

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**SCHOOL BOARD - ORGANIZATIONAL MEETING**

**Tuesday, July 19, 2016**

**AGENDA:**

- I. Call to Order
- II. Conduct Pledge of Allegiance
- III. **Oath of office administered to reelected Board members (Jill Lewis/IGH; Bob Erickson/Lakeville; Melissa Sauser/Farmington)**
- IV. Election of officers - John Christiansen
  - A. Election of Chair
  - B. Election of Vice-Chair
  - C. Election of Clerk
  - D. Election of Treasurer
- V. Establish dates and times for 2016-2017 School Board Meetings - Chair 2
- VI. Designate official newspaper - Chair 3
- VII. Review and approve District 917 Public Notice 7
- VIII. Set level of compensation for School Board Members - Chair 8
- IX. Resolution adopting finance and operations procedures - Nicolle Roush 10
- X. Review Board Committee and Representative Assignments - Chair 11
- XI. Adjournment

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

**PROPOSED**  
**2016-2017**  
**INTERMEDIATE SCHOOL DISTRICT 917**  
**SCHOOL BOARD MEETING DATES**

| <b><u>MONTH</u></b>       | <b><u>MEETING DATE</u></b> | <b><u>TIME</u></b> |
|---------------------------|----------------------------|--------------------|
| <b><u>2016</u></b>        |                            |                    |
| July                      | Tuesday 19                 | 5:00               |
| August                    | Tuesday 16                 | 5:00               |
| September                 | Tuesday 6                  | 5:00               |
| October                   | Tuesday 4                  | 5:00               |
| November                  | Tuesday 1                  | 5:00               |
| December                  | Tuesday 6                  | 5:00               |
| <b><u>2017</u></b>        |                            |                    |
| January                   | Tuesday 3                  | 5:00               |
| January<br>(Work Session) | Tuesday 17                 | 4:30               |
| February                  | Tuesday 7                  | 5:00               |
| March                     | Tuesday 7                  | 5:00               |
| April                     | Tuesday 4                  | 5:00               |
| April<br>(Work Session)   | Tuesday 18                 | 4:30               |
| May                       | Tuesday 2                  | 5:00               |
| June                      | Tuesday 6                  | 5:00               |

## INFORMATION FOR ORGANIZATIONAL MEETING

| <b>Legal Newspapers</b><br>(per column inch)   | <b>2014</b> | <b>2015</b> | <b>2016</b> | <b>2017</b> |
|--|-------------|-------------|-------------|-------------|
| Lillie Suburban Newspapers<br><i>(covers SSP, WSP, IGH, Lilydale, Sunfish Lake, Mendota Heights)</i>             | \$2.75      | \$3.00      | \$7.50      | \$7.50      |
| SUN/Thisweek/Dakota Tribune<br><i>(covers Apple Valley, Burnsville, Eagan, Farmington, Rosemount, Lakeville)</i> | \$9.90      | \$10.30     | \$10.30     | \$10.60     |
| Hastings Star Gazette  | \$14.31     | \$14.04     | \$14.18     | \$14.46     |
| <br>   |             |             |             |             |
| <b>Memberships</b>   | <b>2014</b> | <b>2015</b> | <b>2016</b> | <b>2017</b> |
| Metro ECSU   | \$700       | \$700       | \$700       | \$700       |
| AMSD   | \$3,300     | \$3,300     | \$3,500     | \$3,500     |
| MSBA Membership  | \$4,248     | \$4,338     | \$4,613     | \$4,659     |
| MSBA Policy Renewal  | \$575       | \$595       | \$625       | \$650       |

**SUN Thisweek**  **Dakota County Tribune**

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

June 8, 2016

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

Dear Ms. Berg,

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

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

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

The bid to publish legal notices that are emailed to us will be \$10.60 per column inch. If the notice is mailed to us, we will add a \$20 charge for typesetting. Each column holds 9 lines per inch with a 7 point type. The price per line will be \$1.14. Notices will also be posted on the newspaper website for free. Please email notices to: [publicnotice@ecm-inc.com](mailto:publicnotice@ecm-inc.com).

Processing of public notices for these editions is handled in our Cambridge office. If you have any questions or concerns, you can contact Tonya Orbeck at 763-691-6001.

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

Sincerely,

Michael Jetchick  
Zone Sales Manager  
952-846-2019  
[mike.jetchick@ecm-inc.com](mailto:mike.jetchick@ecm-inc.com)

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

June 22, 2016

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

Dear Intermediate School District 917 School Board:

We would like to take this opportunity to thank the school district for posting notices and meeting minutes in our Hastings Star Gazette. The current rate for publication of legal notices is \$14.18 per column inch as of October 1, 2015.

Our projected rate for the 2016-2017 year is: \$14.46.

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

Thank you for your consideration. If you have any further questions, please call (651)437-6153.

Sincerely,

Jean Hoeft  
Legal Coordinator

# Lillie Suburban Newspapers, Inc.

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

June 6, 2016

Linda Berg  
Intermediate School District 917  
1300 145<sup>th</sup> Street East  
Rosemount, MN 55068

Dear Ms. Berg:

Thank you for the opportunity to bid on public notice publication services for School District 917. The *South-West Review* has been serving the needs of the district for 38 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

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

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

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

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

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

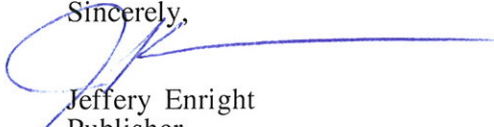
[legals@lillienews.com](mailto:legals@lillienews.com)

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

\$7.50 per column inch for a one-time publication  
\$2.20 per column inch for each additional publication

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

Sincerely,

  
Jeffery Enright  
Publisher



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

STUDENT HANDBOOK NOTICE  
RE: STUDENT RECORDS

Directory Information

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

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

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

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

Rights of Minors

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

Tennessee Warning

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

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

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

**2016-2017 SCHOOL YEAR  
MEMBER DISTRICT SCHOOL BOARD  
SALARY INFORMATION**

(Information Revised July 2016)

| <b>DISTRICT</b>   | <b>SALARY</b>   | <b>POSITION</b>            | <b>ADDITIONAL BENEFITS</b>  |
|---|---|----------------------------|---|
| #191<br>Burnsville  | <del>\$6000</del><br><b>\$6600</b><br><del>\$6600</del> | Board Members<br>Chair     | PERA defined contribution plan  |
| <i>(Burnsville meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursday at 6:30 P.M.)</i>   |   |                            |   |
| #200<br>Hastings  | \$4250<br>\$4750  | Board Members<br>Chair     | \$50,000 Life Insurance Free, Group Medical/Hospital, Dental Insurance—can be purchased at own expense. Receive Board’s contribution toward PERA defined contribution plan. |
| <i>(Hastings meets on Wednesdays (varies) at 6:30 P.M.)</i>   |   |                            |   |
| #6<br>So. St. Paul  | \$4200<br>\$4700  | All Board Members<br>Chair | Negotiations Comm. Stipend \$700<br>Stipend for Special Board mtgs. \$25 per mtg.   |
| <i>(So. St. Paul meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday at 7:15 P.M.)</i>  |   |                            |   |
| #199<br>IGH   | \$4802<br>\$5390  | Board Members<br>Chair     | PERA defined cont. plan.  |
| <i>(IGH meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday at <del>7:00 P.M.</del> 5:30 PM)</i>  |   |                            |   |
| ISD #197  | \$4,000<br>\$4,500                                      | Board Members<br>Chair     |   |
| <i>(West St. Paul meets on the 1<sup>st</sup> Monday at <del>7:00 PM</del> 6 PM and 3<sup>rd</sup> Monday (Board/work session) at <del>5:00 P.M.</del> 7 PM)</i>  |   |                            |   |
| #194<br>Lakeville   | \$6750  | All Board Members          | \$50/month Chair stipend  |
| <i>(Lakeville meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday, at 7:00 P.M.)</i>  |   |                            |   |
| #192<br>Farmington  | <del>\$4000</del><br><b>\$4200</b><br><del>\$4800</del> | Board Members<br>Chair     | No stipends.  |
| <i>(Farmington meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday, at 6:30 P.M.)</i>  |   |                            |   |
| #195<br>Randolph  | \$480<br>\$125  | Board Members<br>Officers  | Only paid for meetings attended & Comt. Mtgs.<br>(\$40 per mtg/12 mtgs a yr)  |
| <i>(Randolph meets on the 3<sup>rd</sup> Monday, at 7:00 P.M.)</i>  |   |                            |   |
| #271<br>Bloomington   | \$7,200   | Board Members              |   |
| <i>(2nd Monday of the month is a meeting, 4th Monday of the month is a meeting followed by a study session and the 3rd Monday of the month is reserved for a meeting, study session, or combination thereof.)</i> |   |                            |   |
| #917<br>Intermediate  | \$3750<br>\$4000  | Board Members<br>Chair     | A stipend of \$30 for the Personnel and Insurance Committee members and an additional \$30 if the meeting goes over two hours. All other stipends eliminated.               |
| <i>(ISD 917 meets on the 1<sup>st</sup> Tuesday, at 5:15 P.M.)</i>  |   |                            |   |

**2016-2017 SCHOOL YEAR  
NON-MEMBER DISTRICT SCHOOL BOARD  
SALARY INFORMATION**

| <b>DISTRICT</b>  | <b>SALARY</b>   | <b>POSITION</b>                        | <b>ADDITIONAL BENEFITS</b>   |
|--|---|--|--|
| #252<br>Cannon Falls Area Schools  | \$1,000   | All board Positions                    | Travel and conferences paid according to school district policy.   |
| OK #659<br>Northfield<br><i>(Northfield meets the 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 7:00 P.M.)</i>  | \$2280<br>\$3000  | All Board Members<br>Chair             | Travel and other expenses paid in accordance with school district policy.  |
| OK - #196<br>Rosemount/Apple<br>Valley/Eagan<br><i>(196 <del>usually meets on the 2<sup>nd</sup> and 4<sup>th</sup></del> meets at least once a month on Mondays at 6:00 PM)</i> | \$6221<br>\$6460  | All Board Members<br>Chair             | Board members may, at their discretion, receive \$125 per diem to be paid in 4 & 8 hour increments for time-consuming committees |
| OK - #719<br>Prior Lake  | \$5,000 plus \$20 for special meetings – Board Members<br>\$5,300<br>\$5,200<br>\$5,200 | Chair<br>Treasurer/Clerk<br>Vice-Chair | Certified Negotiator receives \$50 per meeting<br><b>Workshops paid by District</b>  |
| <i>(Prior Lake meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays)</i>   |   |  |  |

# Intermediate School District #917 School Board

## Resolution Pertaining to Business Operations

Board member \_\_\_\_\_ introduced the following Resolution:

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

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

THEREFORE BE IT RESOLVED, that Intermediate School District 917 and the School Board designates Wells Fargo as the General/Building Funds depository and for investments; First State Bank of Rosemount for Auxiliary Funds; U.S. Bank of Minneapolis (used for payroll direct deposit only); Minnesota School District Liquid Asset Fund for investments; and Commerce Bank for electronic reimbursements; and

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

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

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

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

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

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Date Board Approved:

# 2015-2016

## INTERMEDIATE SCHOOL DISTRICT 917 SCHOOL BOARD COMMITTEE ASSIGNMENTS

| <u>COMMITTEE</u>       | <u>BOARD MEMBER</u>                       |
|------------------------|---|
| BUDGET & FINANCE       | *Hill<br>Erickson<br>Clark                |
| BUILDINGS & GROUNDS    | Lewis<br>Cater<br>Mansur                  |
| INSTRUCTIONAL PROGRAMS | *Pressnall<br>Sauser<br>Bergstrom<br>Hill |
| INSURANCE              | Erickson<br>Mansur<br>Clark<br>Bergstrom  |
| PERSONNEL              | *Lewis<br>Mansur<br>Pressnall<br>Clark    |
| POLICY                 | *Hill<br>Cater<br>Sauser                  |
| ECSU Representative    | Cater                                     |
| MSBA Representative    | Sauser                                    |
| Relicensure            | Hill                                      |
| TIES Representative    | Cater                                     |
| AMSD                   | Erickson/Mansur as alternate              |

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