S	\$1177.00	12/10/15	22844	0	WINSOR LEARNING	OUTSTANDING
319641	S	\$7074.73	12/17/15	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
319642	S	\$237.44	12/17/15	23749	1	GREAT LAKES HIGHER EDUCATION CORPORATION	OUTSTANDING
319643	S	\$48.00	12/17/15	21651	0	NCPERS MINNESOTA	OUTSTANDING
319644	S	\$865.50	12/17/15	24569	0	NYS CHILD SUPPORT PROCESSING CENTER	OUTSTANDING
319645	S	\$197.51	12/17/15	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
319646	S	\$2827.95	12/17/15	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
319647	S	\$103.18	12/17/15	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
319648	S	\$203.00	12/17/15	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
319649	S	\$1380.43	12/17/15	40071	0	WADDELL & REED INC	OUTSTANDING
319650	S	\$139.00	12/17/15	12615	0	ABLENET INC	OUTSTANDING
319651	S	\$99.47	12/17/15	22655	0	AMARIL UNIFORM CO.	OUTSTANDING
319652	S	\$27453.00	12/17/15	23997	1	AMERICAN COMPENSATION INSURANCE COMPANY	OUTSTANDING
319653	S	\$38.00	12/17/15	19645	0	APPLE COMPUTER, INC	OUTSTANDING
319654	S	\$150.95	12/17/15	21674	0	CENTURYLINK	OUTSTANDING
319655	S	\$765.63	12/17/15	16244	3	CUB FOODS	OUTSTANDING
319656	S	\$22.26	12/17/15	16244	5	CUB FOODS	OUTSTANDING
319657	S	\$235.00	12/17/15	19401	0	DEX MEDIA EAST, INC	OUTSTANDING
319658	S	\$51.50	12/17/15	00096	1	ECM PUBLISHERS/DAKOTA COUNTY TRIBUNE	OUTSTANDING
319659	S	\$406.00	12/17/15	24073	0	EDUCATORS BENEFIT CONSULTANTS, LLC	OUTSTANDING
319660	S	\$109.79	12/17/15	23880	1	ESPECIAL NEEDS, LLC	OUTSTANDING
319661	S	\$1497.48	12/17/15	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
319662	S	\$169.65	12/17/15	00543	0	GOPHER SPORT	OUTSTANDING
319663	S	\$238.98	12/17/15	22193	0	HANDWRITING WITHOUT TEARS	OUTSTANDING

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319664	S	\$8502.03	12/17/15	09592	0	IND SCH DIST 191	OUTSTANDING
319665	S	\$17695.39	12/17/15	13846	0	IND SCH DIST 192	OUTSTANDING
319666	S	\$17604.80	12/17/15	10857	3	IND SCH DIST 194	OUTSTANDING
319667	S	\$393.67	12/17/15	21350	0	IND SCH DIST 195	OUTSTANDING
319668	S	\$7033.25	12/17/15	02162	0	IND SCH DIST 197	OUTSTANDING
319669	S	\$8232.70	12/17/15	02350	2	IND SCH DIST 199	OUTSTANDING
319670	S	\$13099.97	12/17/15	13450	2	IND SCH DIST 200	OUTSTANDING
319671	S	\$9938.40	12/17/15	22627	0	IND SCH DIST 271	OUTSTANDING
319672	S	\$1808.35	12/17/15	24599	0	IP II MANAGEMENT CORPORATION	OUTSTANDING
319673	S	\$233.24	12/17/15	22240	0	LONE OAK GRAPHICS	OUTSTANDING
319674	S	\$812.33	12/17/15	23917	1	MARCO INC	OUTSTANDING
319675	S	\$67.50	12/17/15	23917	2	MARCO, INC.	OUTSTANDING
319676	S	\$5637.50	12/17/15	21663	0	MEINKE, STEPHANIE	OUTSTANDING
319677	S	\$332.78	12/17/15	23258	0	MN ENERGY RESOURCES CORPORATION	OUTSTANDING
319678	S	\$100.00	12/17/15	09643	1	PACER CENTER INC	OUTSTANDING
319679	S	\$7425.00	12/17/15	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
319680	S	\$54.00	12/17/15	00257	2	PITNEY BOWES	OUTSTANDING
319681	S	\$1112.04	12/17/15	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
319682	S	\$56.25	12/17/15	11070	0	RIFTON EQ/COMMUNITY PRODUCTS LLC	OUTSTANDING
319683	S	\$11156.00	12/17/15	23398	1	RIVERPORT INSURANCE COMPANY	OUTSTANDING
319684	S	\$200.00	12/17/15	24592	0	SIGMA ASSOCIATES	OUTSTANDING
319685	S	\$270.00	12/17/15	24568	0	SPECIAL DELIVERY OF MN, INC	OUTSTANDING
319686	S	\$7414.83	12/17/15	21305	0	SPECIAL SCHOOL DIST #6	OUTSTANDING
319687	S	\$846.00	12/17/15	22898	0	SPECTRUM BRANDS	OUTSTANDING
319688	S	\$9607.41	12/17/15	23942	0	TEACHERS ON CALL	OUTSTANDING
319689	S	\$1440.00	12/17/15	23814	0	TRIG LIFE SERVICES	OUTSTANDING
319690	S	\$615.00	12/17/15	24575	0	TWIN CITY HARDWARE COMPANY INC	OUTSTANDING
319691	S	\$31.00	12/17/15	23937	0	UNIVERSITY OF OREGON	OUTSTANDING
319692	S	\$1121.20	12/17/15	23662	0	WESTONE	OUTSTANDING
319693	S	\$828.00	12/22/15	24083	0	BOOTH LAW GROUP	OUTSTANDING
319694	S	\$330.40	12/22/15	24553	0	CANON USA	OUTSTANDING
319695	S	\$606.67	12/22/15	16141	0	CARQUEST AUTO PARTS STORES	OUTSTANDING
319696	S	\$679.00	12/22/15	19803	0	CENTERPOINT ENERGY	OUTSTANDING
319697	S	\$694.00	12/22/15	23749	0	CHARTWELLS	OUTSTANDING
319698	S	\$884.99	12/22/15	06276	0	CITY OF ROSEMOUNT	OUTSTANDING
319699	S	\$145.00	12/22/15	19532	0	COMO LUBE & SUPPLIES	OUTSTANDING
319700	S	\$2902.84	12/22/15	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
319701	S	\$27.63	12/22/15	20406	0	CUB FOODS	OUTSTANDING
319702	S	\$42.50	12/22/15	24597	0	DAKOTA COUNTY PARKS	OUTSTANDING
319703	S	\$276.00	12/22/15	16339	0	DOOR SERVICE CO	OUTSTANDING
319704	S	\$474.00	12/22/15	23012	0	LEARNING ALLY	OUTSTANDING
319705	S	\$75.00	12/22/15	03128	0	LKQ	OUTSTANDING
319706	S	\$451.96	12/22/15	14116	0	MENARDS	OUTSTANDING
319707	S	\$1209.26	12/22/15	20868	0	OFFICE OF ENTERPRISE TECHNOLOGY	OUTSTANDING
319708	S	\$534.59	12/22/15	22907	0	SUPPLYWORKS	OUTSTANDING
319709	S	\$12470.97	12/22/15	23942	0	TEACHERS ON CALL	OUTSTANDING
319710	S	\$3000.00	12/22/15	24556	0	UNIVERSAL CLEANING SERVICES	OUTSTANDING
319711	S	\$4238.93	12/22/15	02776	0	XCEL ENERGY	OUTSTANDING
708066	E	\$5.00	12/09/15	99999	9770	ALEXANDER, AMY DOREEN	OUTSTANDING
708067	E	\$58.65	12/09/15	99999	10832	BERGSTROM, RICHARD	OUTSTANDING
708068	E	\$45.32	12/09/15	99999	9771	BOHNERT, LOREEN M.	OUTSTANDING
708069	E	\$34.50	12/09/15	99999	3063	BRITTAIN, DONNA MAE	OUTSTANDING

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708070	E	\$174.23	12/09/15	99999	8873	BUDACH, DON JAMES	OUTSTANDING
708071	E	\$167.33	12/09/15	99999	10762	BYER, ANNE	OUTSTANDING
708072	E	\$17.83	12/09/15	99999	10626	CALLISTER, MARY HELEN	OUTSTANDING
708073	E	\$12.63	12/09/15	99999	9723	CATER, DANNY GARY	OUTSTANDING
708074	E	\$29.90	12/09/15	99999	9301	CLARK, DEBORAH MAE	OUTSTANDING
708075	E	\$16.68	12/09/15	99999	10771	ERICKSON, ROBERT	OUTSTANDING
708076	E	\$169.05	12/09/15	99999	9996	EVANS, AARON	OUTSTANDING
708077	E	\$43.82	12/09/15	99999	10403	FISCHER, ASHLEY	OUTSTANDING
708078	E	\$35.65	12/09/15	99999	10442	FLEMING, ANGELITA	OUTSTANDING
708079	E	\$127.65	12/09/15	99999	10442	FLEMING, ANGELITA	OUTSTANDING
708080	E	\$464.60	12/09/15	99999	9755	FRISQUE, SHERILYN FAYE	OUTSTANDING
708081	E	\$473.80	12/09/15	99999	8341	HETLAND, JENNIFER AMY	OUTSTANDING
708082	E	\$16.10	12/09/15	99999	10624	HILL, RON	OUTSTANDING
708083	E	\$16.14	12/09/15	99999	10938	KAUFMAN, AMY	OUTSTANDING
708084	E	\$165.43	12/09/15	99999	10938	KAUFMAN, AMY	OUTSTANDING
708085	E	\$93.73	12/09/15	99999	9722	KLEIN, LORI ANN	OUTSTANDING
708086	E	\$346.73	12/09/15	99999	10973	KUBIK, GABRIELA	OUTSTANDING
708087	E	\$44.28	12/09/15	99999	2598	LAMPRECHT, CLAUDETTE	OUTSTANDING
708088	E	\$16.10	12/09/15	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
708089	E	\$82.23	12/09/15	99999	10867	LEWIS, ASHLEY	OUTSTANDING
708090	E	\$25.36	12/09/15	99999	8287	LEWIS, JILL E	OUTSTANDING
708091	E	\$132.25	12/09/15	99999	10593	MABERRY, SAYRAJAYNE	OUTSTANDING
708092	E	\$22.43	12/09/15	99999	10805	ONYENEHO, JIDEFOR ERIC	OUTSTANDING
708093	E	\$467.88	12/09/15	99999	10872	PETERS, AMANDA	OUTSTANDING
708094	E	\$43.70	12/09/15	99999	9177	PRESSNALL, VANDA JOY	OUTSTANDING
708095	E	\$32.37	12/09/15	99999	9523	RENKEN, WENDI	OUTSTANDING
708096	E	\$32.78	12/09/15	99999	10770	SAUSER, MELISSA	OUTSTANDING
708097	E	\$100.05	12/09/15	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
708098	E	\$4.00	12/09/15	99999	10517	STROMBERG, RHIANON	OUTSTANDING
708099	E	\$31.86	12/09/15	99999	10517	STROMBERG, RHIANON	OUTSTANDING
708100	E	\$39.10	12/09/15	99999	10708	THOMPSON, ANNE	OUTSTANDING
708101	E	\$70.15	12/09/15	99999	9703	TOAY, GRETCHEN ANN	OUTSTANDING
708102	E	\$43.70	12/09/15	99999	10756	VAN BROCKLIN, ERIC	OUTSTANDING
708103	E	\$602.03	12/09/15	99999	9192	WOOD, FRAN LOUISE	OUTSTANDING
708104	E	\$101.20	12/09/15	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
708105	E	\$134.55	12/09/15	99999	10443	GROFF, CASSIE	OUTSTANDING
708106	E	\$63.04	12/09/15	99999	8425	HALE-SANFORD, ERIN LYN	OUTSTANDING
708107	E	\$342.13	12/09/15	99999	10767	HOREJSI, CRAIG A.	OUTSTANDING
708108	E	\$148.35	12/09/15	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
708109	E	\$85.10	12/09/15	99999	8435	STOESZ, HEATHER LYNN	OUTSTANDING
708110	E	\$287.50	12/09/15	99999	10405	STOLL, DAVID L.	OUTSTANDING
708111	E	\$86.83	12/09/15	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
708112	E	\$45.00	12/22/15	99999	8787	ASMUS, JOAN SCHAEFER	OUTSTANDING
708113	E	\$90.00	12/22/15	99999	8873	BUDACH, DON JAMES	OUTSTANDING
708114	E	\$90.00	12/22/15	99999	9679	CHRISTIANSEN, JOHN MAXWELL	OUTSTANDING
708115	E	\$45.00	12/22/15	99999	10050	DOBSON, MEGHAN	OUTSTANDING
708116	E	\$45.00	12/22/15	99999	9028	EPPS, DAWN	OUTSTANDING
708117	E	\$90.00	12/22/15	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
708118	E	\$90.00	12/22/15	99999	8341	HETLAND, JENNIFER AMY	OUTSTANDING
708119	E	\$90.00	12/22/15	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
708120	E	\$90.00	12/22/15	99999	5468	LANGENFELD, CORY LEE	OUTSTANDING
708121	E	\$45.00	12/22/15	99999	9589	PETERSEN, JENNIFER MAE	OUTSTANDING

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708122	E	\$90.00	12/22/15	99999	10944	PRATT, SARA	OUTSTANDING
708123	E	\$90.00	12/22/15	99999	8628	ROUSH, NICOLLE KATHERI	OUTSTANDING
708124	E	\$90.00	12/22/15	99999	9915	SCHALLER, MELISSA	OUTSTANDING
708125	E	\$90.00	12/22/15	99999	10405	STOLL, DAVID L.	OUTSTANDING
708126	E	\$45.00	12/22/15	99999	9068	SWANEY, AMY LYNN	OUTSTANDING
708127	E	\$90.00	12/22/15	99999	10756	VAN BROCKLIN, ERIC	OUTSTANDING
708128	E	\$20.00	12/22/15	99999	9883	ZEHNDER, SCOTT MICHAEL	OUTSTANDING
708129	E	\$5.75	12/22/15	99999	8598	BIRTINEN, TRACY LEE	OUTSTANDING
708130	E	\$105.89	12/22/15	99999	8425	HALE-SANFORD, ERIN LYN	OUTSTANDING
708131	E	\$44.85	12/22/15	99999	10589	HENNES, KENNETH J.	OUTSTANDING
708132	E	\$27.60	12/22/15	99999	8942	HURT, LYNDA THERESA	OUTSTANDING
708133	E	\$8.05	12/22/15	99999	2598	LAMPRECHT, CLAUDETTE	OUTSTANDING
708134	E	\$16.10	12/22/15	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
708135	E	\$16.19	12/22/15	99999	8907	PROULX, KELLI MARIE	OUTSTANDING
708136	E	\$23.95	12/22/15	99999	8907	PROULX, KELLI MARIE	OUTSTANDING
708137	E	\$161.23	12/22/15	99999	9915	SCHALLER, MELISSA	OUTSTANDING
708138	E	\$4.00	12/22/15	99999	10860	SPEEDLING, KAITLIN	OUTSTANDING
708139	E	\$12.08	12/22/15	99999	10860	SPEEDLING, KAITLIN	OUTSTANDING
708140	E	\$85.10	12/22/15	99999	10042	TENNESSEN, LAURA	OUTSTANDING
708141	E	\$11.27	12/22/15	99999	9482	VRIEZE, JANEL LYNN	OUTSTANDING
708142	E	\$126.39	12/22/15	99999	10958	WILKINSON, AMY	OUTSTANDING
708143	E	\$93.98	12/22/15	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
708144	E	\$12.08	12/22/15	99999	10776	ANNONI, ELIZABETH	OUTSTANDING
708145	E	\$10.93	12/22/15	99999	9127	BAUER, CARIE ANN	OUTSTANDING
708146	E	\$58.65	12/22/15	99999	3063	BRITTAIN, DONNA MAE	OUTSTANDING
708147	E	\$61.53	12/22/15	99999	10986	DOELP, KASANDRA	OUTSTANDING
708148	E	\$36.23	12/22/15	99999	10965	BATON, CARMEN	OUTSTANDING
708149	E	\$136.28	12/22/15	99999	3450	ENFLEJIAN, VALERIE	OUTSTANDING
708150	E	\$126.50	12/22/15	99999	9028	EPPS, DAWN	OUTSTANDING
708151	E	\$144.90	12/22/15	99999	10949	FISHER, KARRI	OUTSTANDING
708152	E	\$127.65	12/22/15	99999	10442	FLEMING, ANGELITA	OUTSTANDING
708153	E	\$294.98	12/22/15	99999	10995	FOSKETT, TIMOTHY	OUTSTANDING
708154	E	\$581.90	12/22/15	99999	7088	GREENFIELD, DONNA GAYLE	OUTSTANDING
708155	E	\$224.83	12/22/15	99999	10847	HANEBERG, TIM	OUTSTANDING
708156	E	\$98.90	12/22/15	99999	9920	HJERMSTAD, KAREN	OUTSTANDING
708157	E	\$96.03	12/22/15	99999	10954	JACOBS, CINDY LOU	OUTSTANDING
708158	E	\$13.80	12/22/15	99999	5957	KLIMEK, LORILEA J.	OUTSTANDING
708159	E	\$54.40	12/22/15	99999	10941	LACY, ALEXANDER	OUTSTANDING
708160	E	\$171.35	12/22/15	99999	10857	LAFRANCE, DANIELLE	OUTSTANDING
708161	E	\$12.65	12/22/15	99999	10615	LANG, SHEILA	OUTSTANDING
708162	E	\$10.02	12/22/15	99999	10615	LANG, SHEILA	OUTSTANDING
708163	E	\$65.55	12/22/15	99999	10397	PEMBLE, HOLLY	OUTSTANDING
708164	E	\$36.80	12/22/15	99999	10430	QUAM, LYNN	OUTSTANDING
708165	E	\$13.80	12/22/15	99999	10961	RIAHI, ELJAN	OUTSTANDING
708166	E	\$23.35	12/22/15	99999	10810	RIESGRAF, AMY	OUTSTANDING
708167	E	\$63.25	12/22/15	99999	10649	SULLIVAN, MAUREEN	OUTSTANDING
708168	E	\$9.99	12/22/15	99999	9094	TOLLEFSON, BRENDA KAY	OUTSTANDING
708169	E	\$29.57	12/22/15	99999	9482	VRIEZE, JANEL LYNN	OUTSTANDING
708170	E	\$410.55	12/22/15	99999	9092	DEVENOW, PEARL SUSAN	OUTSTANDING
708171	E	\$354.20	12/22/15	99999	10973	KUBIK, GABRIELA	OUTSTANDING
708172	E	\$262.90	12/22/15	99999	9278	MAYES, ANN LOUISE	OUTSTANDING
708173	E	\$88.55	12/22/15	99999	9589	PETERSEN, JENNIFER MAE	OUTSTANDING

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708174	E	\$232.42	12/22/15	99999	10763	PFISTERER, EMILY	OUTSTANDING
708175	E	\$148.93	12/22/15	99999	9094	TOLLEFSON, BRENDA KAY	OUTSTANDING
708176	E	\$29.99	12/22/15	99999	9506	VILLELLI, ANTHONY JOSEPH	OUTSTANDING
708177	E	\$125.00	12/22/15	99999	10292	MARTIN, KIM	OUTSTANDING
92001862	W	\$1593.54	12/01/15	40072	0	AFLAC	OUTSTANDING
92001863	W	\$6018.82	12/02/15	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92001864	W	\$2557.11	12/01/15	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92001865	W	\$37181.36	12/02/15	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92001866	W	\$7204.33	12/02/15	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92001867	W	\$1992.71	12/02/15	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92001868	W	\$157146.12	12/01/15	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92001869	W	\$121.50	12/02/15	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92001870	W	\$146.45	12/02/15	40058	0	MN DEPT OF REVENUE (C)	OUTSTANDING
92001872	W	\$2292.92	12/02/15	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92001874	W	\$64017.10	12/02/15	40005	0	STATE TREASURER, TRA	OUTSTANDING
92001875	W	\$7007.37	12/01/15	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92001876	W	\$955.24	12/02/15	28803	2	VOYA	OUTSTANDING
92001877	W	\$13362.04	12/02/15	24594	0	HEALTHQUITY, INC.	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 278 TOTAL AMOUNT 543663.23

TOTAL # OF VOIDED CHECKS: 0 TOTAL AMOUNT 0.00

TOTAL # OF UNISSUED CHECKS: 0

Linda B.

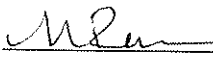
TO: Nicolle Roush DATE: 12/02/2015
Business Manager

FROM: Audrey Weiler
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending November 30, 2015

Aflac Vendor #40072	\$ 1,593.54
Amperprise Financial Vendor #40027	\$ 6,018.82
AXA Equitable Life Vendor #40022	\$ 2,557.11
Horance Mann Vendor #40026	\$ 1,992.71
PERA - Executive Director Vendor #40006	\$ 37,181.36
TRA - State Treasurer Vendor #40005	\$ 64,017.10
ESI/MEA Vendor #29026	\$ 4,995.87
VALIC (Variable Annuity Life) Vendor #40033	\$ 7,007.37
Minnesota Dept. of Revenue Vendor # 40003	\$ 24,042.84
Internal Revenue Service Vendor Nbr 40037	\$ 157,146.13
Payroll Acct #XXXXXX4197 Vendor #40001	\$ 439,118.68
Health Equity Vendor New	\$ 13,362.04
MN State Retirement System Vendor # 28803-0	\$ 2,292.92
MN Dept of Revenue - Garnishments Vendor #40058	\$ 146.45
MN Child Support Vendor # 21704	\$ 121.50
VOYA (Formerly ING) Vendor #28803-2	\$ 955.24
Fidelity Investments Vendor #40060	\$ 7,204.33

Total Electronic Funds Transfer was made in the amount of \$ 769,754.01

Authorized Signature  Date 12-2-15

**INTERMEDIATE SCHOOL DISTRICT 917
SCHOOL BOARD REPORT OF
CONSOLIDATED INVESTMENTS (GENERAL & BUILDING)
NOVEMBER 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	4,960,366.12	0.00	750,000.00	0.00	440.23	4,210,806.35	1,923.13
2 MSDLAF	01	13.03	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	74.31
4 WELLS FARGO PORTFOLIO	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		4,960,379.15	0.00	750,000.00	0.00	440.23	4,210,819.38	2,010.47

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: November 2015 Average MSDLAF Liquid Rate was 0.10% and the MSDLAF+MAX Average Rate was 0.12%. The Average Wells Fargo Savings Rate was 0.00%.

INTERMEDIATE SCHOOL DISTRICT 917
 TEMPORARY EMPLOYMENT AGREEMENT REPORT
 July 1, 2015 through June 30, 2016

1st quarter: 7/1/15-9/30/15
2nd quarter: 10/1/15-12/31/15

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
ALLEN	REBECCA LYNN	summer session	Inver Grove Middle Sch	Student Assistant HQ	20150701	20150714	\$536.32	8	4
BIEGLER	PAMELA JILL	Temp work agreement	DCALS (DCTC loc)	DCALS EDOP Online	20150701	20150828	\$1,875.19	18	2.5
ELDRED	PATRICIA ANN	Temp work agreement	Gideon Pond Itinerants	Physical & Hlth Disab Te	20150701	20150826	\$627.69	4	3
EPPS	DAWN MARIE	Temp work agreement	Riverside Sch/JSC	Spec Ed Teacher-Lead	20150701	20150828	\$2,157.02	8	8
LARSEN	BETSY SUE	Temp work agreement	Farmington DASH-summer	Spec Ed Teacher-homeboun	20150701	20150907	\$280.73	5	1.25
MATTOS	PATRICIA ANN	Temp work agreement	DCALS (DCTC loc)	Enrollment Coord DCALS	20150701	20150828	\$3,199.74	10	6
PETERS	AMANDA LYNN	Temp work agreement	Alliance Ed C Itinerants	Physical & Hlth Disab Te	20150701	20150826	\$474.32	4	3
STRESE	DEBRA NYLENE	summer session	Boeckman Mid Sch PACES	Classroom Assistant HQ	20150701	20150730	\$1,251.84	16	4
WELCH	TERESA LYNN	Temp work agreement	Business Office	Accounts Rec Clerk	20150701	20160630	\$1,384.80	30	2
WILKINSON	AMY MICHELLE	Temp work agreement	Alliance Ed C Itinerants	Physical & Hlth Disab Te	20150701	20150826	\$464.89	4	3
HASCHIG	ANN KATHLEEN	summer session	Apple Valley TEA	Mental Health Practition	20150703	20150730	\$1,849.06	16	4
ADELMANN	ANGELA ELIZABET	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,096.96	16	4
ADIX	STEPHANIE ANN	summer session	Apple Valley TEA	Mental Health Practition	20150706	20150730	\$1,723.52	16	4
ALEXANDER	MADELINE ROSE	summer session	Boeckman Mid Sch PACES	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
ALTHOFF	BARBARA JOANNE	summer session	Lakeville North HS DASH	Classroom Assistant HQ	20150706	20150730	\$1,194.88	16	4
AMATULLAH	AANEESAH K.	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,096.96	16	4
ANDERSEN	KASANDRA LEE	summer session	Alliance Ed Ctr SUN	Student Assistant HQ	20150706	20150730	\$1,244.80	16	4
ANDERSON	ABIGAIL J.	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150716	\$560.64	8	4
ANDERSON	DEANNA JEAN	summer session	Sibley High School DASH	Health Associate	20150706	20150730	\$360.16	16	1
ANDERSON	DEANNA JEAN	summer session	Sibley High School DASH	Health Associate	20150706	20150730	\$1,440.64	16	4
ANDERSON	JOEL ANDREW	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,121.28	16	4
ANTONELL	MELISSA LYNN	summer session	Apple Valley TEA	Program Assistant HQ	20150706	20150730	\$1,096.96	16	4

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
ASMUS	JOAN SCHAEFER	Temp work agreement	DCTC/Sp Ed Staff	Nurse	20150706	20150826	\$2,724.84	8	8
AUGE	MORGAN MARIE	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,121.28	16	4
BACH	ANNA MARIE	summer session	Alliance Ed Ctr SUN	Program Assistant HQ	20150706	20150730	\$1,096.96	16	4
BARTEL	CARRIE ELLEN	summer session	Alliance Ed Ctr SUN	Spec Ed Community Expert	20150706	20150730	\$1,565.44	16	4
BARTNESS	BRIANNA LYNN	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,096.96	16	4
BEATTIE	JEAN MARIE	summer session	DCTC/Sp Ed Staff	Spec Ed Teacher	20150706	20150730	\$1,715.37	16	4
BECHERER	GRETCHEN C.	summer session	Sibley High School DASH	Classroom Assistant HQ	20150706	20150730	\$1,357.44	16	4
BEHNKE	STEPHANIE ANN	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
BERG	MATTHEW ROBERT	summer session	Sibley High School DASH	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
BETTERLEY	SAMUEL B.	summer session	Alliance Educ Ctr IDEA	Program Assistant HQ	20150706	20150730	\$1,121.28	16	4
BIRTTNEN	TRACY LEE	summer session	DCTC/Sp Ed Staff	Spec Ed Teacher	20150706	20150730	\$3,090.12	16	4
BOHNERT	ANDREW MARK	summer session	Alliance Educ Ctr IDEA	Program Assistant HQ	20150706	20150730	\$1,072.64	16	4
BOUCHAREB	RENEE DEBORAH TH	summer session	Diamondhead Ed Ctr	Classroom Assistant HQ	20150706	20150730	\$1,096.96	16	4
BOWLIN	THERESA MARIE	summer session	Alliance Ed Ctr SUN	Spec Ed Teacher	20150706	20150730	\$2,186.64	16	4
BOYKIN	SABRINA	summer session	Cedar School SUN	Student Assistant HQ	20150706	20150730	\$1,121.28	16	4
BRINK	MIRANDA JEAN	summer session	DCTC/Sp Ed Staff	Health Associate	20150706	20150730	\$1,517.44	16	4
BROLSMA	KAYLA LYN	summer session	Alliance Educ Ctr IDEA	Student Assistant HQ	20150706	20150730	\$1,072.64	16	4
BURGIO	MICHAEL ROBERT	summer session	Youth Transition Program	Spec Ed Teacher	20150706	20150730	\$4,807.74	16	8
BUTTEDAL	ALEXANDRA CHRIS	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
CALLISTER	MARY HELEN	summer session	Sibley High School DASH	Spec Ed Teacher	20150706	20150730	\$3,205.75	16	4
CARIK	ERIN ILANA	summer session	Diamondhead Ed Ctr	Classroom Assistant HQ	20150706	20150730	\$804.48	12	4
COCHRAN	JAMES EDWARD	summer session	Cherry View Elem PACES	Spec Ed Teacher	20150706	20150730	\$3,284.28	16	4
CRISSINGER	BRENDA LYNETTE	Temp work agreement	Gideon Pond DHH	Spec Ed Teacher	20150706	20150831	\$2,133.52	38	1.25
CRISSINGER	BRENDA LYNETTE	summer session	Diamondhead Ed Ctr	Spec Ed Teacher	20150706	20150730	\$2,874.64	16	4
DAME	LAUREN CHRISTIN	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
DARNELL	ALLISON KAYE	summer session	Alliance Ed Ctr SUN	Program Assistant HQ	20150706	20150730	\$1,072.64	16	4

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/DAY
DECLEENE	SAIGE MARIE	summer session	Cedar School SUN	Spec Ed Teacher	20150706	20150730	\$1,611.81	16	4
DEFOE	SUZANNE MARIE	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
DEGERSTROM	CASSANDRA DEE	summer session	Gideon Pond DHH	Student Assistant HQ	20150706	20150730	\$1,146.24	16	4
DEMUTH	LANCE A.	summer session	Cedar School SUN	Program Assistant HQ	20150706	20150730	\$1,219.84	16	4
DEVENOW	PEARL SUSAN	Temp work agreement	Gideon Pond Itinerants	Spec Ed Teacher	20150706	20150831	\$3,661.52	10	7
DOBSON	MEGHAN LOUISE	Temp work agreement	Alliance Ed Ctr IDEA/SUN	Spec Ed Teacher-Lead	20150706	20150826	\$2,861.54	13	5
DOBSON	MEGHAN LOUISE	summer session	Alliance Educ Ctr IDEA	Spec Ed Teacher	20150706	20150730	\$2,817.51	16	4
DONALDSON	JACOB MICHAEL	summer session	Cedar School SUN	Student Assistant HQ	20150706	20150730	\$1,096.96	16	4
DULKO	TERESA ANN	summer session	Alliance Ed C Itinerants	Teacher of Visually Impa	20150706	20150831	\$781.44	8	2
DUNLAP	ASHLEY MICHELLE	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
ELBERS	KARI JEAN	summer session	Cherry View Elem PACES	Program Assistant HQ	20150706	20150730	\$1,219.84	16	4
ENGELHARDT-FISCHBEI	KRISTIN L	summer session	Gideon Pond DHH	Teacher of the Deaf or H	20150706	20150730	\$3,018.16	16	4
ERICKSON	DIAN RUCKMAR	summer session	DCTC/Sp Ed Staff	Program Assistant HQ	20150706	20150730	\$1,698.56	16	4
ESTIS	DANIELLE RENEE	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,096.96	16	4
FISCHER	ASHLEY MARIE	summer session	Alliance Ed Ctr SUN	Spec Ed Teacher	20150706	20150730	\$1,742.27	16	4
FLAMINIO	KEN GERARD	summer session	Alliance Ed Ctr SUN	Student Assistant HQ	20150706	20150730	\$1,047.68	16	4
FLEES	BRUCE JUDD	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,121.28	16	4
FLOM	ALICE LORETTA	summer session	Cedar School SUN	Program Assistant HQ	20150706	20150724	\$859.68	12	4
FRISQUE	SHERILYN FAYE	summer session	Alliance Ed C Itinerants	Teacher of Visually Impa	20150706	20150831	\$1,822.83	13	3
GRAINGER	AMY LOUISE	Temp work agreement	Gideon Pond DHH	Teacher of the Deaf or H	20150706	20150830	\$208.33	8	1
GRAINGER	AMY LOUISE	summer session	Gideon Pond DHH	Teacher of the Deaf or H	20150706	20150730	\$1,666.65	16	4
GUENTHER	JACOB LEE	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
HANZLIK	DAVID W.	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
HARING	CAITLYN JO	summer session	Apple Valley TEA	Program Assistant HQ	20150706	20150730	\$1,096.96	16	4
HARTMAN	KIMBERLY G	summer session	Gideon Pond DHH	Program Assistant HQ	20150706	20150730	\$1,318.40	16	4
HOFF	ARDIS YVONNE	summer session	DCTC/Sp Ed Staff	Student Assistant HQ	20150706	20150730	\$1,096.96	16	4

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
HOFF	WILLIAM C.	summer session	DCTC/Sp Ed Staff	Classroom Assistant HQ	20150706	20150730	\$1,146.24	16	4
HOREJSI	MELISSA JO	summer session	Gideon Pond Itinerants	Teacher of Visually Impa	20150706	20150730	\$3,978.90	12	7.5
JAEGER	SHELBEE MARIE	summer session	Gideon Pond DHH	Teacher of the Deaf or H	20150706	20150730	\$1,634.80	16	4
JOHNSEN	JASON ADAM	summer session	Alliance Ed Ctr SUN	Student Assistant HQ	20150706	20150730	\$1,219.84	16	4
JOHNSON	LINDSEY MARIE	summer session	Diamondhead Ed Ctr	Classroom Assistant HQ	20150706	20150707	\$134.08	2	4
JONES	LUCAS MANDULEY	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,244.80	16	4
KAMPMEYER	VICTORIA LEE	summer session	DCTC/Sp Ed Staff	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
KIMLINGER	KENDRA LEA	summer session	Apple Valley TEA	Spec Ed Community Expert	20150706	20150730	\$1,527.04	16	4
KINNEY	JULIANNE CHRIST	summer session	Diamondhead Ed Ctr	Classroom Assistant HQ	20150706	20150730	\$1,121.28	16	4
KLEIN	LORI ANN	Temp work agreement	Alliance Ed C Itinerants	Teacher of Visually Impa	20150706	20150730	\$883.87	9	2
KLEIN	LORI ANN	Temp work agreement	Alliance Ed C Itinerants	Teacher of Visually Impa	20150706	20150828	\$1,964.16	5	8
KLIMEK	LORILEA J.	summer session	Youth Transition Program	Program Assistant HQ	20150706	20150730	\$3,205.12	16	8
KLINE	ERICA RACHELLE	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,121.28	16	4
KNEER	AMBER JANE	summer session	Cedar School SUN	Program Assistant HQ	20150706	20150730	\$1,146.24	16	4
KONEN	CRYSTAL DAWN	summer session	Alliance Ed Ctr SUN	Program Assistant HQ	20150706	20150730	\$1,072.64	16	4
KOSHENINA	MARGARET M.	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
KURTEN	AMBER LEIGH	summer session	DCTC/Sp Ed Staff	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
KURTEN	CAROL LEIGH	summer session	DCTC/Sp Ed Staff	Program Assistant HQ	20150706	20150730	\$1,194.88	16	4
LAFRANCE	DANIELLE MARIE	summer session	Cherry View Elem PACES	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
LAMBERT	ROBIN MARIE	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
LAMPRECHT	CHRISTOPHER J.	summer session	Lakeville North HS DASH	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
LAMPRECHT	CLAUDETTE	summer session	Lakeville North HS DASH	Spec Ed Teacher	20150706	20150730	\$3,241.47	16	4
LANDBERG	SUSAN KAY	summer session	Gideon Pond DHH	Teacher of the Deaf or H	20150706	20150730	\$3,241.47	16	4
LANG	SHEILA STEPHANI	summer session	DCTC/Sp Ed Staff	Spec Ed Teacher	20150706	20150730	\$1,658.16	16	4
LANGE	STEVEN ROBERT	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,194.88	16	4
LARSEN	BETSY SUE	summer session	Lakeville North HS PACES	Spec Ed Teacher	20150706	20150730	\$2,874.64	16	4

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
LARSEN	BETSY SUE	summer session	Lakeville North HS PACES	Spec Ed Teacher-homeboun	20150706	20150730	\$224.58	4	1.25
LARSEN	BETSY SUE	summer session	Lakeville North HS PACES	Spec Ed Teacher-homeboun	20150706	20150730	\$224.58	4	1.25
LARSEN	BETSY SUE	summer session	Lakeville North HS PACES	Spec Ed Teacher-homeboun	20150706	20150730	\$224.58	4	1.25
LOR	KIA	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,170.56	16	4
LORENTZ	JOSEPH PAUL	summer session	Alliance Ed Ctr SUN	Program Assistant HQ	20150706	20150730	\$1,194.88	16	4
LUDDEN	SARAH ELLEN	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,096.96	16	4
MABERRY	SAYRAJAYNE D.	summer session	Cedar School SUN	Nurse	20150706	20150730	\$1,658.16	16	4
MANNINEN	MELANIE FAY	summer session	Cedar School SUN	Spec Ed Teacher	20150706	20150730	\$2,030.79	16	4
MARTIN	KENDRA NICOLE	summer session	Cedar School SUN	Student Assistant HQ	20150706	20150730	\$1,096.96	16	4
MATTSON	SHELBY ANNE	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,170.56	16	4
MCADARAGH	PATRICIA ANNE	summer session	DCTC/Sp Ed Staff	Substitute Teacher	20150706	20150730	\$1,280.00	16	4
MCNAMARA	ALICE MARIE	summer session	DCTC/Sp Ed Staff	Substitute Paraprofessio	20150706	20150730	\$1,047.68	16	4
MCNEELEY	SHANE DAVID	summer session	Lakeville North HS DASH	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
MINICK	AMBER DAWN	summer session	Alliance Ed Ctr SUN	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
MOON	LINDSEY KAY	summer session	Olson Elem-Bloomington	Classroom Assistant HQ	20150706	20150730	\$804.48	16	3
NELSON	KAYLA MARIE	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,096.96	16	4
O'DOWD-MALLAM	ALEXANDRA A.	summer session	Diamondhead Ed Ctr	Program Assistant HQ	20150706	20150730	\$1,121.28	16	4
OLSON	ABIGAIL LYNN	summer session	DCTC/Sp Ed Staff	Student Assistant HQ	20150706	20150730	\$1,096.96	16	4
ONYENEHO	JIDEOFOR ERIC	summer session	Youth Transition Program	Program Assistant HQ	20150706	20150730	\$1,096.96	16	4
PAULEY	JACKIE MARIE	summer session	Alliance Ed Ctr SUN	Spec Ed Teacher	20150706	20150730	\$1,868.63	16	4
PAULK	TINA RAE	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,096.96	16	4
PEMBLE	HOLLY MARIE	summer session	DCTC/Sp Ed Staff	Speech/Lang. Pathologist	20150706	20150706	\$164.48	1	4
PENA	KASEY ANN	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,121.28	16	4
PETERSEN	JENNIFER MAE	summer session	Apple Valley TEA	Mental Hlth Prof Coordin	20150706	20150730	\$3,235.84	16	4
QUINN	CHRISTINE MARIE	summer session	DCTC/Sp Ed Staff	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
RANDALL	TRACIE LEE	summer session	Cedar School SUN	Spec Ed Teacher	20150706	20150730	\$2,874.64	16	4

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
RASMUSSEN	SHANNON K.	summer session	Diamondhead Ed Ctr	Teacher of the Deaf or H	20150706	20150730	\$3,018.16	16	4
REIERSON	AMY ROSE	summer session	DCTC/Sp Ed Staff	Student Assistant HQ	20150706	20150730	\$1,072.64	16	4
RENKEN	WENDI MARLAINA	summer session	Apple Valley TEA	Spec Ed Teacher	20150706	20150730	\$2,514.77	16	4
RHEIN-MEDINA	KENT EDWARD	summer session	Boeckman Mid Sch PACES	Spec Ed Teacher	20150706	20150730	\$3,029.36	16	4
RIAHI	BIJAN IRANI	summer session	Alliance Educ Ctr IDEA	Student Assistant HQ	20150706	20150730	\$1,047.68	16	4
RIESGRAF	AMY SUE	summer session	Apple Valley TEA	Mental Health Practition	20150706	20150730	\$1,944.51	16	4
RIPPELMEYER	DAVID JAY	summer session	DCTC/Sp Ed Staff	Spec Ed Teacher	20150706	20150730	\$2,180.54	16	4
RIPPELMEYER	KAYLEA J.	summer session	DCTC/Sp Ed Staff	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
RUEDY	KIERSTEN B.	summer session	Lakeville North HS PACES	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
RUSSELL	EMBER M.	summer session	Alliance Ed Ctr SUN	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
RUUD	STACEY MARIE	summer session	Alliance Ed Ctr SUN	Student Assistant HQ	20150706	20150730	\$1,072.64	16	4
SAINTEY	RICHARD OWEN	summer session	Alliance Ed Ctr SUN	Spec Ed Teacher/DAPE	20150706	20150730	\$1,988.54	16	4
SAVAGE	DAWN MARIE	summer session	Gideon Pond DHH	Classroom Assistant HQ	20150706	20150730	\$1,346.56	16	4
SCHMIDT	NICOLE LYN	summer session	Boeckman Mid Sch PACES	Classroom Assistant HQ	20150706	20150730	\$1,121.28	16	4
SCOTT	TRISA MAE	summer session	Apple Valley TEA	Spec Ed Teacher	20150706	20150730	\$2,946.55	16	4
SEELIG	SHARON MARIE	summer session	Lakeville North HS DASH	Health Associate	20150706	20150730	\$1,984.00	16	4
SILWAL	ANJANA	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,121.28	16	4
SMITH	KATHLEEN ANNE	summer session	Gideon Pond DHH	Program Assistant HQ	20150706	20150730	\$1,235.84	16	4
SMITH	SHAY MICHELLE	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,146.24	16	4
SPURGIN	LYNETTE C.	summer session	Lakeville North HS PACES	Program Assistant HQ	20150706	20150730	\$1,194.88	16	4
STADELMAN	MARY DEE	summer session	Diamondhead Ed Ctr	Classroom Assistant HQ	20150706	20150730	\$1,072.64	16	4
STAPLES	ANN MARGUERITE	summer session	DCTC/Sp Ed Staff	Program Assistant HQ	20150706	20150730	\$1,538.56	16	4
STELLER	NATHANAEL THOMA	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,096.96	16	4
STEVENS	ERIN KATHLEEN	summer session	Apple Valley TEA	Mental Health Practition	20150706	20150730	\$1,730.64	16	4
STROEING	JENNIFER ANN	summer session	Gideon Pond Itinerants	Teacher of Visually Impa	20150706	20150826	\$4,290.30	12	7.5
STROMBERG	RHIANON MICHELL	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150706	20150730	\$320.00	2	8

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
STROMBERG	RHIANON MICHELL	summer session	Apple Valley TEA	Mental Health Practition	20150706	20150730	\$2,493.55	16	4
STROUTH	STEPHANIE ANN	summer session	Alliance Ed Ctr SUN	Student Assistant HQ	20150706	20150730	\$1,096.96	16	4
SULLIVAN	MAUREEN P.	summer session	Cedar School SUN	Spec Ed Teacher	20150706	20150730	\$2,157.02	16	4
SWANEY	AMY LYNN	summer session	Cedar School SUN	Spec Ed Teacher	20150706	20150730	\$2,946.55	16	4
TISLAND	MICHAEL JAMES W	summer session	Apple Valley TEA	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
TOAY	GRETCHEN ANN	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20150706	20160609	\$2,279.00	50	2
TOAY	GRETCHEN ANN	summer session	Gideon Pond DHH	Classroom Assistant HQ	20150706	20150714	\$475.92	6	4
TOLLEFSON	BRENDA KAY	Temp work agreement	DCTC/Sp Ed Staff	Speech/Lang. Path.-Lead	20150706	20150826	\$4,023.57	20	4
TRUONG	STACY LYNN	summer session	Cherry View Elem PACES	Classroom Assistant HQ	20150706	20150730	\$1,047.68	16	4
TUVEY	SARA ANN	summer session	Youth Transition Program	Spec Ed Teacher	20150706	20150730	\$3,090.12	16	4
VALERIO	STACY LYNETTE	summer session	Cedar School SUN	Classroom Assistant HQ	20150706	20150730	\$1,219.84	16	4
VILINSKIS	KARI MARGARET	summer session	Cedar School SUN	Program Assistant HQ	20150706	20150730	\$1,194.88	16	4
VOLLMUTH	LAURA ELIZABETH	summer session	Lakeville North HS PACES	Classroom Assistant HQ	20150706	20150730	\$1,096.96	16	4
VRIEZE	JANEL LYNN	summer session	DCTC/Sp Ed Staff	Spec Ed Teacher	20150706	20150730	\$3,267.85	16	4
WAGNER	KRISTINE ANN	summer session	Gideon Pond DHH	Classroom Assistant HQ	20150706	20150730	\$1,269.12	16	4
WEBER	ANGELYN LUCILLE	summer session	Apple Valley TEA	Spec Ed Teacher	20150706	20150730	\$1,548.58	16	4
WEIERKE	NATALIE LYNN	summer session	Boeckman Mid Sch PACES	Classroom Assistant HQ	20150706	20150730	\$1,121.28	16	4
WEIR	LAURA MARIE	summer session	Cedar School SUN	Spec Ed Teacher	20150706	20150730	\$1,843.68	16	4
WELLS	OWEN JAMES	summer session	Alliance Educ Ctr IDEA	Spec Ed Teacher	20150706	20150730	\$2,946.55	16	4
WERTANEN	SUSAN MARIA	summer session	Cedar School SUN	Program Assistant HQ	20150706	20150730	\$1,357.44	16	4
WESLEY	RENATA R.	summer session	Alliance Ed Ctr SUN	Program Assistant HQ	20150706	20150730	\$1,096.96	16	4
WHITE	HANNAH MARGARET	summer session	Apple Valley TEA	Spec Ed Teacher	20150706	20150730	\$1,587.20	16	4
WILKIN	CHRISTINA MARIE	summer session	Alliance Ed Ctr SUN	Student Assistant HQ	20150706	20150730	\$1,121.28	16	4
WOOD	FRAN LOUISE	Temp work agreement	Alliance Ed C Itinerants	Teacher of Visually Impa	20150706	20150826	\$3,746.66	22	4
HENNES	KENNETH J.	summer session	DCTC/Sp Ed Staff	Classroom Assistant HQ	20150707	20150730	\$1,121.28	16	4
PEMBLE	HOLLY MARIE	summer session	DCTC/Sp Ed Staff	Student Assistant HQ	20150707	20150730	\$1,097.40	15	4

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
STEINER	DORETTA PIHLE	summer session	DCALS (DCTC loc)	Classroom Assistant HQ	20150707	20150730	\$1,047.68	16	4
WEIS	COLLEEN FRANCES	summer session	Alliance Ed Ctr SUN	Spec Ed Teacher	20150707	20150707	\$143.74	1	4
HERRMANN	ALISA MARIE	summer session	Alliance Ed Ctr SUN	Program Assistant HQ	20150713	20150730	\$840.96	12	4
NEUMANN	TROY WILLIAM	summer session	Alliance Ed Ctr SUN	Classroom Assistant HQ	20150713	20150730	\$822.72	12	4
DODGE	MICHELLE MARIE	Temp work agreement	Lakeville North HS DHH	Interpreter-Sign Languag	20150714	20160609	\$2,230.40	40	2
ALLEN	REBECCA LYNN	summer session	Gideon Pond DHH	Classroom Assistant HQ	20150715	20150730	\$670.40	10	4
MATTICE	CATHLEEN CAROL	summer session	Alliance Ed Ctr SUN	Spec Ed Teacher	20150715	20150715	\$157.17	1	4
KAUFMAN	AMY TAMARAH WOL	summer session	Lakeville North HS DHH	Teacher of the Deaf or H	20150720	20150730	\$379.27	4	2
GAYLORD	TANYA MARIE	summer session	Cedar School SUN	Classroom Assistant HQ	20150727	20150730	\$286.56	4	4
PETERSON	SHERLYN MARIE	summer session	Cherry View Elem PACES	Classroom Asst Substitut	20150727	20150730	\$261.92	4	4
ADIX	STEPHANIE ANN	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
ADIX	STEPHANIE ANN	Temp work agreement	Apple Valley TEA	Mental Health Practition	20150730	20150828	\$215.44	2	4
ANTONELL	MELISSA LYNN	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
ARNESON	PATRICIA	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
BARTNESS	BRIANNA LYNN	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	8	2
BORMANN	NATALIE ANN	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
ELLIOTT	SHAE KATHLEEN	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
GAYLORD	TANYA MARIE	Temp work agreement	Cedar School SUN	PCM Training-non license	20150730	20150828	\$179.10	2	5
HARING	CAITLYN JO	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
HASCHIG	ANN KATHLEEN	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	4	4
JONES	LUCAS MANDULEY	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
LACY	ALEXANDER M.	Temp work agreement	TEA and YTP	Bd Certified Behavior An	20150730	20150828	\$461.54	2	8
LACY	ALEXANDER M.	Temp work agreement	TEA and YTP	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
MABERRY	SAYRAJAYNE D.	Temp work agreement	Cedar SUN & LEC IDEA/TEA	Nurse	20150730	20150828	\$194.32	1	7.5
MARTIN	KIM MARIE	Temp work agreement	Cedar School SUN	Spec Ed Teacher	20150730	20150828	\$715.64	5	4.6
MOGA	BRIAN RICHARD	Temp work agreement	Apple Valley TEA	Classroom Assistant HQ	20150730	20150828	\$137.12	1	8

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
MOGA	BRIAN RICHARD	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
MOGA	BRIAN RICHARD	Temp work agreement	Apple Valley TEA	Spec Ed Teacher	20150730	20150828	\$197.17	1	8
NWOKEUKU	PATTIJO ELIZABE	Temp work agreement	Apple Valley TEA	Spec Ed School Social Wo	20150730	20150828	\$610.68	2	8
OLSON	ELISA KATHLEEN	Temp work agreement	Cedar School SUN	Program Assistant HQ	20150730	20150828	\$125.37	1	7
OLSON	NATALIE KAY	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
PETERSEN	JENNIFER MAE	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
PETERSEN	JENNIFER MAE	Temp work agreement	Apple Valley TEA	Mental Hlth Prof Coordin	20150730	20150828	\$4,044.80	10	8
RENKEN	WENDI MARLAINA	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
RIESGRAF	AMY SUE	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
RIESGRAF	AMY SUE	Temp work agreement	Apple Valley TEA	Mental Health Practition	20150730	20150828	\$243.06	1	8
SATHER	BRENDA LEE	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
SCOTT	TRISA MAE	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
SINKINSON	JESSICA ANN	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
SINKINSON	JESSICA ANN	Temp work agreement	Apple Valley TEA	Spec Ed Teacher	20150730	20150828	\$290.99	1	8
STELLER	NATHANAEL THOMA	Temp work agreement	Cedar School SUN	Classroom Assistant HQ	20150730	20150828	\$119.98	1	7
STEVENS	ERIN KATHLEEN	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
SWANEY	AMY LYNN	Temp work agreement	Cedar School SUN	Spec Ed Teacher-Lead	20150730	20150828	\$2,946.55	8	8
TISLAND	ASHLIE ELIZABET	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
TISLAND	MICHAEL JAMES W	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
TURZYNSKI	ADRIENNE KATE	Temp work agreement	Cedar School SUN	Bd Certified Behavior An	20150730	20150828	\$685.00	2	8
WEBER	ANGELYN LUCILLE	Temp work agreement	Apple Valley TEA	Spec Ed Teacher	20150730	20150828	\$556.52	5	4.6
WHITE	HANNAH MARGARET	Temp work agreement	Apple Valley TEA	Deliveries/Moves Sp Ed	20150730	20150828	\$320.00	2	8
WHITE	HANNAH MARGARET	Temp work agreement	Apple Valley TEA	Spec Ed Teacher	20150730	20150828	\$198.40	1	8
BOUCHAREB	RENEE DEBORAH TH	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150803	20150805	\$359.94	3	7
DOBSON	MEGHAN LOUISE	Temp work agreement	Alliance Ed Ctr IDEA/SUN	PCM Training-Teachers	20150803	20150826	\$3,521.89	10	8
SCOTT	TRISA MAE	Temp work agreement	Apple Valley TEA	PCM Training-Teachers	20150803	20150819	\$3,683.19	10	8

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
ASMUS	JOAN SCHAEFER	Temp work agreement	DCTC/Sp Ed Staff	Nurse	20150805	20151005	\$425.76	4	2.5
BAUER	CARIE ANN	Temp work agreement	Chr McAuliffe DASH&ECSE	Health Associate	20150805	20150904	\$211.50	2	3.75
BRINK	MIRANDA JEAN	Temp work agreement	Hastings High Sch DASH	Health Associate	20150805	20150902	\$367.51	2	7.75
SEELIG	SHARON MARIE	Temp work agreement	Lakeville North HS DASH	Health Associate	20150805	20150925	\$480.50	2	7.75
DODGE	MICHELLE MARIE	Temp work agreement	Lakeville North HS DHH	Interpreter-Sign Languag	20150806	20150818	\$209.10	2	3.75
DEGERSTROM	CASSANDRA DEE	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150810	20150812	\$376.11	3	7
ENGELHARDT-FISCHBEI	KRISTIN L	Temp work agreement	Gideon Pond DHH	PCM Training-Teachers	20150810	20150812	\$990.33	3	7
GAYLORD	TANYA MARIE	Temp work agreement	Cedar School SUN	PCM Training-non license	20150810	20150817	\$859.68	6	8
KINNEY	JULIANNE CHRIST	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150810	20150812	\$367.92	3	7
LACHER GODDARD	LINDA LEA	Temp work agreement	Gideon Pond DHH	PCM Training-Teachers	20150810	20150812	\$1,013.95	3	7
SMITH	KATHLEEN ANNE	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150810	20150812	\$405.51	3	7
TOAY	GRETCHEN ANN	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150810	20150812	\$495.68	3	7.25
SPEEDLING	KAITLIN JEAN	Temp work agreement	Alliance Ed Ctr IDEA/SUN	Spec Ed School Social Wo	20150811	20150814	\$778.45	4	8
MAYES	ANN LOUISE	Temp work agreement	Alliance Ed C Itinerants	Spec Ed Teacher	20150812	20150828	\$985.80	5	4
EATON	CARMEN MARIE	Temp work agreement	Anth Louis&Options BV191	Spec Ed Teacher	20150817	20150817	\$286.60	1	6
EATON	CARMEN MARIE	Temp work agreement	Anth Louis&Options BV191	Spec Ed Teacher	20150817	20150817	\$286.60	1	6
ENFIEJIAN	VALERIE RAE	Temp work agreement	Youth Transition Program	School Psychologist	20150817	20150828	\$491.60	3	3.16666
ALTHOFF	BARBARA JOANNE	Temp work agreement	Lakeville North HS DASH	Program Assistant HQ	20150819	20150819	\$130.69	1	7
BOUCHAREB	RENEE DEBORAHTH	Temp work agreement	Gideon Pond DHH	Classroom Assistant HQ	20150819	20150819	\$119.98	1	7
JOHNSON	LINDSEY MARIE	Temp work agreement	Oak Hills Elem Lkvl DHH	Classroom Assistant HQ	20150819	20150819	\$117.32	1	7
KINNEY	JULIANNE CHRIST	Temp work agreement	Gideon Pond DHH	Classroom Assistant HQ	20150819	20150819	\$122.64	1	7
SMITH	KATHLEEN ANNE	Temp work agreement	Gideon Pond DHH	Program Assistant HQ	20150819	20150819	\$135.17	1	7
STADELMAN	MARY DEE	Temp work agreement	Diamondhead Ed Ctr	Classroom Assistant HQ	20150819	20150819	\$117.32	1	7
TOAY	GRETCHEN ANN	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20150819	20150819	\$102.56	1	4.5
VILINSKIS	KARI MARGARET	Temp work agreement	Cedar School SUN	PCM Training-non license	20150819	20150828	\$896.53	7	6.86
WAGNER	KRISTINE ANN	Temp work agreement	Gideon Pond DHH	Classroom Assistant HQ	20150819	20150819	\$138.81	1	7

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
WALETSKI	GREGORY ALEXAND	Temp work agreement	Century Middle School	Interpreter-Sign Languag	20150819	20150819	\$75.11	1	4.5
DOBSON	MEGHAN LOUISE	Temp work agreement	Alliance Ed Ctr IDEA/SUN	PCM Training-Teachers	20150820	20150820	\$352.19	1	8
CLAUSEN	SARAH LYNN	Temp work agreement	Gideon Pond DHH	Student Assistant HQ	20150824	20150904	\$163.70	5	2
JACOBS	CINDY LOU	Temp work agreement	Alliance Ed C Itinerants	Occupational Therapist	20150824	20150824	\$162.72	1	4
ROBINSON	JANE MARIE	summer session	Alliance Educ Ctr IDEA	Spec Ed Teacher	20150828	20160610	\$1,556.90	16	4
WHITE	HANNAH MARGARET	Temp work agreement	Lebanon Ed Ctr TEA	Spec Ed Community Expert	20150828	20160610	\$36,900.00	186	8
ALTMAN	MARGARET M.	Temp work agreement	Youth Transition Program	Program Assistant HQ	20150831	20150901	\$100.56	2	3
BAUER	BEVERLY JEAN	Temp work agreement	Riverside Sch/JSC	Program Assistant HQ	20150831	20150901	\$118.20	2	3
BAUER	CARIE ANN	Temp work agreement	Chr McAuliffe DASH&ECSE	Health Associate	20150831	20150831	\$42.30	1	1.5
BRINK	MIRANDA JEAN	Temp work agreement	Hastings High Sch DASH	Health Associate	20150831	20150831	\$35.57	1	1.5
BRITTAIN	DONNA MAE	Temp work agreement	Alliance Ed C Itinerants	Occupational Therapist	20150831	20150831	\$303.89	1	6
BURR	AMANDA HELEN	Temp work agreement	Youth Transition Program	Program Assistant HQ	20150831	20150901	\$100.56	2	3
COSGROVE	JAMES J.	Temp work agreement	New Chance/JSC	Program Assistant HQ	20150831	20150901	\$112.02	2	3
FLOM	KATHARINE PARIS	Temp work agreement	New Chance/JSC	Program Assistant HQ	20150831	20150901	\$107.46	2	3
GASIOR	JAMIE LYN	Temp work agreement	Youth Transition Program	Program Assistant HQ	20150831	20150901	\$119.70	2	3
KLIMEK	LORILEA J.	Temp work agreement	Youth Transition Program	Program Assistant HQ	20150831	20150901	\$150.24	2	3
LEWIS	ASHLEY MARIE	Temp work agreement	Alliance Ed Ctr IDEA/SUN	Nurse	20150831	20150904	\$97.31	2	2
ONYENEHO	JIDEOFOR ERIC	Temp work agreement	Youth Transition Program	Program Assistant HQ	20150831	20150901	\$102.84	2	3
ROLLAND	MITCHELL REGINA	Temp work agreement	DCALS (DCTC loc)	Classroom Assist Tech Ca	20150831	20160610	\$13,361.62	185	4.5
SAVAGE	DAWN MARIE	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20150831	20150831	\$109.52	1	4
SEELIG	SHARON MARIE	Temp work agreement	Lakeville North HS DASH	Health Associate	20150831	20150925	\$46.50	1	1.5
STEGE	JOSEPH JAMES	Temp work agreement	Kennedy HS-Bloomington	Student Assistant HQ	20150831	20160603	\$18,505.50	169	6.25
TOAY	GRETCHEN ANN	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20150831	20150831	\$91.16	1	4
WALTMAN	MICHELE LEA	Temp work agreement	Riverside Sch/JSC	Program Assistant HQ	20150831	20150901	\$132.24	2	3
ALTHOFF	BARBARA JOANNE	Temp work agreement	Gideon Pond DHH	Program Assistant HQ	20150901	20150901	\$56.01	1	3
BECKER	LINDA IRENE	Temp work agreement	Gideon Pond DHH	Transliterator-Cued Lang	20150901	20150901	\$70.95	1	3

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
BOUCHAREB	RENEE DEBORAH TH	Temp work agreement	Gideon Pond DHH	Classroom Assistant HQ	20150901	20150901	\$51.42	1	3
CARIK	ERIN ILANA	Temp work agreement	Diamondhead Ed Ctr	Classroom Assistant HQ	20150901	20150901	\$50.28	1	3
CLAUSEN	SARAH LYNN	Temp work agreement	Gideon Pond DHH	Student Assistant HQ	20150901	20150901	\$49.11	1	3
DAYTON	KAILA AN	Temp work agreement	Gideon Pond DHH	Classroom Assistant HQ	20150901	20150901	\$51.42	1	3
DEGERSTROM	CASSANDRA DEE	Temp work agreement	Gideon Pond DHH	Student Assistant HQ	20150901	20150901	\$53.73	1	3
GERNES	RICHELLE E.	Temp work agreement	Lebanon Ed Ctr IDEA/TEA	Admin Assistant II	20150901	20151215	\$402.40	5	4
HEER	ADRIENNE JANE	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20150901	20150901	\$50.07	1	3
KINNEY	JULIANNE CHRIST	Temp work agreement	Gideon Pond DHH	Classroom Assistant HQ	20150901	20150901	\$52.56	1	3
MCNAMARA	JOAN MARIE	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20150901	20150901	\$83.64	1	3
MYERS	PATRICIA JANET	Temp work agreement	Gideon Pond DHH	Student Assistant HQ	20150901	20150901	\$52.56	1	3
O'DOWD-MALLAM	ALEXANDRA A.	Temp work agreement	Gideon Pond DHH	Program Assistant HQ	20150901	20150901	\$52.56	1	3
OLSON	NANCY MAE	Temp work agreement	Gideon Pond DHH	Program Assistant HQ	20150901	20150901	\$53.73	1	3
PILLE	JACKLYN	Temp work agreement	DCTC/Sp Ed Staff	Program Assistant HQ	20150901	20150901	\$53.08	1	2
PIPER	DEBRA S.	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20150901	20150901	\$83.64	1	3
REGAN	AMBER LEIGH	Temp work agreement	DCTC/Sp Ed Staff	Classroom Assistant HQ	20150901	20150901	\$35.82	1	2
SAVAGE	DAWN MARIE	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20150901	20150901	\$82.14	1	3
SHEPPARD	TINA AGNES	Temp work agreement	Gideon Pond DHH	Program Assistant HQ	20150901	20150901	\$56.01	1	3
SMITH	KATHLEEN ANNE	Temp work agreement	Gideon Pond DHH	Program Assistant HQ	20150901	20150901	\$57.93	1	3
STADELMAN	MARY DEE	Temp work agreement	Diamondhead Ed Ctr	Classroom Assistant HQ	20150901	20150901	\$50.28	1	3
TOAY	GRETCHEN ANN	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20150901	20150901	\$68.37	1	3
WAGNER	KRISTINE ANN	Temp work agreement	Gideon Pond DHH	Classroom Assistant HQ	20150901	20150901	\$59.49	1	3
ANDERSEN	KASANDRA LEE	Temp work agreement	Alliance Ed Ctr SUN	Student Assistant HQ	20150903	20160609	\$11,062.19	175	3.25
BONNEVILLE	JENNIFER ELIZAB	Temp work agreement	Lebanon Ed Ctr TEA	Long Term Sub/Mental Hlt	20150903	20151223	\$24,640.00	77	8
BOYD	AMY LYNN	Temp work agreement	Cedar School SUN	Student Assistant HQ	20150903	20151027	\$3,781.47	33	7
BOYD	GORDON DAVID	Temp work agreement	DCTC/Sp Ed Staff	Student Assistant HQ	20150903	20160609	\$20,246.63	175	6.75
BROLSMA	KAYLA LYN	Temp work agreement	Alliance Educ Ctr IDEA	Student Assistant HQ	20150903	20151028	\$3,959.55	35	6.75

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
CLAUSEN	SARAH LYNN	Temp work agreement	Gideon Pond DHH	Student Assistant HQ	20150903	20160609	\$19,594.89	171	7
DEGERSTROM	CASSANDRA DEE	Temp work agreement	Gideon Pond DHH	Student Assistant HQ	20150903	20160609	\$21,438.27	171	7
HENNES	KENNETH J.	Temp work agreement	DCTC/Sp Ed Staff	Student Assistant HQ	20150903	20160609	\$20,695.50	175	6.75
JOHNSON	LINDSEY MARIE	Temp work agreement	Oak Hills Elem Lkvl DHH	Student Assistant HQ	20150903	20160607	\$19,458.36	172	6.75
KORBEL-HUGHES	NICOLE ASHLEY	Temp work agreement	Sibley High School DASH	Program Assistant HQ	20150903	20160609	\$3,044.70	170	1
LARSEN	BETSY SUE	Temp work agreement	Hastings High Sch DASH	Spec Ed Teacher-homeboun	20150903	20150921	\$112.29	2	1.25
LARSEN	BETSY SUE	Temp work agreement	Hastings High Sch DASH	Spec Ed Teacher-homeboun	20150903	20150921	\$112.29	2	1.25
MYERS	PATRICIA JANET	Temp work agreement	Gideon Pond DHH	Student Assistant HQ	20150903	20160609	\$20,971.44	171	7
NELSON	HEIDI LYNN	summer session	Cedar School SUN	Classroom Assistant HQ	20150903	20160608	\$1,146.24	16	4
OSTER	TRINA MARIE	Temp work agreement	DCTC/Sp Ed Staff	Student Assistant HQ	20150903	20160609	\$22,975.31	175	6.75
WILKIN	CHRISTINA MARIE	Temp work agreement	Alliance Ed Ctr SUN	Student Assistant HQ	20150903	20160609	\$20,695.50	175	6.75
YANG	JANIE	Temp work agreement	Cedar School SUN	Student Assistant HQ	20150903	20160609	\$20,053.25	175	7
BIEGLER	PAMELA JILL	Temp work agreement	DCALS (DCTC loc)	DCALS EDOP Online	20150908	20160608	\$4,325.44	173	0.6
DODGE	MICHELLE MARIE	Temp work agreement	Lakeville North HS DHH	Interpreter-Sign Languag	20150908	20160609	\$1,672.80	30	2
HEER	ADRIENNE JANE	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20150908	20160609	\$500.70	15	2
SAVAGE	DAWN MARIE	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20150908	20160609	\$821.40	15	2
WALETSKI	GREGORY ALEXAND	Temp work agreement	Century Middle School	Interpreter-Sign Languag	20150908	20160609	\$500.70	15	2
BARTNESS	BRIANNA LYNN	Temp work agreement	Lebanon Ed Ctr TEA	Program Assistant HQ	20150914	20150930	\$34.28	1	2
DAYTON	KAILA AN	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150914	20160531	\$119.98	14	0.5
DEGERSTROM	CASSANDRA DEE	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150914	20160531	\$125.37	14	0.5
GAYLORD	TANYA MARIE	Temp work agreement	Cedar School SUN	Program Assistant HQ	20150914	20150930	\$35.82	1	2
HARDY	ALEXIS KATELYN	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150914	20151031	\$58.66	7	0.5
HARING	CAITLYN JO	Temp work agreement	Lebanon Ed Ctr TEA	Classroom Assistant HQ	20150914	20150930	\$34.28	1	2
WAGNER	KRISTINE ANN	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150914	20160531	\$138.81	14	0.5
BAUER	JACOB BRIAN	Temp work agreement	McGuire Middle Sch PACES	Classroom Assistant HQ	20150915	20150915	\$17.91	1	1
FOX	SUSAN ELAINE	Temp work agreement	McGuire Middle Sch PACES	Classroom Assistant HQ	20150915	20150915	\$19.31	1	1

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
LAFRENIERE	AMY MICHELE	Temp work agreement	McGuire Middle Sch PACES	Program Assistant HQ	20150915	20150915	\$19.56	1	1
LANGE	STEVEN ROBERT	Temp work agreement	Cedar School SUN	Classroom Assistant HQ	20150915	20151223	\$840.15	45	1
MARTIN	KENDRA NICOLE	Temp work agreement	Cedar School SUN	Program Assistant HQ	20150915	20151223	\$771.30	45	1
SULLIVAN	MAUREEN P.	Temp work agreement	Cedar School SUN	Spec Ed Teacher-homeboun	20150915	20151223	\$2,426.64	45	1.6
VOLLBRECHT	MICHELLE LYNN	Temp work agreement	McGuire Middle Sch PACES	Spec Ed Teacher	20150915	20150915	\$29.53	1	1
WEBB	HEATHER DAWN	Temp work agreement	McGuire Middle Sch PACES	Classroom Assistant HQ	20150915	20150915	\$17.52	1	1
HEWITT	DANIELLE JILL	Temp work agreement	Cedar School SUN	Student Assistant HQ	20150921	20160609	\$20,235.60	165	7
LARSEN	BETSY SUE	Temp work agreement	Hastings High Sch DASH	Spec Ed Teacher-homeboun	20150921	20160213	\$1,122.91	20	1.25
LARSEN	BETSY SUE	Temp work agreement	Hastings High Sch DASH	Spec Ed Teacher-homeboun	20150921	20160213	\$1,122.91	20	1.25
ANDERSON	DEANNA JEAN	Temp work agreement	Sibley High School DASH	Health Associate	20150924	20150924	\$67.53	1	3
BAUER	CARIE ANN	Temp work agreement	Chr McAuliffe DASH&ECSE	Health Associate	20150924	20150924	\$70.50	1	2.5
GREENGO	PAMELA ANN	Temp work agreement	Hastings Middle Sch DASH	Health Associate	20150924	20150924	\$72.99	1	3
MORRIS	ALICE JOAN	Temp work agreement	Lakeville North HS DASH	Health Associate	20150924	20150924	\$98.70	1	3.5
WOODWARD	MICHELLE ANNETT	Temp work agreement	DCTC/Sp Ed Staff	Health Associate	20150924	20150924	\$78.79	1	3.5
BOUCHAREB	RENEE DEBORAH TH	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150928	20160531	\$85.70	10	0.5
KINNEY	JULIANNE CHRIST	Temp work agreement	Diamondhead Ed Ctr	PCM Training-non license	20150928	20160531	\$87.60	10	0.5
O'DOWD-MALLAM	ALEXANDRA A.	Temp work agreement	Diamondhead Ed Ctr	PCM Training-non license	20150928	20160531	\$87.60	10	0.5
OLSON	NANCY MAE	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150928	20160531	\$89.55	10	0.5
SMITH	KATHLEEN ANNE	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20150928	20160531	\$96.55	10	0.5
ALEXANDER	BRUCE WADE	Temp work agreement	Alliance Ed Ctr IDEA/SUN	Custodial/Maintenance	20151001	20151002	\$63.44	2	2
BARDWELL	ANGELA MARIE	Temp work agreement	Cedar School SUN	Student Assistant HQ	20151005	20160609	\$17,761.45	155	7
HART	AMY ELIZABETH	Temp work agreement	Alliance Ed Ctr SUN	PCM Training-non license	20151005	20151006	\$32.74	2	1
NELSON	JAY COURTNEY	Temp work agreement	Alliance Ed Ctr SUN	PCM Training-non license	20151005	20151006	\$32.74	2	1
ELBERS	KARI JEAN	Temp work agreement	Cherry View Elem PACES	Program Assistant HQ	20151006	20151006	\$19.06	1	1
FINK	KRISTIN JOAN	Temp work agreement	Cherry View Elem PACES	Classroom Assistant HQ	20151006	20151006	\$16.37	1	1
REIERSON	AMY ROSE	Temp work agreement	Cherry View Elem PACES	Classroom Assistant HQ	20151006	20151006	\$16.76	1	1

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS/ DAY
STONE	JACOB EDWARD	Temp work agreement	Cherry View Elem PACES	Classroom Assistant HQ	20151006	20151006	\$16.37	1	1
GUENTHER	JACOB LEE	Temp work agreement	Lebanon Ed Ctr TEA	Classroom Assistant HQ	20151008	20151008	\$33.52	1	2
LAMBERT	ROBIN MARIE	Temp work agreement	Lebanon Ed Ctr TEA	Classroom Assistant HQ	20151008	20151008	\$33.52	1	2
ALEXANDER	BRUCE WADE	Temp work agreement	Alliance Ed Ctr IDEA/SUN	Custodial/Maintenance	20151009	20151030	\$1,800.00	15	6
ASMUS	JOAN SCHAEFER	Temp work agreement	DCTC/Sp Ed Staff	Nurse	20151014	20151019	\$212.88	2	2.5
BUTTEDAL	ALEXANDRA CHRIS	Temp work agreement	Lebanon Ed Ctr TEA	Classroom Assistant HQ	20151014	20151014	\$50.28	1	3
KANE	TERESA MAE	Temp work agreement	Alliance Ed Ctr SUN	PCM Training-non license	20151014	20151014	\$102.84	1	6
LANGE	KELLIE ANN	Temp work agreement	Alliance Ed Ctr SUN	PCM Training-non license	20151014	20151014	\$100.56	1	6
SMITH	ALEXANDER WADE	Temp work agreement	Alliance Ed Ctr SUN	PCM Training-non license	20151014	20151014	\$98.22	1	6
STROUTH	STEPHANIE ANN	Temp work agreement	Alliance Ed Ctr SUN	PCM Training-non license	20151014	20151014	\$102.84	1	6
WILKIN	CHRISTINA MARIE	Temp work agreement	Alliance Ed Ctr SUN	PCM Training-non license	20151014	20151014	\$105.12	1	6
BAUER	CARIE ANN	Temp work agreement	Chr McAuliffe DASH&ECSE	Health Associate	20151019	20151019	\$56.40	1	2
GREENGO	PAMELA ANN	Temp work agreement	Hastings Middle Sch DASH	Health Associate	20151019	20151019	\$48.66	1	2
MORRIS	ALICE JOAN	Temp work agreement	Lakeville North HS DASH	Health Associate	20151019	20151019	\$56.40	1	2
WOODWARD	MICHELLE ANNETT	Temp work agreement	DCTC/Sp Ed Staff	Health Associate	20151019	20151019	\$45.02	1	2
HARDY	ALEXIS KATELYN	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20151021	20160531	\$688.80	32	1.25
STELLER	NATHANAEL THOMA	Temp work agreement	Cedar School SUN	Classroom Assistant HQ	20151021	20151223	\$445.64	26	1
FLOM	ALICE LORETTA	Temp work agreement	Cedar School SUN	Program Assistant HQ	20151027	20151027	\$17.91	1	1
BAUER	JACOB BRIAN	Temp work agreement	McGuire Middle Sch PACES	Classroom Assistant HQ	20151029	20151029	\$35.82	1	2
BROLSMA	KAYLA LYN	Temp work agreement	Alliance Ed Ctr SUN	Student Assistant HQ	20151029	20160609	\$15,838.20	140	6.75
MANNINEN	MELANIE FAY	Temp work agreement	Cedar School SUN	Spec Ed Teacher	20151029	20151214	\$951.93	30	1
SULLIVAN	MAUREEN P.	Temp work agreement	Cedar School SUN	Spec Ed Teacher	20151029	20151214	\$505.55	30	0.5
THOMPSON	ANNE ELIZABETH	Temp work agreement	Cedar School SUN	Spec Ed Teacher	20151029	20151214	\$793.56	30	1
HOLUB	KIMBERLY ANNE	Temp work agreement	Gideon Pond DHH	Classroom Assistant HQ	20151030	20160409	\$1,178.64	12	6
JOHNSON	LINDSEY MARIE	Temp work agreement	Oak Hills Elem Lkvl DHH	Student Assistant HQ	20151030	20160409	\$1,206.72	12	6
KINNEY	JULIANNE CHRIST	Temp work agreement	Intervener Trng MN D/B	Classroom Assistant HQ	20151030	20160409	\$1,261.44	12	6

LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	START DATE	END DATE	SALARY	MAX# WORK DAYS	MAX HRS./ DAY
STADELMAN	MARY DEE	Temp work agreement	Intervener Trng MN D/B	Classroom Assistant HQ	20151030	20160409	\$1,206.72	12	6
STEGE	JOSEPH JAMES	Temp work agreement	Kennedy HS-Bloomington	Student Assistant HQ	20151030	20160409	\$1,261.44	12	6
HARDY	ALEXIS KATELYN	Temp work agreement	Gideon Pond DHH	PCM Training-non license	20151102	20160531	\$60.27	7	0.5
IRELAND	KATHLEEN ELIZAB	Temp work agreement	Gideon Pond Itinerants	Physical Therapist	20151102	20160229	\$5,632.72	17	7
KELSALL	MARGERY ANN	Temp work agreement	Alliance Ed C Itinerants	Physical Therapist Mento	20151102	20151230	\$2,127.21	14	3
MCCLURE	KRISTINA GAIL	Temp work agreement	Hastings High Sch DASH	Classroom Assistant HQ	20151102	20151103	\$32.74	2	1
SAVAGE	DAWN MARIE	Temp work agreement	Gideon Pond DHH	Interpreter-Sign Languag	20151117	20160609	\$4,107.00	75	2
BROWN	SHELBY JEANNE	Temp work agreement	Alliance Ed Ctr SUN	Student Assistant HQ	20151123	20160609	\$12,788.24	124	6.3
ANDERSEN	KASANDRA LEE	Temp work agreement	Alliance Ed Ctr SUN	Student Assistant HQ	20151124	20160531	\$136.15	7	1
BROLSMA	KAYLA LYN	Temp work agreement	Alliance Ed Ctr SUN	Student Assistant HQ	20151124	20160531	\$117.32	7	1
BROWN	SHELBY JEANNE	Temp work agreement	Alliance Ed Ctr SUN	Student Assistant HQ	20151124	20160531	\$114.59	7	1
WILKIN	CHRISTINA MARIE	Temp work agreement	Alliance Ed Ctr SUN	Student Assistant HQ	20151124	20160531	\$122.64	7	1
BERTSCH	CARMEN SHIL	Temp work agreement	Boeckman Mid Sch PACES	Student Assistant HQ	20151130	20160609	\$13,750.80	120	7

**ISD 917 Alternative Learning Center
Grade 8-10 Program
Progress Update for Potential Program
Eric Van Brocklin, Secondary Principal
January 2016**

History:

In early November the administration from Farmington High School expressed an interest in exploring what it would take to create an Alternative Learning Center for students in Grs. 8-10. They feel they have a need for students of this age who are struggling with the traditional school setting. They currently host a School within a School model for a small group of 9th and 10th grade students who struggle with the large school atmosphere. As a member of the intermediate we agreed to enter into discussions regarding the process needed to create such a program.

Program Options:

Intermediate School District 917 already has program approval from MDE to participate in a Middle Level ALC through our work with the Farmington Schools. This model is used as a support system during the regular school day. This also allows districts that our members to offer Targeted Services for students in K-8.

Our initial discussion centered on creating a program that would be in an off-site building for Grs. 8-10. Farmington is currently exploring potential options. As an ALC it would be open to students who would choose to enroll regardless of their home district.

Program Theme:

We discussed the need for this program to provide multiple learning style options for students. Some possible themes include: project based learning, work readiness, business partnerships, job shadowing, career themes monthly, online learning, and hands-on projects. All of these would be based on Minnesota Standards curriculum that would help lead students toward a high school diploma. We also want to provide the opportunity for students to transition back into the regular school setting should they feel they are ready.

ISD 917 would supply the staff, curriculum, and program needs similar to how we operate our two current ALC programs. Lease or purchase space costs would be determined at a later date based on the site.

Future Outlook:

Farmington and ISD 917 will continue to explore all possible options for the creation of this program. Creating the themes and school model can continue without securing a site. If and when a site is established the timeframe for creating the actual program should progress at a quick pace if the initial setup work is complete.

**Intermediate School District #917
School Board**

RESOLUTION

Board member _____ introduced the following Resolution:

WHEREAS, Intermediate School District #917 provides educational services to member and non-member districts throughout Dakota County and beyond, and

WHEREAS, the quality of these educational opportunities offered by Intermediate School District #917 are unquestionably high, and

WHEREAS, Intermediate School District #917 students have demonstrated a high degree of success as a result of their participation in Intermediate School District #917 programs, and

WHEREAS, the success of Intermediate School District #917 programs and student achievement is enhanced by the talents and efforts of our paraprofessional staff, and

WHEREAS, the week of January 11 through January 15, 2016, has been designated as “Paraprofessional Recognition Week” by the Governor of the State of Minnesota,

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Intermediate School District #917 and on behalf of the participating school districts, parents and students as follows:

The School Board of Intermediate School District #917 formally recognizes the outstanding efforts and performance of its paraprofessional staff and thanks these talented and dedicated people for their service and dedication to the students of our intermediate district.

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:

Whereupon said resolution was declared duly passed and adopted.

Enacted by the School Board of Intermediate School District #917 this 5th day of January, two thousand and sixteen.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CERTIFICATE OF



COMMENDATION

PARAPROFESSIONAL RECOGNITION WEEK January 11-15, 2016

This certificate is presented as recognition of the more than 20,000 paraprofessionals working in Minnesota schools and educational programs. Therefore, with the appreciation and respect of the people of Minnesota, we recognize:



I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the Capitol in the City of Saint Paul, December 7, 2015.

MARK DAYTON
GOVERNOR

STATE OF MINNESOTA
OFFICE OF THE GOVERNOR

TO: Board Members
FROM: John Christiansen
DATE: December 28, 2015
RE: Teachers' Contract

The teachers' union ratified the contract settlement proposal on December 17, 2015. The following is the settlement summary and the strike-out, cross-out copy is attached to the Board agenda.

- Article VII, Subd. 9 – Deleted section allowing PT and OT to use CEU courses for lane changes
- Article VII, Section 15 – Added stipend of \$250 per year for audiologist, nurse, OT, orientation mobility specialist, P/T, school psychologist, speech/language pathologist and social worker to offset their additional costs for CEUs, certifications, and licensing fees.
- Article IX, Section 2, subd. 3, subd. 4 - Health Insurance –
 - HSA – single increased from \$575 to \$675 for 11 months and to \$700 for 6 months
 - HSA – family increased from \$1380 to \$1505 for 17 months
- Article X, Subd. 11 – Added student related injury workers' compensation paid leave bank of 70 hours in 2015/2016 and 35 hours for 2016/2017 for loss of worktime that is not covered by a Minnesota Workers' compensation wage loss benefit.
- Salary Schedule increase – 2.1% for 2015/2016
- Salary Schedule increase – 2.45% for 2016/2017
- Total package = 8.304%

The negotiation team recommends approval of the 2015-2017 teachers' contract.

JB:ljb

AGREEMENT

between

INTERMEDIATE SCHOOL DISTRICT NO. 917

and

**EDUCATION MINNESOTA
INTERMEDIATE SCHOOL DISTRICT 917
LOCAL 3904**

**representing
the
Teachers
of the School District**

~~Effective July 1, 2013, through June 30, 2015~~

Effective July 1, 2015, through June 30, 2017

Board Approved _____

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AGREEMENT

ARTICLE I PURPOSE

Section 1. Parties: THIS AGREEMENT, entered into between the school board of Intermediate School District 917, Rosemount, Minnesota (hereinafter referred to as the school board or school district) and Education Minnesota, Intermediate School District 917, Local 3904 (hereinafter referred to as the exclusive representative or Local 3904) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as the PELRA) to provide the terms and conditions of employment for the employees, as defined in Article III of this Agreement, during the duration of this Agreement.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, the school district recognizes Education Minnesota, Intermediate School District 917, Local 3904 as the exclusive representative of employees employed by the school district, as defined in Article III of this Agreement, which exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all of the employees of the school district as defined in this Agreement and in PELRA.

Section 3. Exclusive Representative Leave Time: When negotiating sessions are scheduled between the exclusive representative and the school district or with the state mediator during school hours, two members of the employees' negotiating team will be released from their regular teaching responsibilities for this purpose without any loss of salary. The remainder of the employees' negotiating team will be released without loss of pay with Local 3904 reimbursing the school district at the regular daily substitute employee rate of pay. If a substitute employee is not hired, Local 3904 will be charged for any other costs incurred by the school district up to the regular daily substitute employee rate of pay.

When an employee is being warned, reprimanded or disciplined for any infraction of rules or failure to make adequate progress on performance improvement plan, leave for employee representation will be on an as need basis at the expense of the school district. Whenever possible, such meetings will be held after student contact time but during regular duty hours.

At the beginning of each school year, Local 3904 shall be credited with forty (40) hours to be used at the discretion of the Local for the purpose of conducting its duties as exclusive representative. Local 3904 has the option of purchasing additional days at the regular daily substitute employee rate of pay as agreed between the parties. In the case that a substitute employee is not hired, Local 3904 will be charged for any costs incurred by the school district up to the regular daily substitute employee rate of pay. Local 3904's president will notify the superintendent of his/her designee at least three (3) working days prior to the date of intended leave. The superintendent may waive the three (3) day notice.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: Terms and conditions of employment shall mean the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees the term does not mean educational policies of a school district. The terms in both cases are subject to the provisions of Minn. Stat. § 179A.07 regarding the rights of public employers and the scope of negotiations.

Section 2. Employee: All employees employed by the school district in a position for which the person must be licensed by the appropriate state licensing agency, including all employees employed by the school district in a position of teacher as defined in Minn. Stat. § 179A.03, Subd. 18, but excluding the following: superintendent, business manager, directors, coordinators, and supervisors, who devote more than fifty percent (50%) of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law.

Section 3. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE IV EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, as long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of Local 3904.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the school board of such unit.

Section 3. Use of Communications Facilities: Local 3904 shall have the right to post notices of activities and matters of exclusive representative concern on designated bulletin boards in each school building site, in areas not normally accessible to students or the public.

Section 4. Use of School Buildings, Facilities, Equipment and Inter-School Mail: Local 3904 shall have the right to usage of such school district buildings, equipment, facilities and inter-school mail as is permitted pursuant to school district policy, and under such conditions as set forth in school district policy.

ARTICLE V SCHOOL BOARD RESPONSIBILITIES

Section 1. Management Responsibilities: The exclusive representative recognizes the right and obligation of the school board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligations to provide educational opportunities for students of the school district and the State of Minnesota.

Section 2. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the teaching and nonteaching services prescribed by the school board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, policies, directives and orders issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the school board and its duly designated officials to promulgate rules, regulations, policies, directives and orders from time to time as deemed necessary by the school board insofar as such rules, regulations, policies, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the school board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations and orders of the State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 3. Inherent Managerial Rights: The parties recognize that the school district is not required to meet and negotiate on matters of inherent managerial policy,

which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel, and that all management rights and management functions not expressly delegated in this Agreement are reserved to the school district.

ARTICLE VI HOURS OF SERVICE - LENGTH OF SCHOOL YEAR

Section 1. Duty Week: The basic work week, inclusive of a duty-free lunch, shall be forty (40) hours for regular full-time employees as scheduled by the school district. The duty day shall consist of not more than six (6) hours of student contact time. The remainder of the workday shall be for other professional activities. No employee shall be assigned a duty day other than consecutive hours of employment, except by agreement between the individual employee and the school district. Part-time employees may be employed for a lesser number of hours as determined by the school district.

Section 2. Preparation time: Within a full time student ~~contract~~ **contact** day an employee's schedule shall include 45 minutes of daily preparation time. Preparation time will be scheduled in no less than 30 minute increments except as noted in item A below. Part-time instructional staff shall be assigned preparation time on a pro rata basis. Preparation time will be accommodated in the following manner for DCALS staff:

- a. DCALS career and technical staff preparation time will be from 9:55 AM to 10:15 AM and 25 minutes before student contact and 25 minutes after student contact.
- b. DCALS alternative learning center staff will have a minimum of 45 minutes of preparation time identified within the daily schedule of student classes.

Exceptions to the scheduling of preparation time may be made by mutual agreement, in writing, between the school district and Local 3904. The loss of preparation time due to an assigned duty shall be compensated at the employee's salary schedule hourly rate.

Section 3. Duty Free Lunch: In the event, because of scheduling complications, an employee is assigned by the school district to duties during their **30 minute** duty free lunch period, the employee shall be reimbursed at the employee's salary schedule hourly rate for the time assigned.

Section 4. Additional Duties: In addition to the basic school day, employees shall be required to reasonably participate in school activities beyond the employee's basic day as is required by the school district or its designated representative. The

normal duties for employees include a reasonable share of co-curricular and supervisory activities, as determined by the school district.

Section 5. Employee Duty Days: The school board shall, prior to April 15 of each year, establish the number of school days and employee duty days for the next school year, and the employee shall perform services on those days as determined by the school board, including those legal holidays on which the school board is authorized to conduct school, and pursuant to such authority has determined to conduct school. The calendar shall include no less than 173 and no more than 175 student contact days for both secondary and special education employees.

Section 6. Duty Year - Regular Employees: Except for employees as described in Section 7 hereof, the basic duty year for regularly contracted full-time employees, upon which the employee's annual salary is based shall be 187 duty days for employees who are in their first year of employment with 917, 186 duty days for employees who are in their second year of employment with 917 and 185 duty days for remaining employees.

Section 7. Extended Duty Days: Certain positions require varying extended time assignments for full-time employees, from year to year, beyond the regular 185 to 187 day duty year defined in the contract agreed to by the school board and Local 3904. Such extended time may be required by the school district for certain positions as follows:

POSITION DUTY YEAR

- a. Dakota County Juvenile Services Center Employee (up to 222 days).

The above mentioned teaching staff shall have the option of taking five consecutive teaching days as unpaid non-duty days during any school year. The administration will establish the procedures for requesting these days and the parameters to be used for approval.

Section 8. Application: The parties further agree that extended duty day assignments beyond the regular duty year assignments, as provided in Section 7 hereof, shall be by Letter of Assignment. Such assignment shall not be subject to the continuing contract law (Minn. Stat. § 122A.40) nor unrequested leave of absence provisions as contained in Article X hereof. However, the provisions of Minn. Stat. § 122A.40 and Article X hereof shall be applicable to the employee's basic assignment during the traditional duty year.

Section 9. Part-time Employees: The school district reserves the right to contract employees for a lesser number of duty days or duty hours than provided in this Article, with a pro rata salary adjustment reflecting the particular lesser number of duty days or duty hours for such employee.

Section 10. Calendar Development: Prior to establishing the calendar as provided in Section 5 hereof, the school district will convene a Calendar Development Committee. The school board will appoint three (3) administrators representing secondary and special education and one (1) school board member to the committee. Local 3904 will appoint four (4) members representing secondary and special education to the committee. The committee will develop calendar options for a common calendar for secondary and special education programs. The Calendar Development Committee's recommended options will be presented for school board consideration at the April board meeting.

Section 11. Modifications in Calendar, Length of School Day:

Subd. 1. In the event of energy shortage, severe weather, or other exigency, the school district reserves the right to modify the school calendar, and, if school is closed on a normal duty day(s), the employee shall perform duties on such other day(s) in lieu thereof as the school board or its designated representative shall determine, if any.

Subd. 2. In the event of energy shortage, severe weather, or other exigency, the school district further reserves the right to modify the length of the school day, as the school district shall determine, but with the understanding that the total number of hours shall not be increased, i.e., a four (4) day week with increased hours per day but the total weekly hours not more than the regular five (5) day week.

Subd. 3. Prior to modifying the scheduled length of the school day pursuant to Subd. 2 hereof, or scheduling more than two (2) makeup days pursuant to Subd. 1 hereof, the school district shall afford to the exclusive representative the opportunity to meet and confer on such matters.

ARTICLE VII
BASIC SALARIES

Section 1. Rates of Pay for Regular Duty Year. 187 Duty Days for employees who are in their first year of employment with 917; 186 Duty Days for employees who are in their second year of employment with 917; 185 Duty Days for remaining employees:

Subd. 1. ~~2013-2014~~ **2015-2016** Rates of Pay: The wages and salaries reflected in Salary Schedule A, attached hereto, shall be effective for the ~~2013-2014~~ **2015-2016** school year, subject to the provisions of Subd. 3 hereof, and eligible employees shall advance one step on the salary schedule for the ~~2013-2014~~ **2015-2016** school year over their prior year's placement. New non-degreed hires shall have initial placement based upon training and experience.

Subd. 2. 2014-2015 2016-2017 Rates of Pay: The wages and salaries reflected in Salary Schedule B, attached hereto, shall be effective for the ~~2014-2015~~ **2016-2017** school year, subject to the provisions of Subd. 3 hereof, and eligible employees shall advance one step on the salary schedule for the ~~2014-2015~~ **2016-2017** school year over their prior year's placement.

Subd. 3. Status of Salary Schedules: The salary schedules shall not be construed as a part of an employee's continuing contract. In the event a successor agreement is not entered into prior to July 1, ~~2015,~~ **2017** an employee shall be compensated according to the ~~2014-2015~~ **2016-2017** salary until such time that a successor agreement is executed.

Subd. 4. Longevity: Employees shall receive a longevity stipend beyond the salaries delineated in Schedules A and B as follows:

	13/14	14/15
	15/16	16/17
After 20 years of employment (21 through 25):	\$3,000	\$3,000
After 25 years of employment (26 and beyond):	\$3,500	\$3,500

The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment.

Subd. 5. Withholding of Salary Increases: An individual employee's advancement on the salary schedule is subject to the right of the school district to withhold increments, lane changes, or other salary increases for grounds as described in Minn. Stat. § 122A.40, Subd. 9 (a) through (d) or Minn. Stat. § 122A.40, Subd. 13 (1) through (6). An action withholding a salary increase shall be subject to the grievance procedure.

Subd. 6. Step Advancement: Employees must be employed **in an assignment with** a minimum of 740 hours in order to be eligible to receive a year of credit for purposes of step advancement. ~~There shall be no partial step advancement. Effective July 1, 2004, the BA and BA+10 lanes have been filled in, thus allowing step advancement. No consideration will be given to years on Step 11 prior to July 1, 2003. Those individuals on Step 11 for the 2003-04 school year will advance to Step 12 for the 2004-05 school year.~~

Subd. 7. Lane Advancement: Employees shall advance on the salary schedule as follows:

- a. Grade and Credits: To apply on the salary schedule, all credits

beyond the bachelor's degree must be graduate credits and carry a grade equivalent of B or higher. If a course is offered only with a pass or no pass grade, such pass grade shall be deemed equivalent to a "B". Courses must include methods of direct contact between a college or university faculty person and the employee. Such methods can include e-mail, telepresence, blogs, etc.

b. Prior Approval: All credit hours, in order to be considered for application on the salary schedule, must be approved by the superintendent or his/her designee in writing prior to the taking of the course.

c. Advanced Degree Program: An employee shall be paid on the master's degree lane or specialist's degree lane only if the degree program is germane to the teaching assignment as approved by the superintendent or his/her designee and the degree program is approved in writing by the superintendent or his/her designee in advance.

d. Application: Credits to apply to lanes beyond a particular degree lane, must be earned subsequent to the earning of the degree, and must be taken at an accredited college or university

e. Exception. An employee must have a master's degree to advance to the MA or higher lane. However, in special circumstances where a traditional master's degree is not available or not applicable to the employee's assignment, the superintendent may, at his sole discretion, recognize supplemental credits amounting to a BA 40 to qualify for placement on the master's degree lane. Such exception shall not apply beyond the MA lane. The exercise of the superintendent's discretion as provided herein is not subject to the arbitration step of the grievance procedure.

f. Definition: Reference to credits in this section shall mean semester credits.

g. Superintendent Review: In the event of a negative ruling by a designee on credit or degree request, upon request of the employee, the superintendent shall review such decision. The decision of the superintendent shall be final and shall not be subject to the grievance procedure.

h. Effective Date: Individual contracts will be modified to reflect qualified lane changes at the beginning of the school year or January 1 providing a transcript of qualified credits is submitted to the personnel office no later than September 15th or January 15th of each year. Credits submitted by transcript after September 15th or January 15th even though otherwise qualifying shall not be considered until the following period. If a

transcript is not available by September 15th or January 15th, other satisfactory evidence of successful completion of the course will be accepted pending receipt of the official transcript; however, any pay adjustment shall not be made until the official transcript is received. No more than two lanes changed will be permitted in one fiscal year. (July 1 to June 30.)

Subd. 8. Non-degreed Lane Advancement: Non-degreed employees' advancement on the salary schedule or initial placement for new hires, shall be determined as follows:

- a. Article VII, Section 1, Subd. 7.b – (Credit hours for non-degreed employees may include undergraduate credits to a maximum of the BA+30 lane.)
- b. Article VII, Section 1, Subd. 7.g
- c. Article VII, Section 1, Subd. 7.h
- d. Lane changes for non-degreed employees will require 180 hours and may be accomplished utilizing any of the following means:
 - (1) Industry Based Seminars and Training. Clock hours and contact hours granted on an hour per hour basis.
 - (2) Certification: When document does not quantify number of hours, the employee requesting the lane change hours must submit a detailed explanation of the preparation necessary to receive this certification.
 - (3) Paid Employment: Outside of ISD 917 in either an instructional role or work environment which is representative of the trade or craft being taught. In all cases the outside experience must be related to the program that the employee is teaching in. This could be outside of the employee's normal work hours or day, or through an industry leave. One week (40 hours) of preapproved work experience for purposes of improving instructional capabilities equals ten clock hours.
 - (4) Advisory Boards: Participation on an advisory board will be evaluated on a case by case basis and will depend upon the amount of time devoted and the level of participation.
- e. Procedure when non-degreed employee receives degree.

- (1) In the event that a non-degreed employee who has advanced in salary lanes in accordance with the provisions of Subd. 8 receives a baccalaureate degree, such employee shall, upon submission to the School District personnel office of a certified transcript indicating the awarding of a baccalaureate degree from an accredited college or university, advance one "step" in addition to any step increase that would normally accrue at the start of a new school year. Such change in lane shall occur in accordance with Article VII, Section 1, Subd. 7.h.
- (2) The current "lane" in which the newly degreed employee had previously been assigned shall remain the same. Any additional lane changes must be achieved through the earning of graduate level credits as described in Subd. 7 above and must total the current lane placement before the employee becomes eligible for a lane change. The provisions of Subd. 8, shall continue to apply to an employee as described in a. above.

~~Subd. 9. Lane changes for Physical and Occupational Therapists. In addition to the Lane Advancement procedures in Subd. 7, a. through h., Physical and Occupational Therapists may apply to have Continuing Education Units (CEU) recognized for lane changes. The following procedures apply:~~

- ~~a. CEU course work must be approved by the appropriate professional association.~~
- ~~b. Physical and occupational therapists will use the form "Request for Prior Approval of College Credit for Lane Change for special education employees."~~
- ~~c. Three (3) CEU will equal one (1) semester hour graduate credit.~~
- ~~d. Article VII, Section 1, Subd. 7, b, e, g, h, shall also apply to CEU recognition consideration.~~

Section 2. Additional Duty Assignments: Instructors who accept assignments to sponsor and supervise a student club or organization or the Chair of the Relicensure Committee shall receive an annual stipend in addition to expenses incurred for travel, lodging, registration, and meals while attending the club or organization's activity related events. The following is the stipend formula:

~~2013-2014 and 2014-2015~~
2015-2016 and 2016-2017

Sponsor/Supervise (students attend in-state events) Base Stipend = \$450
Sponsor/Supervise (students qualify and attend National Events)
additional stipend = \$900
Chair of the Relicensure Committee - \$450

Section 3. Trainer/Inservice Presenter: An employee who is assigned to train, teach, or otherwise inservice other staff members in addition to their regular job responsibilities shall be compensated at the hourly rate pro rata of the employee's contract. For each hour of training or teaching, one hour of preparation shall also be compensated. (Example: teaching a three-hour in-service session will be compensated at six hours.) Subsequent training of the same content within three (3) months shall be compensated for the actual hours of training with no additional time allowed for preparation. All such training assignments must be made in writing by the appropriate director or by the superintendent.

Section 4. Extra Duty Hours: An employee who is assigned, required or has prior approval to continue working beyond the basic work week, outside the regular duty day or on non-duty days shall be considered as working extra duty hours. Extra duty hours could include, but are not limited to, training sessions, in-service attendance or student intake meetings. Extra duty hours will be compensated at the hourly rate pro rata of the employee's contract. One hour of extra duty will be equal to one hour of pay.

Section 5. Special Assignments: An employee who is assigned additional work or a project of benefit to the district or who represents the district shall be considered on special assignment. Special assignments could include, but are not limited to, curriculum planning, standards development, program planning/ development, industry committee membership, or outside agency committee membership. Normal classroom preparation and other regular duties assigned to employees will not be considered special assignments. Special assignments will take place after the regular duty day and require pre-approval or assignment by a director. Compensation for special assignments will be at the hourly rate pro rata of the employee's contract. In the event that the district has secured a grant for some service or activity that provides for payment different from the special assignment rate specified herein, the rate specified by the grant shall control.

Section 6. Placement of New Employees: A new employee shall be placed on the lane of the salary schedule as covered by the rules as provided in Section 1 hereof and on such step as agreed between the new employee and the school district.

Section 7. Travel Expense: Employees required by the school district to use their own vehicles in the performance of their duties shall be reimbursed for such travel pursuant to school district policy, which rate shall be not less than the State of Minnesota provides for state employees.

Section 8. Substitute Employees: A person employed during the school year as a replacement long-term substitute shall be paid a salary as agreed between that person and the school district, prorated to reflect the portion of the year for which hired. Additional information is included in Board Policy 456.

Section 9. District Contribution to Minnesota State Retirement System (MSRS) Post Retirement Health Care Savings Plan in lieu of former tuition reimbursement benefit.

Subd. 1. The school district shall distribute the funds that would have otherwise been available for tuition reimbursement in the amount of thirty-one thousand dollars (\$31,000), to the bargaining unit members in each members' MSRS Post Retirement Health Care Savings Plan.

Subd. 2. Distribution of the funds referenced in subd. 1 above shall be based on equal shares to each bargaining unit member whose assignment is at least 1110 hours per year. Employees whose assignment is at least 550 hours but less than 1110 hours shall receive a disbursement equal to 50% of the amount allocated to a full-time unit member. To be eligible for a contribution under this Article, an employee must have completed one (1) year of employment. The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment. To be eligible for fund distribution, bargaining unit members must have started their second continuous school year contract before the annual distribution in February.

Section 10. Summer School Assignment: Notification shall be sent to instructors informing them of summer school or extended time dates and hours not later than May 1 of the current contract year. Notification of selection to teach summer school or extended time assignments shall be sent to instructors by June 1 of the current contract year.

Section 11. Summer Assignment Compensation: Employees with summer assignments, except for extended employees as described in Article VI, Section 7 hereof, shall be compensated for such duties as assigned by the school district at the hourly rate pro rata the employee's contract.

Section 12. School District Right: Nothing in this Article shall be construed to prohibit the school district from compensating an employee at a rate higher than that required by Section 1 of this Agreement.

Section 13. Part-time Employees: Part-time employees employed less than an average of fourteen (14) hours per week and 65 days per year shall be compensated at a rate not less than current school district policy.

Section 14. Substitute Employees: Substitute employees employed less than an average of fourteen (14) hours per week and 100 days per year shall be compensated at a rate not less than current school district policy.

Section 15. Lead Employees: In its discretion the school district may appoint one or more lead employees. In such event, the appointment shall be made for a one (1) year term only, and the school district may or may not renew such appointment in its discretion. In the event of such an appointment, the employee shall receive a stipend of \$3,000 per annum. A job description shall be promulgated by the school district and the school district shall meet and confer with Local 3904 prior to implementation of the job description.

~~Section 16.~~ **15. Reimbursement for Additional Certification:** ~~Speech/Language Therapists and Audiologists who earn the National Certificate of Clinical Competency will be reimbursed for the certificate fee and renewal fee upon submittal of a current certificate and payment receipt.~~ **The following assignments will be awarded an annual stipend of \$250 to help offset their additional expenses for CEU's and/or certification and licensing fees: audiologist; nurse; occupational therapist, orientation and mobility specialist; physical therapist; school psychologist; speech/language pathologist; and social worker.**

ARTICLE VIII 403B MATCHING CONTRIBUTION

Section. 1. Eligibility. To be eligible for the full contribution, an employee must be regularly employed **in an assignment of** at least 1110 hours during the contract year, and such benefits shall not apply to substitute employees. For employees employed **in an assignment of** less than 1110 hours, but at least 550 hours per year, the school district will make a contribution according to Section 2 below. To be eligible for a contribution under this Article, an employee must have completed one (1) year of employment. The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successive school year adding to the years of employment. To be eligible for the district match, an employee must have started their second continuous school year contract before the annual 403(b) open enrollment period.

Section. 2. Contribution. The school district will match the employee contribution up to a maximum as listed in the following schedule for full time employees, according to year of service. For eligible employees as defined in Section 1, employed less than full-time, the school district will make a 50% matching contribution, as listed in the following schedule.

Year of Employment	13/14 & 14/15	13/14 & 14/15
	15/16 & 16/17	15/16 & 16/17
	1110+hrs/yr	550-1109 hrs/yr
2-4	\$200	\$100
5	400	200
6 – 9	700	350
10 – 15	900	450
16 – 20	1100	550
21+	1300	650

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

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

Section 5. Matching Requirement. The school district's contribution, in any event, shall not exceed the employee's matching contribution within the limitations of this Article.

Section 6: Approved Vendors:

VALIC (formerly AIG Retirement)
403(b) and Roth 403(b) only

Ameriprise Financial Services, Inc.
403(b) only

Educators Financial Services, Ins (ESI)
403(b) and Roth 403(b) only

AXA Equitable Life Assurance
403(b) and Roth 403(b) only

Fidelity Investments
403(b) only for Plan Nbr 67451

ING (Aetna Life Insurance)
403(b) only

Horace Mann Life Insurance
403(b) only

Waddel & Reed
403(b) and Roth 403(b) only

ARTICLE IX GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the school district.

Section 2. Health and Hospitalization Insurance:

Subd. 1. Individual Coverage: The school district, effective March 1, 2014, shall contribute a sum not to exceed \$575 per month toward the cost of the premium for individual coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2. Family Coverage: The school district, effective March 1, 2014, shall contribute a sum not to exceed \$1380 per month toward the cost of the premium for family coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan and who qualifies for family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3 Individual High Deductible Coverage:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible

for a contribution to a health savings account (“HSA”) of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the “Flex Choice Plan”). Effective, ~~March 1, 2014~~, **February 1, 2016**, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~\$575~~. **\$675. Effective, January 1, 2017, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$700.**

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district’s health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district’s health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee’s HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4 Family High Deductible Coverage:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district’s health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the

Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account (“HSA”) of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the “Flex Choice Plan”). Effective ~~March 1, 2014~~, **February 1, 2016**, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~\$1380.~~ **\$1505.**

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district’s health and hospitalization plan amount equal to the total contribution identified in subsection (a) minus the HSA contribution identified in subsection (c) and the HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee’s HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

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

Section 3. Dental Insurance:

Subd. 1. Individual Coverage: The school district, effective, January 1, 2014, shall contribute a sum not to exceed \$56 per month toward the cost of the premium for such individual coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's dental insurance plan. Any additional cost of the premium, shall be borne by the employee and paid by payroll deduction.

Subd. 2. Family Coverage: The school district, effective January 1, 2014, shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's dental insurance plan and who qualifies for family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

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

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

Section 5. Life Insurance: The school district will pay the life insurance premium for a \$100,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 6. Claims Against the School District: The parties agree that any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the school district pursuant to this Article. It is further understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier, provided the employee has requested such insurance in writing and the superintendent has acknowledged receipt of such request in writing.

Section 7. Duration of Insurance Contribution: An employee is eligible for school district contributions as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district

participation and contribution shall cease, except as otherwise provided by law. Employees who work the full school year and resign effective at the end of the school year, or are placed on unrequested leave of absence effective at the end of the school year, shall be eligible for school district contribution as provided in this article through the following August 31st.

Section 8. Eligibility: Insurance benefits as outlined in this Article shall apply only to employees regularly employed at least 1,110 hours per year and such benefits shall not apply to substitute employees. For employees employed less than 1,110 hours, but at least 550 hours per year, the school district will make a pro rata contribution.

ARTICLE X LEAVES OF ABSENCE

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use and paid child care leave. Personal Time Off does not include such absences as jury duty (Section 3), FMLA and unpaid child care leave.

Subd. 1. All full time employees as defined in Article III, Section 2, shall be credited with thirteen (13) days of Personal Time Off (PTO) per contract year. The credit shall be made at the beginning of each school year. Part-time and job share employees shall accrue PTO days on a pro-rata basis. If an employee leaves the district having used more PTO days than he/she earned, the District shall reduce the employee's final paycheck for any unearned PTO days on a pro-rata basis.

Subd. 2. At the end of each contract year, unused PTO days will be processed as follows:

- a. Five (5) unused PTO days will be sold back at the rate of one hundred forty (\$140) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time), if an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year. Any remaining PTO days beyond the 5 days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.
- b. Employees who have used five (5) or less PTO days at the end of each contract year shall receive a District contribution of two

hundred (\$200) in their name to the Minnesota State Retirement System (MSRS) Health Care Savings Plan.

- c. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

Subd. 3. The first three (3) days used for illness each contract year will be deducted from that year's PTO days. Subsequent days used for illness will be deducted from an employee's accrued sick leave balance unless the employee wishes to have them taken from the current year's PTO days. An employee may use PTO days and accumulated sick leave for illness of the employee, and the employee's child under 18. For purposes of this subdivision, "child" includes stepchild, biological, adopted and foster child. The employee may also use PTO days and accumulated sick leave not to exceed twenty (20) days per 12 month period for illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent or stepparent. In extenuating circumstances, an employee may make an additional request for use of Accumulated Sick Leave to the Superintendent/designee.

Subd. 4. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending physician indicating such absence was due to illness or disability. The district may require certification by the attending physician stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd. 5. When current PTO days and any accrued sick leave days have been exhausted, the Superintendent/designee shall be authorized to grant an extended leave of absence without pay as per Policy 410 – Family and Medical Leave (FMLA). In addition to other leaves and benefits provided for in this Continuing Bargaining Agreement, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this Continuing Bargaining Agreement. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 6. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator. For reasons of illness or bereavement, a three-day notice is not required. In the situation of a request for use of PTO with less than a three (3) day notice, an explanation of why a three (3) day notice was not possible and the reason for the absence is required. For reasons other than illness or bereavement,

employees must receive pre-approval from their program administrator and such requests may not exceed more than 5% of the employees included in the bargaining unit for this contract.

Subd. 7. PTO shall be granted in one hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days typically shall not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year except for reasons of illness or bereavement. PTO days shall not be granted during parent conference days or inservice days except for reasons of illness or bereavement. PTO requests may be denied on a particular day if other employees in the same unit or educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program. In addition, PTO will not be approved on any day which would exceed 5% of the total bargaining unit.

Subd. 8. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness, bereavement and as described in Section 1, subd. 2.c.

Subd. 9. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd.10. Each school year, it shall be the option of each bargaining unit member to contribute one (1) accumulated PTO leave day to establish and maintain a paid sick leave bank up to 150 days. On or before June 1, the business office will electronically prompt bargaining unit members to indicate whether or not they wish to contribute to the sick leave bank. The paid sick leave bank shall be administered by the President of the Association and the Superintendent. Paid sick leave days shall be available only for serious illness or injury of bargaining unit members who have exhausted all of their paid leave options. No bargaining unit member may be granted from the pool of sick leave days more than is needed to become eligible for long-term disability. Eligibility decisions are not subject to the grievance procedures.

Subd. 11. A student related injury workers' compensation paid leave bank shall be established by the district. The leave bank shall be administered by the President of the Association and the Superintendent. The student related injury workers' compensation paid leave bank shall be used for requests from unit members for up to three (3) days of pay if the injury is of such duration that it does not provide for a Minnesota Workers'

compensation wage loss benefit. Requests for use of paid leave from the bank will not be done on AESOP but will be made on the Employee Absence Report Form on the ISD 917 website in the For 917 Staff section; District Forms; District, Business, and Employee Forms. The school district will contribute 70 hours to the student related injury worker compensation paid leave bank for the 2015-2016 school year and 35 hours in the 2016-2017 school year to establish the bank. Eligibility decisions are not subject to the grievance procedures.

Subd.11- 12. Employees who are assigned to an extended contract under Article VI, Section 7, Extended Duty Days, shall earn additional PTO leave days on a pro rata basis consistent with the number of additional days of assignment. The calculation of additional days will be based upon the actual days worked in the preceding school year (July 1 through June 30). The additional PTO leave days earned will accrue to the employee in the following year. Additional time will be calculated to the closest ½ day, rounded up.

Subd.12- 13. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated PTO days and accumulated sick leave shall be reinstated.

Section 2. Parental Leave

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

Subd. 2. The superintendent, after consultation with the employee, shall notify the employee in writing of the effective beginning date of such leave and its duration.

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

Subd. 4. An employee returning from a parental leave shall be reemployed in a position for which the employee is qualified provided that the employee returns on the date as provided in the leave of absence.

Subd. 5. Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the school district.

Subd. 6. The parties agree that periods of time for which the employee is on parental leave shall not be counted in determining the completion of the probationary period.

Subd. 7. A parental leave of absence granted pursuant to this section shall be a leave without pay.

Section 3. Maternity/Adoption Leave

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

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

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

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

Section 4. Jury Duty Leave: An employee summoned for jury duty shall receive the employee's regular salary but shall remit to the school district any jury duty fees received. The employee shall retain any expenses or mileage allowances paid by the court.

Section 5. General Leave:

Subd. 1. Employees in the school district may apply for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the school board.

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

Subd. 3. An employee on general leave of absence shall provide notice to the school district in writing no later than April 1 of the employee's intention concerning return to employment at the end of the general leave.

See also Board Policy 464 for additional unpaid leave provisions.

Section 6. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for leave not covered under the Family Medical Leave Act for such programs as the employee wishes to retain. It is the responsibility of the employee to make arrangements with the school business office to pay to the school district the monthly premium amounts in advance and on such date as determined by the school district. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment, except as otherwise provided by law.

Section 7. Accrued Benefits: An employee on unpaid leave under this Article shall retain such number of leave days, experience credit for pay purposes, and other accrued benefits, if any, at the time the employee went on leave for use upon said employee's return. No additional leave, experience credit for pay purposes, or other benefits shall accrue for the period of time that an employee is on leave.

Section 8. Seniority: For purposes of seniority standing, an employee on leave, pursuant to this Article, shall retain the employee's original seniority date during such leave of absence.

Section 9. Eligibility: Leave benefits as outlined in this Article shall apply only to employees regularly employed at least 185 days per year and at least forty (40) hours per week. Employees regularly employed for a lesser period of time, but at least an average of fourteen (14) hours per week and 65 days per year, shall be entitled to leave benefits on a pro rata basis. Employees employed less than an average of fourteen (14) hours per week and 65 days per year, shall not be eligible for the benefits of this Article.

ARTICLE XI UNREQUESTED LEAVE OF ABSENCE

Section 1. Purpose: The purpose of this Article is to implement the provisions of Minn. Stat. § 122A.40, Subd. 10, which Article, when adopted, shall constitute a plan for unrequested leave because of discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidation of districts.

Subd. 1. "Employee" means a continuing contract employee who is regularly employed at least an average of fourteen (14) hours per week and 65 days per year. An employee employed less than an average of fourteen (14) hours per week and 65 days per year and substitute employees shall not acquire seniority.

Section 2. Definitions:

Subd. 1. For purposes of this Article the terms defined shall have the meanings respectively ascribed to them.

Subd. 2. "Seniority or Seniority Date": For purposes of this Article, seniority means length of continuous service by a continuing contract employee commencing with the first day of employment in the school district. Probationary employees and substitute employees as defined in Minn. Stat. § 125.35, Subd. 5, are excluded. However, upon completion of the probationary period, an employee's seniority date shall relate back to the first day of employment. Leaves of absence approved by the school district shall not modify an employee's seniority date as defined herein.

Subd. 3. "Qualified – Employee": For purposes of this Article, to be qualified for a position shall mean as follows:

- a. The employee holds a current license(s) for the position.
- b. The employee has taught within the particular licensure area, on regular assignment in School District 917, within the immediate past five (5) years.

Section 3. Application:

Subd. 1. Seniority List: An updated seniority list shall be published no later than February 15 of each year. The list shall indicate the beginning employment date, licensure and current position(s). The list shall be posted at each school facility and Local 3904 shall be provided with three (3) copies of each list.

Subd. 2. Ties in Seniority: In the event of a tie in seniority date, the tie shall be broken by lot.

Subd. 3. Grievability: A challenge to placement on the seniority list may be made in accordance with the grievance procedure in this contract.

Subd. 4. Removal from Seniority List: Employees resigning or terminated for cause shall be removed from the seniority list.

Subd. 5. No Break in Service: In determining the length of seniority, an employee whose employment has been legally terminated by resignation, or termination pursuant to Minn. Stat. § 122A.40 but whose employment was subsequently reinstated, by action of the school district and the employee, without interruption of regular service, shall retain his/her original seniority date.

Section 4. Unrequested Leave of Absence:

Subd. 1. The school district may place on unrequested leave of absence, without pay or fringe benefits, such employees as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed between the employee and the school district.

Subd. 2. Employees proposed to be placed on unrequested leave shall receive notice pursuant to Minn. Stat. § 122A.40.

Subd. 3. Employees shall be placed on unrequested leave in order of inverse seniority providing the operation of inverse seniority order leaves remaining employees licensed and qualified as provided in Section 2 hereof to be assigned to the programs and course offerings of the school district. In the event of a staff reduction where the inverse operation of seniority would result in the remaining employees not being licensed or qualified as provided in Section 2 hereof for assignment to school district programs, the school district may deviate from inverse seniority and retain either junior or probationary employees in such number as necessary to staff said programs with licensed and qualified employees as defined in Section 2 hereof.

Subd. 4. Employees placed on such leave shall receive notice by June 1 of the school year prior to the commencement of such leave with reasons therefor. A hearing will be provided as set forth in Minn. Stat. § 122A.40 Subd. 14, if a written request for a hearing is received by the school board within fourteen (14) days after the employee received notice of proposed placement on unrequested leave of absence.

Subd. 5. Any employee placed on such leave may engage in teaching or any other occupation during such period and may be eligible for unemployment compensation if otherwise eligible under the law for such compensation and such leave will not result in a loss of credit for years of service in the district earned prior to the commencement of such leave.

Subd. 6. Seniority rights as provided in this Agreement shall apply only to positions covered by this Agreement and shall not apply to positions outside this appropriate unit.

Section 5. Reinstatement:

Subd. 1. No new employee shall be employed by the school district while any employee licensed and qualified for the position as defined in Section 2 hereof is on unrequested leave of absence. The order of reinstatement shall be in seniority order, except the school district may deviate from seniority or recall if the senior employee(s) is not licensed and qualified as provided in Section 2 hereof.

Subd. 2. When placed on unrequested leave, an employee shall file with the school district personnel office his/her name and address to which any notice of reinstatement or availability of position shall be mailed by certified mail. Proof of service by the person in the school district depositing in the mail such notice to the employee at the last known address shall be sufficient and it shall be the responsibility of any employee on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach an employee shall not be the responsibility of the school district if any notice has been mailed as provided herein.

Subd. 3. Except as otherwise provided in Subdivision 4 hereof, if a position as provided in Subd. 1 above becomes available for a qualified employee on unrequested leave, the school district shall mail the notice by certified mail to such employee, who shall have fifteen (15) calendar days from the date of mailing of such notice to accept the reemployment. If written acceptance is not received by the school board within such fifteen (15) calendar day period, it shall constitute a waiver on the part of any employee to any further rights of employment or reinstatement and shall forfeit any future reinstatement or employment rights.

Subd. 4. The school district may, but is not required to, offer a temporary position of less than sixty (60) working days to employees on the recall list. An employee shall have the right to refuse a temporary position of less than a full school year without any forfeiture of future reinstatement rights. Notwithstanding the provisions of Subdivision 3 hereof, temporary positions occurring within the school year shall require the employee to respond within three (3) calendar days indicating acceptance or rejection of reinstatement rights to a temporary position. For purposes of this subdivision, a temporary position shall mean a substitute position or other temporary position anticipated to last less than a full school year.

Subd. 5. Any employee placed on unrequested leave of absence shall remain on the unrequested leave of absence list for a period of five (5) years from the date unrequested leave was commenced, unless the employee forfeits such

right by failure to accept a position for which licensed and qualified as provided in Subd. 3 hereof, and thereafter no further rights to reinstatement shall exist.

Section 6. Filing of Licenses: In any year in which a reduction of teaching staff is occurring, and the school district is placing employees on unrequested leave of absence, only those licenses actually received by the superintendent's office for filing as of January 15 of such year shall be considered for purposes of determining lay off within areas of license for the following school year. A license filed after January 15 shall be considered for purposes of recall, but not for the current reduction.

Section 7. Effect: This Article shall govern all employees as defined herein, and shall not be construed to limit the rights of any other licensed employee not covered by the Master Agreement or other Master Agreement affecting such licensed personnel.

ARTICLE XII EMPLOYEE SUPERVISION

Section 1. Employee Improvement Plans

Subd. 1. Prior to formal or informal disciplinary procedures being employed in cases of minor misconduct or in cases where the behavior or poor performance does not constitute a serious infraction of the contract, code of conduct, district policies, rules or directives of superiors, the school district may, in its discretion, attempt to improve an employee's performance and/or correct an employee's behavior by implementing an "employee improvement plan."

Subd. 2. The purpose of an employee improvement plan is to improve the employee's performance up to the standards and expectations of the school district. Should the employee fail to raise his/her level of performance to the school district's expectations, or the behavior issues continue, the school district may resort to the disciplinary measures delineated in Section 2 of this Article.

Subd. 3. All employee improvement plans will be placed in the employee's personnel file along with any notations as to the employee's progress in improving performance.

Section 2. Employee Discipline

Subd. 1. Employee discipline is the school district's process for assuring compliance with the terms and conditions of the collective bargaining agreement, the Employee's Code of Ethics, Board policies and rules, directives issued by the employee's supervisors or other administrators, and generally accepted norms of behavior. Discipline is intended to correct unacceptable behavior and improve performance. The school district shall render disciplinary measures only for just

cause and shall ensure that employee rights to “due process” are protected.

Subd. 2. Oral or Written Reprimands. The school district shall typically follow a progressive discipline approach as outlined in this Article depending upon the gravity of the misconduct or the level of performance issues. The school district may, at its sole discretion, move immediately to a higher level of discipline, depending upon the severity of the misconduct or lack of performance.

- (a) Oral Reprimand. Oral reprimands may be issued to employees in the event of relatively minor infractions. Oral reprimands shall not be grievable under Article XIII of this Agreement.
- (b) Written Reprimand. Written reprimands (Notices of Deficiency) may be issued by the school district for more serious misconduct or when oral warnings have not corrected the employee’s behavior or performance. Written reprimands will be placed in the employee’s file. Employees may respond in writing to written reprimands and such responses shall be placed in the employee’s personnel file. Written reprimands are grievable under Article XIII of this Agreement. The standards of review are whether or not any material in the employee’s personnel file is false or inaccurate or is without just cause. Any material found through the grievance procedure to be false or inaccurate or without just cause shall be expunged from the employee’s file.

Subd. 3. Suspension.

- (a) An employee may be suspended without pay for grounds as Described in Minn. Stat. § 122A.40, Subd. 9(a) through (d) or Minn. Stat. § 122A.40, Subd. 13(1) through (6). Any suspension is subject to the grievance procedure under Article XIII of this Agreement.
- (b) Suspension shall take effect upon written notification from the Superintendent of Schools to the employee stating the grounds for suspension. The employee shall have the right to invoke the grievance procedures set forth in Article XIII of this Agreement at the arbitration level provided written notification requesting arbitration is received by the superintendent within fifteen (15) days after receipt of the written notice of suspension.
- (c) The suspension shall take effect upon receipt by the employee of the written notice of suspension or shall take effect as otherwise indicated in the written notice of suspension. The suspension shall continue in effect for the time period provided in the written notice or as otherwise decided by the school board, but not to

exceed a period of thirty (30) teaching days.

ARTICLE XIII GRIEVANCE PROCEDURE

Section 1. Definition: A "grievance" shall mean an allegation by an employee(s) resulting in a dispute or disagreement between the employee(s) and the school district as to the interpretation or application of terms and conditions of employment as contained in this Agreement. More than one employee may be on a single grievance if the allegation involves a common set of facts and a common claim.

Section 2. Representative: The employee(s) or school district may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

Section 3. Definitions and Interpretations:

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

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law or by the school calendar.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district setting forth the facts and the particular relief sought within fifteen (15) days after the date of the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee(s) and the school board designee, and if informally resolved such resolution of the alleged grievance shall be evidenced by a written statement executed by the employee(s) and the school board designee.

Section 5. Adjustment of Grievance: The school district and the employee(s) shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

Subd. 1. Level I: If the grievance is not satisfactorily resolved through informal discussions with the employee's immediate supervisor, the grievant may file a formal written grievance with the appropriate director within fifteen (15) days of the alleged violation. Within ten (10) days after receipt of a written grievance the director or designee(s) shall meet with the grievant and render a written decision, a copy of which shall be provided to Local 3904.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent, provided such appeal is made in writing within seven (7) days after receipt of the decision in Level I. If the grievance is appealed to the superintendent, the superintendent, or his/her designee, shall set a time to meet regarding the grievance within ten (10) days after receipt of the appeal. Within seven (7) days after the meeting, the superintendent, or his/her designee, shall issue a decision in writing.

Section 6. School Board Review: The school board reserves the right to review any decision issued under Level I or Level II of this procedure at its own instance, provided the school district provides written notice within ten (10) days after a decision in Level I or Level II has been rendered. At its option, the school board may also review a grievance at the written request of the grievant, providing such written request is made within ten (10) days after review of the Level II decision. In the event the school board determines to review a grievance, it shall hold a hearing and issue a decision within twenty (20) working days after the written notice by the school district or within twenty (20) days after receipt of the request for review by the grievant. Local 3904 shall receive written advance notice as to the date of said hearing. In the event of such review, the school board reserves the right to affirm, reverse or modify such decision. At the option of the school board, a committee or representative(s) of the school board may be designated by the school board to hear the appeal at this level, and report its findings and recommendations to the school board.

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

Section 8. Arbitration Procedures: In the event that the employee(s) and the school district are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within twelve (12) days following the decision of the

school board in Section 6, or within twelve (12) days following notice that the school board has elected not to review the matter.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions, unless the parties have mutually agreed to a waiver of step(s).

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

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in the PELRA. The arbitrator shall issue a written decision and order which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. The requesting party shall pay the full cost of transcribing or recording of the proceedings and transcript copy. If both parties request a transcript or recording, the cost shall be equally shared. If the second party orders a transcript after the first party has paid for transcribing and recording, the second party shall also reimburse the first party for one-half (1/2) of those costs incurred, in addition to paying for the transcript copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly brought before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement, nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein.

Section 9. Grievance Form: A form which must be used for filing grievances shall be provided by the school district (Attachment C). Such form shall be readily accessible in all school buildings.

Section 10. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee(s) shall waive his/her right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XIV MEET AND CONFER

Section 1. Meet and Confer: Representatives of Local 3904 and representatives of the school district shall meet and confer pursuant to PELRA.

Section 2. Meet and Confer Meetings:

Subd. 1. Local 3904 and the school district may be represented by up to and including four (4) representatives at each meet and confer meeting.

Subd. 2. Meet and confer meetings will be held upon reasonable notice, at the request of either party, but not less than once each semester.

Subd. 3. The public employer shall provide the facilities and set the time for such conferences to take place after conferring with Local 3904.

Section 3. Itinerant Employee Schedules

Subd. 1. If itinerant personnel encounter a disagreement with the school district regarding requirements for scheduling prep time or lunch or both, they may request review of their detailed schedules at a Meet and Confer meeting.

a. The Meet and Confer representatives may review the employee schedule details and recommend solution options for district consideration or the Meet and Confer representatives may refer the disagreement to a professional panel for recommendations of solution options for district consideration. The professional panel will be appointed by the Meet and Confer representatives and will consist of one Assistant Special Education Director (not the supervisor of the employee), one employee who also works in the same program, and one board member from the Personnel Committee. The Superintendent will be an ex-officio member of the professional review panel to assist in scheduling meetings and gathering background information for the review.

Subd. 2. The use of the Meet and Confer process for review of itinerant staff schedules because of prep time or lunch time disagreements does not prevent the employee from using the grievance section of the contract.

ARTICLE XV VACANCIES AND POSTING

Section 1. Publishing of Notices of Vacancy:

Subd. 1. The school district shall post written notice in the Employment section on the district website and will send notice to each employee's school e-mail of licensed staff vacancies with position qualifications. The district may fill vacancies temporarily during the process of reviewing and interviewing applicants.

Subd. 2. Any employee possessing the necessary qualifications may apply for a vacancy and all qualified applications shall be considered.

Section 2. Transfers - Involuntary:

Subd. 1. Notice of involuntary transfer shall be given to the employees of the department involved as soon as practicable. A list of open teaching positions in the school district shall be made available to all employees being involuntarily transferred or reassigned. Such employees may apply for positions, in order of preference, to which they desire to be transferred.

Section 3. Decision:

Subd. 1. Programmatic considerations, seniority, employee qualifications, and employee preference, shall be the criteria used by the school district when filling vacancies, and rotating or transferring staff.

Subd. 2. Staff not selected for vacant or open positions or staff being involuntarily reassigned shall upon written request be afforded an opportunity to meet with the Superintendent regarding such decision.

Subd. 3. Notwithstanding the provisions of this Article, it is understood and agreed that the final choice relating to staffing decisions remains in the discretion of the school district.

ARTICLE XVI SEVERANCE/RETIREMENT

Section 1. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous service with the school district, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the school board. Years of service will be calculated based on years of continuous service completed from employment date or return date if an employee has a break in employment. Severance pay shall not be granted to any employee who is discharged for cause by the school district. This Article shall apply only to employees who terminate services with the district and withdraw from full time contracted active teaching service after the execution of this contract and shall not be retroactive to any employee who terminated prior to said execution date. If an employee eligible for this benefit dies before terminating services, the payment shall be made to the estate of the deceased.

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

Section 3. Method of Pay-out:

- a. Subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403b vendor account. The retiree will not receive any direct payment from the school district for the severance pay.
- b. The school district's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in A exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.

- c. The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.
- d. The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum IRS contribution limit, the school district will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor agrees to calculate the maximum IRS contribution limit.

Section 4. Notice: To be eligible for the benefits of this section, unless waived by the school district, an employee must notify the school district no later than March 1 of the intention to resign at the conclusion of the school year.

Section 5. Cut-Off Date: The benefits of this Article shall not apply to an employee employed after July 1, 1993.

ARTICLE XVII DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on ~~July 1, 2013, through June 30, 2015,~~ **July 1, 2015, through June 30, 2017**, and thereafter pursuant to PELRA. If either party desires to modify or amend this Agreement commencing July 1, ~~2015,~~ **2017**, it shall give written notice of such intent no later than May 1, ~~2015,~~ **2017**. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the school board and the exclusive representative representing the employees of the school district. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

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

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

Education Minnesota
Intermediate School District 917
Local 3904

Intermediate School District No. 917

President

Chair

Chief Employee Negotiator

Clerk

Dated: _____

Dated: _____

INTERMEDIATE SCHOOL DISTRICT 917
SALARY SCHEDULE A
2013-2014

-	LANE	LANE	LANE	LANE	LANE	LANE	LANE	LANE	LANE
-	1	2	3	4	5	6	7	8	9
STEP	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40 or SP
1	35,698	36,362	37,020	37,683	38,344	39,005	39,666	40,326	40,989
2	36,758	37,484	38,420	39,121	39,822	40,521	41,220	41,920	42,620
3	37,815	38,608	39,819	40,559	41,299	42,037	42,776	43,516	44,253
4	38,873	39,733	41,218	41,998	42,778	43,555	44,329	45,111	45,884
5	39,928	40,856	42,616	43,437	48,255	49,144	50,031	50,927	51,815
6	40,989	41,979	44,017	44,876	49,868	50,795	51,727	52,664	53,594
7	42,046	43,103	45,414	46,314	51,477	52,450	53,422	54,403	55,376
8	43,103	44,227	46,813	47,753	53,090	54,107	55,119	56,140	57,156
9	44,160	45,350	48,213	49,192	55,708	56,784	57,859	58,946	60,019
10	45,221	46,476	49,611	50,630	57,351	58,469	59,585	60,718	61,834
11	46,278	47,600	51,010	52,069	58,994	60,150	61,312	62,487	63,646
12	46,278	47,600	52,409	53,505	60,633	61,837	63,039	64,255	65,462
13	46,278	47,600	53,808	54,945	62,277	63,521	64,765	66,028	67,272
14	46,278	47,600	55,207	56,383	63,916	65,203	66,491	67,797	69,087
15	46,278	47,600	56,605	57,821	65,558	66,889	68,219	69,568	70,899
16	46,278	47,600	58,004	59,261	67,198	68,573	69,945	71,338	72,712
17	46,278	47,600	59,404	60,699	68,831	70,256	71,671	73,109	74,526
18	46,278	47,600	60,822	62,142	70,473	71,942	73,409	74,879	76,346

**INTERMEDIATE SCHOOL DISTRICT 917
SALARY SCHEDULE B
2014-2015**

-	LANE	LANE	LANE	LANE	LANE	LANE	LANE	LANE	LANE
-	1	2	3	4	5	6	7	8	9
STEP	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40 or SP
1	36,198	36,871	37,538	38,211	38,881	39,551	40,221	40,890	41,563
2	37,273	38,009	38,958	39,668	40,380	41,088	41,798	42,507	43,216
3	38,345	39,149	40,377	41,127	41,878	42,626	43,375	44,126	44,873
4	39,417	40,290	41,796	42,586	43,377	44,165	44,950	45,742	46,527
5	40,487	41,427	43,212	44,045	48,931	49,832	50,732	51,640	52,540
6	41,563	42,566	44,633	45,505	50,566	51,506	52,451	53,401	54,344
7	42,635	43,706	46,050	46,962	52,198	53,184	54,170	55,165	56,151
8	43,706	44,846	47,469	48,421	53,833	54,864	55,890	56,926	57,956
9	44,779	45,985	48,888	49,881	56,488	57,579	58,669	59,772	60,859
10	45,854	47,126	50,305	51,339	58,154	59,288	60,420	61,568	62,699
11	46,925	48,266	51,724	52,797	59,820	60,993	62,170	63,362	64,538
12	46,925	48,266	53,143	54,254	61,482	62,703	63,921	65,155	66,379
13	46,925	48,266	54,562	55,714	63,148	64,410	65,671	66,953	68,214
14	46,925	48,266	55,980	57,173	64,811	66,116	67,422	68,746	70,054
15	46,925	48,266	57,397	58,631	66,476	67,825	69,174	70,542	71,892
16	46,925	48,266	58,816	60,090	68,139	69,533	70,924	72,337	73,730
17	46,925	48,266	60,236	61,549	69,795	71,240	72,674	74,133	75,569
18	46,925	48,266	61,673	63,012	71,459	72,949	74,436	75,927	77,415

**Intermediate School District 917
Salary Schedule
2015-2016**

Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40 or SP
1	36,958	37,645	38,326	39,013	39,698	40,382	41,066	41,749	42,436
2	38,056	38,807	39,776	40,501	41,228	41,951	42,676	43,400	44,124
3	39,150	39,971	41,225	41,991	42,757	43,521	44,286	45,053	45,815
4	40,245	41,136	42,674	43,480	44,288	45,092	45,894	46,703	47,504
5	41,337	42,297	44,119	44,970	49,959	50,878	51,797	52,724	53,643
6	42,436	43,460	45,570	46,461	51,628	52,588	53,552	54,522	55,485
7	43,530	44,624	47,017	47,948	53,294	54,301	55,308	56,323	57,330
8	44,624	45,788	48,466	49,438	54,963	56,016	57,064	58,121	59,173
9	45,719	46,951	49,915	50,929	57,674	58,788	59,901	61,027	62,137
10	46,817	48,116	51,361	52,417	59,375	60,533	61,689	62,861	64,016
11	47,910	49,280	52,810	53,906	61,076	62,274	63,476	64,693	65,893
12	47,910	49,280	54,259	55,393	62,773	64,020	65,263	66,523	67,773
13	47,910	49,280	55,708	56,884	64,474	65,763	67,050	68,359	69,646
14	47,910	49,280	57,156	58,374	66,172	67,504	68,838	70,190	71,525
15	47,910	49,280	58,602	59,862	67,872	69,249	70,627	72,023	73,402
16	47,910	49,280	60,051	61,352	69,570	70,993	72,413	73,856	75,278
17	47,910	49,280	61,501	62,842	71,261	72,736	74,200	75,690	77,156
18	47,910	49,280	62,968	64,335	72,960	74,481	75,999	77,521	79,041

Intermediate School District 917
Salary Schedule
2016-2017

STEP	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40 or SP
1	37,864	38,568	39,265	39,969	40,670	41,371	42,072	42,772	43,476
2	38,988	39,758	40,751	41,493	42,238	42,979	43,721	44,463	45,205
3	40,109	40,950	42,235	43,019	43,805	44,587	45,371	46,156	46,938
4	41,231	42,144	43,719	44,546	45,373	46,197	47,018	47,847	48,668
5	42,350	43,333	45,200	46,072	51,183	52,125	53,066	54,016	54,958
6	43,476	44,525	46,687	47,599	52,893	53,876	54,865	55,858	56,845
7	44,597	45,717	48,169	49,123	54,600	55,631	56,663	57,703	58,735
8	45,717	46,910	49,653	50,649	56,310	57,389	58,462	59,545	60,623
9	46,839	48,101	51,138	52,176	59,087	60,228	61,369	62,522	63,659
10	47,964	49,294	52,620	53,701	60,830	62,016	63,200	64,401	65,584
11	49,084	50,487	54,104	55,226	62,573	63,800	65,031	66,278	67,508
12	49,084	50,487	55,588	56,750	64,311	65,588	66,862	68,153	69,433
13	49,084	50,487	57,073	58,278	66,054	67,374	68,693	70,034	71,353
14	49,084	50,487	58,556	59,804	67,793	69,158	70,524	71,909	73,277
15	49,084	50,487	60,038	61,329	69,535	70,946	72,357	73,788	75,200
16	49,084	50,487	61,522	62,855	71,274	72,733	74,188	75,666	77,123
17	49,084	50,487	63,008	64,381	73,007	74,518	76,018	77,544	79,046
18	49,084	50,487	64,511	65,911	74,747	76,306	77,861	79,421	80,977

ATTACHMENT C

GRIEVANCE REPORT FORM

INTERMEDIATE SCHOOL DISTRICT NO. 917

Name: _____ Building

Date Grievance Occurred:

Statement of the Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought

Dated: _____

Signature of Grievant

Memorandum of Understanding

As a result of contract negotiations, the parties hereby agree to the following retirement incentive plan:

Full time active members of Local 3904 who have completed 15 years of continuous service with ISD 917, who are at least 55 years of age, and are eligible for TRA retirement benefits shall be eligible for a \$5,500 deposit into the retiring employees' MSRS Post Retirement Health Care Savings Plan. This benefit is available to qualifying employees in fiscal years ~~2014 and 2015.~~ **2016 and 2017.**

In order to be eligible for the retirement incentive, qualifying employees, must submit a letter of retirement to the Human Resources Office by 4:00 PM on April 1 ~~2014 or 2015.~~ **2016 or 2017.**

The parties intend that this MOU be subject to the grievance procedure outlined in Article XII of the ~~2013-2015~~ **2016-2017** Contract.

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

EDUCATION MINNESOTA,
INTERMEDIATE SCHOOL DISTRICT
NO. 917, LOCAL 3904

INTERMEDIATE SCHOOL
DISTRICT NO. 917

President

Chair

Chief Employee Negotiator

Clerk

Dated: _____, 2016

Dated: _____, 2016

ATTACHMENT E

LETTER OF UNDERSTANDING

This Letter of Understanding is entered into between Intermediate School District 917 (hereinafter referred to as the School District) and Education Minnesota, Intermediate School District 917, Local 3904 (hereinafter referred to as Local 3904) and the parties hereto agree as follows:

1. The School District and Local 3904 are parties to a collective bargaining agreement governing terms and conditions of employment for employees covering the period ~~July 1, 2013, through June 30, 2015.~~ **July 1, 2015, through June 30, 2017.**
2. To comply with the provisions of Minn. Stat. 122A.40, subdivision 8 relating to peer review, the parties hereby agree as follows in sustaining a peer review program:

Section 1. Purpose: The intent of the program shall be to promote professional growth and development.

Section 2. Guide: The ISD 917 Employee Induction and Mentor Program Guide will be distributed to first and second year employees during their orientation day during back to school workshop.

Section 3. Mentoring and Cognitive Coaching for Probationary Employees:
Shall be subject to the following:

1. By June 15 of each year or if hired after June 15, within two weeks of their hire date, each probationary employee will be paired by the School District with a continuing contract employee who will serve as a mentor and a continuing contract employee who has been trained as a cognitive coach. The School District will make a reasonable attempt to identify one continuing contract employee to serve as mentor and one as a cognitive coach. If no continuing contract employee is available to serve as a mentor, a non-continuing contract employee may be assigned.
2. Those employees who agree to participate as a mentor shall commit to two school years in the program.
3. The mentor and mentee shall fulfill the responsibilities described in the Program Guide.
4. The participating employee and mentor employee shall mutually

determine a schedule for the cognitive coaching process, subject to approval by the employees' supervisor. The mentor and cognitive coach will receive a ~~\$400 stipend per year~~ **\$500 stipend for the first year and \$400 stipend for the second year** for each probationary teacher mentored or coached.

5. Any information obtained during the cognitive coaching process shall be confidential and shall not be included in any formal evaluations.

Section 4. Peer Review for Continuing Contract Employees: Continuing contract employees will pair with a continuing contract employee for peer review during the three year review cycle each of the two years in the cycle not reviewed by a qualified and trained reviewer.

IN WITNESS WHEREOF, the parties have executed this Letter of Understanding as follows:

EDUCATION MINNESOTA,
INTERMEDIATE SCHOOL DISTRICT
917, LOCAL 3904

INTERMEDIATE SCHOOL DISTRICT
NO. 917

President

Chair

Chief Employee Negotiator

Clerk

Dated: _____, 2016

Dated: _____, 2016

Memorandum of Understanding

As a result of contract negotiations, the parties hereby agree to the following DCALS Summer School pay and preparation time structure.

Summer classes taught for credit in the same schedule as traditional school calendar classes will be paid at the employee's hourly rate pro rata to their teaching contract. The employee's paid time will be based on class time plus 15 minutes per 60 minutes of class time for preparations.

Employees who supervise summer school online classes will be paid at the employee's hourly rate pro rata to their teaching contract for the hours supervising the online computer lab ~~and up to three hours per week for student follow-up.~~ **at DCALS and the hours pre-approved for student follow-up to complete classes.**

All summer school employee assignments will be authorized on a Temporary Work Agreement prior to ~~May 1, 2014, and May 1, 2015,~~ **May 20, 2015, and May 20, 2016**, for the summer school sessions **or online classes.**

The parties intend that this MOU be subject to the grievance procedure outlined in Article XII of the ~~2013-2015~~ **2015-2017** contract.

Education Minnesota
Intermediate School District #917
Local 3904

Intermediate School District 917

President

Chair

Employee Negotiator

Clerk

Date

Date

EDUCATOR DEVELOPMENT AND EVALUATION JOINT AGREEMENT

I. PURPOSE

This Agreement is entered into between Education Minnesota Intermediate School District 917 Local 3904 (“Union”) and Intermediate School District No. 917 (“District”). The Union and the District are parties to a collective bargaining agreement governing the terms and conditions of employment for teachers employed by the District, pursuant to the Public Employment Labor Relations Act (“PELRA”), Minn. Stat. § 179A.01 *et seq.*

Through joint agreement, the parties have developed an educator development and evaluation process pursuant to the requirements of Minn. Stat. § 122A.40, Subd. 8 (EDE Process).

The EDE Process created by a joint Union-District committee and ratified by the Union’s general membership and adopted by the District School Board is detailed in the EDE Process document dated June 3, 2014, and as attached and incorporated.

II. TERM

The EDE Process will take effect on July 1, 2014. This Agreement will remain in effect until the parties agree to modifications or until one party notifies the other party of its intent to withdraw from the Agreement at the beginning of the next school year. Such notice must be given prior to March 1 of the school year prior to withdrawal. The Agreement will end on June 30th following the notification of withdrawal. Both parties understand that the state plan created and published by the Minnesota Department of Education (“MDE”) pursuant to Minn. Stat. § 122A.40, Subd. 8(c) (“State Plan”) will be implemented at that time unless the parties agree on a successor process.

III. TEACHER

The EDE Process Plan is applicable to teachers, school counselors, licensed school nurses, school social workers, school psychologists, speech/language pathologists and career and technical teachers.

IV. EDE PROCESS COMMITTEE

A joint Union and District EDE Committee shall be responsible for overseeing implementation of the EDE Process to move from the current teacher development, evaluation and peer review process used in the District.

- A. Members. The Committee will consist of a total of nine representative, five representatives from the Union and four representatives from District administration.
- B. Meetings. The Committee must meet at least four times during each school year. Summer meetings may be scheduled if necessary.
- C. Duties.
 - 1. The Committee will work to ensure that communications about the EDE Process to teachers and administrators occurs in a timely and consistent manner.

2. The Committee will make recommendations to the District and Union on modifications to the EDE process.
3. The Committee will review any statutory changes to the requirements in Minn. Stat. § 122A.40, Subd. 8 and any changes to the State Plan, if applicable, and make recommendations to the District and Union on modifications to the EDE process.

V. PLAN MODIFICATIONS

The parties agree any suggested modifications to the EDE Process will be discussed at an EDE Process Committee meeting. Any modifications to the EDE Process will be made by mutual agreement. Neither party may unilaterally modify the EDE Process. The EDE Process in effect will remain in effect until proposed modifications have been adopted by the EDE Process Committee or the parties through the ratification and adoption process.

VI. POSTING REQUIREMENTS

The Committee will determine the appropriate electronic venue to post copies of the EDE Process so that it is always available. In addition, electronic copies will be sent to all staff at the commencement of the EDE Process, to new staff at the start of each subsequent school year, and to any staff upon request. Notice to all teachers and administrators must be provided electronically within ten (10) days of any changes to the EDE Process.

VII. COMPENSATION

Compensation for duties or positions associated with the EDE Process will be paid in accordance with the collective bargaining agreement between the parties.

VIII. GRIEVABILITY

The parties agree that this Agreement and items incorporated herein will be processed in accordance with the grievance process of the collective bargaining agreement between the parties.

EDUCATION MINNESOTA,
INTERMEDIATE SCHOOL DISTRICT
917, LOCAL 3904

INTERMEDIATE SCHOOL DISTRICT
NO. 917

President

Chair

Chief Employee Negotiator
Dated: _____, 2014

Clerk
Dated: _____, 2014

Memorandum of Understanding

This memorandum shall be effective upon the approval of the 2015-2017 master agreement by the school board and shall expire on June 30, 2017.

The parties hereby agree that the IBCB issue of salary schedules and career earnings analysis is complex and would benefit from a study of other districts' salary schedule structures.

The parties hereby agree to establish a salary schedule/career earnings study committee to analyze other schedules and make recommendations on options to consider for the 2017-2019 negotiated agreement. The school board will appoint four committee members and Local 3904 will appoint four committee members. The committee will hold an organizational meeting no later than April 1, 2016, to establish their research assignments and meeting dates. The committee will submit their findings and recommendations for consideration to the 2017-2019 negotiation teams no later than July 1, 2017.

IN WITNESS WHEREOF, the parties have executed this Letter of Understanding as follows:

**Education Minnesota
Intermediate School District #917
Local 3904**

Intermediate School District 917

President

Chair

Employee Negotiator

Clerk

Date

Date

**JOINT POWERS AGREEMENT BETWEEN
THE COUNTY OF DAKOTA AND
INDEPENDENT SCHOOL DISTRICT 917
FOR FACILITATION AND COORDINATION
FOR THE COMMUNITY TRANSITION INTERAGENCY COMMITTEE**

This Agreement is made and entered into by and between the County of Dakota, by and through the Community Services Division, ("County") and Intermediate School District No. 917, 1300 145th Street East, Rosemount, MN 55068 ("School District"); and

WHEREAS, the County and School District are governmental units as that term is defined in Minn. Stat. § 471.59; and

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

WHEREAS, Minn. Stat. § 125A.023 requires the development and implementation of a coordinated, multidisciplinary, interagency intervention service system for children ages 3 to 21 with disabilities; and

WHEREAS, Minn. Stat. § 125A.22 requires a district, group of districts, in cooperation with the County in which the district is located, to establish a community transition interagency committee for youth with disabilities, beginning at grade 9 or age equivalent, and their families; and

WHEREAS, the School District is authorized to provide special education and other educational services to students pursuant to Minn. Stat. Ch. 136D.84 at the request of its member school districts; and

WHEREAS, this Agreement is at the request of Intermediate School District 917 on behalf of its member districts; and

WHEREAS, the School District desires to retain and compensate a qualified party to provide facilitation and coordination for the Community Transitions Interagency Committee ("CTIC") as herein described; and

WHEREAS, the County desires and is qualified to provide facilitation and coordination for the CTIC as herein described; and

WHEREAS, the County understands and agrees that:

1. The County is not an agent, servant, or employee of the School District and shall not make any such representations nor hold itself out as such; and
2. The County 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 employees performing under this Agreement 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 specifically waives any and all rights thereto; and

WHEREAS, the Dakota County Board of Commissioners by Resolution No. [REDACTED] authorized the County to enter into an agreement with the School District for the provision of facilitation and coordination for the CTIC by the County to the School District; and

WHEREAS, the School District is willing to retain the County to provide facilitation and coordination for the CTIC.

NOW, THEREFORE, in consideration of the mutual promises and benefits that the County and School District shall derive from this Agreement and other good and valuable consideration, the County and School District hereby enter into this Agreement for the purposes stated herein.

Article 1
PURPOSE

The purpose of this Agreement is to set out the respective duties and responsibilities of the County and the School District for the provision of facilitation and coordination for the CTIC by the County to the School District, as herein described.

Article 2
TERM

This Agreement shall be effective the date of the signatures of the parties to this Agreement, or from the commencement of services as herein described, whichever is first, and shall remain in effect through June 30, 2016, or until completion by the parties of their respective obligations under this Agreement, whichever occurs first, unless earlier terminated by law or according to the provisions of this Agreement. This Agreement may be terminated with or without cause, by either party upon thirty (30) days written notice. Upon early termination, the County will be entitled only to a proportionate share of the compensation described in Article 6.

Article 3
COOPERATION

The County and the School District agree to cooperate and use their reasonable efforts to ensure prompt implementation of the various provisions of this Agreement and to, in good faith, undertake resolution of any dispute in an equitable and timely manner.

Article 4
PROVISION OF SERVICES

The County agrees to provide facilitation and coordination services for the CTIC as follows:

- A. Provide 300 hours of facilitation and coordination for the CTIC;
- B. Maintain and update CTIC Website that is hosted by ISD 917
- C. Maintain accurate and current documentation of the services as herein described in accordance with professional standards;
- D. Comply with all applicable federal, state, and local laws and/or regulations applicable to the services as herein described;
- E. Provide staff with the necessary qualifications, certifications and/or registrations required by federal, state and local laws and regulations, and standards of professional practice applicable to the services as herein described; and
- F. Maintain professional standards and principles as defined in federal, state and local laws and regulations, and standards of professional practice applicable to the services as herein described.

Article 5
RECORDS AND REPORTS

The County agrees to keep and maintain such records for and provide reports on the services as herein described as may be required by any fiscal intermediary, federal, state or local governmental agency.

Article 6
COMPENSATION

6.1 Total Compensation. The School District shall pay the County an amount not to exceed Twelve Thousand and No/100 Dollars (\$12,000.00) for the services herein described.

In the event this Agreement is terminated by the parties prior to completion of the services, payment shall be made by the School District to the County on a prorated basis for the services furnished prior to termination of the Agreement.

6.2 Invoices. The County shall, within fifteen (15) working days following the last day of May 2016 submit an invoice and request for payment on an invoice form acceptable to the School District, which provides an itemization of the services provided and the dates of the performance period covered by the invoice.

The School District shall notify the County in writing within fifteen (15) working days of receipt of an invoice of any particular item that is disputed or alleged to be incorrect. The payment of any such disputed amount shall be withheld until such time as the disputed amount is resolved or the incorrect amount is corrected. The School District shall submit payment within thirty-five (35) days of the date it receives the invoice.

Article 7
PROPERTY

The School District shall make available for the County's use appropriate space to provide the services as herein described. The County will provide basic equipment and materials for the provision of the services as herein described. Upon termination of this Agreement, any property or surplus funds acquired as a result of the School District's compensation to the County shall be returned to the School District after the purpose of this Agreement has been completed.

Article 8
LIABLE FOR OWN ACTS

Each party to this Agreement shall be liable for the acts of their own agents, volunteers or employees and results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, agents, volunteers or employees.

It is understood and agreed that the provisions of the Minn. Stat. § 471.59, the Municipal Tort Claims Act, Minn. Ch. 466 and other applicable laws govern liability arising from the parties' acts or omissions. Each party warrants that they are able to comply with the aforementioned indemnity requirements through an insurance or self-insurance program and that each has minimum coverage consistent with the liability limits contained in Minn. Stat. Ch. 466.

The provisions of Article 8 shall survive the expiration or termination of this Agreement.

Article 9
INDEPENDENT CONTRACTOR

The County is and shall remain an independent contractor with respect to any and all work performed under this Agreement. The County on behalf of its employees and agents shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide the services as herein described.

The County acknowledges and agrees that the County on behalf of its employees and agents is not entitled to receive any of the benefits received by School District employees and is 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.

Article 10
GENERAL

10.1 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:
Intermediate School District 917
Attn: Melissa Schaller
1300 145th Street East
Rosemount, MN 55068

To the County:
Joan Granger-Kopesky, Social Services Deputy Director
Dakota County Community Services
14955 Galaxie Avenue
Apple Valley, MN 55124

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

10.3 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.

10.4 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.

10.5. Data Privacy. 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 and the Minnesota Rules implementing the Act now in force or hereafter adopted. 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 other state and federal law regulating the dissemination of data. The parties are on notice that all contracts entered into by a government entity must include a notice that the requirements of Minn. Stat. §13.05 subd.11 apply to this Agreement .

10.6 Health Insurance Portability & Accountability Act. The parties agree to comply with the requirements of the Health Insurance Portability & Accountability Act (HIPAA) where applicable to the party and to the duties under this Agreement. In performing its obligations under this Agreement, the parties agree to comply with the HIPAA Privacy requirements, the HIPAA Standards for Electronic Transactions, the HIPAA security requirements, and any other applicable HIPAA laws, standards and requirements now in effect or hereinafter adopted as they become law. Nothing in this Agreement will create obligations under HIPAA for the School District unless mandated by the Act.

10.7 Non-Appropriation. Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated by either party in the even 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 the any act of bad faith on the part of the terminating party.

10.8 Entire Agreement. This Agreement is the entire agreement for the provision of the services as herein described between the School District and the County and it supersedes all prior written or oral agreements on this program. 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.

TO: Board Members
FROM: John Christiansen
DATE: December 28, 2015
RE: Communications Consultant Contract

The consultant contract with Greg Vandal and Pam Radem is recommended for approval. The process of information gathering will begin on January 19, 2016. The consultants will begin with an administrative work session prior to our Board work session to begin auditing our current communications system and structure. Also on January 19, at 4:30 PM, the consultants will conduct a feedback and discovery session with the Board of Education.

In late January or early February, focus group sessions will be conducted with internal stakeholders and external stakeholders. The information gathered will be used to develop an e-mail survey distributed by member districts to various categories of targeted stakeholders in mid-February through early March. The consultants will compile the results and develop a draft of a "Plan." In late March or early April they will present the "Draft Plan" and engage discussions with the Board and internal stakeholders. The "Plan" is expected to be completed by the end of April.

JC:ljb

Greg Vandal, Vox Liberi

Consulting Agreement

Agreement made as of the 10th day of December in the year 2015.

Between the **Intermediate School District 917**:

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

And the **Lead Consultant**:

Greg Vandal, Vox Liberi
1404 9th Avenue North
Sauk Rapids, MN 56379
320-247-3739

For the following project:

Under the direction of John Christiansen for the Intermediate School District, Vox Liberi and Johnson Group Marketing will design and implement a Marketing and Communication Plan for the district in accordance with the terms outlined in the original proposal. This project is expected to span approximately a 3-month time period as outlined in Exhibit 1. It will involve on site and remote work and will include focus group and discovery session discussions along with a stakeholder survey.

The Intermediate School District and Consultant agree as follows.

1. Consultants' Responsibilities

The Consultants shall perform the Scope of Services as described herein, and as attached in Exhibit 1.

The Consultants' representatives, who shall be authorized to act on behalf of the Consultants' team with respect to the project, shall be

Lead Consultant Greg Vandal, Vox Liberi
1404 9th Avenue North
Sauk Rapids, MN 56379
320-247-3739
greg.vandal@voxliberi.com

and

Associate Consultant Pam Raden, Johnson Group Marketing
15 S 16th Ave.
St. Cloud, MN 56301
320-654-0500

pam@jgroupmarketing.com

The Consultants shall provide services in accordance with a mutually agreed schedule that may only be changed by mutual agreement of the Intermediate School District and Consultants.

2. Intermediate School District's responsibilities

The Intermediate School District shall provide information about the objectives, schedule, constraints and existing conditions of the project. The Intermediate School District shall render decisions in an expeditious manner.

The Intermediate School District's representative, who shall be authorized to act on behalf of the Consultants with respect to the project, shall be

Dr. John M. Christiansen
Intermediate School District 917
1300 145th Street East
Rosemount, MN 55068
651-423-8226
john.christiansen@isd917.k12.mn.us

3. Use of Documents

Documents prepared by the Consultants, as well as process technologies used by the Consultant team, are instruments of the Consultants' service and are for the Intermediate School District's use solely with respect to this project. The Consultants shall retain all common law, statutory and other reserved rights, including the copyright.

4. Changes in Services

Should the scope of the work as described herein and/or in Exhibit 1 change, the Consultants shall be entitled to an increase in fee in accordance with the rates identified below. Such increase in scope shall be as mutually negotiated. The Consultants shall not be required to provide services related to the increase in scope until an agreement is reached as to the need for and extent of the additional services.

Consultant rates for professional, meeting, and follow up time scheduled beyond the scope of this agreement shall be billed at \$150.00/hour. Travel time shall be billed at \$100.00/hour.

5. Termination and Suspension

In the event of termination, suspension or abandonment of the project by the Intermediate School District, the Consultants shall be compensated for services performed.

If the project is delayed for more than 90 days and then resumes, the Consultants shall be compensated for expenses incurred in the interruption and resumption of the services, and the fees for the remaining services and the time schedules shall be equitably adjusted.

6. Miscellaneous Provisions

Greg Vandal, Vox Liberi

This agreement shall be governed by the law of the place where the project is located.

Neither party to this agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Intermediate School District or the Consultants.

The Consultants shall have the right to include information about the project in promotional and marketing materials. However, the Consultants' materials shall not include the Intermediate School District's confidential or proprietary information if the Intermediate School District has previously advised the Consultants in writing of the specific information considered by the Intermediate School District to be confidential or proprietary.

7. Payments and Compensation to the Consultant

Compensation for the Consultants shall be payable to the Lead Consultant as follows:

For the described scope of services, the Consultants shall be compensated a sum of \$9,800.00. In addition, reimbursement shall be made for expenses including mileage (IRS rates), supplies, and printing costs.

The Intermediate School District shall pay the Lead Consultant, upon submission of a statement by the Lead Consultant, an initial sum of \$3,800.00 in January of 2016 as a minimum payment under this Agreement. The remaining balance shall be remitted to the Lead Consultant by the 15th of each month from February through April at a rate of \$2,000 per month.

This agreement entered into as of the day and year first written above.

Intermediate School District 917

Lead Consultant



(Signature)

(Signature)

(Printed name and title)

Greg Vandal, Vox Liberi
(Printed name and title)

EXHIBIT 1

Proposed Work Plan and Time Line

Pursuant to the Marketing and Communications Initiative proposal submitted to the client in the fall of 2015, the consultants will leverage the Power of (their) Association to undertake a multi-tracked approach to the development of a Marketing and Communications Plan for the Intermediate School District. This will involve on-site focus group and discovery sessions detailed in the narrative below. It will also involve the generation, distribution, and analysis of a stakeholder survey. The on-site meetings and survey findings, when coupled with an audit of existing marketing and communications efforts, will be used in the generation of a new Marketing and Communications Plan to be delivered to the district at the conclusion of this project.

The process will involve meetings in the ISD outlined below:

- One – Administrative work and Board discovery session
- Two – Focus Group meetings (targeted to be scheduled on the same day)
- One – Board Work Session* to review the emergent Marketing and Communications Plan

*On site or virtual – determination to be made at a later date

Additional meetings as requested will be billed in accordance with the rates identified in Section 4 above.)

The Consultants will track meeting results, prepare materials for use in discussion groups and generate the Marketing and Communications Plan for the client.

The planning process is expected to follow a schedule as outlined below. This is intended to be general in nature; the content and order of the meetings will be changed at the direction of the project administrator and the consultants in order to address the needs of the Intermediate School District and meet the goal of developing a plan for the ISD.

TIMELINE AND NARRATIVE

Activity	Tasks to Complete	Timeline
Admin Work Session	Clarify project objectives and timeline. Begin the “audit” of existing marketing and communications efforts. (combined w/Discovery session to follow)	January 19 at 3:00
Discovery Session	Structured exercise to “discover” existing perceptions about the organization and the current marketing and communications efforts as well as explore elements that should be a part of a new plan.	January 19 at 4:30
Focus Group Sessions	Day session targeted at internal stakeholders; late afternoon session targeted at external stakeholders. Stakeholder	Late January/early February

Greg Vandal, Vox Liberi

	feedback sought on organization status and stature. Information used to shape plan. (Survey developed from results of structured discussion.)	
Stakeholder Survey	Develop and release a survey intended to further explore stakeholder perceptions about the organization in general and the Marketing and Communications Plan in particular. The survey link will be distributed by member Independent School Districts.	mid February through early March
Plan Development	The consultants will compile results and develop a new Marketing and Communications Plan.	March
Plan Presentation	The consultants will present the new plan and engage discussions with the Board and other internal stakeholders. This session will be either a virtual presentation or an on site experience; a determination of the approach will be made at a later date.	Late March/Early April