

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**REGULAR SCHOOL BOARD MEETING**

**Tuesday, August 16, 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** 3
- VI. **Consent Items - Chair Lewis**
  - A. Minutes, July 19, 2016, Organizational School Board Meeting 5
  - B. Minutes, July 19, 2016, Regular School Board Meeting 7
  - C. Personnel Considerations 10
- VII. **Donations - Chair Lewis**
  - A. Resolution Approving Donations 30
- VIII. **Business Manager's Report - Nicolle Roush**
  - A. Review and Approve Payment of Bills 31
  - B. Review and Approve Wire Transfers 35
  - C. Review and Approve Investment Report 51
- IX. **Policies**
  - A. Approve revised new policy 903 Uniform Grant Guidance Policy Regarding Federal Revenue Sources - final reading - John Christiansen 52
  - B. Approve revised policy 456 - Substitute Instructor Pay Schedule- final reading - John Christiansen 69
- X. **Old Business**
  - A. Review and Approve Executive Assistant 2016-2018 Terms and Conditions - John Christiansen 71
- XI. **New Business**
  - A. Revised job description for PC Technician - John Christiansen 83
  - B. Review and approve Interpreters' Contract for 2016-2018 - John Christiansen 85
  - C. Review School Board Agenda Items for 2016-2017 - John Christiansen 118
  - D. Review details of new student program, facility plan, finance options, and consider approving an approval process - John Christiansen 120
  - E. Update on MSBA Conference - Deb Clark and Melissa Sauser
- XII. **Adjournment**

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

August 16, 2016 – 5:00 PM, School Board Meeting, 917 Board Room. DCTC

August 31, 2016 - 4:30 - 6:30 PM, Gideon Pond Elementary Meet-n-Greet, Burnsville

September 1, 2016 - 8 AM, Opening Days Health Fair, Rosemount Community Center, 13885 South Robert Trail, Rosemount, MN

September 1, 2016- 3-7 PM, Lebanon Open House, 5800 149th Street, Apple Valley

September 1, 2016 - 3-7 PM, Cedar Open House, 2140 Diffley Road, Eagan

September 6, 2016 – 5:00 PM, School Board Meeting, 917 Board Room. DCTC

September 29, 2016 - 3:30 - 7:30 PM, DCALS Open House

October 4, 2016 - 5:00 PM, Regular School Board Meeting, DCTC, 917 Board Room

October 27, 2016 - 8:30 AM, Member District School Board and Superintendent Workshop

Good News Report  
Secondary Programs  
August, 2016

-Our Dakota County Perkins Consortium has received a Leadership Grant in the amount of \$8000 to use towards increasing workforce development in the areas of manufacturing, transportation, and construction within the Dakota County area. We will work with our Perkins Consortium members and MNSCU to establish the plan to implement this grant. One focus will be on bringing exposure to these careers by visiting members elementary and middle schools this school year. It will also provide the opportunity for students to visit employers in the area who specialize in these fields of work.

-We recently distributed 20 HP Chromebooks within our DCALS main campus classrooms. We also installed new charging/security cabinets to house the Chromebooks. Cory Langenfeld will also be installing new wifi hotspots within some classrooms to help with this implementation.

-As part of our Dakota County Perkins Consortium we will be submitting a grant application titled: Planning to Scale-Up Experiential Learning/Career Development. This will provide the possibility of \$2000-3000 in funds to use towards scaling up experiential learning and career development in Minnesota schools. The focus will be on work-based learning, CTE advisory committees, and Career Tech School Organizations leadership development. Our plan would include a way to get local consortium member high school students to visit and explore local businesses that could help lead to work-based learning opportunities, job-shadowing, internships, or competitive employment. We would also work to increase a consortium wide advisory model to bring businesses on board as resources for career awareness and readiness.

**Good News**  
***Special Education***  
August 16, 2016

- Staffing for the 2016-2017 school year continues. We are still looking for a licensed school nurse, a behavior analyst, a physical/health disabilities teacher, as well as one more special education teacher. Additionally, we have many positions available for paraprofessionals.
- The remodeling at Alliance Education Center is nearing completion. We will have our last regular meeting with the architect and contractors this week and then we will be moving into the punch list phase of the project.
- Details of the August workshop schedule can be found on the website. Monday, August 29<sup>th</sup> will begin with all licensed special education staff gathering for a morning session in the gym at AEC. Our theme this year is Happiness is... Additionally, we will have a speaker, Katie Thune.

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

The Organizational Meeting of the Intermediate School District 917 School Board was held in the 917 Board Room at Dakota County Technical College on Tuesday, July 19, 2016, at 5:00 PM.

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

**Members Absent:** Ron Hill.

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

The meeting was called to order at 5:00 PM by Superintendent John Christiansen.

The Pledge of Allegiance was conducted.

District 917 Notary Public, Linda Berg, administered the oath of office to reappointed Board Members Jill Lewis (Inver Grove Heights), Bob Erickson (Lakeville) and Melissa Sauser (Farmington).

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

1. Motion by Vanda Pressnall to nominate Jill Lewis as Chair. There were no other nominations. Motion by Dan Cater, seconded by Joanne Mansur to close nominations. All present voted aye. Motion carried. Motion by Bob Erickson, seconded by Deb Clark, to elect Jill Lewis as Chair. All present voted aye. Motion carried.

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

2. Motion by Dick Bergstrom to nominate Bob Erickson for the position of Vice Chair. There were no other nominations. Motion by Dan Cater, seconded by Joanne Mansur to close nominations. All present voted aye. Motion carried. Motion by Vanda Pressnall, seconded by Dan Cater, to elect Bob Erickson as Vice Chair. All present voted aye. Motion carried.

3. Motion by Joanne Mansur to nominate Vanda Pressnall for the position of Clerk. There were no other nominations. Motion by Melissa Sauser, seconded by Deb Clark to close nominations. All present voted aye. Motion carried. Motion by Dan Cater, seconded by Bob Erickson, to elect Vanda Pressnall as Clerk. All present voted aye. Motion carried.

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

5. Motion by Deb Clark, seconded by Dick Bergstrom to set the School Board meeting dates for 2016-2017 on the 1<sup>st</sup> Tuesday of each month at 5:00 PM, with the exception of August which will be on August 16, 2016, at 5:00 PM. Two work sessions have been incorporated into the calendar: January 17, 2017, and

April 18, 2017. All work sessions begin at 4:30 PM. All present voted aye. Motion carried. (Addendum A.)

6. Motion by Bob Erickson, seconded by Dan Cater, to designate Lillie Suburban Newspapers, Inc., Sun Thisweek/Dakota County Tribune, and the Hastings Star Gazette as the official newspapers for Intermediate School District 917 for 2016-2017. (Addendum B.) The minutes will be summarized with the website address listed to view the official minutes. All present voted aye. Motion carried.

7. Motion by Vanda Pressnall, seconded by Dick Bergstrom, to approve the Intermediate School District 917 Public Notice regarding student records which will be included in the Student Handbooks, as presented. (Addendum C.) All present voted aye. Motion carried.

8. Motion by Bob Erickson, seconded by Dick Bergstrom, to renew memberships with Metro ECSU, AMSD, MSBA and MSBA Policy Services for 2016-2017, as presented. (Addendum D.)

There was much discussion on Board member salaries.

9. Motion by Melissa Sauser, seconded by Bob Erickson, to keep the same compensation for District 917 School Board Members at \$3750 and \$4,000 for the Board Chair for the 2016-2017 school year. All present voted aye. Motion carried. Bob Erickson would like to have PERA added to the salary matrix for School Board Members.

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

11. Motion by Bob Erickson, seconded by Dick Bergstrom, to leave the committee assignments as they were with the exception of taking Joanne Mansur off the Personnel Committee and having Joanne be Chair of the Buildings and Grounds Committee. All present voted aye. Motion carried.

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

There being no further business the Organizational Meeting adjourned at 5:33 PM.

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Clerk

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, July 19, 2016, at 1300 145<sup>th</sup> Street East, Rosemount, MN 55068.

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

**Members Absent:** Ron Hill.

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

School Board Chair Jill Lewis called the meeting to order at 5:42 PM.

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Deb Clark, seconded by Dan Cater, to approve the consent items, as presented. All present voted aye. Motion carried.
  - **Minutes:** June 7, 2016, Regular School Board Meeting
  - Personnel:** *New Hires:* Melissa Antonell, Classroom Assistant, effective September 1, 2016. Michael Carnevale, Classroom Assistant, effective September 1, 2016. Kathleen Collins, Special Education Teacher, effective August 25, 2016. Carina Figueroa, Classroom Assistant, effective September 1, 2016. Peter Hendricks, DAPS Teacher, effective August 25, 106. Cassondra Howlett, Classroom Assistant, effective September 1, 2016. Grace Kreibich, Special Education Teacher, effective August 25, 2016. Alyssa McDonough, School Psychologist, effective August 25, 2016. Jodi Monson, Sign Language Interpreter, effective September 1, 2016. Matthew Newquist, Board Certified Behavior Analyst, effective August 25, 2016. Caroline Peterson, Sign Language Interpreter, effective September 1, 2016. Daisy Jo Robinson, Sign Language Interpreter, effective September 1, 2016. Alyssa Ross, Special Education Teacher, effective August 25, 106. Timothy Ruff, Special Education Teacher, effective August 25, 2016. Dawn Stevens, Special Education Teacher, effective August 25, 2016. Nicole Tighe, Classroom Assistant, effective September 1, 2016. Hannah White, Special Education Teacher, effective August 29, 2016. Rebecca Zuehlke, School Social Worker, effective August 25, 2016. *Rehires:* Amanda Boehmer, Special Education Teacher, effective August 29, 2016. Emily Clark, Teacher of the Deaf/Hard of Hearing, effective August 26, 2016. Shae Elliott, Special Education Teacher, effective August 29, 2016. Joseph Lorentz, Special Education Teacher, effective August 25, 2016. Cailin McGrath, Special Education Teacher, effective August 29, 2016. *Change in Status:* Emily Clark, Teacher of the Deaf/Hard of Hearing, increase from .8 FTE to 1.0 FTE effective August 26, 2016, for the 2016-2017 school year only. Sarah Johnson, Orientation and Mobility Specialist, increase from 111 days at 8 hours per day to 114 days at 8 hours per day, effective August 29, 2016, for the 2016-2017 school year only. *Resignations and Terminations:* Brian Buechner, Program Assistant, resignation effective June 9, 2016. Patrick Engrav, Classroom Assistant, effective July 21, 2016. Kimberly Holub, Classroom Assistant, effective June 14, 2016. Michael Tisland, Classroom Assistant, effective June 10, 2016.

Board Member Bob Erickson noted that it was very helpful on the candidate summaries to put the information in about which program the employee will be working in.

2. Board Member Dan Cater introduced the following resolution and waived the reading: Resolution to Accept Donations in the amount of \$560. Donation of \$500 from the Inver Grove Heights Animal Hospital to be used for various events and activities. Value \$500. Donation of \$60 from Keith Koentopf of Farmington to the PACES program to be used for student needs and activities. Value: \$60. The motion for the adoption of the foregoing resolution was duly seconded by Melissa Sauser, and upon vote being taken thereon, the following voted in favor thereof: Dick Bergstrom, Bob Erickson, Joanne Mansur, Dan Cater, Deb Clark, Jill Lewis, Vanda Pressnall, Melissa Sauser, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)
3. Motion by Joanne Mansur, seconded by Dan Cater, to approve the bills from June 1, 2016, to July 13, 2016, as presented by the Business Manager. All present voted aye. Motion carried.
4. Motion by Vanda Pressnall, seconded by Dick Bergstrom, to approve the wire transfers as presented by the Business Manager. All present voted aye. Motion carried.
5. Motion by Deb Clark, seconded by Dick Bergstrom, to approve the Investment Reports for the month June and the full year for 2015-2016, as presented by the Business Manager. All present voted aye. Motion carried.
6. Motion by Joanne Mansur, seconded by Dan Cater, to approve the Temporary Work Agreement Report, as presented. (Addendum B.) All present voted aye. Motion carried.
7. Motion by Dan Cater, seconded by Vanda Pressnall, to approve the additional staff payments for the fourth quarter, as presented. (Addendum C.) All present voted aye. Motion carried.
8. New Policy 903, Uniform Grant Guidance Policy Regarding Federal Revenue Sources was reviewed for a first reading. Board member Erickson requested the auditor review this policy before the final reading. Board member Erickson would like a copy of the contracted service with Teachers on Call.
9. Revised Policy 456, Substitute Instructor Pay Schedule, was reviewed for a first reading.
10. Motion by Deb Clark, seconded by Joanne Mansur, to approve the Substitute Pay Rate of \$22 per hour for teachers for the 2016-2017 school year. (Addendum D.) Voting aye: Bob Erickson, Joanne Mansur, Dan Cater, Deb Clark, Jill Lewis, Vanda Pressnall, Melissa Sauser. Dick Bergstrom abstained. Motion carried.

The paraprofessional rates will stay the same until their contract is settled. Then Supt. Christiansen will come back to the Board for the paraprofessional rate increase.

11. Motion by Bob Erickson, seconded by Dick Bergstrom, to approve the FY 17 student breakfast to remain the same at \$1.50, adult breakfast to increase by .10 to \$2.50, increase student lunch prices to \$2.75 (up from \$2.65), adult lunch prices to increase to \$4.75 (up from \$4.60) and milk prices remain at \$.45 taking into consideration the Dakota County averages and contract prices ISD 917 pays to our food vendors. (Addendum F.) All present voted aye. Motion carried.

Superintendent Christiansen reviewed the strategic directions with the Board. Melissa Sauser would like to finish up on the communications survey before discussing strategic directions.

12. Motion by Bob Erickson, seconded by Dick Bergstrom, to approve the draft of DCALS and DCALS North Student Handbook, the Special Education Student Handbook, and the Staff Handbook for 2016-2017 as presented. (Addendum G.) All present voted aye. Motion carried.
13. Motion by Deb Clark, seconded by Dick Bergstrom, to approve all the IAQ Written Plans for 2016-2017, as presented. (Addendum H.) All present voted aye. Motion carried.
14. Motion by Bob Erickson, seconded by Dan Cater, to approve the terms and conditions agreement for the Custodial Contract for 2016-2018. (Addendum I.) All voted aye with the exception of Dick Bergstrom who abstained from voting. Motion carried.
15. Motion by Bob Erickson, seconded by Deb Clark, to approve the Mental Health Practitioners' Terms and Conditions of Employment for 2016-2017. (Approving six of the seven attached. One person has declined the offer.) (Addendums J.) All voted aye with the exception of Dick Bergstrom who abstained from voting. Motion carried.
16. Motion by Deb Clark, seconded by Joanne Mansur, to approve the Related Services Nurses' Union Contract for 2016-2018 as presented. (Addendum K.) All voted aye with the exception of Dick Bergstrom who abstained from voting. Motion carried.
17. Motion by Bob Erickson, seconded by Deb Clark, to table the Executive Assistant's contract until the August 16<sup>th</sup> Board meeting. All present voted aye. Motion carried.
18. Motion by Bob Erickson, seconded by Dan Cater, to approve the terms and conditions of employment for the PC Technician but direct the administration to revise the job description and update the job description and job title and substitute this into the contract when it is finalized. (Addendum L.) All voted aye with the exception of Dick Bergstrom who abstained from voting. Motion carried.
19. Motion by Dan Cater, seconded by Joanne Mansur, to approve the superintendent's evaluation and annual incentive compensation of 4% for 2015-2016, as presented by Board Chair Lewis. All voted aye with the exception of Dick Bergstrom who abstained from voting. Motion carried. (Addendum M.)

Discussion on the evaluation document. The form is outdated and does not match the goals. It needs to be revamped. The personnel committee will rewrite the evaluation form.

20. Motion by Joanne Mansur, seconded by Deb Clark, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 7:13 P.M.

The next regular School Board Meeting will be Tuesday, August 16, 2016, in the Board Room at Dakota County Technical College at 5:00 PM.

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Clerk

To Bd 8/16/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: June 15, 2016	Teaching Licenses Held:
NAME: Rebecca Hague	
Position: Teacher	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$51,183.00
	Employment Date: 8/25/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	John F Kennendy	Yes	Generals	Yes
Technical College				
College	Gustavous	Yes	Psychology	BA
	University of MN	Yes	Special Ed.	MA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Intermediate 917	9/15	Current	Paraprofessional
Mounds View Schools	9/13	9/15	Paraprofessional
EPIK	2/11	2/12	English Teacher in So. Korea

Total Years Experience 4

**Remarks:**

Rebecca will be a teacher at LEC in the TEA Program.

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To Bd 8-16-16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: 8/1/16	Teaching Licenses Held:
NAME: Jessica Hansen	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37
	Employment Date:    9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Avalon High	Yes	Generals	Yes
Technical College				
College	Hamline University	Yes	Art History	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
AmeriCorps	9/15	7/16	Promise Fellow
Avalon School	9/12	5/15	Work Study

Total Years Experience 3

**Remarks:**

Jessica will be a classroom assistant at AEC in the IDEA Program.

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To Ed 8/16/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: July 20, 2016	Teaching Licenses Held:
NAME: Shanna Hanson	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : 16.37
	Employment Date: 9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Rosemount 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
Daycare	5/15	5/16	Provider
Vivant Monitoring	4/14	5/15	Dispatcher
Alliance One	7/13	2/14	

Total Years Experience 3

**Remarks:**

Shanna will be a classroom assistant in the IDEA Program at AEC.

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To Bd 8-16-16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 10, 2016	Teaching Licenses Held:
NAME: Tara Lien	
Position: MHP	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$57,300
	Employment Date: 8/25/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Randolph NJ	Yes	Generals	Yes
Technical College				
College	University of PA	Yes	Psychology	BA
	Smith College	Yes	Social Work	MSW
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
Allina Health	2/14	Current	Assessment and Referrals
Hennepin County	1/11	7/14	Child Crisis Practitioner
People Incorporated	11/09	8/11	Mental Health Practitioner

Total Years Experience 7

**Remarks:**

Tara will be a MHP in the TEA Program at Lebanon Education Center.

To Bd 8/19/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: July 20, 2016	Teaching Licenses Held:
NAME: Blake Mayes	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37
	Employment Date: 9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Martin Luther King Jr. Academy	Yes	Generals	Yes
Technical College				
College	MN North Central	Yes	Journalism	BA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	1/16	6/16	Student Assistant
Motion City Church	9/15	Current	Outreach Director
Towne Park	8/15	Current	Guest Services

Total Years Experience 1

To Rd 8/16/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: July 19, 2016	Teaching Licenses Held:
NAME: Angela Moeller	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37
	Employment Date: 9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Burnsville 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
Paula Juffer	1/13	5/16	Nanny
McDonalds	3/09	9/14	Crew Member

Total Years Experience 5

**Remarks:**

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

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To Bd 8-16-16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 9, 2016	Teaching Licenses Held:
NAME: Amanda Pagel	
Position: Nurse	
College:    Secondary:    Special Education: x    District:	Recommended Salary : 67,793.
	Employment Date: 8/25/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Burnsville	Yes	Generals	Yes
Technical College				
College	St. Mary's	Yes	RN	Registered Nurse
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
Children's Hospital	10/05	Current	Registered Nurse
Region's Hospital	7/03	10/05	Registered Nurse

Total Years Experience 13

**Remarks:**

Amanda will be a LSN in the SUN Program at Cedar School.

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To Bd 8/16/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: 8/2/16	Teaching Licenses Held:
NAME: Leah Palma	
Position: Teacher	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$43,333.00
	Employment Date: 8/25/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	White Bear Lake	Yes	Generals	Yes
Technical College				
College	St. Cloud State	Yes	Elementary Education	BA
	St. Mary's	In process	Special Education	
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Hennepin Elementary School	12/13	Current	Teacher
Harvest Preparatory Academy	8/12	7/13	Teacher
New Horizons	5/12	8/12	Toddler Teacher

Total Years Experience 4

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Remarks:**

Leah will be a teacher in the TEA Program at LEC.

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To Bd 8-16-16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: 8/1/16	Teaching Licenses Held:
NAME: Samantha Perez	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37
	Employment Date: 9/1/16

**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
Pearson Vue	3/16	7/16	Spanish Scheduling Coordinator
Apple Autos	1/16	3/16	Customer Service

Total Years Experience 1

**Remarks:**

Samantha will be a classroom assistant in the TEA Program replacing Patrick Engrav.

To Bd 8-16-16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: 8/9/16	Teaching Licenses Held:
NAME: Christine Quinn	
Position: Teacher	
College: Secondary: Special Education: x District:	Recommended Salary : \$39,969.00
	Employment Date: 8/25/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Woodbury High	Yes	Generals	Yes
Technical College	Century	Yes	Associates	AA
College	St. Scholastica	Yes	Organizational Behavior	BA
	Bethel	Yes	Special Ed.	MA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	9/14	Current	Paraprofessional
Utivita	6/13	9/14	Claims Support
World Data	5/05	4/13	Sales

Total Years Experience 11

**Remarks:**

Christine will be a teacher in the PACES Program.

To Bd 8/16/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 1, 2016	Teaching Licenses Held:
NAME: Evan Stoesz	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.76
	Employment Date: 9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Eagan High	Yes	Generals	Yes
Technical College				
College	IA Northwestern College	Yes	Psychology	BA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Target Corporation	6/14	7/16	Team Member
Northwestern College	8/12	5/14	Resident Assistant
Cub Foods	11/08	5/12	Customer Service Manager

Total Years Experience 6

**Remarks:**

Evan will be a classroom assistant in the TEA Program replacing Michael Tisland.

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To Bd 8/16/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: July 19, 2016	Teaching Licenses Held:
NAME: Melissa Tousignant	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$17.14
	Employment Date: 9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Rosemount High	Yes	Generals	Yes
Technical College	DCTC	Yes	Multimedia/Web page Design	AAS
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
Apple Valley Medical Center	7/14	5/16	Supervisor/Patient Advocate
Sportsman's Guide	8/10	7/14	Correspondence Lead
The Polishing Touch	6/07	7/10	/Crew Leader

Total Years Experience 9

**Remarks:**

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

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To 5/16/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 1, 2016	Teaching Licenses Held:
NAME: Sarah Tyson	
Position: Interpreter	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.69
	Employment Date: 9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Osseo High	Yes	Generals	Yes
Technical College				
College	St. Paul College	Yes	Sign Language	AAS
	MN State	Yes	Individualized Studies	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
Petsmart	12/15	4/16	Groomer
Barrington Oaks Veterinary	3/13	10/15	Groomer
Laurent Clerc Services	12/14	4/15	Direct Support

Total Years Experience 1.5

**Remarks:**

Sarah will be an interpreter in the DHH Program at Gideon Pond Elementary School.

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To Bd 8-16-16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 9, 2016	Teaching Licenses Held:
NAME: Dawn Udelhofen	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$17.14
	Employment Date: 9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Viroqua High	Yes	Generals	Yes
Technical College				
College	University of Wisconsin	Yes	Biology, Health Education	BA
	Indiana University		Nursing Prereqs.	
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
Accra Care	7/11	Current	Personal Care
McNellis	1/14	8/16	Nanny
Scott Lefevre	9/08	8/14	Nanny/Bookkeeper

Total Years Experience 8

**Remarks:**

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

To BA 8-16-16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 10, 2016	Teaching Licenses Held:
NAME: Janie Yang	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37
	Employment Date: 9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Hudson High	Yes	Generals	Yes
Technical College				
College	Hamline University	Yes	Teaching	MA
	MN State	Yes	English Education, Creative Writing	BA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	9/15	Current	Student Assistant
Roseville Schools	9/14	9/15	Youth Worker
MN Senior Care	5/08	6/14	Secretary

Total Years Experience 6

**Remarks:**

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

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**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF AUGUST 16, 2016**

**NEW HIRES:**

Rebecca Hague, Special Education Teacher, effective August 25, 2016.

Jessica Hansen, Classroom Assistant, effective September 1, 2016.

Shanna Hanson, Classroom Assistant, effective September 1, 2016.

Ken Hennes, Classroom Assistant, effective September 1, 2016 (from Student Assistant to Classroom Assistant).

Ann Horrmann, Classroom Assistant, effective September 1, 2016.

Brittany Kneer, Classroom Assistant, effective September 1, 2016.

Tara Lien, Mental Health Practitioner, effective August 25, 2016.

Blake Mayes, Classroom Assistant, effective September 1, 2016 (from Student Assistant to Classroom Assistant).

Angela Moeller, Classroom Assistant, effective September 1, 2016.

Amanda Pagel, Licensed School Nurse, effective August 25, 2016.

Leah Palma, Special Education Teacher, effective August 25, 2016.

Samantha Perez, Classroom Assistant, effective September 1, 2016.

Christine Quinn, Special Education Teacher, effective August 25, 2016 (from Classroom Assistant to Special Education Teacher).

Evan Stoesz, Classroom Assistant, effective September 1, 2016.

Melissa Tousignant, Classroom Assistant, effective September 1, 2016.

Sarah Tyson, Sign Language Interpreter, effective September 1, 2016.

Dawn Udelhofen, Classroom Assistant, effective September 1, 2016.

Janie Yang, Classroom Assistant, effective September 1, 2016 (from Student Assistant to Classroom Assistant).

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF AUGUST 16, 2016  
(continued)**

**RE-HIRES:**

Carrie Bartel, Special Education Teacher, effective August 26, 2016.

Patti Eldred, Physical and Health Disabilities Teacher, effective August 29, 2016.

Amy Grainger, Special Education Teacher, effective August 26, 2016.

Alisa Herrmann, Program Assistant, effective August 16, 2016.

Shelbee Jaeger, Teacher of the Deaf/Hard of Hearing, effective August 29, 2016.

Gabriella Kubik, Teacher of Deaf/Hard of Hearing, effective August 26, 2016.

Danielle LaFrance, DAPE Teacher, effective August 26, 2016.

Brian Moga, Special Education Teacher, effective August 26, 2016.

Angelyn Weber, Special Education Teacher, effective August 26, 2016.

**RESIGNATIONS & TERMINATIONS:**

Heather Friedli-Ratzlaff, Classroom Assistant, effective August 13, 2016.

Ann Haschig, Mental Health Practitioner, effective July 19, 2016.

Cassandra Howlett, Classroom Assistant, effective July 28, 2016.

Manzaler Lohrey, Classroom Assistant, effective August 15, 2016.

Shane McNeeley, Classroom Assistant, effective July 25, 2016.

Courtney Olson, Classroom Assistant, effective August 14, 2016.

Sarah Winkler, Classroom Assistant, effective August 25, 2016.

**RETIREMENTS:**

Kitri Larson Kylo, Special Education Assistant Director, effective June 30, 2017.

Val Whitmer, Administrative Assistant, effective November 30, 2016.

To Bd 8-16-16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 15, 2016	Teaching Licenses Held:
NAME: Ken Hennes	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$17.52
	Employment Date: 9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	New Prague High	Yes	Generals	Yes
Technical College				
College	MN State - Mankato	Yes	Recreation/Park Administration	BA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	10/12	6/16	Student Assistant
Great Garage Door Company	7/11	4/12	Sales
Sam's Club	8/90	12/10	Manager

Total Years Experience 26

**Remarks:**

Ken will be a classroom assistant in the TESA Program at the DCTC.

To Bd 8-16-16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: 8/1/16	Teaching Licenses Held:
NAME: Ann Horrmann	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : 18.29
	Employment Date: 9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	W. Springfield High	Yes	Generals	Yes
Technical College				
College	Concordia	Yes	Christian Education and Ministry	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
Woodbury Lutheran Preschool	8/14	8/16	Assistant Teacher
Emanuel Lutheran	8/07	3/15	Director

Total Years Experience 9

**Remarks:**

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

To Bd 8-16-16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: August 15, 2016	Teaching Licenses Held:
NAME: Brittany Kneer	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$16.37
	Employment Date: 9/1/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Minnesota Transitions Charter – Online	Yes	Generals	Yes
Technical College	MN School of Business	Yes	Business Administration	AS
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
Ambassador Press	7/13	8/13	Kitting Lead
Imagine Print Solutions	10/09	7/13	Kitting Lead

Total Years Experience 4

**Remarks:**

Brittany will be a classroom assistant in the TEA Program at LEC.

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# Intermediate School District #917 School Board

## Resolution to Accept Donations

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

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of \$94.44.

1. Donation of \$25 to the TESA Program in memory of Jennifer Klaustermeier's mother, from Deb Clark of South St. Paul. Value: \$25.

2. Donation of \$69.44 from Dave and Kathryn Stoll of Cannon Falls to the Cedar SUN Program student activity fund. Value: \$69.44.

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: August 16, 2016

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 07/14/16 - 08/10/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
320631	S	\$27640.00	07/14/16	23997	1	VOIDED	VOIDED
320632	S	\$39714.48	07/14/16	24552	0	VOIDED	VOIDED
320633	S	\$210.69	07/14/16	24553	0	VOIDED	VOIDED
320634	S	\$235.00	07/14/16	19401	0	VOIDED	VOIDED
320635	S	\$214.65	07/14/16	24073	0	VOIDED	VOIDED
320636	S	\$747.40	07/14/16	03079	0	VOIDED	VOIDED
320637	S	\$716.00	07/14/16	23419	0	VOIDED	VOIDED
320638	S	\$500.00	07/14/16	24525	0	VOIDED	VOIDED
320639	S	\$82.99	07/14/16	23258	0	VOIDED	VOIDED
320640	S	\$54.00	07/14/16	00257	0	VOIDED	VOIDED
320641	S	\$8200.00	07/14/16	24609	0	VOIDED	VOIDED
320642	S	\$562.50	07/14/16	23125	0	VOIDED	VOIDED
320643	S	\$96.20	07/14/16	22907	0	VOIDED	VOIDED
320644	S	\$700.00	07/14/16	24084	0	VOIDED	VOIDED
320645	S	\$1500.00	07/14/16	29359	0	VOIDED	VOIDED
320646	S	\$27640.00	07/14/16	23997	1	AMERICAN COMPENSATION INSURANCE COMPANY	OUTSTANDING
320647	S	\$39714.48	07/14/16	24552	0	APPLE VALLEY ISD LLC	OUTSTANDING
320648	S	\$210.69	07/14/16	24553	0	CANON USA	OUTSTANDING
320649	S	\$235.00	07/14/16	19401	0	DEX MEDIA EAST, INC.	OUTSTANDING
320650	S	\$214.65	07/14/16	24073	0	EDUCATORS BENEFIT CONSULTANTS, LLC	OUTSTANDING
320651	S	\$747.40	07/14/16	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
320652	S	\$716.00	07/14/16	23419	0	HORIZON SOFTWARE INTERNATIONAL, LLC	OUTSTANDING
320653	S	\$500.00	07/14/16	24625	0	MASMS	OUTSTANDING
320654	S	\$82.99	07/14/16	23258	0	MN ENERGY RESOURCES CORPORATION	OUTSTANDING
320655	S	\$54.00	07/14/16	00257	3	PITNEY BOWES POSTAGE BY PHONE	OUTSTANDING
320656	S	\$8200.00	07/14/16	24609	0	RFL CONSTRUCTION	OUTSTANDING
320657	S	\$562.50	07/14/16	23125	0	SCHOOLFINANCES.COM	OUTSTANDING
320658	S	\$96.20	07/14/16	22907	0	SUPPLYWORKS	OUTSTANDING
320659	S	\$700.00	07/14/16	24084	0	TWO MEN AND A TRUCK	OUTSTANDING
320660	S	\$1500.00	07/14/16	29359	0	US BANK	OUTSTANDING
320661			07/15/16		0	UNISSUED	UNISSUED
320662			07/15/16		0	UNISSUED	UNISSUED
320663			07/15/16		0	UNISSUED	UNISSUED
320664			07/15/16		0	UNISSUED	UNISSUED
320666	S	\$400.00	07/15/16	24626	0	IOWA DEPARTMENT OF HUMAN SERVICES	OUTSTANDING
320667	S	\$48.00	07/15/16	21651	0	NCPERS MINNESOTA	OUTSTANDING
320668	S	\$121.80	07/15/16	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
320669	S	\$109.66	07/15/16	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
320670	S	\$726.67	07/15/16	40071	0	WADDELL & REED INC	OUTSTANDING
320671	S	\$92.05	07/20/16	17397	0	409-PRAXAIR DISTRIBUTION INC	OUTSTANDING
320672	S	\$290.00	07/20/16	19640	0	ACTION PLUS SIGN CO	OUTSTANDING
320673	S	\$146.25	07/20/16	24672	0	ARCH LANGUAGE NETWORK, INC	OUTSTANDING
320674	S	\$170.00	07/20/16	24083	0	BOOTH LAW GROUP	OUTSTANDING
320675	S	\$1480.00	07/20/16	23616	0	BRH DESIGN, LLC	OUTSTANDING
320676	S	\$1220.83	07/20/16	16244	3	CUB FOODS	OUTSTANDING
320677			07/20/16	16244	0	UNISSUED	UNISSUED
320678	S	\$12000.00	07/20/16	20448	3	DAKOTA COUNTY FINANCIAL SERVICES	OUTSTANDING
320679	S	\$15075.59	07/20/16	40056	1	DAKOTA COUNTY SHERIFF	OUTSTANDING
320680	S	\$682.73	07/20/16	19401	0	DEX MEDIA EAST, INC.	OUTSTANDING
320681	S	\$56.72	07/20/16	07751	1	HASTINGS STAR GAZETTE	OUTSTANDING
320682	S	\$48505.00	07/20/16	21065	2	IND SCH DIST #197	OUTSTANDING
320683	S	\$11402.98	07/20/16	02152	0	IND SCH DIST 197	OUTSTANDING

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 07/14/16 - 08/10/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
320684	S	\$48.82	07/20/16	24671	0	MIKAYLA SANOCKI	OUTSTANDING
320685	S	\$14063.00	07/20/16	22974	0	MLA ARCHITECTS PLANNERS	OUTSTANDING
320686	S	\$2064.31	07/20/16	22885	1	MN UNEMPLOYMENT INSURANCE	OUTSTANDING
320687	S	\$129.00	07/20/16	23690	0	OUTDOOR IMAGES, INC	OUTSTANDING
320688	S	\$378.00	07/20/16	24627	0	PETERSON HABICHT PA	OUTSTANDING
320689	S	\$295.00	07/20/16	30133	4	REGENTS OF THE UNIVERSITY OF MINNESOTA	OUTSTANDING
320690	S	\$104.50	07/20/16	23662	0	WESTONE	OUTSTANDING
320691	S	\$2340.00	07/21/16	24670	0	ADAPTIVE TECHNOLOGY RESOURCES	OUTSTANDING
320692	S	\$774.38	07/21/16	23363	0	ALLIED PROFESSIONALS, INC	OUTSTANDING
320693	S	\$4580.00	07/21/16	19645	0	APPLE COMPUTER, INC	OUTSTANDING
320694	S	\$40030.73	07/21/16	24552	0	APPLE VALLEY ISD LLC	OUTSTANDING
320695	S	\$450.11	07/21/16	24553	0	CANON USA	OUTSTANDING
320696	S	\$158.43	07/21/16	21674	0	CENTURYLINK	OUTSTANDING
320697	S	\$2902.20	07/21/16	24666	0	DIGITAL INSURANCE, INC	OUTSTANDING
320698	S	\$190.60	07/21/16	24073	0	EDUCATORS BENEFIT CONSULTANTS, LLC	OUTSTANDING
320699	S	\$773.52	07/21/16	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
320700	S	\$1065.24	07/21/16	22631	0	GOVCONNECTION INC	OUTSTANDING
320701	S	\$24783.22	07/21/16	09592	0	IND SCH DIST 191	OUTSTANDING
320702	S	\$1624.66	07/21/16	23917	1	MARCO INC	OUTSTANDING
320703	S		07/21/16	23917	0	UNISSUED	UNISSUED
320704	S	\$445.00	07/21/16	18091	0	MASE	OUTSTANDING
320705	S	\$35.10	07/21/16	23996	0	MEDICAREBLUE RX	OUTSTANDING
320706	S	\$183.90	07/21/16	20568	1	OFFICE DEPOT	OUTSTANDING
320707	S	\$159.31	07/21/16	07543	0	TIERNEY BROS. INC	OUTSTANDING
320708	S	\$23400.00	07/21/16	00643	0	TIES	OUTSTANDING
320709	S	\$1480.00	07/21/16	23814	0	TRIG LIFE SERVICES	OUTSTANDING
320710	S	\$3000.00	07/21/16	24555	0	UNIVERSAL CLEANING SERVICES	OUTSTANDING
320711	S	\$2609.19	07/21/16	02775	0	XCEL ENERGY	OUTSTANDING
320712	S	\$1050.00	07/27/16	23363	1	ALLIED PROFESSIONALS, INC	OUTSTANDING
320713	S	\$5942.50	07/27/16	24554	0	ATOMIC LEARNING INC	OUTSTANDING
320714	S	\$16.71	07/27/16	21674	0	CENTURYLINK	OUTSTANDING
320715	S	\$518.39	07/27/16	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
320716	S	\$305.00	07/27/16	23913	0	INTEGRATED PROTECTION SYSTEMS	OUTSTANDING
320717	S	\$700.00	07/27/16	40096	0	KLEIN, LORI	OUTSTANDING
320718	S	\$7725.40	07/27/16	23849	0	SPED FORMS, INC	OUTSTANDING
320719	S	\$975.75	07/27/16	23942	0	TEACHERS ON CALL	OUTSTANDING
320720	S		07/27/16		0	UNISSUED	UNISSUED
320721	S		07/27/16		0	UNISSUED	UNISSUED
320722	S	\$2712.00	07/28/16	21458	0	ACT, INC	OUTSTANDING
320723	S	\$256.89	07/28/16	22551	0	DAKOTA COUNTY LUMBER	OUTSTANDING
320724	S	\$866.00	07/28/16	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
320725	S	\$999.75	07/28/16	23214	0	FRASER CHILD & FAMILY CENTER	OUTSTANDING
320726	S	\$1251.67	07/28/16	20868	0	OFFICE OF ENTERPRISE TECHNOLOGY	OUTSTANDING
320727	S	\$190.44	07/28/16	29040	0	SAM'S CLUB	OUTSTANDING
320728	S	\$3500.00	07/28/16	23046	0	AMSD	OUTSTANDING
320729	S	\$229.00	07/28/16	04470	0	ASCD	OUTSTANDING
320730	S	\$1636.62	07/28/16	23419	0	HORIZON SOFTWARE INTERNATIONAL, LLC	OUTSTANDING
320731	S	\$790.00	07/28/16	21458	0	SOUTH CENTRAL SERVICE COOPERATIVE	OUTSTANDING
320732	S	\$400.00	07/29/16	24626	0	VOIDED	VOIDED
320733	S	\$738.50	07/29/16	40017	0	VOIDED	VOIDED
320734	S	\$121.80	07/29/16	29972	0	VOIDED	VOIDED
320735	S	\$100.66	07/29/16	29207	0	VOIDED	VOIDED

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 07/14/16 - 08/10/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
320736	S	\$726.67	07/29/16	40071	0	VOIDED	VOIDED
320738	S	\$400.00	07/29/16	24626	0	IOWA DEPARTMENT OF HUMAN SERVICES	OUTSTANDING
320739	S	\$738.50	07/29/16	40017	0	C.P.F.I.U., LOCAL 12	OUTSTANDING
320740	S	\$121.80	07/29/16	29992	0	RELATED SERVICES NURSES ESP	OUTSTANDING
320741	S	\$100.66	07/29/16	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
320742	S	\$726.67	07/29/16	40071	0	WADDELL & REED INC	OUTSTANDING
320743			07/29/16		0	UNISSUED	UNISSUED
320744	S	\$330.00	08/02/16	66081	3	COUNCIL FOR EXCEP CHILDREN	OUTSTANDING
320745	S	\$110494.50	08/02/16	24669	0	DERAU CONSTRUCTION	OUTSTANDING
320746	S	\$1360.87	08/02/16	00543	0	GOPHER SPORT	OUTSTANDING
320747	S	\$2560.23	08/02/16	22631	0	GOVCONNECTION INC	OUTSTANDING
320748	S	\$5313.54	08/02/16	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
320749	S	\$700.00	08/02/16	40096	0	KLEIN, LORI	OUTSTANDING
320750	S	\$344.00	08/02/16	11469	0	MOUNT OLIVET CONFERENCE & RETREAT CENTER	OUTSTANDING
320751	S	\$1900.00	08/02/16	12831	0	NCS PEARSON INC	OUTSTANDING
320752	S	\$1148.65	08/02/16	20568	1	OFFICE DEPOT	OUTSTANDING
320753	S	\$167.64	08/02/16	13162	3	SCHOLASTIC, INC	OUTSTANDING
320754	S	\$1871.71	08/02/16	23942	0	TEACHERS ON CALL	OUTSTANDING
320755	S	\$2000.00	08/02/16	23495	0	THE CONOVER COMPANY	OUTSTANDING
320756	S	\$102.35	08/02/16	07543	0	TIERNEY BROS. INC	OUTSTANDING
320757	S	\$49.00	08/02/16	23357	0	U.S. POST OFFICE	OUTSTANDING
320758	S	\$3000.00	08/02/16	24556	0	UNIVERSAL CLEANING SERVICES	OUTSTANDING
709011	E	\$120.00	07/14/16	99999	4458	PIPER, DEBRA S.	OUTSTANDING
709012	E	\$7.67	07/14/16	99999	10615	LANG, SHEILA	OUTSTANDING
709013	E	\$45.00	07/27/16	99999	8787	ASMUS, JOAN SCHAEFER	OUTSTANDING
709014	E	\$90.00	07/27/16	99999	8873	BUDACE, DON JAMES	OUTSTANDING
709015	E	\$45.00	07/27/16	99999	10762	BYER, ANNE	OUTSTANDING
709016	E	\$90.00	07/27/16	99999	9679	CHRISTIANSEN, JOHN MAXWELL	OUTSTANDING
709017	E	\$45.00	07/27/16	99999	10050	DOBSON, MEGHAN	OUTSTANDING
709018	E	\$90.00	07/27/16	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
709019	E	\$90.00	07/27/16	99999	8341	HETLAND, JENNIFER AMY	OUTSTANDING
709020	E	\$90.00	07/27/16	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
709021	E	\$90.00	07/27/16	99999	9468	LANCENFELD, CORY LEE	OUTSTANDING
709022	E	\$45.00	07/27/16	99999	9589	PETERSEN, JENNIFER MAE	OUTSTANDING
709023	E	\$90.00	07/27/16	99999	10944	PRATT, SARA	OUTSTANDING
709024	E	\$90.00	07/27/16	99999	8628	ROUSH, NICOLLE KATHERI	OUTSTANDING
709025	E	\$90.00	07/27/16	99999	9915	SCHALLER, MELISSA	OUTSTANDING
709026	E	\$90.00	07/27/16	99999	10405	STOLL, DAVID L.	OUTSTANDING
709027	E	\$45.00	07/27/16	99999	9068	SWANEY, AMY LYNN	OUTSTANDING
709028	E	\$90.00	07/27/16	99999	10736	VAN BROCKLIN, ERIC	OUTSTANDING
709029	E	\$20.00	07/27/16	99999	9883	ZEHNDER, SCOTT MICHAEL	OUTSTANDING
709030	E	\$14.58	07/27/16	99999	9770	ALEXANDER, AMY DOREEN	OUTSTANDING
709031	E	\$11.88	07/27/16	99999	9269	BECHERER, GRETCHEN CHRIST	OUTSTANDING
709032	E	\$18.99	07/27/16	99999	9771	BOHNERT, LOREEN M	OUTSTANDING
709033	E	\$324.00	07/27/16	99999	10756	VAN BROCKLIN, ERIC	OUTSTANDING
709034	E	\$7.29	07/27/16	99999	9691	FREEBURG, NANCY JO	OUTSTANDING
709035	E	\$13.36	07/27/16	99999	9831	KURTEN, CAROL LEIGH	OUTSTANDING
709036	E	\$1152.30	07/27/16	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
709037	E	\$15.12	07/27/16	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
709038	E	\$4.98	07/27/16	99999	10397	PEMBLE, HOLLY	OUTSTANDING
709039	E	\$114.37	07/27/16	99999	9915	SCHALLER, MELISSA	OUTSTANDING
709040	E	\$22.81	07/27/16	99999	2598	LAMPRECHT, CLAUDETTE	OUTSTANDING

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 07/14/16 - 08/10/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
709041	E	\$22.00	07/27/16	99999	9914	RHEIN-MEDINA, KENT E.	OUTSTANDING
709042	E	\$14.04	07/29/16	99999	9301	CLARK, DEBORAH MAE	OUTSTANDING
709043	F	\$35.64	07/29/16	99999	8287	LEWIS, JILL E	OUTSTANDING
92002233	W	\$2068.76	07/18/16	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92002234	W	\$518.20	07/18/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002235	W	\$823.35	07/18/16	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92002236	W	\$2339.56	07/20/16	29026	0	EDUCATION MN EST BILLING TRUST	OUTSTANDING
92002237	W	\$25901.18	07/19/16	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92002238	W	\$4894.17	07/19/16	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002239	W	\$11837.36	07/19/16	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92002240	W	\$933.33	07/18/16	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92002241	W	\$144185.02	07/18/16	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92002242	W	\$35869.21	07/20/16	21088	0	MEDICA	OUTSTANDING
92002243	W	\$386.67	07/19/16	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002244	W	\$22401.34	07/18/16	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92002245	W	\$393290.55	07/15/16	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92002246	W	\$62129.52	07/19/16	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002247	W	\$2651.26	07/18/16	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92002248	W	\$372.03	07/18/16	28803	2	VOYA	OUTSTANDING
92002249	W	\$1987.76	08/02/16	40072	0	AFLAC	OUTSTANDING
92002250	W	\$2068.76	08/01/16	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92002251	W	\$823.35	08/01/16	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92002252	W	\$211.72	07/18/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002253	W	\$3670.04	07/22/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002254	W	\$49.62	08/02/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002255	W	\$951.81	07/31/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002256	W	\$2339.56	08/01/16	29026	0	EDUCATION MN EST BILLING TRUST	OUTSTANDING
92002257	W	\$28452.38	08/02/16	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92002258	W	\$13036.17	08/02/16	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002259	W	\$11837.36	08/02/16	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92002260	W	\$933.33	08/02/16	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92002261	W	\$147790.71	08/01/16	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92002262	W	\$34402.76	07/27/16	21088	0	MEDICA	OUTSTANDING
92002263	W	\$21685.66	08/01/16	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92002264	W	\$172.66	08/01/16	40058	0	MN DEPT OF REVENUE (C)	OUTSTANDING
92002265	W	\$31763.40	08/02/16	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002266	W	\$412319.01	07/29/16	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92002267	W	\$64138.22	08/02/16	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002268	W	\$2651.26	08/01/16	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92002269	W	\$372.03	08/01/16	28803	2	VOYA	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 167 TOTAL AMOUNT 1960961.76

TOTAL # OF VOIDED CHECKS: 00 TOTAL AMOUNT 83261.54

TOTAL # OF UNISSUED CHECKS: 9

Date: August 9, 2016

To: Accounts Payable

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	16221146984A
Date:	8/8/2016
Payment Date	8/10/16

Subject Group Weekly Claims Invoice  
(Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$

\$56,501.20

Payable to:  
Medica

Vendor # 21088

Charge to:


Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$56,501.20
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$0.00
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$56,501.20 <sup>proof</sup> \$0.00

Authorized Signature



Date

8-9-16

copy for AP  
copy for Board

Date: August 9, 2016  
To: FOR EFT INPUT


From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement August 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$245.00  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$245.00	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$245.00	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 8/5/2016 \$245.00

Authorized Signature  Date 8-9-14

8/1/2016 \$30.00  
8/3/2016 \$215.00

\$245.00

copy to Linda B, one for payroll and original to Vickie B

Date: August 9, 2016  
To: FOR EFT INPUT

From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement August 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$2,107.20  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$295.51	
10-215-40	D.Care	\$1,811.70	
10-215-42	L.Scope	\$0.00	
Total		\$2,107.21	proof -\$0.01

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 8/5/2016 \$2,107.21

Authorized Signature  Date 8-9-16  
08/05/16 \$2,107.00

\$2,107.00

copy to Linda B, one for payroll and original to Vickie B

Date: August 1, 2016

To: FOR EFT INPUT

From: Audrey Weiler  
Payroll Clerk

Subject: Group Insurance Premium for July 2016  
(Employer's Costs and Employees' Withholdings)

Payable to: Delta Dental \$30,285.14  
Vendor # 30132

Charge to:	Amount
21-005-110-000-235-250	\$30,285.14

Total	\$30,285.14	proof	\$0.00
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cc: Payroll Insurance Payment File  
Date Bank Account to be debited 8/10/2016

Authorized Signature  Date 8-5-16

Invoice 6582757 dated 08/01/2016

	LB COPY
	VB COPY

Date: August 4, 2016

To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Bill Number 1218879  
Paydate 8/1/2016

Subject: Group Insurance Premium for August 2016  
(Employer's Costs and Employees' Withholdings)

Wire Funds to Kansas City Life Insurance Co \$7,251.04

Payable to:  
Kansas City Life Ins Co Vendor # 24031

Charge to:	Amount	
01-215-32	\$420.34	
02-215-32	\$3,984.74	
10-215-32	\$253.58	
01-215-33	\$243.72	
02-215-33	\$2,214.94	
10-215-33	\$133.72	
Total	\$7,251.04	proof \$0.00

cc: Payroll Insurance Payment File

Authorized Signature  Date 8-5-16


TO: Nicolle Roush DATE: 08/01/2016  
Business Manager

FROM: Audrey Weiler  
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending 7/29/16 Combined

Aflac Vendor #40072	\$ 1,987.76
Amperprise Financial Vendor #40027	\$ 2,068.76
AXA Equitable Life Vendor #40022	\$ 823.35
Horance Mann Vendor #40026	\$ 933.33
PERA - Executive Director Vendor #40006	\$ 28,452.38
TRA - State Treasurer Vendor #40005	\$ 64,138.22
ESI/MEA Vendor #29026	\$ 2,339.56
VALIC (Variable Annuity Life) Vendor #40033	\$ 2,651.26
Minnesota Dept. of Revenue Vendor # 40003	\$ 21,686.66
Internal Revenue Service Vendor Nbr 40037	\$ 147,790.71
Payroll Acct #XXXXXXX4197 Vendor #40001	\$ 412,319.01
HealthEquity (HSA) Vendor # 24594-0	\$ 11,837.36
MN State Retirement System Vendor # 28803-0	\$ 31,763.40
MN State Retirement System Vendor # 28803-0	\$ -
MN Dept of Revenue - Garnishments Vendor #40058	\$ 172.66
MN Child Support Vendor # 21704	\$ -
VOYA (Formerly ING) Vendor #28803-2	\$ 372.03
Fidelity Investments Vendor #40060	\$ 13,036.17

Total Electronic Funds Transfer was made in the amount of \$ 742,372.62

Authorized Signature  Date 8-2-16

Date: August 1, 2016  
To: FOR EFT INPUT

From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement July 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$49.62  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$49.62	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$49.62	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 8/2/2016 \$49.62

Authorized Signature  Date 8-1-16

7/30/2016 \$8.96  
7/31/2016 \$40.66

\$49.62

copy to Linda B, one for payroll and original to Vickie B

Date: August 1, 2016  
To: FOR EFT INPUT

From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement July 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$951.81  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount
10-215-39 Medical	\$951.81
10-215-40 D.Care	\$0.00
10-215-42 L.Scope	\$0.00
Total	\$951.81 <sup>proof</sup>
	\$0.00

cc: Payroll Insurance Payment File *7/31/16*  
Date Bank Account to be debited ~~7/18/2016~~ \$951.81

Authorized Signature *AW* Date *8-1-16*

7/26/2016 \$219.08  
7/27/2016 \$732.73

\$951.81

copy to Linda B, one for payroll and original to Vickie B

Date: July 26, 2016  
To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Invoice nbr: 0041240602  
Date: 7/25/2016  
Payment Date: 8/10/16

Subject: Group Monthly Invoice August 2016  
(Employer's Costs and Employees' Withholdings)

ACH Funds Transfer was made in the amount of \$ 44,899.12

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$0.00
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$6,223.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$822.96
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$34,269.22
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$789.94
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$2,794.00
02-215-30	PREV YR TERMS		

Total

\$44,899.12 <sup>proof</sup> \$0.00

Authorized Signature



Date

7-26-16

Date: July 25, 2016

To: Accounts Payable

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	16207146984A
Date:	7/25/2016
Payment Date	7/27/16

Subject Group Weekly Claims Invoice  
(Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$

\$34,402.76

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$34,402.76
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$0.00
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$34,402.76 <sup>proof</sup> \$0.00

Authorized Signature



Date

7-26-15

copy for AP  
copy for Board

Date: July 25, 2016

To: FOR EFT INPUT

From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement July 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$211.72  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$211.72	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$211.72	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 7/18/2016 \$211.72

Authorized Signature  Date 7-26-16

7/21/2016 \$41.19  
7/23/2016 \$170.53

\$211.72

copy to Linda B, one for payroll and original to Vickie B

Date: July 22, 2016

To: FOR EFT INPUT


From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement July 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$3,670.04  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$122.74	
10-215-40	D.Care	\$3,547.30	
10-215-42	L.Scope	\$0.00	
Total		\$3,670.04	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 7/22/2016 \$3,670.04

Authorized Signature  Date 7-26-16  
07/22/16 \$3,670.04

\$3,670.04

copy to Linda B, one for payroll and original to Vickie B

Date: July 18, 2016

To: Accounts Payable

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	16200146984A
Date:	7/18/2016
Payment Date	7/20/16

Subject Group Weekly Claims Invoice  
(Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$ 35,869.21

Payable to:  
Medica

Vendor # 21088


Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$35,869.21
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$0.00
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$35,869.21 proof \$0.00

Authorized Signature  Date 7-18-16

copy for AP  
copy for Board

Date: July 18, 2016

To: FOR EFT INPUT


From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement July 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$518.20  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$518.20	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$518.20	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 7/18/2016 \$518.20

Authorized Signature  Date 7-18-16

7/12/2016	\$341.64
7/13/2016	\$30.00
7/14/2016	\$5.59
7/15/2016	\$140.97

\$518.20

copy to Linda B, one for payroll and original to Vickie B

TO: Nicolle Roush DATE: 07/18/2016  
 Business Manager

FROM: Audrey Weiler  
 Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending 7/15/16--COMBINED

Amerprise Vendor #40027	2,068.76
AXA Equitable Life Vendor #40022	823.35
PERA Vendor #40006	25,901.18
Fidelity Vendor #40060	4,894.17
VOYA ( formerly ING) #28803-2	372.03
Horace Mann Vendor #40026	933.33
TRA Vendor #40005	62,129.52
VALIC (Variable Annuity Life) Vendor #40033	2,651.26
Minnesota Dept. of Revenue Vendor # 40003	22,401.34
Internal Revenue Service Vendor Nbr 40037	144,185.02
Payroll Acct #XXXXXX4197 Vendor #40001	393,290.55
HealthEquity (HSA) Vendor # 24594-0	11,837.36
Educators Financial Services/ESI/MEA Vendor #29026	2,339.56
MN State Retirement System Vendor #28803-0	386.67
MN Child Support Vendor #21704	0.00
MN Dept Revenue Vendor (Garnishment) #40058	0.00

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

674,214.10

Authorized Signature



Date

7-18-16

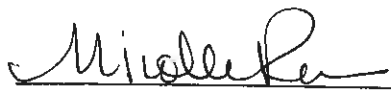
Intermediate School District 917  
1300 E. 145<sup>th</sup> Street  
Rosemount, MN 55068

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Re: Sales Tax Wire Transfer

Date: 7/19/16

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 2783.00 , from Wells Fargo Bank Account No. 3805702167.

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

**INTERMEDIATE SCHOOL DISTRICT 917  
SCHOOL BOARD REPORT OF  
CONSOLIDATED INVESTMENTS (GENERAL & BUILDING)  
JULY 2016**

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	7,775,587.47	1,100,000.00	550,000.00	0.00	3,418.37	8,329,005.84	3,418.37
2 MSDLAF	01	3,717.09	0.00	0.00	0.00	1.33	3,718.42	1.33
MSDLAF TERM (CD's, Term, Comm maturity)	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	0.00
4 WELLS FARGO PORTFOLIO	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>7,779,304.56</b>	<b>1,100,000.00</b>	<b>550,000.00</b>	<b>0.00</b>	<b>3,419.70</b>	<b>8,332,724.26</b>	<b>3,419.70</b>

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

1. MSDMAX is MSDLAF'S "Max Portfolio" and includes pooled investments plus banker's acceptances, commercial paper, repurchase agreements and US Government obligations.
2. MSDLAF is MSDLAF'S primary clearing "Money Market" fund. All fixed rate investments (FRI) clear through this account as do maturities, interest, and fees.
3. WELLS FARGO is a primary clearing "Money Market" fund. All maturities, interest, and fees clear through Intermediate School District 917's main bank account.
4. WELLS FARGO PORTFOLIO includes pooled investments plus banker's acceptances, commercial paper, repurchase agreements and US Government obligations.

NOTE: July 2016 Average MSDLAF Liquid Rate was 0.42% and the MSDLAF+MAX Average Rate was 0.51%. MSDLAF Term Average Rate is .00%. The Average Wells Fargo Savings Rate was 0.00%.

NR:vjw

TO: School Board  
FROM: John Christiansen  
DATE: August 11, 2016  
RE: New Policy 903

After our first reading last board meeting, we had our auditor Jim Eichten review it. He felt it was an excellent policy and his only recommendation is in Part VI, C. Internal Controls, to strike the last sentence as those standards are not required of us and it could cause confusion.

**903 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES**

**I. PURPOSE**

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

**II. DEFINITIONS**

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

*[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]*

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
  1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
  - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under

the federal Acquisition Regulations.

3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

E. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.

F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.

G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).

- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III. CONFLICT OF INTEREST**

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

### **IV. ACCEPTABLE METHODS OF PROCUREMENT**

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
  - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
  - 2. Procurement by small purchase procedures. If small purchase procedures

are used, price or rate quotations must be obtained from an adequate number of qualified sources.

3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
  - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b. Proposals must be solicited from an adequate number of qualified sources;
  - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.

- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
  - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

**V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

**VI. FINANCIAL MANAGEMENT REQUIREMENTS**

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash

requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. ~~These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).~~

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the

administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;

15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;

12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.

- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c. School district uses Title I, Part A, or Migrant Education Program

funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.

4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

**VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and

practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.

6. Costs of severance pay are allowable only to the extent that, in each case,

severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
  - 1. Critical and necessary for the conduct of the project;
  - 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  - 3. Consistent with the school district's cost accounting practices and school district policy; and
  - 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

- 1. Participation of the individual is necessary to the federal award; and
- 2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

- Legal References:**
- 2 C.F.R. § 200.12 (Capital Assets)
  - 2 C.F.R. § 200.112 (Conflict of Interest)
  - 2 C.F.R. § 200.113 (Mandatory Disclosures)
  - 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
  - 2 C.F.R. § 200.212 (Suspension and Debarment)
  - 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
  - 2 C.F.R. § 200.302 (Financial Management)
  - 2 C.F.R. § 200.303 (Internal Controls)
  - 2 C.F.R. § 200.305(b)(1) (Payment)
  - 2 C.F.R. § 200.310 (Insurance Coverage)
  - 2 C.F.R. § 200.311 (Real Property)
  - 2 C.F.R. § 200.313(d) (Equipment)
  - 2 C.F.R. § 200.314 (Supplies)
  - 2 C.F.R. § 200.315 (Intangible Property)
  - 2 C.F.R. § 200.318 (General Procurement Standards)
  - 2 C.F.R. § 200.319(c) (Competition)
  - 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
  - 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
  - 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
  - 2 C.F.R. § 200.338 (Remedies for Noncompliance)
  - 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
  - 2 C.F.R. § 200.430 (Compensation – Personal Services)
  - 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
  - 2 C.F.R. § 200.447 (Insurance and Indemnification)
  - 2 C.F.R. § 200.463 (Recruiting Costs)
  - 2 C.F.R. § 200.464 (Relocation Costs of Employees)
  - 2 C.F.R. § 200.473 (Transportation Costs)
  - 2 C.F.R. § 200.474 (Travel Costs)

- Cross References:**
- Policy 208 (Development, Adoption, and Implementation of Policies)
  - Policy 210 (Conflict of Interest – School Board Members)
  - Policy 412 (Expense Reimbursement)

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

## 400 PERSONNEL

### 456 SUBSTITUTE INSTRUCTOR PAY SCHEDULE

#### I. Definition

A daily substitute teacher is a person hired to replace an absent teacher on a daily basis to cover the teacher's regular assignment for that day pursuant to the direction of the building principal or assigned supervisor.

A long-term substitute teacher is a person hired to replace an absent teacher on a long-term basis to cover the teacher's regular assignment performing all duties of the absent teacher pursuant to the direction of the building principal or assigned supervisor. In accordance with Minn. Stat. section 179.03, a licensed long-term substitute shall be considered a long-term substitute when they are in the same position for 31 days or more.

#### II. Compensation

Daily substitute teachers shall be paid an established hourly rate consistent with the portion of the day actually worked or ~~governed~~ **required** by the payment policies ~~of~~ **if the District uses** a contracted service.

Long-term substitute teachers will be paid as determined by the agreed upon placement on the teacher salary schedule.

The Board of Education shall annually approve the daily substitute hourly rate prior to the beginning of each school year.

#### III. Benefits

Regular daily and long-term teacher substitutes are not entitled to insurance benefits granted to regular or part-time district teachers. Long-term substitute teachers are eligible for pro-rated leave benefits.

#### IV. Internal Substitute Instructor

District 917 teachers assigned by their principal/supervisor to teach beyond their normal student contact hours shall be paid their hourly rate pro rata to the employee's contract for the additional student contact time.

**District 917 program assistants with teacher licensure who agree to a substitute assignment for a short-term assignment shall be paid their program assistants hourly rate or teacher daily substitute hourly rate whichever is greater. The program assistant will**

**also maintain their insurance and leave benefits. When a program assistant agrees to a long-term substitute assignment, hourly pay will be determined by the agreed upon placement on the teacher salary schedule. The program assistant will also maintain their insurance and leave benefits when in a long-term teacher substitute assignment.**

V. Summer School Substitute Instructor Pay

Summer school substitute instructors shall be paid the daily substitute teacher rate. District 917 contracted teachers who substitute during summer school sessions shall be paid their hourly rate pro rata to the employee's contract.

Board Approved 12/20/94  
Revised 9/19/95  
Revised 1/20/98  
Revised: May 1, 2007  
Revised June 3, 2014  
Revised \_\_\_\_\_

**INTERMEDIATE SCHOOL DISTRICT 917**

**COMPENSATION INFORMATION/TERMS AND CONDITIONS  
OF EMPLOYMENT FOR**

**EXECUTIVE ASSISTANT  
TO THE SUPERINTENDENT**

**~~EFFECTIVE JULY 1, 2014 -- JUNE 30, 2016~~  
EFFECTIVE JULY 1, 2016 - JUNE 30, 2018**

**APPROVED BY THE SCHOOL BOARD**

**Board Approved: ~~July 1, 2014~~**

**ARTICLE I  
DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment cover the Executive Assistant to the Superintendent/ Secretary to the School Board for Intermediate School District #917 (hereinafter, Executive Assistant or Employee.)

**ARTICLE II  
LEAVES**

Section 1: Sick Leave

Subd. 1: The Executive Assistant shall earn sick leave at the rate of twelve (12) days during each year of service in the employ of the School District, or a maximum of one (1) day per month of employment. The Executive Assistant shall be credited with twelve (12) days at the beginning of each year of employment, but not more than one (1) per month for time worked, but no credit shall be given which would cause the accumulated sick leave to exceed the maximum provided for herein. In the event that the Executive Assistant uses credited sick leave prior to completion of the year in which such credit is earned, the Executive Assistant shall be liable to the School District for any sick leave pay advanced beyond actual accrual in the event the employee leaves the service of the School District.

Subd. 2: The Executive Assistant may use one (1) day of accumulated sick leave for each day of illness or disability of the Executive Assistant's child who is less than eighteen (18) years old, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. (Minn. Stat. § 181.9413).

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

Section 2. 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 preschool child, provided such parent is caring for the child on a full-time basis.

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

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

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

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

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

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

### Section 3. Maternity/Adoption Leave:

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

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

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

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

### Section 4. Bereavement and Family Illness Leave

The Executive Assistant may be granted up to five (5) days absence with pay due to the death of a spouse, child, brother, sister, parent, grandparent, grandchild, or parent-in-law. Up to three (3) days absence with pay may be granted for the death of the employee's son-in-law,

daughter-in-law, brother-in-law, sister-in-law, or a regular member of the immediate household. Absence due to the death of a family member shall not be deducted from sick leave.

An absence due to the illness of a spouse, child, adult child, brother, sister, parent, grandparent or parent-in-law will be granted up to twenty (20) days per year with the approval of the immediate supervisor, and shall be deducted from sick leave.

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

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

Section 6. Jury Duty: An employee who is called for jury duty will be reimbursed for the difference between the amount paid for such services and his or her straight time hourly rate for his or her regular scheduled hours for work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

Section 7. Personal Leave: The Executive Assistant shall be eligible for two (2) personal leave days per year. Unused personal leave days may accrue to a maximum of five (5) days.

### **ARTICLE III VACATIONS AND HOLIDAYS**

#### Section 1. Earned Vacation

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

Year 1	12 days per year (3 days per quarter)
Year 2 -9	18 days per year (4 days per quarter)
Year 10-19	24 days per year (6 days per quarter)
Year 20 or more	26 days per year (6.5 days per quarter)

Subd. 2: Six (6) days of vacation may be taken after the first six (6) months of employment. During the initial fiscal year of employment, employees who work less than a full year shall accrue vacation on a pro-rata basis. In subsequent years, an employee will earn vacation at the rate above and such vacation will be credited to the employee on a quarterly basis.

Subd. 3: Vacation may be used after it is credited. Vacation may be accrued to a maximum of 40 days. All requests for vacation must be approved in advance by the superintendent.

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

Section 2. Holidays An employee eligible under this section shall be granted the following holidays:

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

#### **ARTICLE IV INSURANCE BENEFITS**

##### Section 1. Health and Hospitalization Insurance

###### Subd. 1: Individual Coverage

Effective July 1, ~~2014,~~ **2016**, the School District shall contribute a sum not to exceed ~~\$450~~ **\$680** per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. Effective January 1, ~~2015,~~**2017**, the School District shall contribute a sum not to exceed ~~\$550-~~ **\$710** per month.

###### Subd. 2: Family Coverage

Effective July 1, ~~2014,~~ **2016**, the School District shall contribute a sum not to exceed \$1480 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4. Effective January 1, ~~2015,~~ **2017**, the School District shall contribute a sum not to exceed \$1480 per month.

Subd. 3: Individual High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~\$450.~~ **\$680.** Effective January 1, ~~2015,~~ **2017**, the total monthly contribution shall not exceed ~~\$550.~~ **\$710.**
- (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 and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4 Family High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1480 per month. Effective January 1, ~~2015~~, **2017**, the total monthly contribution shall not exceed \$1480.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district, who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan, a monthly amount equal to the total monthly contribution identified in subsection (a) minus the 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 Changed in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or

individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 2. Group Income Protection

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

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

Section 3. Life Insurance: The School District will pay the entire cost of the premiums for an \$80,000 term life insurance policy for the Executive Assistant. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance

Subd. 1: Individual Coverage: The School District shall contribute a sum not to exceed \$45 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

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

**ARTICLE V  
403B MATCHING CONTRIBUTION**

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must have completed three years of employment and thus will be eligible for contribution in the employee's fourth year of employment.

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

<u>Year of Employment</u>	<del>2014-2015</del>	<del>2015-2016</del>
	<b>2016-2017</b>	<b>2017-2018</b>
4 <sup>th</sup> year and up	\$1,000	\$1,000

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

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

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

## **ARTICLE VI OTHER BENEFITS**

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

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

## **ARTICLE VII MISCELLANEOUS**

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

## **ARTICLE VIII SEVERANCE/RETIREMENT**

Section 1. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous service with the School District, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any

employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 2. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed forty (40) days.

Section 3. Method of Pay-out:

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

Section 4. Notice: To be eligible for the benefits of this section, unless waived by the School District, an employee must notify the School District not less than ninety (90) calendar days prior to the proposed retirement date.

**ARTICLE VIX  
ADDITIONAL WORK ASSIGNMENTS**

Section 1. Definition of additional work assignments: The Executive Assistant is currently assigned the additional duty to serve as the health and safety coordinator for the School District. In this capacity, the Executive Assistant is responsible for all aspects of the health and safety program for the School District. The Executive Assistant is also required to attend all school board meetings and other meetings or School Board events outside of normal working hours. These responsibilities include, but are not limited to:

Subd. 1. Complete and submit all plans, reports and documents as required by the Minnesota Department of Education, the Minnesota Department of Health and any other regulatory authorities.

Subd. 2. Coordinate the agendas, activities and minutes for the District's required Health and Safety (wellness) Committee.

Subd. 3. Prepare and maintain appropriate files in accordance with state and federal regulations pertaining to all aspects of health and safety.

Subd. 4. Organize and implement the SafeSchools system of on-line instruction and testing related to health and safety and other employee training.

Subd. 5. Organize and implement the online SafeSchools SDS (formally MSDS – Material Safety Data Sheets) to be in compliance by June 1, 2016.

Subd. 6. Organize and implement various inspections, instruction, and record keeping in accordance with state and federal regulations.

Subd. 7. Keep the Superintendent and the Board advised as to the health and safety activities that are planned, executed and reported. Advise the Superintendent of any deficiencies in training, equipment, materials or procedures observed in any area of the District's operations.

Subd. 8. Attend all meetings of the School Board and perform all functions regarding such meetings or as directed by the Superintendent or Chairperson of the School Board.

## Section 2. Stipend

Subd. 1. The Executive Assistant shall be paid **in addition to the base salary** an annual stipend for ~~these~~ **the**-additional work assignments **in Section 1** for the period ~~July 1, 2014, through June 30, 2015, in the amount of \$4200 and July 1, 2015, 2016~~ to June 30, 2016, **2018**. ~~the amount~~ **The stipend** of \$4400 ~~to be paid in conjunction with~~ **will be paid on** the regular pay schedule ~~in~~ **of** twenty-four payments.

Section 3. Exempt Status. This position is exempt from the overtime provisions of the Fair Labor Standards Act, based on the following factors:

- (a) The position is salaried and earns more than \$250 per week.
- (b) The position involves performing office work directly related to management policies and general business operations of the school district.
- (c) The incumbent in this position customarily and regularly exercises discretion and independent judgment in the course of the daily work activities.

**ARTICLE X  
SALARIES**

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

Section 2. Salary for 2014-2016

<del>July 1, 2014 – June 30, 2015</del>	<del>\$71,546.79</del>
<del>July 1, 2015 – June 30, 2016</del>	<del>\$73,858.54</del>

Section 2. Salary for 2016-2018

<b>July 1, 2016 – June 30, 2017</b>	<b>\$76,443.59 + \$4400 = \$80,843.59</b>
<b>July 1, 2017 – June 30, 2018</b>	<b>\$79,310.22 + \$4400 = \$83,710.22</b>

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Linda Berg

Dated: July 19, ~~2014~~ **2016**

Dated: July 19, ~~2014~~ **2016**

# PC Technician Computer Network Specialist

Dept/Div: Administration/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate technical work providing hardware, software, printer and email support to end users, and related work as apparent or assigned. Work is performed under the limited supervision of the Coordinator of Technology.

## Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**Demonstrated problem solving skills, a strong initiative and work ethic.**

## Essential Functions

**Serves as the lead contact for the setup, support, and maintenance of Windows computers districtwide.**

Configures and sets up new desktops and laptops; reloads old equipment for redistribution.

~~Troubleshoots, maintains and installs hardware and software, printer and/or email and applicable technical issues; removes viruses; installs and instructs departments on specialized software.~~

**Diagnoses, troubleshoots, installs and maintains hardware and operating system software including printers and e-mail.**

**Installs and instructs staff on specialized software specific to a program or individual student.**

**Diagnoses, troubleshoots and removes individual viruses or system viruses.**

Replaces memory, hard drives and CD players as necessary.

Researches technical issues; works directly with technical support to troubleshoot issues; maintains applicable documentation.

**Maintains a current inventory of Windows devices and accessories.**

**Performs other tasks as assigned by the Coordinator of Technology.**

~~Maintains accurate back up tapes.~~

## Knowledge, Skills and Abilities

Thorough knowledge of online research techniques; thorough knowledge of instruction manuals and diagrams; thorough knowledge of applicable district policy and procedure; thorough skill operating and maintaining standard office equipment and applicable hardware and software, printers, hard drives, and CD players; thorough skill operating standard accounting software; thorough skill operating specialized department hardware and software; thorough skill operating servers; general skill keeping inventory; general skill composing thank you letters; general skill operating standard computer repair tools; general skill operating standard Intellitools keyboard; general skill operating head tracking devices; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to analyze, troubleshoot and make decisions in the repair or replacement of technical devices; ability to establish and maintain effective working relationships with vendors, similar professionals in other districts, district staff, parents and the general public.

## Education and Experience

Associates/Technical degree with coursework in networking, computer repair, or related field and moderate experience working as a network specialist, desktop support technician, or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires walking, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions,

## **PC Technician Computer Network Specialist**

frequently requires standing and climbing or balancing and occasionally requires sitting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

A+ certification.

Valid driver's license in the State of Minnesota.

Last Revised: 9/27/2011

TO: Board Members  
FROM: John Christiansen  
DATE: August 11, 2016  
RE: Contract Proposal for Interpreters

I have been meeting with the Interpreters' union on their 2016-2018 contract. Their group has approved a tentative proposal. The proposal total package increase is 8.32%, which follows the pattern of the teachers' union contract of 8.33%.

The following are the elements changed in the proposal:

1. Language is unchanged except for a heading change on two of the salary schedules. The certified step has the words added: or 3.7 or high on the EIPA Test. This addition is due to a change in their certification requirements. On the Cert + BA/BS lane, the words added are: or BA/BS + 3.7 or higher on the EIPA Test.
2. Longevity for the two years increases from \$2.00 to \$2.10 from \$2.50 to \$2.60 and \$3.00 to \$3.10.
3. Increased Mentor stipend from \$1500 to \$1800 if a mentor has three or more mentees.
4. Health insurance increase from \$635 for single to \$700 starting January, 2017, family increases from \$1300 to \$1400 starting January, 2017.
5. Added a 403b match tier of 2-4 years of employment at \$250 for persons working 1110+ hours and \$125 for 550-1109 hours.
6. Salary schedule increase is 1.85% in year one and 1.4% in year 2.

I recommend approval of the proposed contract settlement.

JC:ljb

AGREEMENT

between

THE SCHOOL BOARD OF  
INTERMEDIATE SCHOOL DISTRICT NO. 917

and

DAKOTA COUNTY FEDERATION OF INTERPRETERS  
LOCAL #3904A - AFT, NEA, EDUCATION MINNESOTA

~~Effective July 1, 2014 through June 30, 2016~~  
**Effective July 1, 2016 through June 30, 2018**

Board Approved ~~July 1, 2014~~  
**August 16, 2016**

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## **AGREEMENT**

### **ARTICLE I PURPOSE**

Section 1. Parties: This Agreement is entered into between the School Board of Intermediate School District No. 917, Rosemount, Minnesota, (hereinafter referred to as the school board or school district) and the Dakota County Federation of Interpreters, Local 3904A - AFT, NEA, Education Minnesota, AFL-CIO (hereinafter referred to as the Union) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as the PELRA) to provide the terms and conditions of employment for employees represented by the Dakota County Federation of Interpreters (hereinafter referred to as interpreters) during the duration of this Agreement.

### **ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. Recognition: In accordance with the PELRA, the school district recognizes the Dakota County Federation of Interpreters, Local #3904A - AFT, NEA, Education Minnesota, AFL-CIO, as the exclusive representative of interpreters employed by the school district, 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 union shall represent all the interpreters of the district as defined in this Agreement and in the PELRA and by certification of the Bureau of Mediation Services, dated February 14, 1992, BMS Case No. 92-PCE-75.

### **ARTICLE III DEFINITIONS**

Section 1. Interpreters: Interpreters shall mean all employees employed by the school district and assigned responsibilities of interpreters, transliterators, and cued language transliterators, but excluding the following: superintendent, business manager, directors, and coordinators, who devote more than fifty percent (50%) of their time to administrative or supervisory duties, confidential employees, supervisory employees, nurses, essential employees, part-time employees whose services do not exceed the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week in the employee's bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, and emergency employees.

Section 2. Terms and Conditions of Employment: The term "terms and conditions of employment" means the hours of employment, the compensation therefor, including fringe benefits, except retirement contributions or benefits, and the employers personnel policies affecting the working conditions of the employees, subject to the provisions of M.S. 179.66 regarding the rights of public employers and the scope of negotiations.

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 interpreter 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 the exclusive representative.

Section 2. Right to Join: Interpreters shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Interpreters 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 interpreters with the school district.

Section 3. Use of Communications Facilities: The union shall have the right to post notices of activities and matters of union 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: The union 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.

### Section 5. Exclusive Representative Leave Time:

Subd. 1. When negotiating sessions are scheduled between the Union and the School District or with the state mediator during school hours, two members of the Interpreters' negotiating team will be released from their regular responsibilities for this purpose without any loss of pay.

Subd. 2. When an interpreter is being warned, reprimanded or disciplined for any infraction of rules or failure to make adequate progress on a performance improvement plan, leave for the Interpreter representation will be at the expense of the School District for one member as union representative. No representation shall be allowed for normal counseling or performance evaluation situations. The District shall make the sole determination as to the disciplinary nature of the situation.

Subd. 3. At the beginning of each school year, the Union shall be credited with twenty-eight (28) hours to be used at the discretion of the Local for the purpose of conducting its duties as exclusive representative. The Union has the option of purchasing additional hours at the regular hourly rate (including FICA) for a substitute Interpreter. It is understood that if, for whatever reason, a substitute is not available on the day for which exclusive bargaining leave is requested, the approval for that leave shall be automatically rescinded. The Union President will notify the Superintendent or 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.

Section 6. Right to Dues Check Off: Each employee shall be eligible to request payroll deductions for the withholding of union dues. Such requests shall be in writing on a form provided by the Union and delivered to the payroll office no later than October 15 of each school year. Pursuant to such authorization, the school district shall deduct one-seventeenth (1 /17) of such dues from each regular semimonthly salary check for the employee, each month, beginning on October 15 and ending on June 15th. An employee who begins employment in mid-year shall have thirty (30) days from employment date to request dues deduction. Deductions for employees employed after the commencement of the school year shall be specified on the form provided by the school district with the last payment to be on June 15th. Request by the employee to cease dues deductions submitted in writing to the school district payroll office shall be honored and dues deductions ceased as of such written notice.

Section 7. Personnel Files: All evaluations and files generated with the school district relating to each interpreter shall be available during regular school business hours upon written request. The employee shall have the right to reproduce any contents of the file, at the employee's expense, and to submit for inclusion employee response to any material contained within.

Section 8. Fair Share Fee: In accordance with PELRA, any employee, as defined in Article III, who is not a member of the union may be required by the union to contribute a fair share fee for services rendered as exclusive representative. The employer shall deduct from said employee's wages such fair share fee as requested by the union, pursuant to PELRA, and remit such fair share fee as per payroll deduction. The employer recognizes that the determination of the fair share fee is solely the responsibility of the union, and the employer assumes no responsibility for the determination of any dispute which may result therefrom. It is also acknowledged that any dispute concerning the amount of the fair share fee shall be subject to the proceedings provided in PELRA and, therefore, such dispute shall not be subject to the grievance procedure.

## **ARTICLE V SCHOOL DISTRICT RESPONSIBILITIES**

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

Section 2. Effect of Law, Rules and Regulations: The union recognizes that all employees covered by this Agreement shall perform the nonteaching services prescribed by the school district and shall be governed by the laws of the State of Minnesota, and by School Board rules, policy, regulations, directives, and orders issued by properly designated officials of the school district. The union also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, policy, regulations, directives, and orders from time to time as deemed necessary by the School Board insofar as such rules, policy, regulations, 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. Basic Day: The interpreters basic day, exclusive of lunch, for a regular full-time employee, shall be six (6) to eight (8) hours per day as annually prescribed by the school district prior to August 1. However, the school district may employ such part-time interpreters as it deems appropriate.

Subd. 1. Break Period. Employees shall be scheduled for a morning break and an afternoon break. Schedules will be mutually developed and approved by the supervisor. If the employee and supervisor mutually agree, the morning and afternoon breaks may be combined to provide for a lunch break.

Section 2. Duty Year: The duty year for regular full-time employees under this Agreement shall be as annually prescribed by the school district prior to August 1, but not less than the number of student days. However, the school district may employ such part-time interpreters as it deems appropriate.

### Section 3. 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 duty year, and, if school is closed on a normal duty days(s), the employee shall perform duties on such other day(s) in lieu thereof as the school district 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 federation the opportunity to meet and confer on such matters.

Subd. 4. Provisions for the closing of schools due to inclement weather or other exigency shall be as addressed in District Policy 466 “Provisions for the closing of schools due to inclement weather or other exigency.”

Section 4. Certain Absences: Interpreters shall not be paid for any days on which they do not perform services in accordance with their contract and this Agreement except for absences authorized pursuant to their contracts and this Agreement, and the School Board will in each case make appropriate deductions from pay for any such absences.

## **ARTICLE VII BASIC SALARIES**

### Section 1. Basic Salaries - Regular Employees:

Subd. 1. The wages and salaries set forth in Schedule A attached hereto shall be a part of this agreement for the period July 1, ~~2014~~ **2016**, through June 30, ~~2015~~ **2017**. The wages and salaries set forth in Schedule B attached hereto shall be a part of this agreement for the period July 1, ~~2015~~ **2017** through June 30, ~~2016~~ **2018**.

Subd. 2. Effective July 1, ~~2014~~ **2016**, employees shall be compensated on Salary Schedule A, on such level and step for the ~~2014-2015~~ **2016-2017** contract year at one step over their ~~2013-2014~~ **2015-2016** placement.

Subd. 3. Effective July 1, ~~2015~~, **2017**, employees shall be compensated on Salary Schedule B, on such level and step for the ~~2015-2016~~ **2017-2018** contract year at one step over their ~~2014-2015~~ **2016-2017** placement.

Subd. 4. In the event a successor agreement is not entered into prior to July 1, ~~2016~~, **2018**, an employee shall remain at the same step as compensated during the ~~2015-2016~~, **2017-2018** contract year until a successor agreement is reached, which agreement shall govern step advancement, if any. However, the school district reserves the right to withhold step advancement or other salary increase in individual cases for just cause, subject to the grievance procedure.

Subd. 5. Longevity: Employees shall receive a longevity salary increase beyond the rates delineated in Schedules A and B as follows:

Beginning 15 <sup>th</sup> – 19 <sup>th</sup> year of employment	<del>\$2.00/hour</del>
<b>\$2.10/hour</b>	
Beginning 20 <sup>th</sup> year of employment through the 24 <sup>th</sup> year of employment	<del>\$2.50/hour</del>
<b>\$2.60/hour</b>	
Beginning 25 <sup>th</sup> year of employment and beyond	<del>\$3.00/hour</del>
<b>\$3.10/hour</b>	

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.

Section 2. New Employees: A new employee shall be placed on the salary schedule as agreed between the employer and the employee and shall be eligible for step advancement on the following July I if they work any days prior to the last day of the regular school calendar in their employment agreement.

Section 3. Mentor/Lead Interpreter(s): One or more interpreter(s) may be designated by the School District to serve on an annual appointment in one of the following capacities:

<u>Position</u>	<u>Annual Stipend</u>
Lead Interpreter	\$500
Mentor Interpreter	\$1,500(1-2 mentees) <b>\$1,800 (3 or more mentees)</b>
Lead/Mentor Interpreter	\$2,000

An appointment to any of these positions shall not reduce the interpreter's hours of work from the previous school year. All stipends specified shall be in addition to the wages as provided in Schedules A and B and the mileage and expense reimbursements of this Master Agreement.

Section 4. Certification Adjustment: An employee who acquires a certification as reflected in Article XII, Section 4, shall advance to the certification lane at the same step, except as provided in Article VII, Sections 1 and 2 of the Master Agreement, on the appropriate salary retroactive to the date of certification.

Section 5. Certification + BA/BS: Effective July 1, 2003, an employee who has certification and shows proof of a bachelor's degree in education or their field of employment shall be placed in this lane. For those employees receiving degrees subsequently, the advancement to this lane shall be effective the first of the month following the awarding of the degree.

Section 6. Dual Certification Stipend: Any employee who is certified as both a sign language interpreter and cued language transliterator and who will be performing duties of both, shall receive a stipend of \$1000.00 per year. The stipend specified shall be in addition to the wages as provided in Schedules A and B of this Master Contract.

Section 7: Absence of Regular Teacher. In the event the regular teacher is absent from the classroom two or more consecutive hours per day during the student contact time and a substitute is not hired, one School District designated employee shall receive the current substitute teacher pay for student contact hours that neither the regular teacher nor a substitute teacher is in attendance in the classroom or when an employee is in charge of students on a community outing. If the employee's rate of pay is already higher than that of the substitute teacher rate, the employee shall receive their regular hourly pay plus an additional \$2.00 per hour. The School District will designate the employee responsible for providing coverage.

## ARTICLE VIII

## **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: Effective July 1, 2014, **2016**, the school district shall contribute a sum not to exceed ~~\$565~~ **\$635** per month for each eligible employee employed by the school district who qualifies for and is enrolled in the school district group health and hospitalization plan. Effective January 1, ~~2015~~, **2017**, the school district shall contribute a sum not to exceed ~~\$635~~ **\$700** per month for each eligible employee employed by the school district who qualifies for and is enrolled in the school district group health and hospitalization plan. The cost of the premium not contributed by the school district shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2. Dependent Coverage: Effective July 1, ~~2014~~, **2016**, the school district shall contribute a sum not to exceed ~~\$1165~~ **\$1300** per month for dependent coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district group health and hospitalization plan and who qualifies for dependent coverage. Effective January 1, ~~2015~~, **2017**, the school district shall contribute a sum not to exceed ~~\$1300~~ **\$1400** per month for each eligible employee employed by the school district who qualifies for and is enrolled in the school district group health and hospitalization plan. The cost of the premium not contributed by the school district shall be borne by the employee and paid by payroll deduction. In the event that the school district's contribution for family coverage is discriminatory or illegal, the union will hold the school district harmless and indemnify the school district from any and all action, suits, claims, damages, judgments and other forms of liability which any person may have or claim to have arising out of or by reason of the school district's contribution toward family coverage. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

### Subd. 3. Individual High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees

attributable to such eligible employee shall not exceed ~~\$565~~ **\$635**. Effective January 1, ~~2015~~, **2017**, the total monthly contribution shall not exceed ~~\$635~~ **\$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"). 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

~~\$1165~~ **\$1300.** Effective January 1, ~~2015,~~ **2017,** the total monthly contribution shall not exceed ~~\$1300~~ **\$1400.**

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

Subd. 5. Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option 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 shall contribute a sum not to exceed \$40 per month toward the cost of the premium for individual coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the

school district's dental insurance plan. The cost of the premium not contributed by the school district shall be borne by the employee and paid by payroll deduction.

Subd. 2. Dependent Coverage: The school district shall contribute a sum not to exceed \$105 per month toward the cost of the premium for dependent coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's dental insurance plan and who qualifies for dependent coverage. The cost of the premium not contributed by the school district shall be borne by the employee and paid by payroll deduction.

Section 4. Group Income Protection: The school district will pay each month 100 percent of the current premium for income protection insurance for each full-time interpreter. The income protection plan shall include the following:

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

Section 5. Life Insurance: The school district will pay each month 100 percent of the life insurance premium for a \$80,000 term life insurance policy for each full-time interpreter. 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 interpreter 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 herein and no claims shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 7. Duration of Insurance Contribution: An interpreter is eligible for contributions as provided in this Article as long as he/she is a full-time employee of District No. 917. Upon termination of employment, all district contributions 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 August of the year of resignation or placement on unrequested leave.

Section 8. Eligibility: To be eligible for the benefits of this Article an employee must be a regular full-time employee employed at least 1,050 hours per year. For employees employed less than 1050 hours per year, but at least 550 hours per year, the school district will make a pro rata contribution.

## **ARTICLE IX LEAVES OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. All full-time interpreters shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the school district. All full-time interpreters shall be given a credit of the number of sick days earned at the beginning of each year of employment. If in the event that an employee leaves the school district before the completion of the school year, one day of sick leave shall be deducted from the accumulated sick leave total for each month that the employee did not work during the school year. The employee will be liable to the school district for any sick leave pay granted to the employee for which they were not eligible by leaving the employment of the school district before completion of their school year.

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

Subd. 3. The School Board may require an interpreter to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an interpreter for sick leave is reserved to the School Board.

Subd. 4. In the event that a medical certificate will be required, the interpreter will be so advised.

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

Subd. 6. Sick leave pay shall be approved only upon submission of a signed request.

Subd. 7. An interpreter who is entitled to sick leave pay, who is then receiving Workers Compensation, may not be paid sick leave pay in an amount greater than the difference between such Workers Compensation and his/her basic salary.

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 preschool child, provided such parent is caring for the child on a full-time basis.

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

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

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

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

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

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

### Section 3. Maternity/Adoption Leave:

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

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

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

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

### Section 4. Death and Illness:

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

Subd. 2. Upon approval of the superintendent or his/her designee, up to twenty (20) days sick leave per year will be granted for the illness or injury of the following: employee's spouse or parent or spouse's parent, or child over 18, or grandchild or sibling and/or grandparent and/or step-parent. An employee may use one (1) day of accumulated

sick leave for each day of illness or disability of the employee's child who is less than eighteen (18) years old, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness (Minn. Stat. § 181.9413)

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

#### Section 5. Personal Leave:

Subd. 1. Eligibility: Interpreters who are in their first year of employment with the school district shall be eligible for one (1) day of personal leave. Interpreters in their second through fourth years of employment with the school district shall be eligible for two (2) days of personal leave per year. Interpreters in their fifth year of employment with the school district and thereafter shall be eligible for three (3) days of personal leave per year. Personal leave shall be allowed to accumulate to a total of five (5) days.

- A. Employees in their first year of employment, eligible for one (1) day of personal leave, may be granted time off for extraordinary circumstances in emergency situations if their personal leave has been used. Such days will be deducted from accumulated sick leave.
- B. An employee may be granted leave without pay at the sole discretion of the superintendent, in accordance with school board policy.

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

- A. A personal leave day normally shall not be granted for the day preceding or the day following holidays or vacation periods and the first and last ten (10) duty days of the school year.
- B. Personal leave requests may be denied on a particular day, if other employees in the same bargaining unit have already been granted personal leave which would be disruptive of the functioning of the particular program. In addition, personal leave requests will not be approved for more than one (1) interpreter on any given day.

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

Subd. 4. Usage of personal leave shall be requested as early as practicable and normally at least two weeks in advance.

Sub. 5. 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.

Section 6. General Leave:

Subd. 1. Interpreters 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 interpreter 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.

Subd. 4. An interpreter returning from general leave shall be restored to the previous job or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. See also Board Policy 464 for additional unpaid leave provisions.

Section 7. Insurance Application:

Subd. 1. An employee shall be eligible for insurance contributions as provided in Article VIII of this agreement during any month that the employee provides regular service at least one (1) day during the month, or during any month that such employee is continuously on paid sick leave pursuant to Section 1 of this Article, and including the non-duty summer months continuous with otherwise eligible service.

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

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

Subd. 3. An employee being compensated pursuant to Subd. 2 hereof, may, however, continue to participate in group insurance plans if permitted under the insurance

policy provisions, but shall pay the entire premium for such program as he/she wishes to retain during such period of employment relationship. It is the responsibility of the employee to make arrangements with the school business office to pay to the school district the monthly premium amounts in advance and on such date as determined by the school district. The right to continue participation in such group insurance programs, however, will discontinue upon termination of employment, except as provided by law.

Section 8. Accrued Benefits - Unpaid Leaves: An employee on an unpaid leave pursuant to this Article shall retain such amounts of experience credit for pay purposes and other accrued benefits, if any, which he/she had accrued at the time he/she went on leave for use upon his/her return. No additional experience credit for pay purposes or other benefits shall accrue for the period of time that an employee is on leave under this section.

Section 9. Accrued Benefits - Paid Leaves: An employee on an extended leave where compensation is involved, including sick leave and workers compensation, shall be eligible for and shall be entitled to normal accruals for sick leave during any month in which the employee actually performs services. However, an employee shall not be eligible for accrual of sick leave during any month in which the employee does not perform services because of absence on paid sick leave or during the entire month the employee is being compensated by workers compensation or long-term disability insurance.

Section 10. The parties agree that periods of time for which the employee is on unpaid leave shall not be counted in determining the completion of the probationary period.

Section 11. Failure of the employee to return to work from a leave of absence pursuant to this Article shall constitute grounds for termination by the school district.

Section 12. Jury Duty Leave: An interpreter summoned for jury duty shall receive his/her salary but shall remit to the school district any jury fees received. The Interpreter shall retain any expenses or mileage allowances paid by the court.

Section 13. Eligibility: To be eligible for the benefits of this Article, an employee must be a regular full-time employee employed at least 1,050 hours per year. Employees employed for less than 1,050 hours per year, but at least 550 hours per year, shall receive leave benefits on a pro rata basis.

## **ARTICLE X PROBATIONARY PERIOD**

Section 1. Probationary Period: An employee, under the provisions of this Agreement, shall serve a probationary period of three school years of continuous employment during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee. If the employee has previously completed a probationary period in another school district they will serve a one school year probationary period. An employee employed prior to July 6, 2004, shall retain the previous probationary period of one school year of continuous employment.

Section 2. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay, discharged or disciplined only for just cause by the school district in accordance with Article XI of this Agreement.

## **ARTICLE XI 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, 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, 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 XIV of this agreement. Oral reprimands shall not be documented in the employee's official personnel file.

(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 personnel file. Employees may respond in writing to written reprimands and such responses shall be placed in the employee's official personnel file. Written reprimands are grievable under Article XIV of this Agreement. The standards of review are whether or not any material in the employee's official 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 official personnel file.

### Subd. 3. Suspension.

- (a) An employee may be suspended without pay for grounds as described in Minn. Stat. Section 122A.40, Subd. 9(a) through (e) or Minn. Stat. Section 122A.40, Subd. 13 (1) through (6). Any suspension is subject to the grievance procedure under Article XIV of this Agreement. Additionally, an employee may be suspended without pay when other disciplinary measures have been applied without sufficient positive result, or for other willful violations of District policies or directives.
- (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 XIV 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) work days.

### Subd. 4. Termination for Cause.

- (a) An Interpreter who has passed the probationary period may be terminated for cause at the end of a school year for any of the following reasons:
  - 1) Inefficiency;
  - 2) Neglect of duty, or persistent violation of school laws, rules, regulations, or directives;
  - 3) Conduct unbecoming an Interpreter which materially impairs the Interpreter's educational effectiveness;
  - 4) Other good and sufficient grounds rendering the employee unfit to perform the Interpreter's duties.
- (b) An Interpreter will not be terminated upon one of the grounds specified in clause (1), (2), (3), or (4), unless the Interpreter fails to correct the deficiency after being given written notice of the specific items of complaint and reasonable time within which to remedy them.

(c) Immediate discharge. A board may discharge a non-probationary Interpreter, effective immediately, upon any of the following grounds:

- 1) Immoral conduct, insubordination, or conviction of a felony;
- 2) Conduct unbecoming an Interpreter which requires the immediate removal of the Interpreter from classroom or other duties;
- 3) Failure without justifiable cause to be present at assigned work place without first securing the written release of the school board;
- 4) Gross inefficiency which the Interpreter has failed to correct after reasonable written notice;
- 5) Willful neglect of duty; or
- 6) Continuing physical or mental disability subsequent to a 12 months leave of absence and inability to qualify for reinstatement.

## **ARTICLE XII SENIORITY**

Section 1. Seniority: The parties recognize the principle of seniority in the application of this Agreement concerning reduction or increase in force, and reduction of working time, within qualification areas as defined by the school district. For purposes of this Article, the school district reserves the right to define reasonable qualifications within reasonable program areas and program skills. The exercise of seniority, therefore, shall be subject to the employee's qualifications within said areas.

Section 2. Seniority Date: An employee shall acquire a seniority date upon completion of the probationary period as defined in this Agreement and upon acquiring seniority the seniority date shall relate back to the date of original hire. If more than one employee is hired on the same date, the tie shall be broken by lot.

Section 3. Loss of Seniority: An employee shall lose his/her seniority standing upon written resignation of employment, discharge for cause, or after a twelve (12) month continuous lay off.

Section 4. Seniority List: There shall be two separate seniority lists and an employee shall have seniority rights only within the list that they are qualified for pursuant to this section. An employee shall acquire seniority either as a sign language interpreter or as a cued language transliterator. To be eligible on the seniority list, an employee must have the appropriate certification and have been assigned by the school district as either a sign language interpreter or cued language transliterator. To be eligible on the seniority list, an employee must have the appropriate certification and have been assigned by the school district as either an interpreter/transliterator or cued speech transliterator. An employee who meets both of those qualifications may appear on both seniority lists. An employee shall not exercise seniority in one of the two positions unless the employee is eligible on the particular list. Effective July 1, 2000, all sign language interpreters or as a cued language transliterators who have the certification within one or both areas shall be senior to anyone else on the list who does not have such certification. However, the employee without certification will retain his/her original seniority date and upon obtaining certification will have seniority consistent with the original

seniority date. For purposes of this section, a sign language interpreter must be certified by Registry of Interpreters for the Deaf (RID). Certification for a cued language transliterator shall be by certification from Testing, Evaluation and Certification Unit (TECUnit).

Section 5. School District Discretion: Effective July 1, 2000, the school district reserves the right to place on layoff any employee who is not certified and replace such employee with a certified employee if financial aids are negatively affected because of lack of certification.

### **ARTICLE XIII MISCELLANEOUS**

#### Section 1. District contribution to Minnesota State Retirement System (MSRS) Post Retirement Health Care Savings Plan in lieu of reimbursement for tuition.

Subd. 1. The school district shall distribute the funds that would have otherwise been available for tuition reimbursement, in the amount of \$250 per employee to bargaining unit members in each members' MSRS Post Retirement Health Care Savings Plan.

Subd. 2. Full-time (1100 hours of assignment) employees of record on January 15 shall have the distribution made in February.

Subd. 3. Part-time employees of record on January 15 whose assignment is at least 550 hours per year but less than 1100 hours during the school-year in which the distribution is made, shall receive a distribution in the amount of \$125.00 in February.

#### Section 2. Travel Expense and Mileage Reimbursement:

Subd. 1. Interpreters required by the school district to use their own vehicles in the performance of their duties shall be reimbursed for such travel at the rate as prescribed by School Board policy.

Subd. 2. In the event that an interpreter is obliged to travel to diverse job sites during the course of the employee's duty day, the School District shall reimburse the employee at the School District's approved mileage rate. Mileage reimbursement shall not apply towards the employee's mileage from home to the initial assignment location at the beginning of the day, nor from the last assignment location to the employee's home at the end of the day.

Section 3. Registry of Certified Interpreters and Transliterators: Sign language interpreters who verify their testing for a Certificate of Interpretation issued by the Registry of Interpreters for the Deaf (RID) or for cued language transliterators certification from Testing, Evaluation and Certification Unit (TECUnit) shall, upon such completion of any test, be reimbursed for the testing costs in an actual amount, not to exceed a total of \$550 per interpreter.

Section 4. Certification Maintenance Program/Annual Registration: For interpreters certified by the Registry of Interpreters for the Deaf and for Cued English Transliterator

Certified by the Testing, Evaluation, and Certification Unit who verify their certification, the maintenance fee and annual registration will be reimbursed by the district as follows:

- A. The first year for Interpreters, reimbursement will be an amount equal to \$165 and for Transliterators reimbursement will be an amount equal to \$100 less the amount that the Minnesota Department of Education is currently charging for teacher license renewal.
- B. For the following four (4) years, reimbursement will be \$165 for Interpreters and \$100 for Transliterators.

## **ARTICLE XIV GRIEVANCE PROCEDURE**

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

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

Section 3. Definitions and Interpretations:

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

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

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

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred. 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 hereinafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the school district's designee.

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

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

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

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

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

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

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

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

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

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such a 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 including findings of fact 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 or if the request is mutual, the cost shall be shared. The parties shall share equally fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters limited or excluded by PELRA of 1971.

Section 9. Grievance Form: A form which must be used for filing grievances shall be provided by the school district (Attachment A). 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 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 XV SEVERANCE/EARLY 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, or have completed thirty (30) years of service with the School District shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 2. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days. The amount of severance payment under this Article shall be reduced by the amount of the School District matching 403b contributions made under Article XVI, Section 2, effective July 6, 2004.

Section 3. Method of Pay-out:

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

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

**ARTICLE XVI**  
**403b MATCHING CONTRIBUTION**

Section 1. Eligibility: To be eligible for contribution under this Article, an employee must have completed ~~four (4) years~~ **one (1) year** of employment to be eligible for contribution in the

employee's ~~fifth~~ **second** year of service. 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. Further, to be eligible for this contribution an employee must be regularly employed at least 1110 hours during the contract year, and such benefits shall not apply to substitute employees. For employees employed less than 1110 hours, but at least 550 hours per year, the school district shall make a contribution according to Section 2 below.

Section 2. Contribution. Effective July 1, ~~2014~~, **2016**, 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 employment. 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.

<u>Years of Employment</u>	<u>1110+hrs/yr</u>	<u>550-1109 hrs/yr</u>
<b>2-4</b>	<b>\$250</b>	<b>\$125</b>
5	\$400	\$200
6-9	\$550	\$275
10-15	\$700	\$350
16+	\$850	\$425

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.

## **ARTICLE XVII DURATION**

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing July 1, ~~2014~~, **2016**, through June 30, ~~2016~~ **2018**, and thereafter pursuant to PELRA. If either party desires to modify or amend this Agreement commencing on July 1, ~~2016~~, **2018**, it shall give written notice of such intent no later than May 1, ~~2016~~ **2018**. 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 district and the union representing the interpreters 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 under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any provision thereof.

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

DAKOTA COUNTY FEDERATION  
OF INTERPRETERS  
LOCAL #3904A

INTERMEDIATE SCHOOL DISTRICT 917

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk

Dated: ~~July 1, 2014~~ **August 16, 2016**

Dated: ~~July 1, 2014~~ **August 16, 2016**

**SCHEDULE A**

**INTERPRETERS**

**2014-2015 SALARY SCHEDULE**

STEP	NON-CERTIFIED LANE 1 (A)	CERTIFIED LANE 2 (B)	CERT+ BA/BS LANE 3 (C)
1	16.44	17.81	18.67
2	16.96	18.32	19.19
3	17.46	18.84	19.70
4	17.99	19.36	20.22
5	18.50	19.87	20.73
6	19.02	20.40	21.25
7	19.54	20.90	21.76
8	20.06	21.42	22.29
9	-	21.93	22.79
10	-	22.45	23.30
11	-	22.96	23.82
12	-	23.48	24.34
13	-	23.99	24.85
14	-	24.51	25.39

**SCHEDULE B**

**INTERPRETERS**

**2015-2016 SALARY SCHEDULE**

STEP	NON-CERTIFIED LANE 1 (A)	CERTIFIED LANE 2 (B)	CERT+ BA/BS LANE 3 (C)
1	16.69	18.08	18.95
2	17.22	18.60	19.48
3	17.72	19.12	20.00
4	18.26	19.65	20.52
5	18.78	20.17	21.04
6	19.31	20.71	21.57
7	19.83	21.21	22.09
8	20.36	21.74	22.62
9	-	22.26	23.13
10	-	22.79	23.65
11	-	23.30	24.18
12	-	23.83	24.70
13	-	24.35	25.22
14	-	24.88	25.77

**SCHEDULE A**

**INTERPRETERS**

**2016-2017 SALARY SCHEDULE**

STEP		NON-CERTIFIED		CERTIFIED OR 3.7 OR HIGHER ON THE EIPA TEST		CERT + BA/BS OR BA/BS +3.7 OR HIGHER ON THE EIPA TEST	
NUMBER		LANE 1 (A)		LANE 2 (B)		LANE 3 ( C )	
1		17.00		18.41		19.30	
2		17.54		18.94		19.84	
3		18.05		19.47		20.37	
4		18.60		20.01		20.90	
5		19.13		20.54		21.43	
6		19.67		21.09		21.97	
7		20.20		21.60		22.50	
8		20.74		22.14		23.04	
9				22.67		23.56	
10				23.21		24.09	
11				23.73		24.63	
12				24.27		25.16	
13				24.80		25.69	
14				25.34		26.25	

**SCHEDULE B**

**INTERPRETERS**

**2017-2018 SALARY SCHEDULE**

STEP NUMBER	NON-CERTIFIED LANE 1 (A)		CERTIFIED OR 3.7 OR HIGHER ON THE EIPA TEST LANE 2 (B)		CERT + BA/BS OR BA/BS +3.7 OR HIGHER ON THE EIPA TEST LANE 3 (C)	
	1		17.24		18.67	
2		17.78		19.21		20.12
3		18.30		19.75		20.66
4		18.86		20.29		21.19
5		19.40		20.83		21.73
6		19.94		21.39		22.28
7		20.48		21.90		22.81
8		21.03		22.45		23.36
9				22.99		23.89
10				23.54		24.42
11				24.06		24.97
12				24.61		25.51
13				25.15		26.05
14				25.70		26.61

ATTACHMENT A

GRIEVANCE REPORT FORM

INTERMEDIATE SCHOOL DISTRICT 917

Name: \_\_\_\_\_

Building: \_\_\_\_\_

Date Grievance Occurred:  
\_\_\_\_\_

Statement of Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought:

Date: \_\_\_\_\_  
\_\_\_\_\_

Signature of Grievant

**2016-2017 SCHEDULE OF  
SPECIAL SCHOOL BOARD AGENDA ITEMS**

**2016-2017**

<b>MONTH</b>	<b>DATE</b>	<b>LOCATION</b>	<b>PROG. REPORT &amp; SPECIAL ITEMS</b>
July	19		Temporary Employee Report Health & Safety Plan Review Student and Staff Handbooks Accounts Receivable Aging Report Substitute Teacher/Program Assistant Rate Approve and Set Lunch Prices
August	16		
September	6		1
October	4		Assurance of Compliance Enrollment Report Temporary Employee Report Accounts Receivable Aging Report
November	1		Revenue and Expenditure Report/Nicolle
December	6		Auditor's Report Sp. Ed. Employee & Teacher of the Fall Quarter Construction Trades House
<b><u>2017</u></b>			
January	3, 2017		Temporary Employee Report MIS Update Supt's. evaluation Accounts Receivable Aging Report

January	17, 2017	Board Work Session – Goals Update Review Revised Budget
February	7	Legislative Update Resolution Directing Admin. to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore Approve Revised Budget
March	7	Sp. Ed. Employee & Teacher of the Winter Quarter Legislative Update Additional Programs/Program Expansion/Deletion
April	4	Sp. Ed. Employee & Teacher of the Winter Quarter Temporary Employee Report Resolution Terminating Probationary Teachers Resolution to Place Continuing Contract Teachers on ULA Accounts Receivable Aging Report
April	18	Board Work Session – 2016-2017 Budget Review
May	2	Review and Approve Blood Borne Pathogens Exposure Control Plan Construction Trades House Annual Wellness Policy Goals Update
June	6	Adopt Budget FY 17 Resolution Terminating Probationary Support Service Staff Supt’s Salary Long-term facility maintenance Levy Distribution Proposal 10-Year Maintenance Plan Resolution Safe Schools Levy Lease Levy

## Customized Program Planning

Who will be served?

- Students in individualized programming outside of traditional setting IV programs

What are the needs of member districts in serving these students?

- Customized – setting, staffing
- Licensed teachers but non-traditional approach
- Curriculum options and range of levels available

What are the challenges in serving these students?

- Proactive vs. triage
- Change mindset
- Collaborative, comprehensive, wrap-around services

Ideas

### *Tentative Staffing*

- 3 Teachers to serve 18 students
- 1 Licensed Independent Clinical Social Worker
- 1 Board Certified Behavior Analyst
- Potential for mental health practitioners
- 2 Paraprofessionals (Program Assistants) per student
- 2 Paraprofessionals (Program Assistants) – Behavior Assistance Team

### *Staffing Considerations*

- Staff with a combination of existing and new staff
- Professional development/collaboration time built into the duty day
- Alternative calendar (shortened days/early release) to create opportunities to structure support for staff

### *Location*

- Must have on-site administrative support due to intensity of students served
- Options considered:
  1. Alliance Education Center (with addition)
  2. Cedar School (with additional lease space from Burnsville)
  3. Separate site

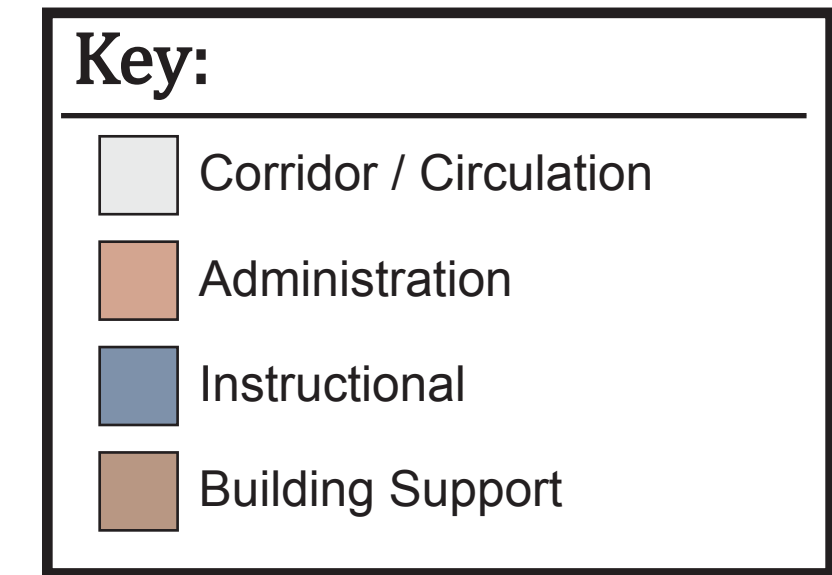
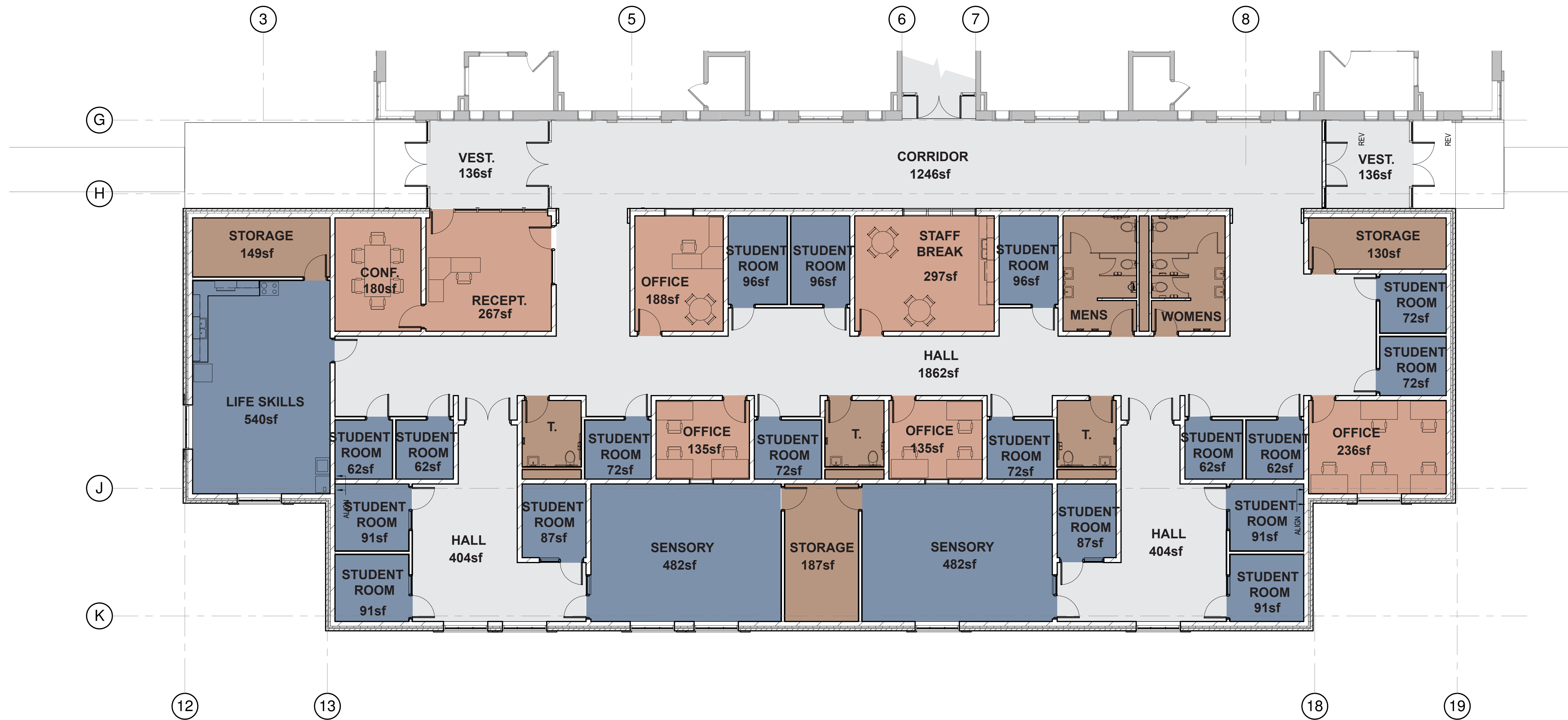
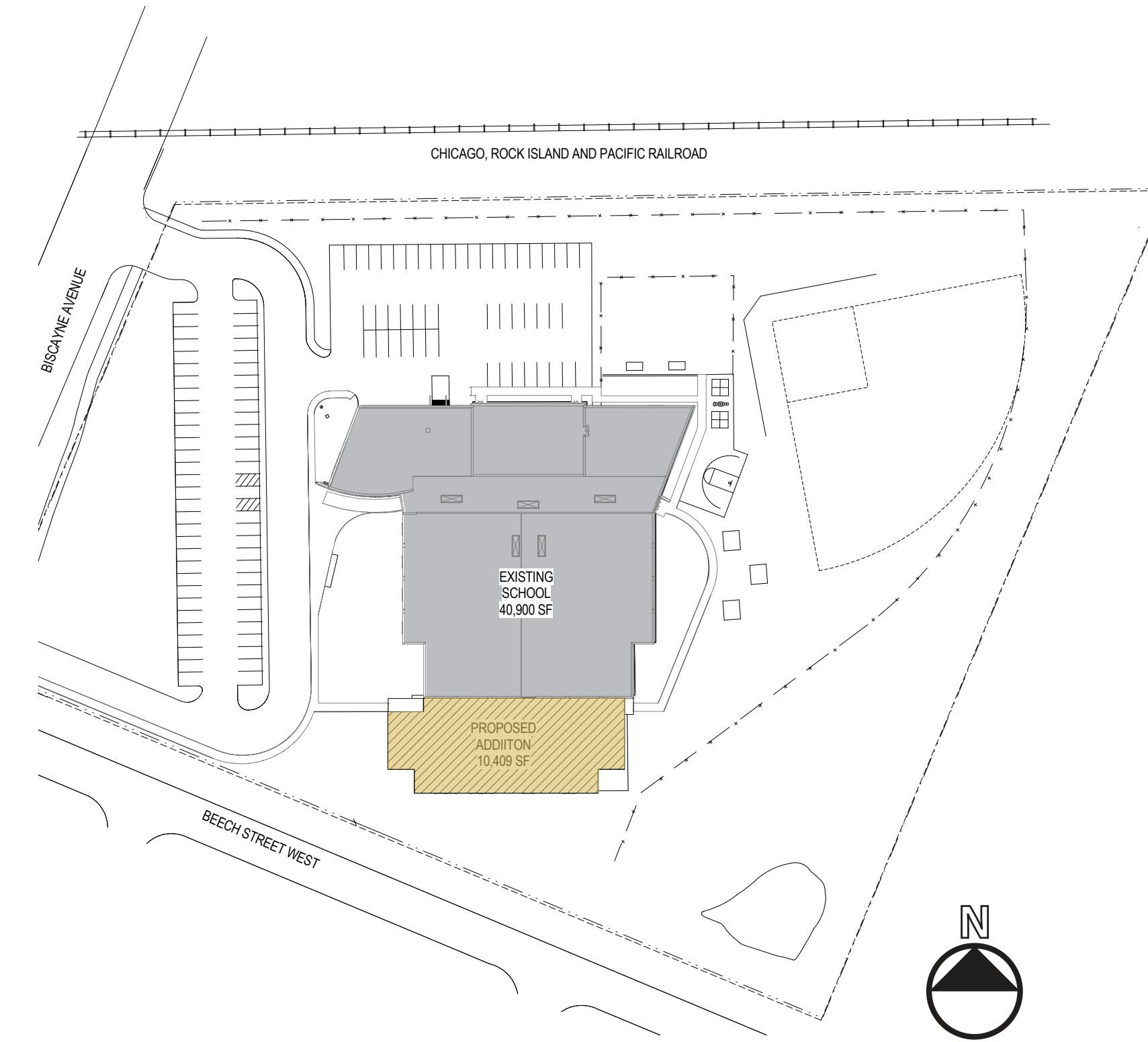
### *Site Needs*

- Separate entrance
- Individualized program areas for each student
- Individual restrooms
- Sensory rooms
- Life skills space
- Storage
- Soft furnishings

# ALLIANCE EDUCATION CENTER



## Addition Floor Plan



TO: School Board  
FROM: John Christiansen  
DATE: August 11, 2016  
RE: MLA Architects Addition Estimate

The following is the estimate from MLA based on the schematic plan as of July 28. We have met with the engineers to go over electrical and mechanical systems, surveillance systems, card readers' needs on doors, lighting, etc. We have also reviewed door systems, resilient wall options, glass types, floor finishes, restroom finishes, cabinetry, etc.

The project estimate is based on an estimator's calculations from the information provided from the above reviews. The City of Rosemount has approved the project for the Alliance site.

Project Cost Estimate:

A. Building Construction Cost (10,000 s.f.)	\$2,500,000
B. Construction Contingency (10%)	\$ 250,000
C. A/E Professional Fees (7.5%)	\$ 187,500
D. Miscellaneous owner expense (3%)	<u>\$ 75,000</u>
Project estimate	\$3,012,500

**\$8,480,000**

**Intermediate District 917, Minnesota  
Facility Lease Revenue Bonds, Series 2007**

*CURRENT BONDS  
WITH ANNUAL PAYMENT*

**Total Refunded Debt Service**

Date	Principal	Coupon	Interest	Total P+I
02/01/2017	260,000.00	3.875%	147,610.00	407,610.00
02/01/2018	270,000.00	4.000%	285,145.00	555,145.00
02/01/2019	285,000.00	4.000%	274,345.00	559,345.00
02/01/2020	295,000.00	4.000%	262,945.00	557,945.00
02/01/2021	305,000.00	4.200%	251,145.00	556,145.00
02/01/2022	320,000.00	4.200%	238,335.00	558,335.00
02/01/2023	330,000.00	4.200%	224,895.00	554,895.00
02/01/2024	345,000.00	4.300%	211,035.00	556,035.00
02/01/2025	360,000.00	4.300%	196,200.00	556,200.00
02/01/2026	375,000.00	4.300%	180,720.00	555,720.00
02/01/2027	390,000.00	4.300%	164,595.00	554,595.00
02/01/2028	410,000.00	4.500%	147,825.00	557,825.00
02/01/2029	430,000.00	4.500%	129,375.00	559,375.00
02/01/2030	445,000.00	4.500%	110,025.00	555,025.00
02/01/2031	465,000.00	4.500%	90,000.00	555,000.00
02/01/2032	490,000.00	4.500%	69,075.00	559,075.00
02/01/2033	510,000.00	4.500%	47,025.00	557,025.00
02/01/2034	535,000.00	4.500%	24,075.00	559,075.00
<b>Total</b>	<b>\$6,820,000.00</b>	<b>-</b>	<b>\$3,054,370.00</b>	<b>\$9,874,370.00</b>

**Yield Statistics**

Base date for Avg. Life & Avg. Coupon Calculation.....	12/01/2016
Average Life.....	9.795 Years
Average Coupon.....	4.4249844%
Weighted Average Maturity (Par Basis).....	9.795 Years
Weighted Average Maturity (Original Price Basis).....	9.795 Years

**Refunding Bond Information**

Refunding Dated Date.....	12/01/2016
Refunding Delivery Date.....	12/01/2016



\$9,370,000

Intermediate District 917, Minnesota  
Certificates of Participation, Series 2016A  
New Money and Refunding Bonds

*Refunding + New  
with no  
dist. contribution*

Project and Refunding Summary

Dated 12/01/2016 | Delivered 12/01/2016

	Series 2016 New-Money (\$0M)	Series 2016 Ref 2007	Issue Summary
<b>Sources Of Funds</b>			
Par Amount of Bonds.....	\$3,090,000.00	\$6,280,000.00	\$9,370,000.00
Transfers from Prior Issue DSR Funds.....	-	559,401.26	559,401.26
Transfers from Prior Issue Debt Service Funds.....	-	407,610.00	407,610.00
<b>Total Sources.....</b>	<b>\$3,090,000.00</b>	<b>\$7,247,011.26</b>	<b>\$10,337,011.26</b>
<b>Uses Of Funds</b>			
Deposit to Net Cash Escrow Fund.....	-	7,090,883.46	7,090,883.46
Deposit to Project Construction Fund.....	3,012,500.00	-	3,012,500.00
Total Underwriter's Discount (1.300%).....	40,170.00	81,640.00	121,810.00
Costs of Issuance.....	35,286.02	71,713.98	107,000.00
Rounding Amount.....	2,043.98	2,773.82	4,817.80
<b>Total Uses.....</b>	<b>\$3,090,000.00</b>	<b>\$7,247,011.26</b>	<b>\$10,337,011.26</b>

Flow of Funds Detail

State and Local Government Series (SLGS) rates for.....		8/02/2016	
Date of OMP Candidates.....			
Primary Purpose Fund Solution Method.....	Net Funded	Net Funded	Net Funded
Total Cost of Investments.....	\$3,012,500.00	\$7,090,883.46	\$10,103,383.46
Interest Earnings @ 0.426%.....	-	19,299.04	19,299.04
Total Draws.....	\$3,012,500.00	\$7,110,182.50	\$10,122,682.50

PV Analysis Summary (Net to Net)

Net PV Cashflow Savings @ 2.957%(Bond Yield).....	-	967,191.57	-
Transfers from Prior Issue Debt Service Fund.....	-	(407,610.00)	-
Contingency or Rounding Amount.....	-	2,773.82	-
Net Present Value Benefit.....	-	\$562,355.39	-
Net PV Benefit / - Refunded Principal.....	-	8.246%	-
Net PV Benefit / - Refunding Principal.....	-	8.955%	-

Bond Statistics

Average Life.....	20.233 Years	9.717 Years	13.185 Years
Average Coupon.....	3.3582607%	2.6247050%	2.9959312%
Net Interest Cost (NIC).....	3.4225121%	2.7584936%	3.0945295%
Bond Yield for Arbitrage Purposes.....	2.9574435%	2.9574435%	2.9574435%
True Interest Cost (TIC).....	3.4461964%	2.7521225%	3.0816162%
All Inclusive Cost (AIC).....	3.5263265%	2.8918953%	3.1926132%

**\$9,370,000**

**Intermediate District 917, Minnesota  
Certificates of Participation, Series 2016A  
New Money and Refunding Bonds**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
02/01/2017	-	-	-	-
02/01/2018	295,000.00	1.000%	286,655.83	581,655.83
02/01/2019	325,000.00	1.100%	242,755.00	567,755.00
02/01/2020	330,000.00	1.250%	239,180.00	569,180.00
02/01/2021	330,000.00	1.350%	235,055.00	565,055.00
02/01/2022	340,000.00	1.600%	230,600.00	570,600.00
02/01/2023	340,000.00	1.750%	225,160.00	565,160.00
02/01/2024	345,000.00	1.900%	219,210.00	564,210.00
02/01/2025	355,000.00	2.050%	212,655.00	567,655.00
02/01/2026	360,000.00	2.250%	205,377.50	565,377.50
02/01/2027	370,000.00	2.400%	197,277.50	567,277.50
02/01/2028	380,000.00	2.550%	188,397.50	568,397.50
02/01/2029	390,000.00	2.700%	178,707.50	568,707.50
02/01/2030	400,000.00	2.850%	168,177.50	568,177.50
02/01/2031	410,000.00	2.950%	156,777.50	566,777.50
02/01/2032	425,000.00	3.050%	144,682.50	569,682.50
02/01/2033	435,000.00	3.150%	131,720.00	566,720.00
02/01/2034	450,000.00	3.200%	118,017.50	568,017.50
02/01/2035	580,000.00	3.250%	103,617.50	683,617.50
02/01/2036	595,000.00	3.300%	84,767.50	679,767.50
02/01/2037	615,000.00	3.350%	65,132.50	680,132.50
02/01/2038	640,000.00	3.400%	44,530.00	684,530.00
02/01/2039	660,000.00	3.450%	22,770.00	682,770.00
<b>Total</b>	<b>\$9,370,000.00</b>	<b>-</b>	<b>\$3,701,223.33</b>	<b>\$13,071,223.33</b>

**Yield Statistics**

Bond Year Dollars.....	\$123,541.67
Average Life.....	13.185 Years
Average Coupon.....	2.9959312%
Net Interest Cost (NIC).....	3.0945295%
True Interest Cost (TIC).....	3.0816162%
Bond Yield for Arbitrage Purposes.....	2.9574435%
All Inclusive Cost (AIC).....	3.1926132%
<b>IRS Form 8038</b>	
Net Interest Cost.....	2.9959312%
Weighted Average Maturity.....	13.185 Years

**\$6,280,000**

**Intermediate District 917, Minnesota  
Certificates of Participation, Series 2016A  
Full Advance Refunding of Series 2007 Lease**

**Debt Service Comparison**

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2017	-	-	395,488.16	395,488.16
02/01/2018	460,768.75	460,768.75	530,901.32	70,132.57
02/01/2019	464,137.50	464,137.50	535,101.32	70,963.82
02/01/2020	465,562.50	465,562.50	533,701.32	68,138.82
02/01/2021	461,437.50	461,437.50	531,901.32	70,463.82
02/01/2022	466,982.50	466,982.50	534,091.32	67,108.82
02/01/2023	461,542.50	461,542.50	530,651.32	69,108.82
02/01/2024	460,592.50	460,592.50	531,791.32	71,198.82
02/01/2025	464,037.50	464,037.50	531,956.32	67,918.82
02/01/2026	461,760.00	461,760.00	531,476.32	69,716.32
02/01/2027	463,660.00	463,660.00	530,351.32	66,691.32
02/01/2028	464,780.00	464,780.00	533,581.32	68,801.32
02/01/2029	465,090.00	465,090.00	535,131.32	70,041.32
02/01/2030	464,560.00	464,560.00	530,781.32	66,221.32
02/01/2031	463,160.00	463,160.00	530,756.32	67,596.32
02/01/2032	466,065.00	466,065.00	534,831.32	68,766.32
02/01/2033	463,102.50	463,102.50	532,781.32	69,678.82
02/01/2034	464,400.00	464,400.00	(24,569.94)	(488,969.94)
<b>Total</b>	<b>\$7,881,638.75</b>	<b>\$7,881,638.75</b>	<b>\$8,890,704.34</b>	<b>\$1,009,065.59</b>

**PV Analysis Summary (Net to Net)**

Net FV Cashflow Savings.....	1,009,065.59
Gross PV Debt Service Savings.....	1,641,129.58
Effects of changes in DSR investments.....	(673,353.10)
<b>Net PV Cashflow Savings @ 2.924%(Bond Yield).....</b>	<b>967,776.48</b>
Transfers from Prior Issue Debt Service Fund.....	(407,610.00)
Contingency or Rounding Amount.....	2,281.09
Net Future Value Benefit.....	\$603,736.68
Net Present Value Benefit.....	\$562,447.57
Net PV Benefit / \$2,581,556.76 PV Refunded Interest.....	21.957%
Net PV Benefit / \$7,751,688.34 PV Refunded Debt Service.....	7.256%
Net PV Benefit / \$6,820,000 Refunded Principal.....	8.247%
Net PV Benefit / \$6,280,000 Refunding Principal.....	8.956%

**Refunding Bond Information**

Refunding Dated Date.....	12/01/2016
Refunding Delivery Date.....	12/01/2016

**\$3,090,000**

**Intermediate District 917, Minnesota  
Facility Lease Revenue Bonds, Series 2016  
New Money**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
02/01/2017	-	-	-	-
02/01/2018	-	-	120,887.08	120,887.08
02/01/2019	-	-	103,617.50	103,617.50
02/01/2020	-	-	103,617.50	103,617.50
02/01/2021	-	-	103,617.50	103,617.50
02/01/2022	-	-	103,617.50	103,617.50
02/01/2023	-	-	103,617.50	103,617.50
02/01/2024	-	-	103,617.50	103,617.50
02/01/2025	-	-	103,617.50	103,617.50
02/01/2026	-	-	103,617.50	103,617.50
02/01/2027	-	-	103,617.50	103,617.50
02/01/2028	-	-	103,617.50	103,617.50
02/01/2029	-	-	103,617.50	103,617.50
02/01/2030	-	-	103,617.50	103,617.50
02/01/2031	-	-	103,617.50	103,617.50
02/01/2032	-	-	103,617.50	103,617.50
02/01/2033	-	-	103,617.50	103,617.50
02/01/2034	-	-	103,617.50	103,617.50
02/01/2035	580,000.00	3.250%	103,617.50	683,617.50
02/01/2036	595,000.00	3.300%	84,767.50	679,767.50
02/01/2037	615,000.00	3.350%	65,132.50	680,132.50
02/01/2038	640,000.00	3.400%	44,530.00	684,530.00
02/01/2039	660,000.00	3.450%	22,770.00	682,770.00
<b>Total</b>	<b>\$3,090,000.00</b>	<b>-</b>	<b>\$2,099,584.58</b>	<b>\$5,189,584.58</b>

**Yield Statistics**

Bond Year Dollars.....	\$62,520.00
Average Life.....	20.233 Years
Average Coupon.....	3.3582607%
Net Interest Cost (NIC).....	3.4225121%
True Interest Cost (TIC).....	3.4461964%
Bond Yield for Arbitrage Purposes.....	2.9574435%
All Inclusive Cost (AIC).....	3.5263265%
<b>IRS Form 8038</b>	
Net Interest Cost.....	3.3582607%
Weighted Average Maturity.....	20.233 Years

**\$8,860,000**

**Intermediate District 917, Minnesota  
Certificates of Participation, Series 2016A  
New Money and Refunding Bonds**

*Refunding + New  
with 500K  
Contributions*

**Project and Refunding Summary**

**Dated 12/01/2016 | Delivered 12/01/2016**

	<b>Series 2016 New-Money (\$500K)</b>	<b>Series 2016 Ref 2007</b>	<b>Issue Summary</b>
<b>Sources Of Funds</b>			
Par Amount of Bonds.....	\$2,580,000.00	\$6,280,000.00	\$8,860,000.00
Transfers from Prior Issue DSR Funds.....	-	559,401.26	559,401.26
Planned Issuer Equity contribution.....	500,000.00	-	500,000.00
Transfers from Prior Issue Debt Service Funds.....	-	407,610.00	407,610.00
<b>Total Sources.....</b>	<b>\$3,080,000.00</b>	<b>\$7,247,011.26</b>	<b>\$10,327,011.26</b>
<b>Uses Of Funds</b>			
Deposit to Net Cash Escrow Fund.....	-	7,088,665.79	7,088,665.79
Deposit to Project Construction Fund.....	3,012,500.00	-	3,012,500.00
Total Underwriter's Discount (1.300%).....	33,540.00	81,640.00	115,180.00
Costs of Issuance.....	30,575.62	74,424.38	105,000.00
Rounding Amount.....	3,384.38	2,281.09	5,665.47
<b>Total Uses.....</b>	<b>\$3,080,000.00</b>	<b>\$7,247,011.26</b>	<b>\$10,327,011.26</b>

**Flow of Funds Detail**

State and Local Government Series (SLGS) rates for.....		8/08/2016	
Date of OMP Candidates.....			
Primary Purpose Fund Solution Method.....	Net Funded	Net Funded	Net Funded
Total Cost of Investments.....	\$3,012,500.00	\$7,088,665.79	\$10,101,165.79
Interest Earnings @ 0.476%.....	-	21,516.71	21,516.71
Total Draws.....	\$3,012,500.00	\$7,110,182.50	\$10,122,682.50

**PV Analysis Summary (Net to Net)**

Net PV Cashflow Savings @ 2.924%(Bond Yield).....	-	967,776.48	-
Transfers from Prior Issue Debt Service Fund.....	-	(407,610.00)	-
Contingency or Rounding Amount.....	-	2,281.09	-
Net Present Value Benefit.....	-	\$562,447.57	-
Net PV Benefit / - Refunded Principal.....	-	8.247%	-
Net PV Benefit / - Refunding Principal.....	-	8.956%	-

**Bond Statistics**

Average Life.....	20.229 Years	9.717 Years	12.778 Years
Average Coupon.....	3.3580443%	2.6247050%	2.9627707%
Net Interest Cost (NIC).....	3.4223095%	2.7584936%	3.0645093%
Bond Yield for Arbitrage Purposes.....	2.9235638%	2.9235638%	2.9235638%
True Interest Cost (TIC).....	3.4459915%	2.7521225%	3.0506906%
All Inclusive Cost (AIC).....	3.5291839%	2.8972227%	3.1686676%

**\$8,860,000**

**Intermediate District 917, Minnesota  
Certificates of Participation, Series 2016A  
New Money and Refunding Bonds**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
02/01/2017	-	-	-	-
02/01/2018	295,000.00	1.000%	266,697.08	561,697.08
02/01/2019	325,000.00	1.100%	225,647.50	550,647.50
02/01/2020	330,000.00	1.250%	222,072.50	552,072.50
02/01/2021	330,000.00	1.350%	217,947.50	547,947.50
02/01/2022	340,000.00	1.600%	213,492.50	553,492.50
02/01/2023	340,000.00	1.750%	208,052.50	548,052.50
02/01/2024	345,000.00	1.900%	202,102.50	547,102.50
02/01/2025	355,000.00	2.050%	195,547.50	550,547.50
02/01/2026	360,000.00	2.250%	188,270.00	548,270.00
02/01/2027	370,000.00	2.400%	180,170.00	550,170.00
02/01/2028	380,000.00	2.550%	171,290.00	551,290.00
02/01/2029	390,000.00	2.700%	161,600.00	551,600.00
02/01/2030	400,000.00	2.850%	151,070.00	551,070.00
02/01/2031	410,000.00	2.950%	139,670.00	549,670.00
02/01/2032	425,000.00	3.050%	127,575.00	552,575.00
02/01/2033	435,000.00	3.150%	114,612.50	549,612.50
02/01/2034	450,000.00	3.200%	100,910.00	550,910.00
02/01/2035	485,000.00	3.250%	86,510.00	571,510.00
02/01/2036	500,000.00	3.300%	70,747.50	570,747.50
02/01/2037	515,000.00	3.350%	54,247.50	569,247.50
02/01/2038	530,000.00	3.400%	36,995.00	566,995.00
02/01/2039	550,000.00	3.450%	18,975.00	568,975.00
<b>Total</b>	<b>\$8,860,000.00</b>		<b>\$3,354,202.08</b>	<b>\$12,214,202.08</b>

**Yield Statistics**

Bond Year Dollars.....	\$113,211.67
Average Life.....	12.778 Years
Average Coupon.....	2.9627707%
Net Interest Cost (NIC).....	3.0645093%
True Interest Cost (TIC).....	3.0506906%
Bond Yield for Arbitrage Purposes.....	2.9235638%
All Inclusive Cost (AIC).....	3.1686676%
<b>IRS Form 8038</b>	
Net Interest Cost.....	2.9627707%
Weighted Average Maturity.....	12.778 Years

**\$6,280,000**

**Intermediate District 917, Minnesota  
Certificates of Participation, Series 2016A  
Full Advance Refunding of Series 2007 Lease**

**Debt Service Comparison**

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2017	-	-	395,488.16	395,488.16
02/01/2018	460,768.75	460,768.75	530,901.32	70,132.57
02/01/2019	464,137.50	464,137.50	535,101.32	70,963.82
02/01/2020	465,562.50	465,562.50	533,701.32	68,138.82
02/01/2021	461,437.50	461,437.50	531,901.32	70,463.82
02/01/2022	466,982.50	466,982.50	534,091.32	67,108.82
02/01/2023	461,542.50	461,542.50	530,651.32	69,108.82
02/01/2024	460,592.50	460,592.50	531,791.32	71,198.82
02/01/2025	464,037.50	464,037.50	531,956.32	67,918.82
02/01/2026	461,760.00	461,760.00	531,476.32	69,716.32
02/01/2027	463,660.00	463,660.00	530,351.32	66,691.32
02/01/2028	464,780.00	464,780.00	533,581.32	68,801.32
02/01/2029	465,090.00	465,090.00	535,131.32	70,041.32
02/01/2030	464,560.00	464,560.00	530,781.32	66,221.32
02/01/2031	463,160.00	463,160.00	530,756.32	67,596.32
02/01/2032	466,065.00	466,065.00	534,831.32	68,766.32
02/01/2033	463,102.50	463,102.50	532,781.32	69,678.82
02/01/2034	464,400.00	464,400.00	(24,569.94)	(488,969.94)
<b>Total</b>	<b>\$7,881,638.75</b>	<b>\$7,881,638.75</b>	<b>\$8,890,704.34</b>	<b>\$1,009,065.59</b>

**PV Analysis Summary (Net to Net)**

Net FV Cashflow Savings.....	1,009,065.59
Gross PV Debt Service Savings.....	1,641,129.58
Effects of changes in DSR investments.....	(673,353.10)
Net PV Cashflow Savings @ 2.924%(Bond Yield).....	967,776.48
Transfers from Prior Issue Debt Service Fund.....	(407,610.00)
Contingency or Rounding Amount.....	2,281.09
Net Future Value Benefit.....	\$603,736.68
Net Present Value Benefit.....	\$562,447.57
Net PV Benefit / \$2,561,556.76 PV Refunded Interest.....	21.957%
Net PV Benefit / \$7,751,688.34 PV Refunded Debt Service.....	7.256%
Net PV Benefit / \$6,820,000 Refunded Principal.....	8.247%
Net PV Benefit / \$6,280,000 Refunding Principal.....	8.956%

**Refunding Bond Information**

Refunding Dated Date.....	12/01/2016
Refunding Delivery Date.....	12/01/2016

**\$2,580,000**

**Intermediate District 917, Minnesota  
Facility Lease Revenue Bonds, Series 2016  
New Money (\$ .5 M Contribution)**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
02/01/2017	-	-	-	-
02/01/2018	-	-	100,928.33	100,928.33
02/01/2019	-	-	86,510.00	86,510.00
02/01/2020	-	-	86,510.00	86,510.00
02/01/2021	-	-	86,510.00	86,510.00
02/01/2022	-	-	86,510.00	86,510.00
02/01/2023	-	-	86,510.00	86,510.00
02/01/2024	-	-	86,510.00	86,510.00
02/01/2025	-	-	86,510.00	86,510.00
02/01/2026	-	-	86,510.00	86,510.00
02/01/2027	-	-	86,510.00	86,510.00
02/01/2028	-	-	86,510.00	86,510.00
02/01/2029	-	-	86,510.00	86,510.00
02/01/2030	-	-	86,510.00	86,510.00
02/01/2031	-	-	86,510.00	86,510.00
02/01/2032	-	-	86,510.00	86,510.00
02/01/2033	-	-	86,510.00	86,510.00
02/01/2034	-	-	86,510.00	86,510.00
02/01/2035	485,000.00	3.250%	86,510.00	571,510.00
02/01/2036	500,000.00	3.300%	70,747.50	570,747.50
02/01/2037	515,000.00	3.350%	54,247.50	569,247.50
02/01/2038	530,000.00	3.400%	36,995.00	566,995.00
02/01/2039	550,000.00	3.450%	18,975.00	568,975.00
<b>Total</b>	<b>\$2,580,000.00</b>		<b>\$1,752,563.33</b>	<b>\$4,332,563.33</b>

**Yield Statistics**

Bond Year Dollars.....	\$52,190.00
Average Life.....	20.229 Years
Average Coupon.....	3.3580443%
Net Interest Cost (NIC).....	3.4223095%
True Interest Cost (TIC).....	3.4459915%
Bond Yield for Arbitrage Purposes.....	2.9235638%
All Inclusive Cost (AIC).....	3.5291839%

**IRS Form 8038**

Net Interest Cost.....	3.3580443%
Weighted Average Maturity.....	20.229 Years

\$8,350,000

Intermediate District 917, Minnesota  
Certificates of Participation, Series 2016A  
New Money and Refunding Certificates

REFUNDING + NEW ISSUE  
with \$1M DISTRICT CONTRIBUTION

Project and Refunding Summary

Dated 12/01/2016 | Delivered 12/01/2016

	Series 2016 New Money (\$1M)	Series 2016 Ref 2007	Issue Summary
<b>Sources Of Funds</b>			
Par Amount of Bonds.....	\$2,065,000.00	\$6,285,000.00	\$8,350,000.00
Planned Issuer Equity contribution.....	1,000,000.00	-	1,000,000.00
Transfers from Prior Issue DSR Funds.....	-	559,401.26	559,401.26
Transfers from Prior Issue Debt Service Funds.....	-	407,610.00	407,610.00
<b>Total Sources.....</b>	<b>\$3,065,000.00</b>	<b>\$7,252,011.26</b>	<b>\$10,317,011.26</b>
<b>Uses Of Funds</b>			
Deposit to Net Cash Escrow Fund.....	-	7,090,883.46	7,090,883.46
Deposit to Project Construction Fund.....	3,012,500.00	-	3,012,500.00
Total Underwriter's Discount (1.300%).....	26,845.00	81,705.00	108,550.00
Costs of Issuance.....	25,967.07	79,032.93	105,000.00
Rounding Amount.....	(312.07)	389.87	77.80
<b>Total Uses.....</b>	<b>\$3,065,000.00</b>	<b>\$7,252,011.26</b>	<b>\$10,317,011.26</b>

Flow of Funds Detail

State and Local Government Series (SLGS) rates for..... 8/02/2016  
Date of OMP Candidates.....

Primary Purpose Fund Solution Method.....	Net Funded	Net Funded	Net Funded
Total Cost of Investments.....	\$3,012,500.00	\$7,090,883.46	\$10,103,383.46
Interest Earnings @ 0.426%.....	-	19,299.04	19,299.04
Total Draws.....	\$3,012,500.00	\$7,110,182.50	\$10,122,682.50

PV Analysis Summary (Net to Net)

Net PV Cashflow Savings @ 2.883%(Bond Yield).....	-	963,794.60	-
Transfers from Prior Issue Debt Service Fund.....	-	(407,610.00)	-
Contingency or Rounding Amount.....	-	389.87	-
Net Present Value Benefit.....	-	\$556,574.47	-
Net PV Benefit / Refunded Principal.....	-	8.161%	-
Net PV Benefit / Refunding Principal.....	-	8.856%	-

Bond Statistics

Average Life.....	20.232 Years	9.715 Years	12.316 Years
Average Coupon.....	3.3581949%	2.6242797%	2.9224454%
Net Interest Cost (NIC).....	3.4224494%	2.7580962%	3.0280011%
Bond Yield for Arbitrage Purposes.....	2.8827870%	2.8827870%	2.8827870%
True Interest Cost (TIC).....	3.4461377%	2.7517157%	3.0134771%
All Inclusive Cost (AIC).....	3.5344431%	2.9057800%	3.1422440%



**\$8,350,000**

**Intermediate District 917, Minnesota  
Certificates of Participation, Series 2016A  
New Money and Refunding Certificates**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
02/01/2017	-	-	-	-
02/01/2018	295,000.00	1.000%	246,665.41	541,665.41
02/01/2019	325,000.00	1.100%	208,477.50	533,477.50
02/01/2020	330,000.00	1.250%	204,902.50	534,902.50
02/01/2021	330,000.00	1.350%	200,777.50	530,777.50
02/01/2022	340,000.00	1.600%	196,322.50	536,322.50
02/01/2023	340,000.00	1.750%	190,882.50	530,882.50
02/01/2024	350,000.00	1.900%	184,932.50	534,932.50
02/01/2025	355,000.00	2.050%	178,282.50	533,282.50
02/01/2026	360,000.00	2.250%	171,005.00	531,005.00
02/01/2027	370,000.00	2.400%	162,905.00	532,905.00
02/01/2028	380,000.00	2.550%	154,025.00	534,025.00
02/01/2029	390,000.00	2.700%	144,335.00	534,335.00
02/01/2030	400,000.00	2.850%	133,805.00	533,805.00
02/01/2031	410,000.00	2.950%	122,405.00	532,405.00
02/01/2032	425,000.00	3.050%	110,310.00	535,310.00
02/01/2033	435,000.00	3.150%	97,347.50	532,347.50
02/01/2034	450,000.00	3.200%	83,645.00	533,645.00
02/01/2035	385,000.00	3.250%	69,245.00	454,245.00
02/01/2036	400,000.00	3.300%	56,732.50	456,732.50
02/01/2037	415,000.00	3.350%	43,532.50	458,532.50
02/01/2038	425,000.00	3.400%	29,630.00	454,630.00
02/01/2039	440,000.00	3.450%	15,180.00	455,180.00
<b>Total</b>	<b>\$8,350,000.00</b>	<b>-</b>	<b>\$3,005,345.41</b>	<b>\$11,355,345.41</b>

**Yield Statistics**

Bond Year Dollars.....	\$102,836.67
Average Life.....	12.316 Years
Average Coupon.....	2.9224454%
Net Interest Cost (NIC).....	3.0280011%
True Interest Cost (TIC).....	3.0134771%
Bond Yield for Arbitrage Purposes.....	2.8827870%
All Inclusive Cost (AIC).....	3.1422440%
<b>IRS Form 8038</b>	
Net Interest Cost.....	2.9224454%
Weighted Average Maturity.....	12.316 Years

**\$6,285,000**

**Intermediate District 917, Minnesota  
Certificates of Participation, Series 2016A  
Full Advance Refunding of Series 2007 Lease**

**Debt Service Comparison**

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2017	-	-	395,488.16	395,488.16
02/01/2018	460,879.58	460,879.58	530,901.32	70,021.74
02/01/2019	464,232.50	464,232.50	535,101.32	70,868.82
02/01/2020	465,657.50	465,657.50	533,701.32	68,043.82
02/01/2021	461,532.50	461,532.50	531,901.32	70,368.82
02/01/2022	467,077.50	467,077.50	534,091.32	67,013.82
02/01/2023	461,637.50	461,637.50	530,651.32	69,013.82
02/01/2024	465,687.50	465,687.50	531,791.32	66,103.82
02/01/2025	464,037.50	464,037.50	531,956.32	67,918.82
02/01/2026	461,760.00	461,760.00	531,476.32	69,716.32
02/01/2027	463,660.00	463,660.00	530,351.32	66,691.32
02/01/2028	464,780.00	464,780.00	533,581.32	68,801.32
02/01/2029	465,090.00	465,090.00	535,131.32	70,041.32
02/01/2030	464,580.00	464,580.00	530,781.32	66,221.32
02/01/2031	463,160.00	463,160.00	530,756.32	67,596.32
02/01/2032	466,065.00	466,065.00	534,831.32	68,766.32
02/01/2033	463,102.50	463,102.50	532,781.32	69,678.82
02/01/2034	464,400.00	464,400.00	(24,569.94)	(488,969.94)
<b>Total</b>	<b>\$7,887,319.58</b>	<b>\$7,887,319.58</b>	<b>\$8,890,704.34</b>	<b>\$1,003,384.76</b>

**PV Analysis Summary (Net to Net)**

Net FV Cashflow Savings.....	1,003,384.76
Gross PV Debt Service Savings.....	1,640,566.20
Effects of changes in DSR investments.....	(676,771.61)
 Net PV Cashflow Savings @ 2.883%(Bond Yield).....	 963,794.60
 Transfers from Prior Issue Debt Service Fund.....	 (407,610.00)
Contingency or Rounding Amount.....	389.87
Net Future Value Benefit.....	\$596,164.63
Net Present Value Benefit.....	\$556,574.47
 Net PV Benefit / \$2,567,538.90 PV Refunded Interest.....	 21.677%
Net PV Benefit / \$7,776,533.83 PV Refunded Debt Service.....	7.157%
Net PV Benefit / \$6,820,000 Refunded Principal.....	8.161%
Net PV Benefit / \$6,285,000 Refunding Principal.....	8.856%

**Refunding Bond Information**

Refunding Dated Date.....	12/01/2016
Refunding Delivery Date.....	12/01/2016

**\$2,065,000**

**Intermediate District 917, Minnesota  
Facility Lease Revenue Bonds, Series 2016  
New Money (\$1M Contribution)**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
02/01/2017	-	-	-	-
02/01/2018	-	-	80,785.83	80,785.83
02/01/2019	-	-	69,245.00	69,245.00
02/01/2020	-	-	69,245.00	69,245.00
02/01/2021	-	-	69,245.00	69,245.00
02/01/2022	-	-	69,245.00	69,245.00
02/01/2023	-	-	69,245.00	69,245.00
02/01/2024	-	-	69,245.00	69,245.00
02/01/2025	-	-	69,245.00	69,245.00
02/01/2026	-	-	69,245.00	69,245.00
02/01/2027	-	-	69,245.00	69,245.00
02/01/2028	-	-	69,245.00	69,245.00
02/01/2029	-	-	69,245.00	69,245.00
02/01/2030	-	-	69,245.00	69,245.00
02/01/2031	-	-	69,245.00	69,245.00
02/01/2032	-	-	69,245.00	69,245.00
02/01/2033	-	-	69,245.00	69,245.00
02/01/2034	-	-	69,245.00	69,245.00
02/01/2035	385,000.00	3.250%	69,245.00	454,245.00
02/01/2036	400,000.00	3.300%	56,732.50	456,732.50
02/01/2037	415,000.00	3.350%	43,532.50	458,532.50
02/01/2038	425,000.00	3.400%	29,630.00	454,630.00
02/01/2039	440,000.00	3.450%	15,180.00	455,180.00
<b>Total</b>	<b>\$2,065,000.00</b>	<b>-</b>	<b>\$1,403,025.83</b>	<b>\$3,468,025.83</b>

**Yield Statistics**

Bond Year Dollars.....	\$41,779.17
Average Life.....	20.232 Years
Average Coupon.....	3.3581949%
Net Interest Cost (NIC).....	3.4224494%
True Interest Cost (TIC).....	3.4461377%
Bond Yield for Arbitrage Purposes.....	2.8827870%
All Inclusive Cost (AIC).....	3.5344431%
<b>IRS Form 8038</b>	
Net Interest Cost.....	3.3581949%
Weighted Average Maturity.....	20.232 Years

	Current Bond Issue Debt Service	Refunding plus New Debt Issue \$1.5M District Contribution	Refunding plus New Debt Issue \$1M District Contribution	Refunding plus New Debt Issue \$.5M District Contribution	Refunding plus New Debt Issue \$0 District Contribution
<b>Par Amount</b>		\$ 1,555,000	\$ 2,065,000	\$ 2,580,000	\$ 3,075,000
	<b>Total P+I</b>	<b>Total P+I</b>	<b>Total P+I</b>	<b>Total P+I</b>	<b>Total P+I</b>
<b>Average</b>	<b>556,868</b>	<b>498,484</b>	<b>516,152</b>	<b>555,191</b>	<b>594,147</b>
02/01/2018	555,145	521,304	541,665	561,697	581,656
02/01/2019	559,345	521,025	533,478	550,648	567,755
02/01/2020	557,945	517,395	534,903	552,073	569,180
02/01/2021	556,145	513,270	530,778	547,948	565,055
02/01/2022	558,335	518,815	536,323	553,493	570,600
02/01/2023	554,895	513,375	530,883	548,053	565,160
02/01/2024	556,035	517,425	534,933	547,103	564,210
02/01/2025	556,200	515,775	533,283	550,548	567,655
02/01/2026	555,720	513,498	531,005	548,270	565,378
02/01/2027	554,595	515,398	532,905	550,170	567,278
02/01/2028	557,825	516,518	534,025	551,290	568,398
02/01/2029	559,375	516,828	534,335	551,600	568,708
02/01/2030	555,025	516,298	533,805	551,070	568,178
02/01/2031	555,000	514,898	532,405	549,670	566,778
02/01/2032	559,075	517,803	535,310	552,575	569,683
02/01/2033	557,025	514,840	532,348	549,613	566,720
02/01/2034	559,075	516,138	533,645	550,910	568,018
02/01/2035		421,738	454,245	571,510	683,618
02/01/2036		419,713	456,733	570,748	679,768
02/01/2037		422,173	458,533	569,248	680,133
02/01/2038		423,940	454,630	566,995	684,530
02/01/2039			455,180	568,975	682,770
<b>Total Payments</b>	<b>\$ 9,466,760</b>	<b>\$ 10,468,162</b>	<b>\$ 11,355,345</b>	<b>\$ 12,214,202</b>	<b>\$ 13,071,223</b>
<b>Total Interest</b>	<b>\$ 2,906,760</b>	<b>\$ 2,623,162</b>	<b>\$ 3,005,345</b>	<b>\$ 3,354,202</b>	<b>\$ 3,701,223</b>

District #	District % based on split 1/4 each: TNTC, AMCPU's, Special Ed Tuition and FTE's	Current	\$1.5 M Contribution	\$1M Contribution	\$.5M Contribution	\$0 Contribution
		\$ 556,868	\$ 498,484	\$ 516,152	\$ 555,191	\$ 594,147
6 - South St. Paul	6.9779%	\$ 38,857.57	\$ 34,783.59	\$ 36,016.45	\$ 38,740.54	\$ 41,458.81
191 - Burnsville	14.0158%	\$ 78,049.40	\$ 69,866.38	\$ 72,342.71	\$ 77,814.32	\$ 83,274.23
192 - Farmington	14.1634%	\$ 78,871.41	\$ 70,602.21	\$ 73,104.62	\$ 78,633.85	\$ 84,151.27
194 - Lakeville	18.2330%	\$ 101,533.64	\$ 90,888.44	\$ 94,109.87	\$ 101,227.83	\$ 108,330.58
195 - Randolph	0.7426%	\$ 4,135.47	\$ 3,701.89	\$ 3,833.10	\$ 4,123.02	\$ 4,412.31
197 - West St. Paul-M-E	9.8685%	\$ 54,954.43	\$ 49,192.78	\$ 50,936.36	\$ 54,788.91	\$ 58,633.23
199 - Inver Grove Heights	9.4171%	\$ 52,440.85	\$ 46,942.74	\$ 48,606.57	\$ 52,282.90	\$ 55,951.38
200 - Hastings	10.5136%	\$ 58,547.13	\$ 52,408.81	\$ 54,266.38	\$ 58,370.80	\$ 62,466.44
271 - Bloomington	16.0681%	\$ 89,477.92	\$ 80,096.69	\$ 82,935.62	\$ 89,208.42	\$ 95,467.81
	100.00%	\$ 556,868	\$ 498,484	\$ 516,152	\$ 555,191	\$ 594,146
<b>Average increase per district</b>			<b>-10.5%</b>	<b>-7.3%</b>	<b>-0.3%</b>	<b>6.7%</b>

TO: School Board

FROM: John Christiansen

DATE: August 11, 2016

RE: Facility and Financing Approval Process

The seven member district's represented at our briefing for the new program and facility were all supportive of our moving forward to make this operational for 2017-2018. I have also had contact with South St. Paul and West St. Paul and they are also supportive of our plans.

We have three pathways we can take to move the project forward. The following are the steps and timeline to move the program development and facility project forward.

Option 1 –

- August 16 – Board approves continuing the development of the new program to begin accepting placements for 2017-2018.
- August 16 – Board approves preparing facility bid documents for a third week of September bid opening, bids to be considered at October 4, 2016, Board meeting.
- August 16 – Board approves preparing resolution for Board consideration for refinancing the Alliance bonds and financing the Alliance addition for consideration at October 4, 2016, Board meeting,
- August 16 – Board directs administration to schedule presentations at member Board meetings to explain the new student program, review facility plan and financing plan.
- October 4 – Board considers facility bid and finance resolution approval at October 4 Board meeting.

Option 2 –

- August 16 – Board approves continuing the development of the new student program to begin accepting placements for 2017-2018.
- August 16 – Board directs administration to schedule presentations at member district Board meetings to explain the new student program, facility plan, financing plan and to request consideration of approval of a Board Resolution relating to a financing by Intermediate No. 917 to refinance the Alliance bonds and to finance an addition to Alliance for the new student program.
- August 16 – Board approves preparing facility bid documents for a third week of September bid opening.
- August 16 – Board approves preparing resolution for Board consideration for refinancing the Alliance bonds and financing the Alliance addition for consideration at the October 4 Board meeting.
- October 4 – Board considers approval of financing resolution and facility bid approval.

Option 3 –

- September 6 – Board approves continuing the development of the new student program to begin accepting placements for 2017-2018.
- August 16 – Board directs administration to schedule presentations at member district Board meetings to explain the new student program, facility plan, financing plan and to request consideration of approval of a Board Resolution relating to a financing by Intermediate No. 917 to refinance the Alliance bonds and to finance an addition to Alliance for the new student program.
- September 6 – Board approves preparing facility bid documents for a fourth week of September bid opening.
- September 6 – Board approves preparing resolution for Board consideration for refinancing the Alliance bonds and financing the Alliance addition for consideration at the October 4 Board meeting.
- October 4 – Board considers approval of financing resolution and facility bid approval.

**DRAFT**

CERTIFICATION OF MINUTES RELATING TO A FINANCING BY INTERMEDIATE SCHOOL  
DISTRICT NO. 917, DAKOTA COUNTY

Issuer: Independent School District No. \_\_\_\_ (\_\_\_\_), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held \_\_\_\_\_, 2016, at \_\_\_\_\_ p.m., at \_\_\_\_\_.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (pages):

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RELATING TO A FINANCING BY INTERMEDIATE SCHOOL DISTRICT NO. 917, DAKOTA COUNTY; AUTHORIZING THE REFINANCING THEREBY OF CERTAIN OUTSTANDING BONDS AND THE FINANCING THEREBY OF ADDITIONS TO A SPECIAL EDUCATION FACILITY; AND APPROVING CAPITAL LEVY TO PAY A PROPORTIONATE SHARE OF COSTS OF SUCH FINANCING

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the certificates referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said certificates; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
[School District Clerk]

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member\_:

RESOLUTION RELATING TO A FINANCING BY INTERMEDIATE SCHOOL DISTRICT NO. 917, DAKOTA COUNTY; AUTHORIZING THE REFINANCING THEREBY OF CERTAIN OUTSTANDING BONDS AND THE FINANCING THEREBY OF ADDITIONS TO A SPECIAL EDUCATION FACILITY; AND APPROVING CAPITAL LEVY TO PAY A PROPORTIONATE SHARE OF COSTS OF SUCH FINANCING

WHEREAS, Independent School District No. (\_\_\_\_\_), Minnesota (the “District”) is a participating member of Intermediate School District No. 917, Dakota County (“917”);

WHEREAS, 917 has heretofore financed the acquisition of certain land and the construction of a special education facility thereon pursuant to a lease-purchase agreement with Dakota County Community Development Agency, Minnesota (the “CDA”), and the issuance by the CDA of its \$8,480,000 Facility Lease Revenue Bonds (Intermediate School District No. 917, Minnesota Project), Series 2007 (the “2007 Bonds”);

WHEREAS, the District has authority under Minnesota Statutes, Section 126C.40, subdivision 1 (the “Lease Levy Statute”), to apply for permission to make an additional capital expenditure levy for costs associated with the lease by 917 of administrative and classroom space;

WHEREAS, the District and each other participating member of 917, for the purpose of contributing a proportionate share of 917’s debt service costs on the 2007 Bonds, have heretofore made such additional capital expenditure levies and made payments to 917 pursuant to the terms of the Lease Levy Allocation Formula attached hereto as Exhibit A, which formula is incorporated herein by reference; and

WHEREAS, 917 now finds it necessary and desirable to enter into a lease-purchase agreement (the “Lease-Purchase Agreement”) to refund the 2007 Bonds and finance the construction of an addition to the special education facility financed with proceeds of the 2007 Bonds (collectively, the “Project”).

NOW, THEREFORE, BE IT RESOLVED by the School Board (the “Board”) of the District, as follows:

1. The Board hereby approves the Project.
2. In order to accomplish the Project, the Board hereby agrees to levy taxes pursuant to the Lease Levy Statute and make payments to 917 in accordance with, but only from such source and only to the extent set forth in, Exhibit A, each year that the Lease-Purchase Agreement is in place; provided, however, that upon withdrawal of the District from 917 or upon dissolution of 917, the rights of the District and other participating members of 917 to a distribution of assets financed or refinanced by the Lease-Purchase Agreement shall be as specified in the Withdrawal and Dissolution Allocation Formula attached hereto as Exhibit B, which formula is incorporated herein by reference.

3. Nothing herein shall constitute a pledge of the full faith and credit or general taxing powers of the District to payment of the Lease-Purchase Agreement or any obligation thereunder.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

## EXHIBIT A

### LEASE LEVY ALLOCATION FORMULA

The formula for allocation of the lease levy among the participating school districts that are members of Intermediate School District No. 917, is as follows:

1. Each of the following factors shall be computed as a percentage for each of the participating school districts that are members of Intermediate School District No. 917:
  - (a) The taxable net tax capacity for each participating school district as a percentage of the total taxable net tax capacity of all participating school districts;
  - (b) The number of adjusted marginal cost pupil units for each participating school district as a percentage of the total number of adjusted marginal cost pupil units for all participating school districts;
  - (c) The prior five year average of Total Special Education Costs provided by Intermediate School District No. 917 to each of the participating school districts as a percentage of the Total Special Education Costs provided by Intermediate School District No. 917 to all the participating school districts.
  - (d) The number of FTE pupils attending the special education facility from each participating school district in the prior regular school year as a percentage of the total number of FTE pupils attending the facility from all the participating school districts in the prior regular school year.
2. The percentages determined in No. 1 above shall be averaged for each participating school district.
3. The average percentage determined in No. 2 above shall be multiplied times the next annual lease payment required under the Lease-Purchase Agreement, or any successor agreement entered into to refund that agreement.
4. Prior to September 15 of each year, Intermediate School District No. 917 shall give written notice to each participating school district of the amount of its proportionate share of the cost of the financing and of the amount of the leasing levy, calculated based on this formula, to be certified by that participating school district in that year.
5. Notwithstanding the foregoing, the lease levy required for any participating school district in any year shall not exceed the maximum lease levy authorization of a school district to pay the costs associated with leases of administrative and classroom space for intermediate school district programs as specified in Minnesota Statutes, Section 126C.40, subdivision 1, clause (h), as it may be amended from time to time, or its successor provision.

## **EXHIBIT B**

### **WITHDRAWAL AND DISSOLUTION ALLOCATION FORMULA**

1. There shall be no distribution of assets financed pursuant to the Lease Purchase Agreement, or any successor agreement entered into to refund that agreement, until such time as Intermediate School District No. 917 receives sale or condemnation proceeds from the complete sale or condemnation of the financed land and facility or insurance proceeds from the total destruction of that facility. All such proceeds shall be determined after repayment of the Lease Purchase Agreement, or a successor agreement entered into to refund that agreement. Transfer of title to a third party pursuant to a financing lease or instrument shall not be a sale that triggers such a distribution. The amount to be distributed from the sale, condemnation or insurance proceeds shall be as specified in No. 2 below.

2. The amount paid by the withdrawing participating school district from the proceeds of its leasing levy shall be calculated as a percentage of proceeds paid by all the participating school districts from the proceeds of their leasing levies during the entire term of the Lease-Purchase Agreement, or a successor agreement entered into to refund that agreement. That percentage shall be multiplied times the sale or condemnation proceeds or the insurance proceeds received for the total destruction of the facility.

3. The same formula as specified in No. 2 above shall be applicable to distribution of assets financed pursuant to the Lease Purchase Agreement, or a successor agreement entered into to refund that agreement, upon the dissolution of Intermediate School District No. 917.

4. Unless specifically agreed by all the participating school districts, the provisions of this EXHIBIT B shall survive the expiration or termination of the Lease-Purchase Agreement or a successor agreement entered into to refund that agreement.