

**INTERMEDIATE SCHOOL DISTRICT 917
IN DAKOTA COUNTY**

REGULAR SCHOOL BOARD MEETING

Tuesday, November 1, 2016

AGENDA:

- I. **Call to Order - Chair Lewis**
- II. **Conduct Pledge of Allegiance - Chair Lewis**
- III. **Oath of Office Administered to Wendy Felton (finishing Deb Clark's term) - Linda Berg**
- IV. **Visitors opportunity to be heard - Chair Lewis**
- V. **Additions to the agenda - Chair Lewis**
- VI. **Good News Reports** 2
 - A. Kelly Smith Report - John Christiansen
- VII. **Consent Items - Chair Lewis**
 - A. Minutes, October 4, 2016, Regular School Board Meeting 22
 - B. Personnel Considerations 25
- VIII. **Donations - Chair Lewis**
 - A. Resolution Approving Donations 37
- IX. **Business Manager's Report - Nicolle Roush**
 - A. Review and Approve Payment of Bills 38
 - B. Review and Approve Wire Transfers 44
- X. **Reports**
 - A. Communications Report - John Christiansen 60
 - B. DASH Program Review - Don Budach 72
- XI. **New Business**
 - A. Approve Medical and Dental Insurance Renewals for 2017 - Nicolle Roush 91
 - B. Review and Approve Contract with 917 and CTIC (Community Transition Interagency Committee) - Melissa Schaller 92
- XII. Approval of Union Contracts and Terms and Conditions Proposals - John Christiansen 97
- XIII. **Adjournment**

SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION

November 24-25, 2016 - No School for students and staff

December 6, 2016 - 5:00 PM - School Board Meeting, 917 Board Room

December 23-26, 2016 - Closed for Holiday Break

January 2, 2017 - Closed for New Year's Day

January 3, 2017 - 5:00 PM, School Board Meeting, 917 Board Room



Student Name: _____ Location: _____

Fundamental Chef Program 2016 Thanksgiving Pie Sale

ORDER FORM

9" - Deep Dish Pies - *Baked by Fundamental Chef Training Students*

Pumpkin | Pecan | Sweet Potato Crunch | Caramel Apple Crumb | Pumpkin Praline

Traditional \$9⁰⁰	Traditional \$10⁰⁰	Topped with a mixture of oats, brown sugar and butter; decadent! \$10⁰⁰	Topped with a classic butter crumb blend and caramel \$10⁰⁰	Sprinkled with a pecan crunch topping! \$10⁰⁰
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NAME & EMAIL	PHONE	PUMPKIN \$9 ⁰⁰	PECAN \$10 ⁰⁰	SWT. POTATO \$10 ⁰⁰	CAMEL APPLE \$10 ⁰⁰	PUMPKIN PRALINE \$10 ⁰⁰	TOTAL\$

Make Checks payable to: *ISD 917 - Fund. Chef*

Pie orders must be pre-paid - Full Payments & Orders due by Wednesday • November 9, 2016

Delivery Monday through Wednesday • November 21, 22 & 23, 2016 • *(Custom delivery dates available upon request)*

To Order from *Chef Patty LaBeau* • 651.423.8441 or patty.labeau@isd917.k12.mn.us

Proceeds from this sale benefit the Fundamental Chef Student Activity Account

Good News
Special Education
November 1, 2016

- Rachel Allgor, graduate student, is completing her fourth-year externship with ISD 917 Educational Audiologists, Ann Allen, Dr. Donna Greenfield, and Emily Pfisterer, during the 16-17 school year. Ms. Allgor attends the clinical doctorate program in audiology at Stills University, Mesa, AZ. She works with ISD 917 three days/week and Hennepin Medical Center two days/week.
- Dr. Donna Greenfield, ISD 917 Educational Audiologist, assisted member-district Special Education Directors, Kelly Tetrick, District 6, and Mary Garrison, District 199, with a Rotary grant these districts received to purchase four classroom sound field amplification ceiling-installed systems in their early childhood preschool programs. These devices are helpful for improving school readiness for all children, particularly those who have fluctuating hearing losses due to middle-ear infections and for those who are improving their English-language proficiency.
- In an effort to create and strengthen a community of social learning, the DCTC TESA Student Council hosted the 6th annual Fall Festival on Friday, October 14th. The recurring adaptive “Minute to Win It” theme was in full swing with 18 different games. Students and staff organized the event to celebrate a successful beginning of the school year and the induction of the new student council. Students enjoyed a celebratory lunch afterwards.
- On Wednesday, October 5, 2016, a group of 12 TESA students attended the college fair at the Minneapolis Convention Center. The group had the opportunity to meet with college admission counselors to discuss what programs and services they have to offer students with special needs. The student questions and how they conducted themselves was remarkable. The group of 12 TESA students represented ISD 917 very well. The excitement and positive experience they had are seen in the photos below.





- The assistive technology team was awarded the AT Sub Award (i.e. grant) from Minnesota Regional Low Incidence Projects-Region 11 for assistive technology professional development. This award will be utilized to purchase assistive technology equipment for use in assistive technology trials with students. Needs were identified in a survey conducted last spring. The assistive technology committee will expand the training available to staff beyond the video tutorials on Atomic Learning, to include an assistive technology fair during a professional development day. This event will expose licensed staff to the newest AT tools on the market, purchased through the grant. The fair will help teachers experience a wide variety of tools from low tech to high tech including weighted blankets/vests, adaptive art equipment, Boardmaker Online, Snap&Read Universal, iOS accessibility features, Windows accessibility features, iOS apps, and Chrome extensions. Teachers will use the district's new AT Consideration Guide at the fair so that their focus is on matching student needs to tool features and not just on the AT tools themselves.
- As part of our ongoing efforts at Alliance Education Center to foster a school climate of respect, Kate Adams, School Social Worker, in partnership with Katie Thune, M.A. Ed., from Mad Hatter Wellness, began instruction on *Healthy Relationships and Sexual Health*. Katie has done extensive work writing curriculum and teaching classes on healthy relationships and sexual education for individuals with disabilities. We are excited to be able to offer this for our students.
- The overnight camping trip to Fort Snelling State Park was a huge success! The weather cooperated and six students participated in fun, educational activities, including, setting up their own campsite, canoeing, fishing, exploring macroinvertebrates, cooking meals (and of course s'mores!), and a nature scavenger hunt. One student reported "I'm honored to be able to come on this trip. It's awesome!" A big thank you to Ms. Hannah Radant, Ms. Lana Holbrook, and Mr. Andrew Bohnert for making this possible for our students.
- A monthly parent support group has begun at Alliance Education Center. Organized and facilitated by Pat Arneson and Kate Adams, this group is intended to bring parents together to discuss the joys and challenges of raising a child with special needs, and to help them know they

are not alone. For the support group, our secondary classes make dinner and desert, and childcare is provided by school staff that are experienced with caring for children with special needs.

- The Sun Plus Middle School classroom earned the opportunity to go to Nickelodeon Universe. They earned this by completing a summer reading program that their teacher, Kim Martin, put together. Each student read a total of 600 minutes over the summer and were rewarded on October 18th. The students and staff had a great time going on the rides and enjoying each other's company. We are very proud of them and what they have accomplished to earn this field trip. Reading does count!



Good News Report
November, 2016
Secondary Programs

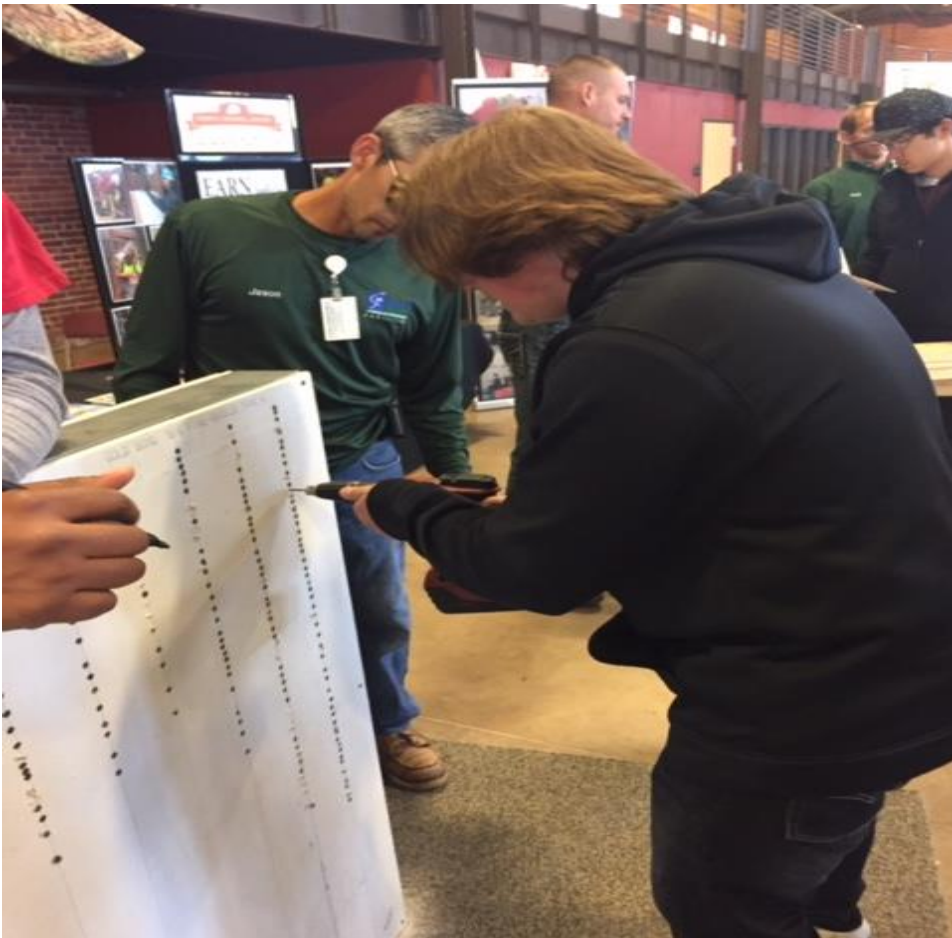
-DCALS students interesting in Science, Technology, Engineering, and Math (STEM) saw the four disciplines employed on Monday, October 17, 2016 taking a tour of the new St. Croix Crossing Bridge. The new bridge connects Stillwater, MN to the St. Croix Valley in Wisconsin. Mr. Todd Clarkowski, the Project Engineer, filled our minds with Extradados bridge design, environmental concerns, technological concrete aggregate to last 100 years and statistics. The students commented how they can use the environmental friendly design in Ms. Erin Mahnke's biology class! DCALS-North was also able to send Mr. Don Williams and six students along with Ms. Mahnke's science students and Ms. Morris' geometry and construction students. The large group was able to participate in this field trip thanks to a grant awarded to Ms. Morris from Education Minnesota.



- Our DCALS students once again showed their compassion by packing meals with Feed My Starving Children on Tuesday, October 25, 2016. These meals were earmarked for the starving residents of Haiti, whose food supplies were wiped out by Hurricane Matthew just weeks before. This is the second time our students went to Feed My Starving Children, in Eagan, MN. This trip saw an increase in the number of volunteers with three full van loads of students who wanted to help out. Thank you Staff and students who made this happen!!



-Students from both the DCALS North and DCALS main campus attended the Construct Tomorrow event held at Fort Snelling Base Camp on Oct. 12th and 13th. Construct Tomorrow provides opportunities for high school students to learn more about the construction trades opportunities offered through local training centers. Students can talk with representatives from these centers and participate in some hands-on activities to learn more about career options.



-Fundamental Chef Training class is having their Annual Thanksgiving Pie Sale. Last year, we sold 450 pies. This is a chance for the students to experience high volume sales and planning. They participate in the preparation and organization of the production, holding, packaging, and the final delivery of the pies. There are five types for sale this year: Pumpkin, Pecan, Sweet Potato Crunch, Caramel Apple Crumb, and Pumpkin Praline. All of these are 9" deep dish pies. Please call Chef Patty LaBeau at 651-423-8441 to set custom delivery dates if you need pies before Thanksgiving week.

Location: _____

Student Name: _____

**Fundamental Chef Program
2016 Thanksgiving Pie Sale
ORDER FORM**

**9" - Deep Dish Pies - Baked by Fundamental Chef Training Students
Pumpkin | Pecan | Sweet Potato Crunch | Caramel Apple Crumb | Pumpkin Praline**

Sprinkled with a pecan crunch topping!

Topped with a classic buttercrumb blend and caramel

Topped with a mixture of oats, brown sugar and butter; decadent!

Traditional

Traditional

\$10.00

\$10.00

\$10.00

\$10.00

\$9.00

PUMPKIN PRALINE \$10.00

CARAMEL APPLE \$10.00

SWT. POTATO \$10.00

PECAN \$10.00

PUMPKIN \$9.00

TOTAL \$

NAME & EMAIL

PHONE

Make Checks payable to: ISD 917 - Fund. Chef

Pie orders must be pre-paid - Full Payments & Orders due by Wednesday • November 9, 2016

Delivery Monday through Wednesday • November 21, 22 & 23, 2016 • (Custom delivery dates available upon request)

To Order from Chef Patty LaBeau • 651.423.8441 or patty.labeau@isd917.k12.mn.us

Proceeds from this sale benefit the Fundamental Chef Student Activity Account

-Staff from our Secondary Programs had the opportunity to tour and learn about the apprenticeship program offered through Ardent Mills in Hastings. Ardent Mills produces large amounts of flour for all types of customers throughout the US and the world. They offer an apprentice program for HS graduates that pay for schooling, training, and provide a job with the company during this process. We were the first tour the company has hosted at this site.



-Tyler Fischer, a DCALS student in work seminar has taken the online Career Safe Safety Awareness Training and has passed with high scores! This online safety course is a pre-safety test to OSHA 10 safety training. Congratulations to Tyler!

-Our Construction Trades classes are building a 12' x 28' cabin and another 28' x 56' house that would be fine. I'd say the good news is someone else is footing the bill. We will get a small donation from each buyer when the projects are finished to help the program with equipment costs.









Career & Technical Education Programs



ISD 917/CTE Student Accomplishments

30th Annual Minnesota SkillsUSA Leadership Conference

October 26 - 29 2016

Holiday Inn Alexandria, MN

Leadership Conference

ISD 917 CTE Attendees:

- Jordan Brogan** - Graphic Design Technology - Bloomington-Kennedy
- Ashley Chapman** - Graphic Design Technology - Bloomington Kennedy
- Heath Doheny** - Graphic Design Technology - Branch Out - ISD 197
- Danelle Giguere** - Graphic Design Technology - TESA - Lakeville
- LeeAnne Little Elk** - Medical Careers - Farmington
- Dominic Saffle** - Graphic Design Technology - Farmington
- Trina Walter** - Graphic Design Technology Teacher

30th Annual Minnesota SkillsUSA Delegate Assembly Conference

November 22, 2016

South Central Technical College - North Mankato

John A. Votca Conference Center North Mankato, MN

50th Annual Minnesota SkillsUSA State Skills & Leadership Championships

March 31 - April 2, 2016

DoubleTree by Hilton Bloomington, MN



Every student received a Leadership Training Certificate, a SkillsUSA Leadership Pin and all of them memorized 14 SkillsUSA leadership mottos, creeds, themes, people, procedures, etc. to earn their 50th Anniversary Gold Pin to wear proudly on their lapels! Ribbons were given for specific competitions they performed in.



Purple Chapter
(Purple Rain)

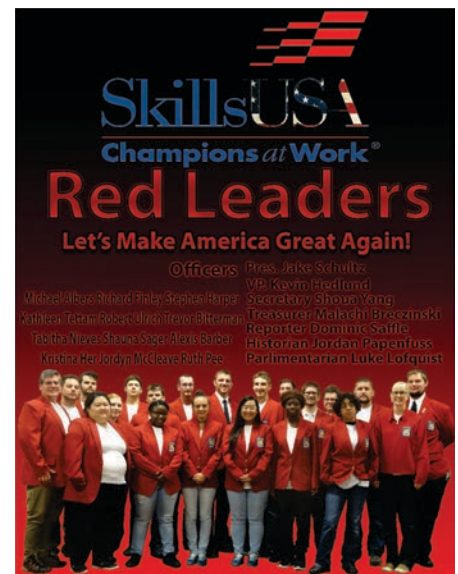
Heath Doheny
LeeAnne Little Elk

Spirit Award

Red Chapter
(Red Leaders)

Dominic Saffle

Was nominated and voted in as Red Group Reporter and served a leadership role doing all the Publicity for the Red Leaders Chapter. (See Piece to the right)



Orange Chapter
(Jack O Lanterns)

Danelle Giguere

1st Place Chapter Display Contest

Each Chapter were required to produce a display that represented their color group and SkillsUSA Specifications.



Blue Group Lead Advisor & ISD 917 Chapter Advisor



Trina Walter



Blue Chapter - (Cloud Ace)

Ashley Chapman

1st Place Outstanding Chapter
1st Place Opening & Closing Ceremony



Gold Chapter
(Golden Guilds)

Jordan Brogan

2nd Place Outstanding Chapter

3rd Place Quiz Bowl

Thursday Morning - Teams were formed, personality traits were discovered and officers were elected. Roberts Rules of Order were learned and they started meeting their Friday Night Goals.



They took a risk..

They stepped out of their comfort zones.

They met new CTE students from other Minnesota High Schools, Transition Programs and Colleges.

They ran for chapter officers and led chapter meetings.

They spoke in public for the first time.

They worked in teams for a common goal.

They gained so much confidence in them selves that some are going to run for State Office on November 22, 2016 and become part of Ms Jen's Team.



They memorized phrases and information and earned their "50th Anniversary Gold Pin"

After Three Days..... They all earned their Leadership Pins!



Ashley Chapman - Blue Chapter Fundraiser - Beaded Bracelets



Heath Doheny participating in the Regatta Race



Dani Giguere



Community Service Project all color groups participated in. Tie Blankets for the local Shelter in Alexandria.



Ashley Chapman tying blankets.



Heath Doheny presenting the Orbital Circles in the Lunch Presentation Friday afternoon. The day SkillsUSA presented "Someplace Safe" Shelter with our tie blankets for their clients.



Meals were all held in "The Barn" at the Holiday Inn. Each color chapter had to present the opening and closing ceremony as well as introduce a guest speaker and decorate the room according to their chapter colors and name.





Blue Cloud Ace Team getting ready to greet the other color groups for Dinner Friday Night.



Dominic Saffle Receiving his Leadership Pin and Certificate on Saturday Morning.



Jordan Brogran - 3rd Place Quiz Bowl Team from the Golden Guilds.



LeeAnne Little Elk - 3rd place for Prepared Speech Contest

The Memorized the SkillsUSA Pledge, not an easy feat...

Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.

To base my expectations of reward upon the solid foundation of service.

To honor and respect my vocation in such a way as to bring repute to myself.

And further, to spare no effort in upholding the ideals of SkillsUSA.



Ashley Chapman - 1st Place as part of the Opening & Closing Competition Team.



Red Team Chapter Display



Purple Team Chapter Display



Gold Team Chapter Display



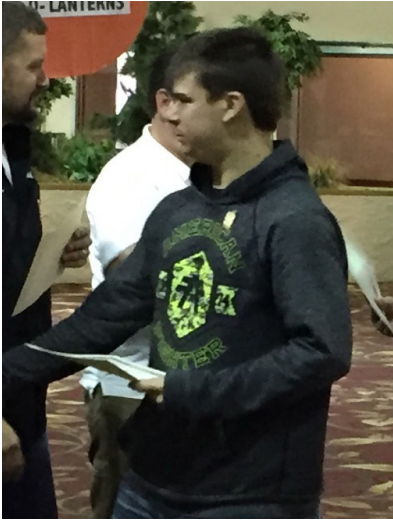
Blue Team Chapter Display



Orange Team Chapter Display

Friday Night students competed in their contest from each color chapter and advisors judged. By 10:15 p.m. Friday night each team had to turn in their scrapbook to be judged for "Outstanding Chapter", each book recorded all their goals from the 2 days, business meetings, social events, fundraising, community service, professional development meetings, memorizing the motto, creed, pledge and themes.

ISD 917 CTE Officer Candidates and Voting Delegates for November 22, 2016 Conference.



Dominic Saffle
Officer Candidate

Farmington High School



LeeAnne Little Elk
Officer Candidate

Farmington High School



Heath Doheny
Voting Delegate

Branch Out Transition



Jordan Brogan
Voting Delegate

Bloomington Kennedy



Danelle Giguere
Officer Candidate

TESA-Lakeville



Ashley Chapman
Voting Delegate

Bloomington Kennedy

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, October 4, 2016, at 1300 145th Street East, Rosemount, MN 55068.

Members Present: Dick Bergstrom (arrived at 5:09 PM), Joanne Mansur, Dan Cater, Jill Lewis, Deb Clark, Vanda Pressnall, Melissa Sauser, and ex-officio member Superintendent John Christiansen.

Members Absent: Ron Hill and Bob Erickson

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

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

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Deb Clark, seconded by Dan Cater, to approve the consent items, as presented. All present voted aye. Motion carried.
 - **Minutes:** September 6, 2016, Regular School Board Meeting
 - **Personnel:** *New Hires:* Kayla Brotsma, Classroom Assistant, effective September 1, 2016 (from Student Assistant to Classroom Assistant). Jessica Frankovich, Sign Language Interpreter, effective October 3, 2016. Ashley Gagner, Classroom Assistant, effective September 28, 2016. Lauren Kelly, Human Resources Specialist, effective October 10, 2016. Melissa Ludewig, Classroom Assistant, effective September 9, 2016. Sharri McGibbon, Classroom Assistant, effective September 1, 2016 (from Student Assistant to Classroom Assistant). Ashley Pietsch, Program Assistant, effective September 9, 2016. Emily Schriener, Classroom Assistant, effective September 26, 2016. Tina Stevens, Classroom Assistant, effective September 26, 2016. Matthew Trainer, Special Education Community Expert, effective August 29, 2016. *Change in Status:* Mary Callister, DAPE Teacher, medical leave request effective January 5, 2017, with an expected return date of April 5, 2017. Dan Kuklock, Classroom Assistant, medical leave request effective September 26, 2016, with an expected return date of October 24, 2016. Amber Minick, Program Assistant, maternity disability leave effective on or about October 17, 2016, with an expected return date of November 28, 2016. Kami Roark, Special Education Teacher, medical leave request effective September 19, 2016, with an expected return date of October 24, 2016. *Resignations and Terminations:* Melissa Antonell, Classroom Assistant, effective September 8, 2016. Amanda Brink, Health Associate, effective December 31, 2016. Ellana Garthune, Program Assistant, effective October 7, 2016. Laura Jarvinen, Classroom Assistant, effective September 29, 2016. Corrine Manning, Classroom Assistant, effective August 31, 2016. Kristina McClure, Classroom Assistant, effective October 14, 2016. Shannon McElroy, Classroom Assistant, effective September 9, 2016. Heidi Nelson, Classroom Assistant, effective September 23, 2016. Tina Stevens, Classroom Assistant, effective October 1, 2016. *Retirements:* Alice Morris, Health Associate, effective December 31, 2016.
2. Board Member Melissa Sauser introduced the following resolution and waived the reading: Resolution to Accept Donations in the amount of \$3,984.66. Donation of \$500 to DCALS for the purchase of tow chrome books to be used for classroom instruction and independent study/online applications from Valmont Industries of Farmington. Donation of \$44.60 to the Riverside School to be used for student activities from Target (Take Charge of Education). Donation of a treadmill, stair

master climber, calf raise machine and flat bench press to the DCALS North Learning Center for students from Next Level Fitness of Farmington. Value: \$3,440. The motion for the adoption of the foregoing resolution was duly seconded by Dick Bergstrom and upon vote being taken thereon, the following voted in favor thereof: Dick Bergstrom, Joanne Mansur, Dan Cater, Deb Clark, Jill Lewis, Vanda Pressnall, Melissa Sauser, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)

Supt. John Christiansen reported that the insurance committee meeting went well and there will be a small increase in insurance premiums in January of 2017. A recommendation will be brought to the School Board on November 1, 2016.

3. Motion by Vanda Pressnall, seconded by Deb Clark, to approve the Assurance of Compliance Report as required by the Minnesota Department of Education. (Addendum B.) All present voted aye. Motion carried.
4. Motion by Joanne Mansur, seconded by Melissa Sauser, to approve the bills from September 1, 2016, to September 27, 2016, wire transfers, and Investment Reports, as presented by the Business Manager. All present voted aye. Motion carried.

Nicolle Roush reviewed the Accounts Receivable Aged Invoice Report.

Melissa Schaller reported on the October 1, 2016 enrollment for Special Education.

Eric VanBrocklin reported on the October 1, 2016 enrollment for DCALS.

5. Motion by Dick Bergstrom, seconded by Deb Clark, to approve the Temporary Work Agreement as presented. (Addendum C.) All present voted aye. Motion carried.
6. Motion by Dick Bergstrom, seconded by Joanne Mansur, to approve the construction bids for the addition to Alliance Education Center and award the bid to Langer Construction Company of West St. Paul for the total bid amount of \$2,359,000.00 (note the wording of the exact amount in the letter has to be changed to reflect the exact amount). (Addendum D.) All present voted aye. Motion carried.
7. Board member Deb Clark, introduced the following resolution: Approval of Resolution Relating to School District Property and Improvements and the Financing and Refinancing Thereof; Authorizing a Lease-Purchase Agreement and the Creation of Refunding Certificates of Participation; and Approving and Authorizing the Execution of Documentation Relating Thereto. 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, 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 E.) Melissa Sauser thanked everyone for the hard work on this, especially Business Manager Nicolle Roush.
8. Motion by Deb Clark, seconded by Joanne Mansur, to approve a non-member access fee increase of 20% beginning in 2017-2018 for special education programs. (Addendum F.) Voting Aye: Dick Bergstrom, Joanne Mansur, Dan Cater, Deb Clark, Jill Lewis, Vanda Pressnall. Voting naye: Melissa Sauser. Motion carried.

9. Motion by Dick Bergstrom, seconded by Vanda Pressnall, to approve the School Resource Officer Contract with Dakota County, as presented. (Addendum G.) All present voted aye with the exception of Dan Cater who abstained since he is a Dakota County employee. Motion carried.

10. Board Member Jill Lewis read a Resolution for departing Board Member Deb Clark recognizing her leadership and many contributions for the benefit of the children and youth of our nine member districts and 917's gratitude for Deb's years of dedicated service to Intermediate School District 917. Motion by Vanda Pressnall, seconded by Dick Bergstrom to approve the resolution. Voting in favor thereof: Dick Bergstrom, 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 H.)

11. Motion by Joanne Mansur, seconded by Dan Cater, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 5:56 P.M.

The next regular School Board Meeting will be Tuesday, November 1, 2016, in the 917 Board Room at Dakota County Technical College at 5:00 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF NOVEMBER 1, 2016**

NEW HIRES:

Elizabeth Ammerman, Classroom Assistant, effective October 3, 2016.

Erin Billig, Classroom Assistant, effective October 24, 2016.

Funmilayo Carew, Classroom Assistant, effective October 31, 2016.

Kayleen Harms, Classroom Assistant, effective October 10, 2016.

Jessica Hoffer, Classroom Assistant, effective October 24, 2016.

Gina Hughes, Long-Term Substitute DAPE Teacher, effective January 4, 2017.

Lisa Ott, Board Certified Behavior Analyst, effective November 21, 2016.

Eric Patraw, Program Assistant, effective October 24, 2016.

Justin Schroeder, Classroom Assistant, effective October 26, 2016.

Stephanie Walter, Program Assistant, effective November 7, 2016.

CHANGE IN STATUS:

Amy Alexander, Administrative Assistant III, effective November 7, 2016.

Ashley Schaefer, Special Education Teacher, maternity disability leave effective on or about February 20, 2017, with a return date on or about April 17, 2017.

Trisa Scott, Special Education Teacher, medical leave request effective September 30, 2016, with an expected return date of November 28, 2016.

RESIGNATIONS & TERMINATIONS:

Julie MacRae, Teacher of Deaf/Hard of Hearing, effective upon finding a suitable replacement.

Alexander Olson, Program Assistant, effective October 11, 2016.

Dawn Radabaugh, Classroom Assistant, effective October 7, 2016.

To Bd 11-1-16

DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION

DATE: November 1, 2016	Teaching Licenses Held: n/a
NAME: Amy Alexander	
Position: Administrative Assistant III to the Business Manager	
Secondary: Special Education: District: X	Recommended Salary: \$23.54 per hr
	Employment Date: Nov. 7, 2016

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Richfield HS	Yes	General	Yes
Technical College	Hennepin Technical	Yes	Clerical	
College	Metro State Univ	Yes	Public Admin	BA
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	7/2007	Present	Administrative Assistant II
Walsh and Associates	2005	2007	Campaign Assistant
Farmington Independent	1997	1999	Administrative Assistant
TRUST Church Group	1995	1997	Coordinator

Total Years Business/Industry Work Experience 17

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Teaching Experience

Remarks:

To Bd 11-4-16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: October 11, 2016	Teaching Licenses Held:
NAME: Elisabeth Ammerman	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 16.76
	Employment Date: 10/3/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Marcus Whitman	Yes	Generals	Yes
Technical College	NY State University	Yes	Liberal Arts and BA in Psychology	BA
College	Florida	Yes	Accounting	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
AHSTW	8/15	5/16	Paraprofessional
Williamson Center School	8/03	6/07	Substitute Teacher

Total Years Experience 5

Remarks:

Elisabeth will be a classroom assistant in the TEA Program at Lebanon Education Center.

To Bd 11-1-16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 10/11/16	Teaching Licenses Held:
NAME: Erin Billig	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 17.14
	Employment Date: 10/24/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Technical High	Yes	Generals	Yes
Technical College	Central Lakes College	Yes	Horticulture and Floral 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
Bachman's	5/12	Current	Supervisor
Quality Care Services	9/04	11/05	Support Staff
Opportunity Manor	2/01	9/04	Support Staff

Total Years Experience 8

Remarks:

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

To Bd 11-1-16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 11/1/16	Teaching Licenses Held:
NAME: Funmilayo Carew	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 17.14
	Employment Date: 10/31/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Holy Child College, Nigeria	Yes	Generals	Yes
Technical College				
College	University of Nigeria	Yes	Business Administration	BA
	DCTC	Yes	CAN	Certified
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
Opal Services	7/09	Current	Direct Services
REM	2/04	2/08	Direct Services

Total Years Experience 12

Remarks:

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

To Bcl 11-4-16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 10/11/16	Teaching Licenses Held:
NAME: Kayleen Harms	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 16.37
	Employment Date: 10/10/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Century High	Yes	Generals	Yes
Technical College	St. Paul College	Yes	Early Childhood Development	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
Teachers On Call	4/14	Current	Paraprofessional
Pathways to Play	2/12	4/16	Teacher
Veteran's Memorial Community Ctr.	5/10	Current	Childcare

Total Years Experience 6

Remarks:

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

To Bd 11-1-16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: October 11, 2016	Teaching Licenses Held:
NAME: Jessica Hoffer	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 21.04
	Employment Date: 10/24/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Burnsville	Yes	Generals	Yes
Technical College	Rasmussen	Yes	Child Care	Certificate
College	St. Catherine	Yes	Health Care interpreting	Certificate
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 191	9/00	Current	Paraprofessional
Tara and Willie Ulrich	6/11	Current	PCA Part-time

Total Years Experience 16

Remarks:

Jessica will be a classroom assistant at Gideon Pond Elementary.

To Bd 11-1-2016

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 10/4/16	Teaching Licenses Held: DAPE
NAME: Gina Hughes	
Position: LTS Teacher	
College: Secondary: Special Education: x District:	Recommended Salary : \$14,251.03
	Employment Date: January 4, 2017

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Westminster High	Yes	Generals	Yes
Technical College				
College	McDaniel College	Yes	Exercise Education and Special ED.	BA, MA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Carroll County Public Schools	8/99	6/16	DAPE Teacher

Total Years Experience 17

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Gina will be a DAPE teacher filling in for Mary Callister who will be on leave.

To Bd 11-1-16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 10/26.16	Teaching Licenses Held:
NAME: Lisa Ott	
Position: BCBA	
College: Secondary: Special Education: x District:	Recommended Salary : 54,000 prorated to 37,938.46
	Employment Date: 11/21/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Mahtomedi High	Yes	Generals	Yes
Technical College				
College	MN State	Yes	Applied Behavior Analysis	MA
	St. Thomas	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
Autism Matters	3/14	9/16	BCBA
Mains'l Services	9/12	1/14	BCBA

Total Years Experience 2

Remarks:

Lisa will be a BCBA at LEC replacing Alexander Lacy.

To Bd 11-1-16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 10/13/16	Teaching Licenses Held:
NAME: Eric Patraw	
Position: Program Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 16.37
	Employment Date: 10/24/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Park High School	Yes	Generals	Yes
Technical College				
College	MN State	Yes	Law Enforcement	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
Hinton Heights Rental Homes	4/15	Current	Maintenance
Reliable Installations	6/07	Current	Flooring Installer
Advanced Security	6/12	12/13	Security
Stillwater Police Department	3/15	Current	Reserve Officer

Total Years Experience 8

Remarks:

Eric will be a program assistant in the New Chance Program.

To be 11-1-16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: November 1, 2016	Teaching Licenses Held:
NAME: Justin Schroeder	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 16.37
	Employment Date: 10/26/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lakeville North 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
Olive Garden	3/11	Current	Server
Mills Fleet Farm	2/09	2/11	Consumables

Total Years Experience 5

Remarks:

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

To Bd 11-1-16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: October 31, 2016	Teaching Licenses Held:
NAME: Stephanie Walter	
Position: Program Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 16.37
	Employment Date: 11/7/16

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
Sams Club	3/09	8/14	Supervisor

Total Years Experience 6

Remarks:

Stephanie will be a program assistant at Alliance replacing Alex Olson.

Intermediate School District #917 School Board

Resolution to Accept Donations

Board member _____ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of \$70.00

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

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Date Board Approved:

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 09/27/16 - 10/26/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
321035	S	\$359.10	09/27/16	23406	0	ACCELERATIONS EDUCATIONAL SOFTWARE	OUTSTANDING
321036	S	\$3884.32	09/27/16	23678	0	AMAZON.COM, LLC	OUTSTANDING
321037			09/27/16	23678	0	UNISSUED	UNISSUED
321038	S	\$102.00	09/27/16	24083	0	BOOTH LAW GROUP	OUTSTANDING
321039	S	\$1134.54	09/27/16	06276	0	CITY OF ROSEMOUNT	OUTSTANDING
321040	S	\$46.78	09/27/16	16244	0	CUB FOODS	OUTSTANDING
321041	S	\$165.00	09/27/16	20448	3	DAKOTA COUNTY FINANCIAL SERVICES	OUTSTANDING
321042	S	\$523.82	09/27/16	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
321043	S	\$119.79	09/27/16	22631	0	GOVCONNECTION INC	OUTSTANDING
321044	S	\$175.00	09/27/16	23035	0	INCLUSIVE TLC INC	OUTSTANDING
321045	S	\$300.00	09/27/16	15500	1	IND SCH DIST 196	OUTSTANDING
321046	S	\$100.00	09/27/16	15500	7	IND SCH DIST 196 GRAPHICS DEPARTMENT	OUTSTANDING
321047	S	\$2277.41	09/27/16	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
321048	S	\$305.00	09/27/16	23913	0	INTEGRATED PROTECTION SYSTEMS	OUTSTANDING
321049	S	\$300.00	09/27/16	11229	0	MN HISTORICAL SOCIETY	OUTSTANDING
321050	S	\$591.12	09/27/16	11229	1	MN HISTORICAL SOCIETY	OUTSTANDING
321051	S	\$600.00	09/27/16	21744	9	MN STATE COLLEGES & UNIVERSITIES	OUTSTANDING
321052	S	\$341.00	09/27/16	24686	0	MOBILE PRO CHEF	OUTSTANDING
321053	S	\$248.00	09/27/16	23625	0	NEWS-2-YOU INC	OUTSTANDING
321054	S	\$671.07	09/27/16	20568	1	OFFICE DEPOT	OUTSTANDING
321055	S	\$2293.50	09/27/16	24685	1	PROCARE THERAPY	OUTSTANDING
321056	S	\$400.00	09/27/16	00305	1	SO ST PAUL PUBLIC SCHOOLS	OUTSTANDING
321057	S	\$5164.80	09/27/16	23942	0	TEACHERS ON CALL	OUTSTANDING
321058	S	\$322.37	09/27/16	21292	0	THERAPY SHOPPE INC.	OUTSTANDING
321059	S	\$4776.44	09/27/16	00643	0	TIES	OUTSTANDING
321060	S	\$4700.00	09/27/16	24556	0	UNIVERSAL CLEANING SERVICES	OUTSTANDING
321061	S	\$5778.83	09/27/16	02776	0	XCEL ENERGY	CLEARED
321062	S	\$81.65	10/03/16	24674	0	F.H. CANN & ASSOCIATES, INC	OUTSTANDING
321063	S	\$400.00	10/03/16	24626	0	IOWA DEPARTMENT OF HUMAN SERVICES	OUTSTANDING
321064	S	\$738.50	10/03/16	40017	0	O.P.E.I.U., LOCAL 12	OUTSTANDING
321065	S	\$169.61	10/03/16	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
321066	S	\$2623.52	10/03/16	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
321067	S	\$100.66	10/03/16	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
321068	S	\$426.67	10/03/16	40071	0	WADDELL & REED INC	OUTSTANDING
321069	S	\$86.05	10/07/16	22655	0	APPAREL LETTERING	OUTSTANDING
321070	S	\$247.00	10/07/16	19645	0	APPLE COMPUTER, INC	OUTSTANDING
321071	S	\$600.00	10/07/16	23899	0	BRAINPOP LLC	OUTSTANDING
321072	S	\$13832.10	10/07/16	21215	1	BSN SPORTS	OUTSTANDING
321073	S	\$530.83	10/07/16	02424	0	CAROLINA BIOLOGICAL SUPPLY	OUTSTANDING
321074	S	\$22.21	10/07/16	21674	0	CENTURYLINK	OUTSTANDING
321075	S	\$190.94	10/07/16	29120	2	CITY OF APPLE VALLEY	OUTSTANDING
321076	S	\$286.50	10/07/16	14072	0	CRAGUNS LODGE & CONFERENCE CTR	OUTSTANDING
321077	S	\$144.01	10/07/16	30013	0	CRYSTAL CAVES	OUTSTANDING
321078	S	\$10.60	10/07/16	20406	1	CUB FOODS	OUTSTANDING
321079	S	\$1495.00	10/07/16	21857	4	DEPARTMENT OF HUMAN SERVICES	OUTSTANDING
321080	S	\$29155.50	10/07/16	24669	0	DERAU CONSTRUCTION	OUTSTANDING
321081	S	\$170.39	10/07/16	19401	0	DEX MEDIA EAST, INC.	OUTSTANDING
321082	S	\$2931.76	10/07/16	24666	0	DIGITAL INSURANCE, INC	OUTSTANDING
321083	S	\$49.96	10/07/16	07278	0	FLAGHOUSE	OUTSTANDING
321084	S	\$10.01	10/07/16	00543	0	GOPHER SPORT	OUTSTANDING
321085	S	\$384.86	10/07/16	21834	0	LAKESHORE LEARNING MATERIALS	OUTSTANDING
321086	S	\$149.63	10/07/16	24576	0	LAURIE JOHNSON	OUTSTANDING

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 09/27/16 - 10/26/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
321087	S	\$56.25	10/07/16	24691	0	LEIGH LOECKEN	OUTSTANDING
321088	S	\$199.00	10/07/16	15309	0	MAYER-JOHNSON LLC	OUTSTANDING
321089	S	\$989.13	10/07/16	23568	0	MEDI-CAR	OUTSTANDING
321090	S	\$86250.00	10/07/16	22974	0	MLA ARCHITECTS PLANNERS	OUTSTANDING
321091	S	\$75.00	10/07/16	21807	6	MN ASSN OF ALTERNATIVE PROGRAMS	OUTSTANDING
321092	S	\$2004.29	10/07/16	20568	1	OFFICE DEPOT	OUTSTANDING
321093			10/07/16	20568	0	UNISSUED	UNISSUED
321094			10/07/16	20568	0	UNISSUED	UNISSUED
321095	S	\$1370.00	10/07/16	20868	0	OFFICE OF MN.IT SERVICES	OUTSTANDING
321096	S	\$3431.25	10/07/16	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
321097	S	\$5379.00	10/07/16	24685	1	PROCARE THERAPY	OUTSTANDING
321098	S	\$118.94	10/07/16	22957	0	PROFESSIONAL WIRELESS COMMUNICATIONS	OUTSTANDING
321099	S	\$2640.10	10/07/16	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
321100	S	\$972.31	10/07/16	00623	0	REPUBLIC SERVICES	OUTSTANDING
321101	S	\$75.82	10/07/16	29040	0	SAM'S CLUB	OUTSTANDING
321102	S	\$1442.46	10/07/16	29040	0	SAM'S CLUB	OUTSTANDING
321103	S	\$380.26	10/07/16	13162	2	SCHOLASTIC, INC	OUTSTANDING
321104	S	\$208.78	10/07/16	13162	3	SCHOLASTIC, INC	OUTSTANDING
321105	S	\$217.88	10/07/16	23179	0	SCHOOL OUTFITTERS	OUTSTANDING
321106	S	\$1496.70	10/07/16	20620	3	SCHOOL SPECIALTY INC.	OUTSTANDING
321107	S	\$300.00	10/07/16	24568	0	SPECIAL DELIVERY OF MN, INC	OUTSTANDING
321108	S	\$181.62	10/07/16	23696	0	ST PAUL PUBLISHING COMPANY	OUTSTANDING
321109	S	\$597.24	10/07/16	22907	0	SUPPLYWORKS	OUTSTANDING
321110	S	\$627.43	10/07/16	13704	0	SYSCO MINNESOTA	OUTSTANDING
321111	S	\$8753.07	10/07/16	23942	0	TEACHERS ON CALL	OUTSTANDING
321112	S	\$433.54	10/07/16	07543	0	TIERNEY BROS. INC	OUTSTANDING
321113	S	\$120.00	10/07/16	24676	0	TRUSTED EMPLOYEES	OUTSTANDING
321114	S	\$284.00	10/07/16	24556	0	UNIVERSAL CLEANING SERVICES	OUTSTANDING
321115	S	\$5818.67	10/07/16	19389	0	WELLS FARGO	OUTSTANDING
321116	S	\$120.00	10/13/16	24519	0	ASL INTERPRETING SERVICES, INC	OUTSTANDING
321117	S	\$249.00	10/13/16	24690	0	CAREERSAFE	OUTSTANDING
321118	S	\$1168.70	10/13/16	16141	0	CARQUEST AUTO PARTS STORES	OUTSTANDING
321119	S	\$1319.28	10/13/16	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
321120	S	\$157.50	10/13/16	23896	0	DEANNA FISCHER	OUTSTANDING
321121	S	\$794.02	10/13/16	19401	0	DEX MEDIA EAST, INC.	OUTSTANDING
321122	S	\$40.91	10/13/16	24098	0	EVANGELINE JAYNIE LEUNG	OUTSTANDING
321123	S	\$749.22	10/13/16	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
321124	S	\$56.72	10/13/16	07751	1	HASTINGS STAR GAZETTE	OUTSTANDING
321125	S	\$52.35	10/13/16	06998	0	HOUGHTON MIFFLIN HARCOURT	OUTSTANDING
321126	S	\$900.00	10/13/16	24692	0	HUSSEIN RAJPUT, PHD, LP	OUTSTANDING
321127	S	\$14107.83	10/13/16	19858	0	IND SCH DIST # 196	OUTSTANDING
321128	S	\$4117.36	10/13/16	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
321129			10/13/16	23297	0	UNISSUED	UNISSUED
321130	S	\$996.00	10/13/16	24665	0	KATHERINE THUNE	OUTSTANDING
321131	S	\$106.71	10/13/16	23917	2	MARCO, INC.	OUTSTANDING
321132	S	\$1320.00	10/13/16	24687	0	MEGAN STUMM	OUTSTANDING
321133	S	\$58.83	10/13/16	14116	0	MENARDS	OUTSTANDING
321134	S	\$1477.00	10/13/16	22974	0	MLA ARCHITECTS PLANNERS	OUTSTANDING
321135	S	\$97.15	10/13/16	23258	0	MN ENERGY RESOURCES CORPORATION	OUTSTANDING
321136	S	\$958.00	10/13/16	23625	0	NEWS-2-YOU INC	OUTSTANDING
321137	S	\$1000.00	10/13/16	21735	2	NORTHEAST METRO 916	OUTSTANDING
321138	S	\$748.77	10/13/16	20568	1	OFFICE DEPOT	OUTSTANDING

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 09/27/16 - 10/26/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
321139	S	\$1667.00	10/13/16	24675	0	PERKINS SOLUTIONS	OUTSTANDING
321140	S	\$344.25	10/13/16	00735	0	SCHMITTY & SONS	OUTSTANDING
321141	S	\$32.59	10/13/16	13162	2	SCHOLASTIC, INC	OUTSTANDING
321142	S	\$618.20	10/13/16	13162	3	SCHOLASTIC, INC	OUTSTANDING
321143	S	\$390.00	10/13/16	34694	0	SHARON STEINBRECHER	OUTSTANDING
321144	S	\$207.48	10/13/16	15713	0	SOUTHPAW ENTERPRISES	OUTSTANDING
321145	S	\$22964.42	10/13/16	23942	0	TEACHERS ON CALL	OUTSTANDING
321146	S	\$15.90	10/13/16	00450	0	TERRY'S HARDWARE	OUTSTANDING
321147	S	\$1480.00	10/13/16	23814	0	TRIG LIFE SERVICES	OUTSTANDING
321148	S	\$1260.00	10/17/16	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
321149	S	\$7501.95	10/17/16	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
321150	S	\$88.53	10/17/16	24674	0	F.H. CANN & ASSOCIATES, INC	OUTSTANDING
321151	S	\$400.00	10/17/16	24626	0	IOWA DEPARTMENT OF HUMAN SERVICES	OUTSTANDING
321152	S	\$48.00	10/17/16	21651	0	NCPERS MINNESOTA	OUTSTANDING
321153	S	\$145.38	10/17/16	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
321154	S	\$2614.42	10/17/16	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
321155	S	\$100.66	10/17/16	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
321156	S	\$1239.17	10/17/16	40071	0	WADDELL & REED INC	OUTSTANDING
321157	S	\$27621.00	10/19/16	23997	1	AMERICAN COMPENSATION INSURANCE COMPANY	OUTSTANDING
321158	S	\$3000.00	10/19/16	19645	0	APPLE COMPUTER, INC	OUTSTANDING
321159	S	\$40030.73	10/19/16	24552	0	APPLE VALLEY ISD LLC	OUTSTANDING
321160	S	\$48.66	10/19/16	19803	0	CENTERPOINT ENERGY	OUTSTANDING
321161	S	\$158.28	10/19/16	21674	0	CENTURYLINK	OUTSTANDING
321162	S	\$5500.00	10/19/16	20403	0	CITY OF ROSEMOUNT	OUTSTANDING
321163	S	\$1870.00	10/19/16	06081	3	COUNCIL FOR EXCEP CHILDREN	OUTSTANDING
321164	S	\$125.00	10/19/16	24693	0	ENCHANTED LEARNING, LLC	OUTSTANDING
321165	S	\$310.60	10/19/16	21392	1	FASTSIGNS	OUTSTANDING
321166	S	\$772.63	10/19/16	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
321167	S	\$332.47	10/19/16	22631	0	GOVCONNECTION INC	OUTSTANDING
321168	S	\$281.43	10/19/16	21010	3	HOLIDAY INN ALEXANDRIA	OUTSTANDING
321169	S	\$703.21	10/19/16	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
321170	S	\$812.33	10/19/16	23917	1	MARCO INC	OUTSTANDING
321171	S	\$594.94	10/19/16	21061	2	MCGRAW HILL	OUTSTANDING
321172	S	\$400.00	10/19/16	07926	10	METRO ECSU	OUTSTANDING
321173	S	\$900.00	10/19/16	11229	0	MN HISTORICAL SOCIETY	OUTSTANDING
321174	S	\$9517.09	10/19/16	22885	1	MN UNEMPLOYMENT INSURANCE	OUTSTANDING
321175	S	\$88.19	10/19/16	20568	1	OFFICE DEPOT	OUTSTANDING
321176	S	\$1370.00	10/19/16	20868	0	OFFICE OF MN.IT SERVICES	OUTSTANDING
321177	S	\$638.68	10/19/16	22195	7	VOIDED	VOIDED
321178	S	\$1939.78	10/19/16	22779	0	PHONAK	OUTSTANDING
321179	S	\$2763.75	10/19/16	24685	1	PROCARE THERAPY	OUTSTANDING
321180	S	\$390.00	10/19/16	22957	0	PROFESSIONAL WIRELESS COMMUNICATIONS	OUTSTANDING
321181	S	\$1745.16	10/19/16	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
321182	S	\$138.00	10/19/16	22826	0	SCHOOL NURSE SUPPLY	OUTSTANDING
321183	S	\$2591.70	10/19/16	23179	0	SCHOOL OUTFITTERS	OUTSTANDING
321184	S	\$983.60	10/19/16	20620	3	SCHOOL SPECIALTY INC.	OUTSTANDING
321185	S	\$52.00	10/19/16	29865	3	SKILLSUSA INCORPORATED	OUTSTANDING
321186	S	\$150.00	10/19/16	29865	0	SKILLSUSA MINNESOTA	OUTSTANDING
321187	S	\$1111.12	10/19/16	21458	0	SOUTH CENTRAL SERVICE COOPERATIVE	OUTSTANDING
321188	S	\$2975.00	10/19/16	23922	0	STRATEGIC STAFFING SOLUTIONS	OUTSTANDING
321189	S	\$1519.01	10/19/16	22907	0	SUPPLYWORKS	OUTSTANDING
321190	S	\$71.48	10/19/16	24677	1	TEACHERS PAY TEACHERS	OUTSTANDING

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 09/27/16 - 10/26/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
321191	S	\$2711.45	10/19/16	00643	0	TIES	OUTSTANDING
321192	S	\$1124.13	10/19/16	24048	0	TOTAL TOOL	OUTSTANDING
321193	S	\$199.00	10/19/16	18079	0	UNIQUE SOFTWARE CORP	OUTSTANDING
321194	S	\$418.85	10/19/16	21326	2	USI	OUTSTANDING
321195	S	\$18425.00	10/21/16	24694	0	VOIDED	VOIDED
321196	S	\$18425.00	10/21/16	20403	0	CITY OF ROSEMOUNT	OUTSTANDING
321197	S	\$545.00	10/25/16	23670	1	MDVI	OUTSTANDING
709163	E	\$18.68	10/12/16	99999	10838	ADIX, STEPHANIE	OUTSTANDING
709164	E	\$42.66	10/12/16	99999	10776	ANNONI, ELIZABETH	OUTSTANDING
709165	E	\$562.15	10/12/16	99999	2565	ANTHONY, RUSSELL EDWARD	OUTSTANDING
709166	E	\$40.00	10/12/16	99999	8787	ASMUS, JOAN SCHAEFER	OUTSTANDING
709167	E	\$7.56	10/12/16	99999	9127	BAUER, CARIE ANN	OUTSTANDING
709168	E	\$7.56	10/12/16	99999	9573	BEATTIE, JEAN	OUTSTANDING
709169	E	\$36.72	10/12/16	99999	10832	BERGSTROM, RICHARD	OUTSTANDING
709170	E	\$54.19	10/12/16	99999	9771	BOHNERT, LOREEN M.	OUTSTANDING
709171	E	\$7.56	10/12/16	99999	9903	BRUCE, JANET	OUTSTANDING
709172	E	\$141.48	10/12/16	99999	8873	BUDACH, DON JAMES	OUTSTANDING
709173	E	\$29.16	10/12/16	99999	10853	BURGIO, MICHAEL	OUTSTANDING
709174	E	\$92.88	10/12/16	99999	10626	CALLISTER, MARY HELEN	OUTSTANDING
709175	E	\$11.88	10/12/16	99999	9723	CATER, DANNY GARY	OUTSTANDING
709176	E	\$56.16	10/12/16	99999	9301	CLARK, DEBORAH MAE	OUTSTANDING
709177	E	\$115.67	10/12/16	99999	10962	CLARK, EMILY	OUTSTANDING
709178	E	\$281.34	10/12/16	99999	9092	DEVENOW, PEARL SUSAN	OUTSTANDING
709179	E	\$39.17	10/12/16	99999	7170	DIVELY, CYNTHIA GARWOOD	OUTSTANDING
709180	E	\$33.98	10/12/16	99999	10050	DOBSON, MEGHAN	OUTSTANDING
709181	E	\$68.58	10/12/16	99999	10965	EATON, CARMEN	OUTSTANDING
709182	E	\$252.72	10/12/16	99999	9755	FRISQUE, SHERILYN FAYE	OUTSTANDING
709183	E	\$18.80	10/12/16	99999	10931	GERNES, RICHELLE	OUTSTANDING
709184	E	\$132.30	10/12/16	99999	10443	GROFF, CASSIE	OUTSTANDING
709185	E	\$11.36	10/12/16	99999	9811	HEIM, KAREY LEIGH	OUTSTANDING
709186	E	\$14.00	10/12/16	99999	9811	HEIM, KAREY LEIGH	OUTSTANDING
709187	E	\$241.65	10/12/16	99999	8842	JOHNSON, ROXANN RHYN	OUTSTANDING
709188	E	\$102.60	10/12/16	99999	9722	KLEIN, LORI ANN	OUTSTANDING
709189	E	\$236.52	10/12/16	99999	10973	KUBIK, GABRIELA	OUTSTANDING
709190	E	\$66.97	10/12/16	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
709191	E	\$157.79	10/12/16	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
709192	E	\$11.29	10/12/16	99999	4881	LACHER GODDARD, LINDA	OUTSTANDING
709193	E	\$106.38	10/12/16	99999	10857	LAFRANCE, DANIELLE	OUTSTANDING
709194	E	\$138.78	10/12/16	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
709195	E	\$48.60	10/12/16	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
709196	E	\$35.64	10/12/16	99999	8287	LEWIS, JILL E	OUTSTANDING
709197	E	\$27.54	10/12/16	99999	11089	LIEN, TARA	OUTSTANDING
709198	E	\$18.36	10/12/16	99999	10868	MANSUR, JOANNE	OUTSTANDING
709199	E	\$39.99	10/12/16	99999	10292	MARTIN, KIM	OUTSTANDING
709200	E	\$184.68	10/12/16	99999	9278	MAYES, ANN LOUISE	OUTSTANDING
709201	E	\$30.00	10/12/16	99999	11057	MONSON, JODI	OUTSTANDING
709202	E	\$17.06	10/12/16	99999	11068	NEWQUIST, MATTHEW	OUTSTANDING
709203	E	\$181.93	10/12/16	99999	10872	PETERS, AMANDA	OUTSTANDING
709204	E	\$69.12	10/12/16	99999	9589	PETERSEN, JENNIFER MAE	OUTSTANDING
709205	E	\$15.12	10/12/16	99999	11056	PETERSON, CAROLINE	OUTSTANDING
709206	E	\$30.00	10/12/16	99999	11056	PETERSON, CAROLINE	OUTSTANDING
709207	E	\$283.88	10/12/16	99999	10763	PFISTERER, EMILY	OUTSTANDING

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 09/27/16 - 10/26/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
709208	E	\$262.06	10/12/16	99999	10763	PFISTERER, EMILY	OUTSTANDING
709209	E	\$304.33	10/12/16	99999	10944	PRATT, SARA	OUTSTANDING
709210	E	\$82.08	10/12/16	99999	9177	PRESSNALL, VANDA JOY	OUTSTANDING
709211	E	\$45.36	10/12/16	99999	10904	QUINN, CHRISTINE	OUTSTANDING
709212	E	\$9.18	10/12/16	99999	10770	SAUSER, MELISSA	OUTSTANDING
709213	E	\$57.00	10/12/16	99999	9915	SCHALLER, MELISSA	OUTSTANDING
709214	E	\$395.71	10/12/16	99999	9915	SCHALLER, MELISSA	OUTSTANDING
709215	E	\$177.12	10/12/16	99999	11051	SCHMITZ, AMELIA	OUTSTANDING
709216	E	\$143.64	10/12/16	99999	10575	SCHMITZ, STEFANIE	OUTSTANDING
709217	E	\$21.60	10/12/16	99999	8435	STOESZ, HEATHER LYNN	OUTSTANDING
709218	E	\$292.68	10/12/16	99999	10405	STOLL, DAVID L.	OUTSTANDING
709219	E	\$105.30	10/12/16	99999	10042	TENNESSEN, LAURA	OUTSTANDING
709220	E	\$90.67	10/12/16	99999	10375	THOMAS, TAYLOR	OUTSTANDING
709221	E	\$156.38	10/12/16	99999	10375	THOMAS, TAYLOR	OUTSTANDING
709222	E	\$86.40	10/12/16	99999	10751	TUFTEE, SHANYN	OUTSTANDING
709223	E	\$179.00	10/12/16	99999	9506	VILLELLI, ANTHONY JOSEPH	OUTSTANDING
709224	E	\$85.86	10/12/16	99999	6232	WEILAND, MARY ELIZABETH	OUTSTANDING
709225	E	\$20.00	10/12/16	99999	10280	WEIR, LAURA	OUTSTANDING
709226	E	\$10.80	10/12/16	99999	8547	WENGLER, ANN MARIE	OUTSTANDING
709227	E	\$102.60	10/12/16	99999	11060	ZUEHLKE, REBECCA	OUTSTANDING
709228	E	\$16.20	10/12/16	99999	11060	ZUEHLKE, REBECCA	OUTSTANDING
709229	E	\$267.30	10/12/16	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
92002341	W	\$3173.09	10/07/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002342	W	\$52143.35	10/12/16	21088	0	MEDICA	OUTSTANDING
92002343	W	\$495.00	10/06/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002344	W	\$16231.54	10/04/16	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92002345	W	\$474071.96	09/30/16	40001	0	PAYROLL ACCT #3805704197	CLEARED
92002346	W	\$236.25	09/30/16	28803	2	VOYA	OUTSTANDING
92002347	W	\$173050.70	10/03/16	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92002348	W	\$2009.26	10/03/16	40072	0	AFLAC	OUTSTANDING
92002349	W	\$2068.76	10/03/16	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92002350	W	\$823.35	10/03/16	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92002351	W	\$30.00	09/28/16	22698	0	CORPORATE HEALTH SYSTEMS	CLEARED
92002352	W	\$8.62	10/01/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002354	W	\$30804.82	10/10/16	30132	0	DELTA DENTAL OF MINNESOTA	OUTSTANDING
92002355	W	\$2593.73	10/03/16	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92002356	W	\$13.33	09/27/16	40006	0	EXECUTIVE DIRECTOR	CLEARED
92002357	W	\$4571.68	10/04/16	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002359	W	\$983.33	10/04/16	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92002360	W	\$7687.64	10/01/16	24031	0	KANSAS CITY LIFE INSURANCE COMPANY	OUTSTANDING
92002361	W	\$42769.37	09/28/16	21088	0	MEDICA	CLEARED
92002362	W	\$41028.44	10/05/16	21088	0	MEDICA	OUTSTANDING
92002363	W	\$44516.46	10/10/16	21088	0	MEDICA	OUTSTANDING
92002364	W	\$507.10	10/03/16	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92002365	W	\$212.48	10/03/16	40058	0	MN DEPT OF REVENUE(C)	OUTSTANDING
92002366	W	\$27540.30	10/01/16	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92002367	W	\$386.67	10/04/16	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002368	W	\$34894.46	10/03/16	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92002369	W	\$72450.74	10/03/16	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002370	W	\$2640.43	10/03/16	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92002371	W	\$6929.85	10/18/16	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92002372	W	\$4603.29	10/18/16	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 09/27/16 - 10/26/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
92002373	W	\$30.00	10/13/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002374	W	\$4618.75	10/17/16	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92002375	W	\$34836.38	10/18/16	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92002376	W	\$6896.66	10/20/16	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002377	W	\$14096.84	10/20/16	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92002378	W	\$2068.76	10/18/16	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92002379	W	\$171103.15	10/17/16	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92002380	W	\$63791.14	10/19/16	21088	0	MEDICA	OUTSTANDING
92002381	W	\$507.10	10/17/16	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92002382	W	\$280.03	10/17/16	40058	0	MN DEPT OF REVENUE (C)	OUTSTANDING
92002383	W	\$26689.59	10/17/16	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92002384	W	\$1825.00	10/19/16	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002385	W	\$459018.54	10/14/16	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92002386	W	\$72118.94	10/18/16	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002387	W	\$6258.65	10/19/16	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92002388	W	\$1026.91	10/18/16	28803	2	VOYA	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 270 TOTAL AMOUNT 2342618.65

TOTAL # OF VOIDED CHECKS: 2 TOTAL AMOUNT 19063.68

TOTAL # OF UNISSUED CHECKS: 4

Date: October 17, 2016

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

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

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

Charge to:		Amount	
10-215-39	Medical	\$30.00	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$30.00	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 10/13/2016 \$30.00

Authorized Signature  Date 10-17-16
10/13/2016 \$30.00

\$30.00

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

Date: October 17, 2016

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	16291146984A
Date:	10/17/2016
Payment Date	10/19/16

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

ACH Transfer was made in the amount of \$

\$63,791.14

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$63,791.14
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

\$63,791.14 ^{proof} \$0.00

Authorized Signature



Date

10-17-16

copy for AP
copy for Board

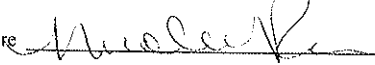
TO: Nicoile Roush DATE: 10/19/2016
 Business Manager

FROM: Audrey Weiler
 Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending 10/15/16

Amerprise Vendor #40027	6,929.85
AXA Equitable Life Vendor #40022	4,603.29
PERA Vendor #40006	34,836.38
Fidelity Vendor #40060	6,896.66
VOYA (formerly ING) #28803-2	1,026.91
Horace Mann Vendor #40026	2,068.76
TRA Vendor #40005	72,118.94
VALIC (Variable Annuity Life) Vendor #40033	6,258.65
Minnesota Dept. of Revenue Vendor # 40003	26,689.59
Internal Revenue Service Vendor Nbr 40037	171,103.15
Payroll Acct #XXXXXX4197 Vendor #40001	459,018.54
HealthEquity (HSA) Vendor # 24594-0	14,096.84
Educators Financial Services/ESI/MEA Vendor #29026	4,618.75
MN State Retirement System Vendor #28803-0	1,825.00
MN Child Support Vendor #21704	507.10
MN Dept Revenue Vendor (Garnishment) #40058	280.03

Total Electronic Funds Transfer was made in the amount of \$ 812,878.44

Authorized Signature  Date 10-19-16

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

Re: Sales Tax Wire Transfer

Date: Oct 11 2016

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 14.00, from Wells Fargo Bank Account No. 3805702167.



Nicolle Roush, Business Manager

Date: October 10, 2016

To: FOR EFT INPUT

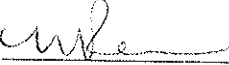
From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$3,173.09
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$1,990.42	
10-215-40	D.Care	\$1,182.67	
10-215-42	L.Scope	\$0.00	
Total		\$3,173.09	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 10/7/2016 \$3,173.09

Authorized Signature  Date 10-11-16

\$0.00

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

Date: October 10, 2016

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	16284146984A
Date:	10/10/2016
Payment Date	10/12/16

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

ACH Transfer was made in the amount of \$

\$52,143.35

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$52,143.35
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

\$52,143.35 ^{proof} \$0.00

Authorized Signature



Date

10-11-16

copy for AP
copy for Board

Date: October 10, 2016

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$495.00
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount
10-215-39 Medical	\$495.00
10-215-40 D.Care	\$0.00
10-215-42 L.Scope	\$0.00
Total	\$495.00 ^{proof} \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 10/6/2016 \$495.00

Authorized Signature  Date 10-11-16
10/6/2016 \$495.00

\$495.00

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

updated

TO: Nicolle Roush DATE: 10/04/2016
Business Manager

FROM: Audrey Weiler
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending 9/30/16

Aflac Vendor #40072	\$ 2,009.26
Amperprise Financial Vendor #40027	\$ 2,068.76
AXA Equitable Life Vendor #40022	\$ 823.35
Horance Mann Vendor #40026	\$ 983.33
PERA - Executive Director Vendor #40006	\$ 34,894.46
TRA - State Treasurer Vendor #40005	\$ 72,450.74
ESI/MEA Vendor #29026	\$ 2,593.73
VALIC (Variable Annuity Life) Vendor #40033	\$ 2,640.43
Minnesota Dept. of Revenue Vendor # 40003	\$ 27,540.30
Internal Revenue Service Vendor Nbr 40037	\$ 173,050.70
Payroll Acct #XXXXXX4197 Vendor #40001	\$ 474,071.96
HealthEquity (HSA) Vendor # 24594-0	\$ 16,231.54
MN State Retirement System Vendor # 28803-0	\$ 386.67
MN State Retirement System Vendor # 28803-0	\$ -
MN Dept of Revenue - Garnishments Vendor #40058	\$ 212.48
MN Child Support Vendor # 21704	\$ 507.10
VOYA (Formerly ING) Vendor #28803-2	\$ 236.25
Fidelity Investments Vendor #40060	\$ 4,571.68

Total Electronic Funds Transfer was made in the amount of \$ 815,272.74

Authorized Signature  Date 10-4-16

Date: September 26, 2016

To: FOR EFT INPUT

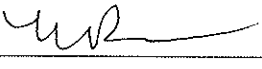
From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,569.48
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount
10-215-39 Medical	\$0.00
10-215-40 D.Care	\$1,569.48
10-215-42 L.Scope	\$0.00
Total	\$1,569.48 ^{proof}
	\$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 9/22/2016 \$1,569.48

Authorized Signature  Date 9-26-16

\$0.00

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

Date: October 3, 2016

To: FOR EFT INPUT

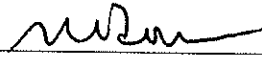
From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$8.62
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$8.62	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$8.62	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 10/1/2016 \$8.62

Authorized Signature  Date 10-4-16
10/1/2016 \$8.62

\$8.62

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

Date: October 3, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

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

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

Charge to:		Amount	
10-215-39	Medical	\$30.00	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$30.00	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 9/28/2016 \$30.00

Authorized Signature  Date 10-4-16
9/28/2016 \$30.00

\$30.00

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

Date: October 3, 2016

To: Accounts Payable

From: Audrey Weiler

Payroll Clerk

Invoice nbr: 0041724988
Date: 9/23/2016
Payment Date 10/10/16

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

ACH Funds Transfer was made in the amount of \$ 44,516.46

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	\$6,051.50
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$800.28
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$34,179.51
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$768.17
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$2,717.00
02-215-30	PREV YR TERMS		

Total

\$44,516.46 proof \$0.00

Authorized Signature  Date 10-4-16

Date: October 3, 2016

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	16277146984A
Date:	10/3/2016
Payment Date	10/05/16

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

ACH Transfer was made in the amount of \$ 41,028.44

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$41,028.44
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	\$41,028.44	proof	\$0.00
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Authorized Signature

Date

10-04-16

copy for AP
copy for Board

Date: October 3, 2016

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	16270146984A
Date:	9/26/2016
Payment Date	9/28/16

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

ACH Transfer was made in the amount of \$ \$42,769.37

Payable to:
Medica

Vendor # 21088

Charge to:

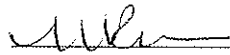
Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$42,769.37
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

\$42,769.37 proof \$0.00

Authorized Signature



Date

9-28-14

copy for AP
copy for Board

Date: October 3, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk


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

Payable to: \$30,804.82
Delta Dental Vendor # 30132

Charge to:	Amount
21-005-110-000-235-250	\$30,804.82

Total	\$30,804.82	proof	\$0.00
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cc: Payroll Insurance Payment File
Date Bank Account to be debited 10/10/2016

Authorized Signature  Date 10-4-16

Invoice 6651624 dated 10/02/2016

	LB COPY
	VB COPY

Date: October 3, 2016

To: Accounts Payable

From: Audrey Weiler
Payroll Clerk

Bill Number 1225503
Paydate 10/1/2016


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

Wire Funds to Kansas City Life Insurance Co \$7,687.64

Payable to:
Kansas City Life Ins Co Vendor # 24031

Charge to:	Amount	
01-215-32	\$406.93	
02-215-32	\$4,252.33	
10-215-32	\$253.58	
01-215-33	\$261.52	
02-215-33	\$2,378.24	
10-215-33	\$135.04	
Total	\$7,687.64	proof \$0.00

cc: Payroll Insurance Payment File

Authorized Signature  Date 10-4-16

TO: School Board Members
FROM: John Christiansen
DATE: October 27, 2016
RE: Communications Study

Included in the Board Meeting background information is the summary report from our communications study from Greg Vandal and Pam Roden. Pam Roden will be at our board meeting to go over the summary, present a suggested communication plan, and answer questions.

I will be forwarding to you in a separate email the full report with the appendixes. Appendix B is hard to read and you will need to increase the font size on your screen. The full report is 73 pages. I will have a few hard copies available at our meeting if anyone wants one.

We will need to spend sometime analyzing the information provided and examine our options for implementing the various elements of the proposed plan. I look forward to our discussion.

JC:ljb

AN EXAMINATION OF THE COMMUNICATIONS SYSTEM

FOR

INTERMEDIATE SCHOOL DISTRICT 917

October 2016

Introduction

During the 2015-16 academic year, the Board of Education for ISD 917 commissioned a study of the communications system in place at the Intermediate School District to determine the relative effectiveness of what is in place as well as to provide some recommendations for enhancement of said system.

The consultants undertook a multi-tracked approach to the project. One track of study involved on-site conversations with select representatives of the member schools in focus group settings. These structured, scripted discussions helped the consultants better discern the existing perceptions about Intermediate School District 917 among member school district stakeholders and helped clarify stakeholder expectations regarding the programs and services of the organization.

The results of the focus group conversations informed the development of an electronic stakeholder survey targeted at 917 staff, staff of the member school districts, and other mutually-determined stakeholder recipients. Survey results were used to more broadly tap into stakeholder perceptions.

A third stakeholder engagement component was added to the project following the initial examination of the stakeholder survey results. At the request of the client, the consultants conducted a telephone survey to further tap into the perceptions of stakeholders regarding the relative effectiveness of ISD 917's communications efforts.

Concurrent with these stakeholder engagements, and as a second "track" to the study, the consultants took "a deep dive" into the existing marketing and communications efforts of the Intermediate School District. The many communications tools employed by ISD 917 were examined including the district's website, newsletters, and other relevant communications strategies. An effort was made to discern how the existing organizational "brand" has been built. As a part of the communications audit, a discovery session with the organization's Board and other key stakeholders was conducted.

Information gathered from this two-track approach was utilized by the consultants in the development of a new marketing and communications plan for the organization. Said plan outlines a path for the creation of a new and re-energized "brand" for the district which will

broaden stakeholder awareness of both the quality and the scope of the programs and services delivered by the Intermediate School District. It also includes recommendations for organizational and managerial action. Additionally, the plan outlines some specific short and long-term activities that should be engaged as ISD 917 strives to improve its efforts at communicating with stakeholders.

Report Organization

This report is laid out in the following fashion:

The first section is a summary of the focus group discussions which led to the generation of the stakeholder survey.

The second section includes a review of the results produced by the stakeholder survey.

The third section is a report of the key findings from the telephone survey.

A fourth section is devoted to the findings of the discovery session and communications audit.

As a fifth major section, the key elements of the proposed communications plan will be offered. This section contains a set of recommendations for action that emerged from the component parts of the study as well as a proposed timeline within which said action could be undertaken.

The Appendix contains a full treatment of the relevant pieces upon which these sections are based.

Focus Group Discussions

In early February of 2016, internal and external stakeholders of the Intermediate School District were gathered to engage in facilitated discussions to gather preliminary information regarding participants' perceptions about the organization. Two focus group sessions were held. Seven external stakeholder/customers, drawn from key leadership at member school districts took part in the first session. Eighteen staff members drawn from across the various ISD 917 programs took part in the second session.

In hour-long conversations, both groups were asked to identify what they believed to be existing perceptions about the organization, to consider what they would like those perceptions (the reality) to be, and to explore ways to move from what is to what is desired. A simple "affinity" exercise was used to allow participants to be quietly reflective, to share thoughts in paired conversations, and to engage in whole group discussions. The nature of the discussions was such that considerable crossover occurred between and among the three target categories. Detailed results of these meetings are found in Appendix A.

Some of the key findings from these discussions revealed that the stakeholders involved in focus group discussions believe:

- If ISD 917 is known outside the organization by others, it is viewed to be primarily a provider of special education services.
- Insofar as there are perceptions of the organization that extend beyond special education, ISD 917 is viewed to be a place where “tough kids” go.
- The relationship between the Intermediate School District and member districts should be enhanced in order that needed services, both existing and emergent, are readily available to member district students.
- Additional efforts could and should be made to enhance communications efforts with stakeholders and potential customers.
- Strategic planning and other outreach efforts should be engaged to assure that programs and services are meeting current and emergent needs.

The findings of the focus group discussions informed the development of the stakeholder survey which was used to generate further data and to “test” the perceptions shared by focus group participants.

Stakeholder Survey

Beginning in late February and extending well into the spring months of 2016, stakeholders of the Intermediate School District were prompted to complete a survey designed to gather perceptions on ISD 917’s communications efforts including brand/image. Additionally, the survey contained inquiries intended to gather feedback on the three major program delivery areas of the organization: Special Education, Career and Technical Education, and Alternative Education. Both fixed response and free response questions were made available in each of these categories.

The survey link was distributed via email to ISD 917 staff through its administration. The link was also forwarded to member district school superintendents who were provided with a scripted message these leaders were asked to use as a cover letter for the survey link. The superintendents were encouraged to distribute the link via email and through websites to anyone who, in their judgment, should have a knowledge and understanding of ISD 917 and its programs and services.

At the close of the initial three-week survey period, few external stakeholders had responded to the survey request. Additional time was provided and reminders were sent to participants to seek increased participation. The survey was officially “closed” in early April. At that time, some 179 stakeholders had completed some or all of the survey. The vast majority of respondents self-reported themselves to be staff members of ISD 917. 40 respondents self-reported themselves as being linked to one of the nine member school districts. As a result of this breakdown in responses, the results were heavily influenced by internal stakeholder perceptions rather than by those of external respondents.

An analysis of the quantitative and qualitative data revealed the following:

- A high number of “Don’t Know” responses on questions related to the organization’s brand/image revealed that many respondents did not recognize or were not generally aware of the brand/image of ISD 917. Those who did respond provided generally high marks regarding the organization’s brand/image. However, respondents did not report with confidence that those outside ISD 917 – member districts, students, parents – have impressions of any kind regarding the organization. Respondents generally expressed a desire to build the brand/image of the Intermediate School District.
- When asked what respondents believe others think of when they consider ISD 917, the two perceptions offered through the focus group discussions were reinforced: the organization is primarily a special education provider. In addition, the organization is viewed to be a place for troubled kids.
- When asked specifically about the organization’s communications efforts with internal and external stakeholders, there were expressions of general satisfaction (agreement) with inquiries regarding its overall effectiveness with internal staff and member schools. Still, especially with the external stakeholders, a high “Don’t Know” response rate would reveal a limited knowledge base regarding those efforts.
- In a forced ranking of communications sources, email was identified by over 80% of respondents as a primary source of information. The website was identified as the second most recognizable source; 50% included this tool as a primary source of information. Meetings, direct reports, and even word of mouth were also identified as sources upon which people rely for information.
- Several specific suggestions were offered in free responses regarding communications efforts: update email and improve navigation of the website. Several respondents also argued that the use of social media should be considered. By contrast, social media was not acknowledged by a single respondent to be a primary communications tool currently in use by ISD 917.
- Responses specific to Special Education, CTE, and Alternative Education produced the highest “Don’t Know” responses, even among internal stakeholders. Those who admit to knowing about the programs gave generally high marks to those programs on strength, accessibility, quality, relevance, and availability. The lowest availability rating was earned in Special Education; focus group participants had revealed the notion that spots are not always available for students who have particular needs. Free responses to this question set also reinforced perceptions that the rather disparate nature of buildings and programs, scattered around the geographic area of the southern twin cities, present some transportation issues for students and member schools.
- In question sets designed to gather stakeholder perceptions about overall satisfaction with ISD 917, the results examined net of “Don’t Know” revealed generally strong agreement that ISD 917 is collaborative, responsive, open to change, a good return on investment and the like. However, some of the highest “Don’t Know” response rates and the highest non-response rates in the survey, especially from non-staff respondents, could reveal that these individuals don’t necessarily know much about the level of effectiveness of the organization. It could also be a factor, especially for the non-respondents, of a kind of survey fatigue that tends to set in as people complete such instruments.

Telephone Survey

Concerns emerged that neither the focus group discussions nor the stakeholder survey had produced the level of external stakeholder feedback that was desired. As such, the consultants were commissioned in the late spring of 2016 to conduct a telephone survey of select individuals. ISD 917 provided a list of 56 persons with whom the consultants attempted to make contact. Many of these persons were staff members from members school districts. A low initial response rate was secured in late May and early June phone calls. This was attributed to the busy end of the school year. In response, in order to secure a larger sample, the decision was made to wait until the start of the new school year to reach out once again to potential interview subjects. This decision resulted in a total response rate of more than 30% of the original call list which was deemed to be statistically acceptable.

The results of the phone survey revealed the following:

- If ISD 917 is known by these respondents – and more than half responded that they had little to no knowledge of the organization – it is known primarily as a provider of special education services or as a “school for struggling children.” This is consistent with both the initial focus group and the stakeholder survey results. It is important to note that this perception was produced with questions asking for both the respondent’s view of how his/her district viewed 917 as well as in how he/she personally viewed the organization.
- In terms of overall awareness of ISD 917, phone respondents with any knowledge of 917 reported that they are somewhat aware of the organization. A greater number of respondents claimed little knowledge than those who expressed a high knowledge of 917.
- When asked to identify what ISD 917 should take into consideration when communicating about their own brand/image, respondents suggested that the organization should focus on its identify (who it is) as well as on the programs and services it offers.
- Regarding the best tools to use to communicate, survey respondents suggested by a strong margin that the organization should maintain a current and relevant website. Fewer than a third of those respondents selected any other alternative offered – email, newsletters, social media, and the like – as the preferred approach to communicate.
- Respondents were asked to rate the extent to which ISD 917 is “covering my district’s needs.” An equal number of respondents suggested they either somewhat agree or strongly agree that 917 is meeting those needs. No one indicated disagreement. A small number represented that they did not know.
- In a series of yes/no ratings, survey takers were asked about ways that ISD 917 can improve services to districts. In all four areas – communications, more services, access, understanding of offerings – respondents noted that improvement could be attained in each. The strongest agreement came in the category of improving access to programs, again reflective of both the focus group and the stakeholder survey results.

Communications Audit

As noted in the introduction, and concurrent with the efforts to gather internal and external stakeholder feedback, the consultants completed an “audit” of the communications tools and strategies currently in use in ISD 917. This audit began with a discovery session involving a group of identified individuals, staff members, and board members who were gathered to discuss the communications strategies used by Intermediate School District 917. In facilitated discussions, the group reviewed how and what ISD 917 has done with their communications as an overall district and in each of their designated areas: SPED, CTE, ALS. A detailed presentation of the results of this audit can be found in Appendix D.

Several observations can be made about the ISD 917 website:

- While the new website was launched just over a year ago, it does not appear that there is a sole source of responsibility for the regular maintenance of the information on the site. Our research has shown that this tool is the number one way external stakeholders review, receive, and find information about 917. It is also one of the primary tools that internal stakeholders use to gather information. Attention is needed.
- On a related note, concerns exist about the navigation features of the website. Attention to site hierarchy based on user hits would be in order. The site is loaded with a significant amount of information. The question exists as to whether the information is “layered” in an effective fashion.
- The website does not appear to be mobile friendly. Too much information is loaded for the typical mobile device. Since more of today’s information consumers now search the internet with smart phones than do so on their desktop computers, sites need to be mobile-friendly.
- While the website appears to be clearly organized, it is not as responsive as is generally desired. Drop down menus, for example, are long and hard to read. Photography is sporadically found. That photography which is there is good but some areas have none at all. There is a power in a visual presence that is not always found on the site.
- The Career and Tech Ed copy is streamlined but doesn’t really “pop.” More effort could be put into the marketing element of this page.
- There are some challenges in the consistency of the site. The presence or absence of pictures was offered as an example. Others include the provision of contact information, the depth and breadth of information, and the occasional use of “pull outs.”
- The reflection of the organization’s “brand” can generally be seen. The color red is used well. The “swoosh” logo is pulled through the design. The district’s logo somehow seems to be less prominent than it could be.

Other considerations for communications:

- Does the district support an app? Something completely different shows up when a user “hits” the website address from a phone. When an icon is clicked, no content appears.

- While social media did not rate high in the stakeholder research, this remains a growing way to reach audiences. It does not appear that the website has any portals or references to social media platforms.
- The district appears to widely distribute monthly Board Notes. Board minutes themselves are sent to member districts for distribution at the will of those member districts. There appears to be an effort to communicate using the TIES system, eBlast, site meetings/visits, and articles in member district newsletters. Open houses are sponsored. These are important things to continue for good communications inevitably involves multiple media and, the more opportunities provided to stakeholders to access information, the better likelihood that important information will be shared.
- In particular, the SPED department appears to make efforts to keep in contact with member district SPED Directors and to send out Good News Reports on a monthly basis. Due process dialogue sessions appear to be taking place. Speakers are regularly brought to the organization. Some questions exist with the consultants as to whether email is regularly used to communicate with SPED parents. “Customer” surveys are occasionally used to gather internal feedback. Recently, online referral forms were revised and several critical incident protocol pieces were standardized.
- Just as in Special Education, the ALS and CTE programs send out monthly Good News Reports within Board Notes. Both programs provide updates to the website on their program pages and provide images to match the text. The eBlast system is used to communicate with parents and manage school records.
- The audit did not examine Care and Treatment communications and it noted that most Business Office communications are largely internal in nature. The Superintendent reported that he hosts yearly meetings with member district leadership, makes regular member district visits, and manages monthly Board meetings.
- It was noted in an examination of the many methods of communication that there is some inconsistency in the use of district logos and images. Three different examples are noted in the Appendix. While the eBlast is used regularly, that tool does not appear to support a district “identity.”

Communications Plan – Recommendations for Action

The consultants examined internal and external perceptions of stakeholders regarding the communications practices of ISD 917 by conducting focus group sessions, releasing a stakeholder survey, and conducting telephone interviews. The consultants completed a communications audit of the primary communications tools employed by the district and examined these tools within the context of the stakeholder research. Based on an analysis of these elements, several common threads are apparent:

- ISD 917 is currently branded primarily as a Special Education school. Those who have a deeper understanding but not a full picture of 917 also see it as place that provides a “last chance” for “tough kids.”
- There is a generally low level of brand awareness. Stakeholders are a bit confused about “who we are and what we do.”

- There is a desire among stakeholders for an increase in district-wide communications on all levels and both internally and externally.
- ISD 917 communicates most consistently through three tools: the website, email, and monthly updates.
- Regarding the ISD 917 program, there is a desire among member districts to have better access to 917 programming. Additionally, there were calls, especially from focus group participants, for a revisit of the district’s mission.
- Securing external stakeholder input was a challenge that may reveal that those stakeholders don’t know as much as the organization might like about ISD 917. It could also reveal a disconnect between these stakeholders and the institution regarding the role of 917 in general.
- Even the internal stakeholders expressed some lack of knowledge about programs and services that were outside their particular job domains. People generally know quite a lot about their own programs but not a lot about the other programs and services of the organization. Yet, staff members are generally looked upon as “ambassadors” of sorts for a district and are expected to have a knowledge base about their own institution that extends beyond a job area.
- There is a general sense of pride among internal stakeholders in particular and a strong desire among internal and external stakeholders alike that the organization have a stronger brand and communicate more effectively. ISD 917 programs and services are considered to be important and relevant.

Based on these observations, the following recommendations for action are offered:

- The organization should prioritize and organize its internal and external communications by reviewing its portfolio of current communications tools, developing an organizational chart of communications responsibilities that clearly outlines who is responsible for communications leadership in each area, and dedicating someone at the District Office level to oversee, proof and place the major communications pieces from each area. This individual will become a gatekeeper, of sorts, for district communications and help ensure that these reflect the brand image of the district as well as communicate the intended message on behalf of the organization.
- Within the context of a renewed mission, ISD 917 should review its current brand/logo and determine the extent to which it is an accurate reflection of who and what the organization wishes to be. A tagline should be considered. A brand standards guide should be developed and implemented to assure consistency within the organization.
- The website should be revisited to consider changes to the hierarchy, to better assure content consistency, to smooth the navigation tools, and to extend the service to mobile platforms.
- The use of eBlasts should receive additional attention. The frequency, target audience, timing, and purpose should be explored so as to make the most effective use of this tool. The tool should be better “branded” on behalf of the district.
- As the TIES system is utilized, consideration should be given to the appearance as well as the content of these communications. Can the brand of the district be represented? Are there communications templates available for staff so that image consistency can be

maintained?

- While social media is not highly valued as a current tool of communication, the district should consider establishing a presence in this area. Facebook, for example, has been used effectively by traditional public schools and by a host of for-profit businesses. Perhaps an entry into this arena can be made through some media-savvy staff member or with some student assistance?
- The use of Good News stories should be regularly pursued and incorporated into additional publications and other communications tools for the district. Stakeholders generally relish real stories about real people.
- While the media does not generally appear to pay particular attention to ISD 917, the district should take care to develop and maintain positive and respectful relationships with the area media outlets. The strategic use of press releases, the well-placed phone call regarding a particularly exciting student story can all help bring positive attention in a press otherwise more intent on covering something “breaking” in the community.
- In order to improve staff understanding of the total role of the organization, ISD 917 should consider developing and regularly offering a kind of ISD 917-101 “course” for new and even existing staff. Ongoing efforts should be made to better insure that staff members are well aware of programs and services that are available through the institution but beyond their own job domains. Staff members themselves can be considered to be the best “public relations” agents for a district. Indeed, they are most often considered the most authentic.
- The Superintendent should consider using a “branded” template (format) for presentations, email messages, and other regular communications. These should reflect the mission of the organization and represent the desired image for 917. As reflected above, this brand/image should be extended through all district publications and other information pieces.

A proposed timeline, as drawn from the attachment in Appendix E, is offered as a model for the implementation of these recommendations:

COMMUNICATION PLAN // SUGGESTED TIMELINE

INITIATIVE	PROJECT	NOV/DEC	JAN/FEB	MAR/APR	MAY/APR
Prioritize and Organize Communications	Develop an organizational chart of communications	Who is responsible for communications in each area	Develop a plan to gather and distribute information	Integrate plan	Integrate plan
	Dedicate someone in the District office to oversee communications	Set up expectations and responsibilities	Communicate plan to district staff	Communicate plan to member districts	
Website Improvements	Website review	Prioritize and schedule next enhancements	Implement scheduled enhancements	Implement scheduled enhancements	Prioritize and schedule next enhancements
	Communicate changes and highlight different areas	Ongoing	Ongoing	Ongoing	Ongoing
	Create additional policies around website usage and information distribution	Draft policies reviewed and developed	Policy recommendations made to superintendent/ administrative team	Policy recommendations reviewed	Policy recommendations implemented

INITIATIVE	PROJECT	NOV/DEC	JAN/FEB	MAR/APR	MAY/APR
External Communications	Review format and content of eBlast	Study current practice	Determine purpose and audiences	Update and make enhancements	Create process for development and implement eBlasts
	Social media	Develop purpose/ structure for Facebook/website integration	Launch Facebook to complement website	Fully integrate	Review
	Logo and brand review	Further assess current branding and logo	Ongoing	Organize official logos for various media types and distribute/ recommend for use	Ongoing
Internal Communication	Review, assess and put together your goals for each member and each program; review TIES System	Meet with multiple district areas and programming areas to learn more and provide further assistance	Determine top two internal communication needs for each district or program entity	Develop and implement plans for how to impact top communication needs for each area	Develop and implement plans for how to impact top communication needs for each area
	Review of additional publications	Provide support for additional publications - school newsletters, IEP's or any other appropriate communications	Integrate additional publication information into external communication publications when appropriate	Provide support for additional publications and integrate into external communication plans	Provide support for additional publications and integrate into external communication plans



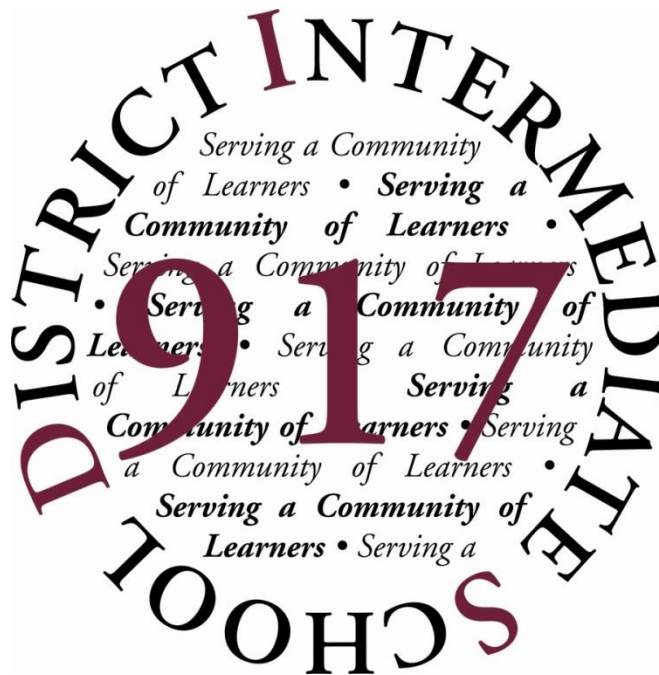
INITIATIVE	PROJECT	NOV/DEC	JAN/FEB	MAR/APR	MAY/APR
Media and Community Relations	Develop positive relationships with local media outlets	Meet with Reporter quarterly?	Ongoing	Ongoing	Ongoing
	Determine community needs and opportunities for engagement	Determine methods of assessment and data collection	First round of input and successes for community needs/engagement opportunities and reporting results	Reporting	Second round of input and successes for community needs/engagement opportunities and reporting results
	Create forms and practices to share/collect information about the district	Gather input about existing methods	Propose intake methods for collection/sharing method	Implement forms/practices	Implement forms/practices
	Review crisis communication plans/talking points for a variety of potential issues	Consult with administrative team regarding key incidents to address/plan for	Create first set of plans/talking points	Create second set of plans/talking points	
Superintendent/ District Level Communication	Development of communication tools/presentation	Projects as assigned	Projects as assigned	Projects as assigned	Projects as assigned

Closing Thoughts

The consultants on this project wish to thank the ISD 917 administration in general and Superintendent John Christiansen in particular for support and assistance in completing this study. At the direction of district administration and in an effort to gather as much relevant data as possible, the original timeline for the project was extended as was the scope of the original project expanded. The consultants were impressed with the total range of programs offered by ISD 917 and by the great people who serve the students enrolled in those programs. Member districts, as exemplified by an active Intermediate Board and interested administrators, seem to recognize the importance of ISD 917 to their own students and families; these organizations, while they have continuing expectations for ongoing improvement as well as their own enterprises to run, appear to be committed to the ongoing success of ISD 917. The consultants remain confident that, within this environment in which organizational success is the desired outcome on behalf of the students served, ISD 917 will continue to thrive and grow.

Respectfully submitted by

Greg Vandal, Vox Liberi and
Pam Raden, Johnson Group Marketing



Intermediate School District 917

Program Review
**Dakota Alternative for Severely Handicapped
(DASH)**

1300 145th Street East • Rosemount, MN
www.isd917.k12.mn.us

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Introduction

Laws were passed by the Minnesota Legislature in the late 1960s establishing Intermediate School Districts. In 1967, chapter 822, as amended, established Intermediate School District 287; in 1969, chapter 775, as amended, established Intermediate School District 916; and also in 1969, chapter 1060, as amended, established Intermediate School District 917. The purpose for establishing the Intermediates was to offer integrated services for secondary, postsecondary, and adult students in the areas of vocational education, special education, and other authorized services. All intermediate school districts separated from the technical colleges with which they were associated in 1995 when MNSCU merged.

Chapter 136D of the Minnesota Statutes further details Intermediate School Districts. 136D.81 through 136D.94 specifically pertains to Intermediate School District 917. There are many other references to Intermediate School Districts in statute.

The school board for Intermediate School District 917 was established in February of 1970. The school board of Intermediate School District 917 is comprised of a representative of each of its member districts. Typically individuals appointed to the board are current or past board members in the member district they represent.

The first superintendent of the district took office on July 1, 1970. Intermediate School District 917 has had five superintendents:

- Harold Grudem (1970-1982)
- Donald McGuire (1982-1989)
- Roger Norsted (1989-2000)
- Bill Larson (2000-2005)
- John Christiansen (2005-present)

There have been three directors of special education for Intermediate School District 917.

- Curt Thorstenson (1972-1984)
- Dan Sullivan (1984-2008)
- Melissa Schaller (2008-present)

Intermediate School District 917 serves the low incidence needs of students from nine member school districts in the southeastern metropolitan area. These districts include Bloomington, Burnsville, Farmington, Hastings, Inver Grove Heights, Lakeville, Randolph, South St. Paul and West St. Paul. As space permits, referrals are accepted from other districts for programming. Membership in Intermediate School District 917 has been fairly consistent. In 1996 the Rosemount-Apple Valley-Eagan School District (ISD 196) withdrew from the district with the intent of providing services to their students independently. This was the first time an intermediate experienced the withdrawal of a member district. In 2011, the Bloomington Public School District (ISD 271) transitioned their membership from Intermediate School District 287 to Intermediate School District 917. This was the first occasion a district switched intermediate district membership.

Programs and services are offered because member school districts desire comprehensive program options and efficient special education services that can be offered cooperatively under the direction of Intermediate School District 917.

Mission, Vision, Values of Department of Special Education

Whereas, public education is a fundamental right of all children and youth and whereas, every person is entitled to an equal opportunity to obtain an education, the School Board of Intermediate School District 917 upholds the following beliefs as a basis for program decisions:

- Students are to be valued equally.
- All students can learn, including students with disabilities.
- Individual education plans are to be developed through cooperation of resident district staff, Intermediate School District 917 staff and parents/guardians on the basis of varied sources of information. These individual education plans shall portray a comprehensive and accurate view of a student, his or her abilities and needs including transitional issues important to settings that the student will experience after graduation as well as extended school year.
- Students with disabilities must be served in an environment appropriate to their educational needs. We believe that providing services to students with disabilities in integrated settings is determined by individual student needs and should be practiced and encouraged when that setting will foster appropriate educational growth.
- Educators from the resident school districts and Intermediate School District 917 must cooperate with each other and other human service agencies in order to achieve comprehensive student centered services.
- Because the school district in which the student resides is legally responsible for the special education services provided to the student, District 917 must also be responsive to the expectations of that district.

Goals of Department of Special Education

Achievement

Increase achievement of all learners served.

1. Promote and support the use of data-driven decision-making techniques to monitor progress and drive instruction.
2. Align curriculum to state standards and ensure an articulated scope and sequence by program.
3. Continue to train staff in due process, standards-based IEPs, specialized instructional strategies focused on reading and areas specific to re-licensure.
4. Develop model for program review and begin the process with a focus on SUN and DASH.

Relationships

Increase the trust and confidence of all school districts served by Intermediate School District 917.

1. Work to strengthen avenues of communication.
2. Continue to develop and foster relationships with community agencies to address student needs including county collaborations.

Integrity of the organization

Use resources strategically to advance our mission. Structure ourselves so that we can adapt to our changing environment.

1. Explore ways to recruit and retain quality special education staff including development of a stronger mentorship program and enhancing consistencies in the review process.
2. Develop district model for school psychology and social work services.
3. Study enhancements for efficient Third Party Billing processes.
4. Continue to develop and refine operating procedures.
5. Continue to update space/site projection to ensure effective special education programs for member districts while also considering efficient operations for the district.

Staff Development Summary

August workshop for 2014 included the following trainings:

Reading

- How to Get Quick Reading Information Using the Qualitative Reading Inventory (QRI-5) to Measure and Track Data
- Treasure Chest of Literacy Tools for and Strategies for Struggling Readers and Writers

Diversity

- A.C.E. A Strategy for Creating Cultural Responsiveness

Due Process

- IEP Team Training
- Due Process: Planning and Writing the Evaluation Report
- I-PLAN
- Due Process Training: Planning and Writing the IEP
- Standards-Based IEPs

Data

- Data Collection: Tools for Use for Academics and Behavior

Transition

- Transition On

Behavior Intervention

- NCI
- Nurtured Heart Approach
- Teaching Your Students to Play Nice in the Sandbox

Technology

- Got Vizzle?
- So You Have an iPad... Now What?
- Technology Training
 - I-Cue
 - Grade Book
 - Report Card

Other

- CPR
- First Aid
- Third Party Billing

Additional workshops and trainings attended by staff during the 2014-2015 school year included:

Behavior

- Medical and Behavioral Interventions and Implications for Psychiatric Comorbidities in Children with Developmental Disabilities
- Using Video Modeling & Social Stories to Redirect Behavior

Reading

- Bookshare
- Therapeutic Insight to Incorporating the Power of Literacy Theme Books to Help Children Achieve Academic Success

Technology

- AAC Evaluation
- Access to All in the Classroom

- Transition
- State Services for the Blind - Transition Services and What We'd Like High School Transition Staff to Know

Curriculum

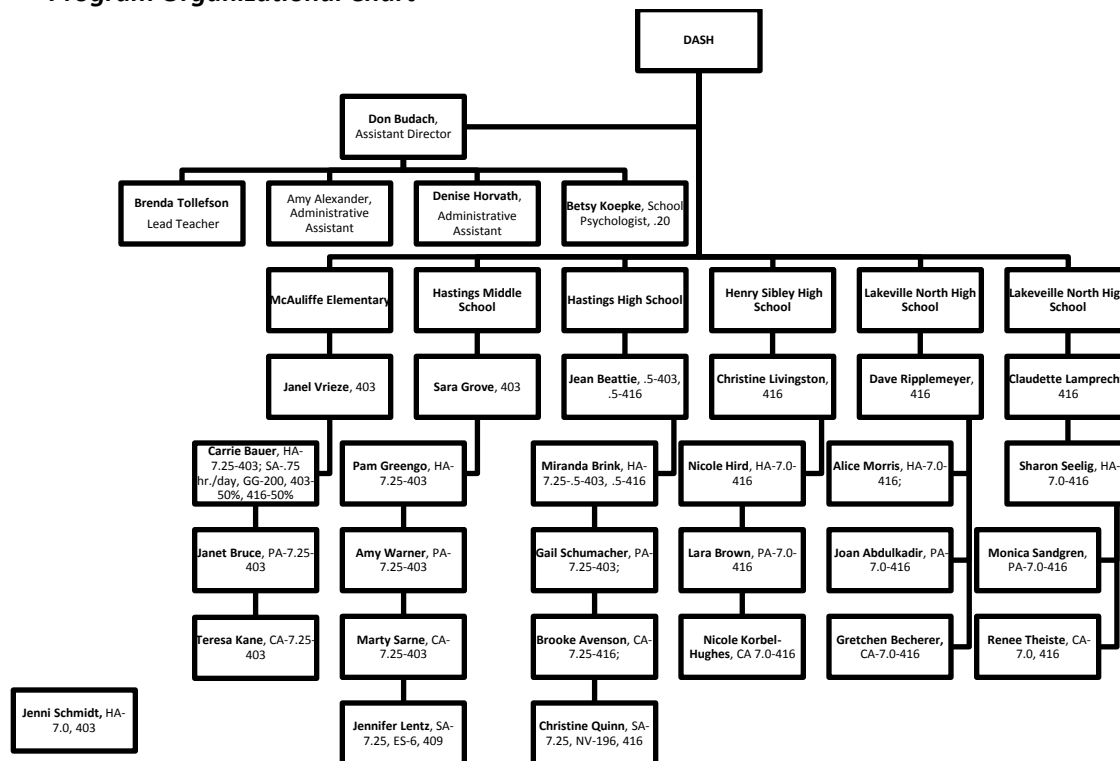
- Reading and Writing the Four Blocks Way
- How a High School Service Team (Teacher, OT, and SLP) Work Together to Meet All Goals Using One Curriculum

Individuals and programs also received specialized training and support from occupational, speech and physical therapists, an assistive technology specialist, a health and physical disabilities teacher, a teacher of deaf/hard of hearing, an audiologist, a vision teacher, and a licensed school nurse.

Goal of Program Review

- Ensure program goals are being met
- Determine if allocated resources are yielding the greatest educational benefit
- Identify what works well, what does not, and why
- Identify program areas that need improvement
- Inform leadership decisions regarding the program
- Report progress and communicate a program's value

Program Organizational Chart



The staffing ratio utilized for each DASH classroom is one teacher, one health associate, one program assistant, and one classroom assistant with a target caseload of six students. Also depending on the needs of the student, some classrooms may have a 1:1 student assistant for those with intensive needs. The decision to provide an SA is data driven and ultimately determined by the IEP team.

Program Descriptions

Website:

The Dakota Alternative for Severely Handicapped (DASH) program focuses on communication, social, motor and daily living skills as well as functional academics. Specialized services are available to meet the individual education needs of each learner. Related service teachers and therapists provide expertise. Working under the direction of an Intermediate School District 917 licensed school nurse, a health associate (RN or LPN) is employed in each classroom. The program serves students ages 3 – 21 years old.

Handbook:

The Dakota Alternative for Severely Handicapped (DASH) program provides services to students, ages 3 – 21, who present with severe to profound Developmental Cognitive Disabilities (DCD) and may have multiple disabling conditions which require nursing care during the school day. The program focuses on communication, social, motor and daily living skills as well as functional academics. A full range of related services including speech/language, adaptive physical education, occupational and physical therapy as well as other specialists are available, as determined by the IEP team. In this setting, students also utilize assistive technology to support their IEP goals. The current DASH program sites include Henry Sibley High School in Mendota Heights, Lakeville North High School in Lakeville and three Hastings locations, Christa McAuliffe Elementary, Hastings Middle School and Hastings High School.

Data

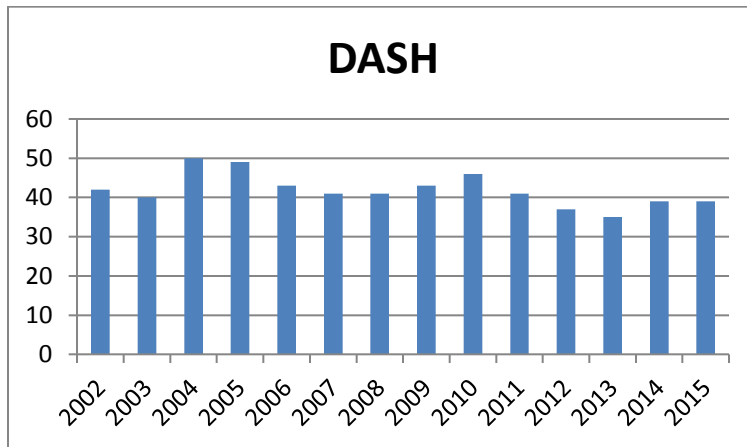
Students served

- Number of students served
 - 39 for 2014-2015
- Students served who were referred prior to the 2014-2015 school year
 - 2013-2014 new referrals- 2 elementary, 1 middle school, 2 high school
- Member versus nonmember students served

<i>Member</i>	<i>Number</i>
SSD 6 (South St. Paul)	6
ISD 191 (Burnsville)	0
ISD 192 (Farmington)	4
ISD 194 (Lakeville)	4
ISD 195 (Randolph)	0
ISD 197 (West St. Paul)	1
ISD 199 (Inver Grove Heights)	2
ISD 200 (Hastings)	19
ISD 271 (Bloomington)	0
<i>Nonmember</i>	<i>Number</i>
ISD 196 (Rosemount-Apple Valley-Eagan)	3

Enrollment

- Overall enrollment history



Student Demographics

- Living situation

Two parent	22
One parents	11
Group Home	2
Foster parent(s)	2
Legal Guardian	1
Grandparent(s)	1

During the 2014-2015 school year, 56% of students lived with one or both of their parents for most of the year. 44% of students lived in group homes, with foster parents, legal guardians or grandparents.

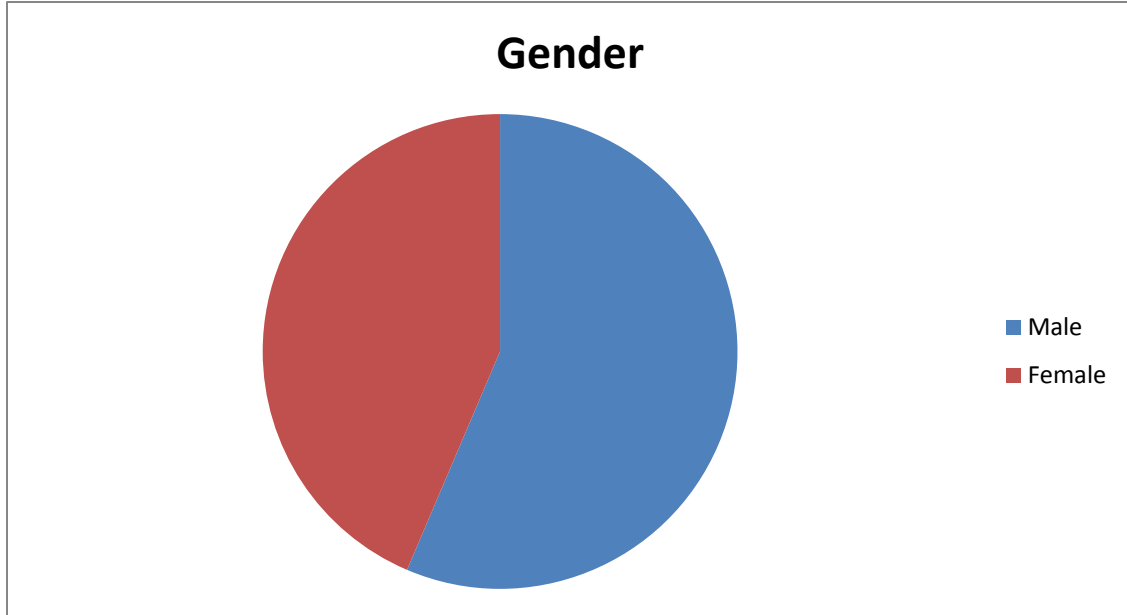
Source: MARRS 14-15 enrollments with address

- Race

	Am. Indian	Asian/PI	Hispanic	Black	White
State of MN	2%	7%	8%	12%	71%
ISD 917-DASH	0%	5%	5%	23%	67%
SSD 6 (South St. Paul)	1%	2%	25%	10%	62%
ISD 191 (Burnsville)	1%	10%	16%	23%	50%
ISD 192 (Farmington)	<1%	6%	5%	4%	85%
ISD 194 (Lakeville)	<1%	6%	5%	4%	85%
ISD 195 (Randolph)	<1%	1%	1%	<1%	98%
ISD 197 (West St. Paul)	1%	6%	27%	11%	55%
ISD 199 (Inver Grove Heights)	1%	6%	21%	12%	60%
ISD 200 (Hastings)	1%	1%	4%	4%	91%
ISD 271 (Bloomington)	1%	10%	16%	19%	54%

Source: <http://w20.education.state.mn.us/MDEAnalytics/Reports.jsp>

- Gender

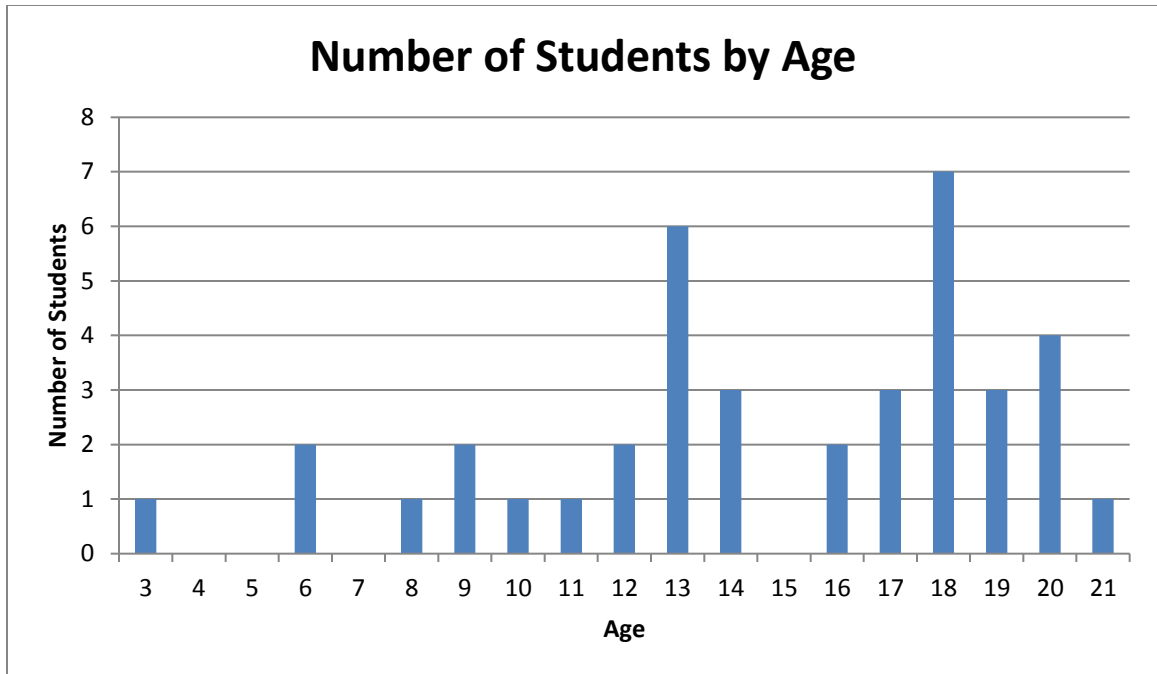


56% (22) of students enrolled in 2014-2015 were male, and 44% (17) were female.

Source: MARSS Edit Summary Report

- Age

Age in Years	Number of Students by Age
3	1
4	0
5	0
6	2
7	0
8	1
9	2
10	1
11	1
12	2
13	6
14	3
15	0
16	2
17	3
18	7
19	3
20	4
21	1



The majority of students in the DASH program during the 2014-2015 school year were middle and high school aged.

Source: 14-15 enrollment data

- Attendance
 - The average daily attendance rate across the DASH program is 84.78%.
 - The greatest number of absences occurs during the winter months- parents may choose to keep their child home due to exposure and risk of illness such as influenza.

Source: MARRS DASH 14-15 data

- Graduation rate

During the 2014-2015 school year, 4 students in the DASH program were eligible for graduation. All four students graduated as expected.

Source: Site Administrative Assistants Graduates list

- Characteristics

Outside Diagnosis

Diagnosis	Total Number	Percent of Students with Diagnosis
Acrophagia	1	3%
Acquired Brain Injury	1	3%
ADHD	1	3%
Agenesis of the Corpus Callosum	1	3%

Angelman Syndrome	1	3%
Anomaly of Chromosome Pair 10	1	3%
Anxiety	1	3%
Apnea	6	15%
Apraxia	1	3%
Arnold Chiari Malformation	1	3%
Asthma	5	13%
Atrial Septal Defect	1	3%
Autism Spectrum Disorder	3	8%
Autonomic Dysfunction	2	5%
Bilateral Cerebellar Infarct	1	3%
Bilateral Hip Dislocation	1	3%
Bilateral Sensorineural Loss with Cochlear Implants	1	3%
Blind	5	13%
Central Visual Impairment	2	5%
Cerebral Palsy	27	69%
Cerebral Vascular Accidents	1	3%
Chromosomal Duplication	1	3%
Chronic Aspiration	1	3%
Chronic Lung Disease	1	3%
Chronic Respiratory Failure Syndrome	1	3%
Congenital Malformation Of the Brain	1	3%
Cognitive Impairment	4	10%
Conduct Impairment	1	3%
Congenital Craniofacial Anomalies	1	3%
Congenital Hand Anomalies	1	3%
Constipation	10	25%
Cortical Dysplasia	1	3%
Cortical Visual Impairment	7	18%
Decreased Bone Density	1	3%
Depression	2	5%
Developmental Delay	26	66%
Disuse Osteoporosis	1	3%
Dysphagia	11	33%
Dystonia	2	5%
Encephalopathy	4	10%
Epilepsy	29	74%
Excessive Somnolence	1	3%
Factor 11 Deficiency	1	3%
Failure to Thrive	2	5%
Fragile Bone Disease	1	3%
Gastroesophageal Reflux Disease	12	31%
Glaucoma	1	3%
Grade IV Intracranial Bleed	1	3%
Growth Failure	1	3%

Hamstring Contractures	1	3%
Hand Apraxia	1	3%
Hearing Loss	5	13%
Hydrocephalus	2	5%
Hip Dysplasia	1	3%
Hyperpnea	1	3%
Hypertension	3	8%
Hypothyroidism	1	3%
Hypotonia	3	8%
Hypoxic Ischemic Infarcts	1	3%
Hypothyroidism	1	3%
Ileostomy	2	5%
Insomnia	1	3%
Irritable Bowel Syndrome	1	3%
Iron Deficiency	1	3%
Kyphosis	1	3%
Left Hemiparesis	3	8%
Lennox Gastaut Syndrome	1	3%
Mental Retardation	4	10%
Microcephaly	4	10%
Mixed Restrictive and Obstructive Lung Disease	1	3%
Myopia	1	3%
Neurologic Irritability	1	3%
Obsessive Compulsive	1	3%
Optic Atrophy	1	3%
Optic Nerve Hyperplasia	1	3%
Oral Motor Dysfunction	8	21%
Organic Insomnia	1	3%
Organic Personality Disorder	1	3%
Osteopenia	1	3%
Osteoporosis	4	10%
Peripheral Dysautonomia	1	3%
Profound Psychomotor Retardation	4	10%
Pyruvate Dehydrogenase Deficiency	1	3%
Reactive Airway Disease	5	13%
Renal Calculi	1	3%
Residual Chronic Lung Disease	1	3%
Restrictive Lung Disease	2	5%
Retinopathy of Prematurity	1	3%
Rett's Syndrome	1	3%
Scoliosis	11	28%
Siallorhea	2	5%
Sleep Disruption	6	15%
Spasticity	4	10%
Spinal Fusion	8	21%

Static Encephalopathy	1	3%
Tracheostomy Dependent	2	5%
Traumatic Brain Injury	7	18%
Urinary Dysfunction	2	5%
Vesicoureteral Reflux	1	3%
Visual Impairment	6	15%

Source: Student Record Review

- Related Services

Service	Number of Students Receiving Direct Services	Average Number of Direct Minutes Per Week	Number of Students Receiving Indirect Services	Average Number of Indirect Minutes Per Week
DAPE	37	105	37	24
OT	21	11	37	14
Speech/Language	29	31	38	16
PT	2	12	23	10
D/HH	2	120	4	11
Audiology	0	0	4	3
Vision	4	54	23	10
Orientation & Mobility	1	30	1	7

Students at the elementary, middle and high school level received DAPE services. Of the twenty five students receiving physical therapy services, sixty percent received indirect services and only five percent received direct services. Ninety-seven percent of students received direct services for speech therapy and ninety-five percent of students received direct occupational therapy services. Only eighteen percent of students receive direct services for vision, D/HH, audiology and orientation and mobility. However, sixty percent of students receive indirect vision services.

Source: DAPE, OT, Speech: Related Service Supervisor Service Minutes Spreadsheet

- Special Education Services

During the 2014-2015 school year, the average special education service minutes was 332 minutes (or 5-1/2 hours) per day. The range of minutes per student was 90 minutes to 421 minutes (approximately 7 hours) per day.

Source: TIES student service minutes

Staff

- Teachers

There are 6 teachers in the DASH program, and the average caseload is 6 students. DASH teachers have an average of 19.5 years of experience teaching, and an average of 15.5 years

teaching for Intermediate School District 917. Teacher education levels range from BA to MA+, and licensure areas are detailed below, by site:

Lakeville North High School

Teacher 1: License: Pre-Kindergarten, Elementary Education, Mild-Moderate Mentally Handicapped, Moderate-Severe Mentally Handicapped.
Highly Qualified: English, Math, Science, Arts
Teacher 2: Mild-Moderate Mentally Handicapped, Moderate-Severe Mentally Handicapped.

Hastings High School

Teacher: License: Elementary Education, Developmental Disabilities

Hastings Middle School

Teacher: License: Elementary Education, Developmental Disabilities

Christa McAuliffe Elementary School

Teacher: License: Developmental Disabilities

Henry Sibley High School

Teacher: License: Developmental Disabilities

Source: The TIES SMASG screen and the Teachers-Licensed 2014-2015 Tenured Probationary Seniority list

- Daily Schedules

DASH High School Sample Schedule

7:30	Sensory Activities-Daily Cares
8:00	Morning Meeting
8:30	Academics (News2You, Scholastic News, Vizzle)
9:30	Motor Activities- DAPE-Snack
10:00	Academics (Nature News and Science)
10:30	Vocational Activities - Cooking
11:15	Lunch
12:15	Current Events – Daily Cares
12:30	Literature
1:00	Choir
1:30	Academics (Word and Number Activities)
2:20	Dismissal

DASH Elementary School Sample Schedule

8:50	General Education Opportunities – Daily Cares
9:10	Me Moves
9:30	Motor Activities - DAPE
10:05	Centers (Reading, Fine Motor, Academic Lessons)
11:25	Lunch – Daily Cares
12:00	Play and Motor Time (Stander, Swing, Tummy Time)

12:40	Afternoon Circle Time
2:00	Language Arts
2:15	Art
2:30	Gross and Fine Motor Activities – Daily Cares
3:15	Dismissal

- Paraprofessionals

Currently, there are 14 paraprofessionals working within ISD 917’s DASH program, with an average of 2 paraprofessionals per classroom. On average, these individuals have 6 years of experience in schools and 5.2 years of experience working for Intermediate School District 917, specifically. The range of experience in schools is great, spanning from 2 to 16 years.

The range of paraprofessionals’ education levels is also diverse, from one paraprofessional with a high school degree or equivalent to one with a bachelor’s degree. All paraprofessionals have completed the ParaPro test.

Program Review

Locations

DASH programming was provided to students at 6 locations. Lakeville North High School has two classrooms. Hastings High School, Hastings Middle School, Christa McAuliffe Elementary and Henry Sibley High School all have one DASH classroom.

Students by Resident District for Each Location

	McAuliffe Elementary	Hastings MS	Hastings HS	Lakeville North HS	Henry Sibley HS
SSD 6 (South St. Paul)	1	1			4
ISD 191 (Burnsville)					
ISD 192 (Farmington)				4	
ISD 194 (Lakeville)				4	
ISD 195 (Randolph)					
ISD 197 (West St. Paul)				1	
ISD 199 (Inver Grove Heights)					
ISD 200 (Hastings)	6	5	8		2
ISD 271 (Bloomington)					
ISD 196* (R-AV-E)				2	1

* Indicates non-member districts

Source: MARRS 14-15 enrollments with address

Site Review

Students with severe to profound needs were initially served by ISD 917 within a non-school setting located in the community. Starting in 1982 the DASH program started at Mendota School located in Mendota Heights which served only special education students. Beginning in 1985, the DASH program moved to Akin Road Elementary in Farmington, the first DASH location within a general education building.

Previous locations of DASH programs include Rosemount High School, in Rosemount, Pine Bend Elementary in Inver Grove Heights, Francis M. Grass Junior High, Garlough Elementary and Moreland

Elementary in West St. Paul, Farmington Middle School and Farmington High School, in Farmington, Nicollet Junior High and Burnsville High School in Burnsville. Most recently, the elementary and middle school programming has been at Christa McAuliffe Elementary and Hastings Middle School in Hastings. The remaining four classes are all at the high school level, Henry Sibley High School in Mendota Heights, Hastings High School in Hastings, and two classrooms at Lakeville North High School in Lakeville.

The DASH program provides services to students from member districts which include ISD 6, ISD 192, ISD 194, ISD 197, ISD 199 and ISD 200. The non-member district sending students to the DASH program is ISD 196. These programs are located in regular size classrooms within member district school buildings. Students and staff have access to all of the facilities in the buildings. DASH programs are located in buildings within ISD 194, ISD 197, and ISD 200.

In addition to the classroom space the students have access to gymnasium, cafeteria, library, playground, and general education classes, including specialists at the elementary level (media, art, music, and physical education). Non-disabled peers also volunteer and spend time with students in the DASH classrooms.

Curriculum Utilized

Utilizing technology (i.e. Internet, Vizzle, I-Pads, and switches) enables learners in the DASH program to access a variety of curriculum which can provide visual as well as auditory supports. This technology enables the teachers to individualize the lessons to the level of the learner.

Reading

Curriculum used in DASH for reading includes Vizzle, Weekly Reader, News 2 You, Scholastic News, Unique Learning and Brain Pop.

Science

The DASH program utilizes Vizzle, Nature News, Freshwater Society Weatherguide, Brain Pop and Unique Learning for science curriculum.

Math

Curriculum used in DASH to for math includes Vizzle, Brain Pop, HelpKidzLearn, and Unique Learning.

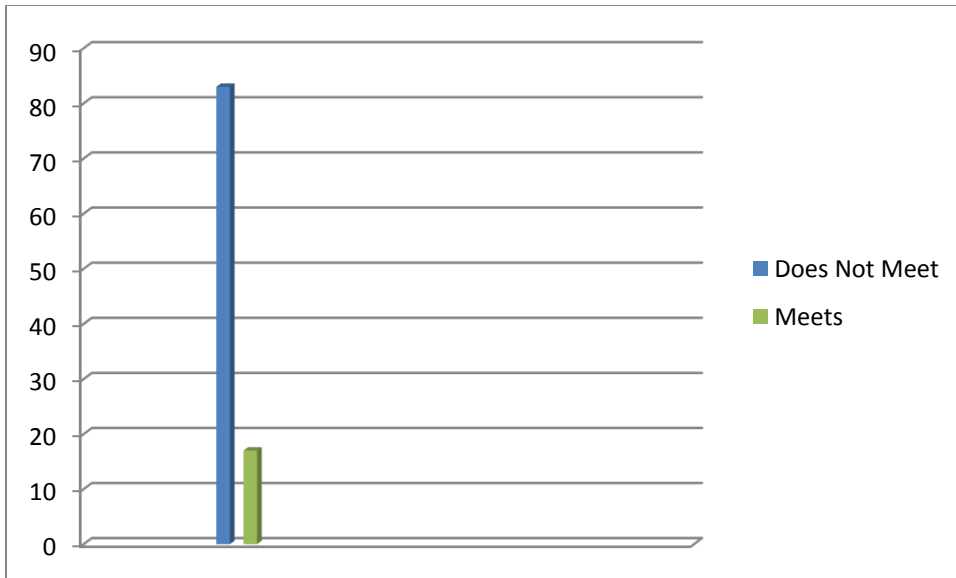
Social Studies

The DASH program utilizes CNN Student News, Vizzle, Brain Pop, History Channel, Unique Learning and News2You for social studies curriculum.

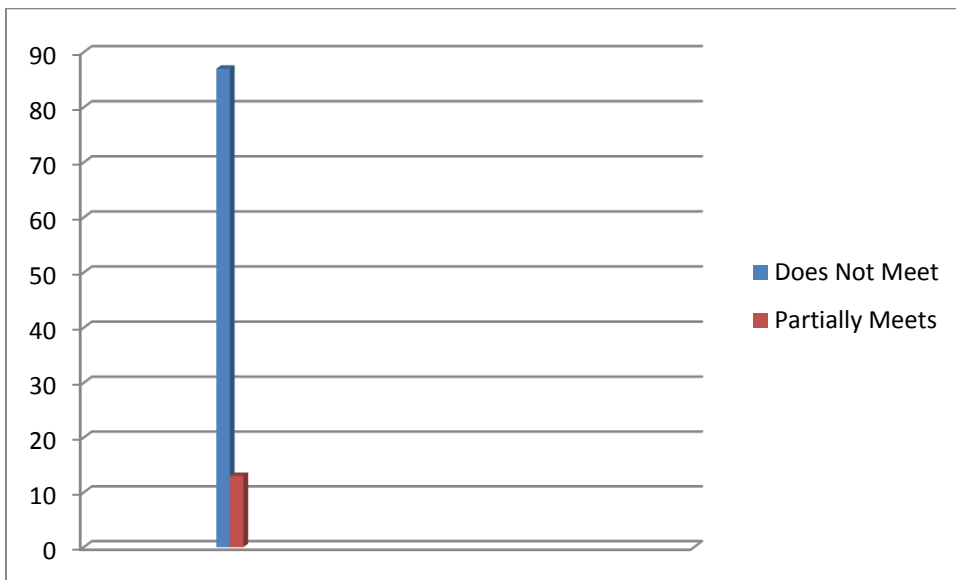
Performance Measures

Students in the DASH program are given The Minnesota Test of Academic Skills (MTAS). MTAS is an alternate achievement standard for students with significant cognitive disabilities. This is a part of the Minnesota assessment program.

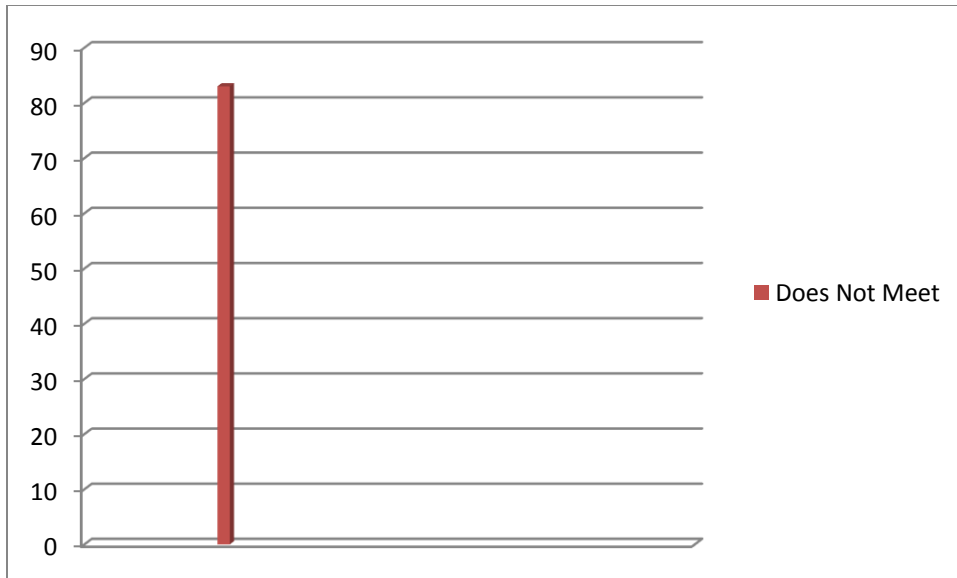
MTAS results below indicate performance across all grades assessed (Grades 3-8 and Grades 10-11). Scores are reported as percentage of students whose performance was as follows: Does Not Meet the Alternative Standard, Partially Meets the Alternative Standard, Meets the Alternative Standard.



MTAS Science



MTAS Reading



MTAS Math

Quality Indicators

Assistive Technology:

The *Assistive Technology Student Questionnaire* is a tool used at the time of the three year re-evaluation and as a part of the annual IEP to consider technology support needs of students. The team considers high- and low-tech assistive technology options which can help address the student’s areas of need (i.e. daily living, academics, communication, access, sensory, and motor).

Academics/Instruction:

Given the significant developmental delays in the cognitive, academic, and motor areas, the materials, curriculum and technology utilized address the individual needs of the students and their disabilities. Students have multiple opportunities for practice of academic and functional skills in the special education classroom throughout the day. In addition, students in the DASH programs have the opportunity to participate in general education classes as determined by the IEP team. For those students identified to take part in the academic setting they participate with the support of a paraprofessional from the DASH classroom. The paraprofessional is given instruction and direction by the teacher and specialists as to how to best support the students using adaptations, strategies and/or assistive technology so that they can participate in the general education setting.

Communication/Social Competence:

The students and classroom are supported by a speech language pathologist and a variety of communication systems are utilized (i.e. verbal, use of visuals, gestures, sign, augmentative and alternative communication devices). Opportunities for communication (expressive, receptive, and social skills) with peers and adults are provided throughout the instructional day, both within the special education classroom and the school community.

Environment:

The DASH program locations present with various layouts and physical spaces for a capacity of six students. At each location the students have designated spaces for personal cares, small group and individual instruction, daily living tasks, and sensory activities that are a part of their school day.

Sensory:

The students and classroom are supported by the occupational therapist related to sensory and self-regulation needs. This includes working with the team (i.e. special education teacher, DAPE teacher, speech language pathologist, DHH teacher, vision teacher) in the development and implementation of sensory diets for individual students.

Transition/Life Skills:

Transition and life skills are incorporated into the instructional day with the support of the special education teacher, paraprofessionals, and other team members (physical therapist, occupational therapist, speech language pathologist, vision teacher, D/HH teacher). Tasks and activities are modified and adapted to the individual needs and skills of the student. Student and family are connected with community agencies to assist with post-graduation planning.

Goals

Goal 1:

Evaluate current practices by instructor, identify additional needs and implement research supported instructional practices and strategies.

Goal 2:

Explore, evaluate and develop a method or tool, to be utilized with uniformity as a way to measure the performance for students with severe to profound impairments. Implement within program evaluation cycle.

Next Steps

The first year of program review is the evaluation year. The culmination of the review year is the report you've just read. There are four additional years in the cycle. Year two will focus on goal development based on program review. Years three and four will focus on program improvement. Year five will focus on data gathering that will be used for review when the cycle repeats with year one.

While the intent of this report is for internal review and improvement, it will be shared with key constituency groups including directors, superintendents and the school board.

TO: School Board Members
Superintendent John Christiansen

FROM: Nicolle Roush, Business Manager

DATE: November 1, 2016

RE: Medical and Dental Insurance Plan Renewals

Pertinent Facts:

1. Intermediate School District 917's medical insurance and dental insurance policies renew on January 1, 2017.
2. For fiscal year 2017, ISD 917 was required to bid our medical insurance. In accordance with the Health Insurance Transparency Act, we are required to go out to bid every two years. The bid opening was held on August 17th at 10:00 AM. In attendance was Ann Staples (program assistant), Teresa Stiff (program assistant), John Christiansen (superintendent), Chase Ambrosia (Onedigital), and Nicolle Roush (business manager). ISD 917 received proposals from Medica, Blue Cross Blue Shield, HealthPartners, PreferredOne, and PEIP.
3. The district insurance committee met on September 28, 2016, with our representative from Onedigital (previously Corporate Health Systems) to review our claims history, which is improved for 2017, and review the medical insurance proposals for 2017. The committee reviewed the proposals and focused on the self-funded options from the carriers. The Medica proposal, our current plan administrator, came in with a reduction in administrative fees and no network fees. They have provided excellent service to our employees and management of our claims in 2016. The committee members recommend staying with Medica for the January 1, 2017, renewal year.
4. The move in 2016 to a self-funded plan has proven to be a successful decision. After reviewing the claims and fixed costs through August 2016, the district has a monthly estimated reserve of \$647,281. If claims continue as they have been, we can anticipate establishing a one million reserve within two years. Based on the positive claims, the reserve levels and the recommendations received by Onedigital, the committee is recommending a 3% increase in premiums for both single and family insurance plans with no benefit changes effective January 1, 2017.
5. The dental insurance renewal recommended by the insurance committee after reviewing a three-year blend of claims calculated by Onedigital and ISD 917's reserves, is a 0% change in the premiums for both single and family insurance with no benefit design changes effective January, 2017.

Recommendation:

The insurance committee recommends the School Board approve staying with Medica for administration of the self-funded insurance plan with no benefit changes and a 3% premium increase and Delta Dental for administration of the self-funded dental plan with no benefit changes and no premium increase effective for the January 1, 2017, plan year.

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

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

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

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

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

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

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

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

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

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

WHEREAS, the County understands and agrees that:

1. The County is not an agent, servant, or employee of the School District and shall not make any such representations nor hold itself out as such; and
2. The County shall have no authority to bind the School District for the performance of any services or to otherwise obligate the School District, authority being specifically limited to the duties assigned under this Agreement; and
3. The County employees performing under this Agreement shall not accrue any continuing contract rights for the services performed pursuant to this Agreement, including but not limited to those afforded by Minn. Stat. § 122A.40, and the County specifically waives any and all rights thereto; and

WHEREAS, the Dakota County Board of Commissioners by Resolution No. 16-_____ authorized the County to enter into an agreement with the School District for the provision of facilitation and coordination for the CTIC by the County to the School District; and

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

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

Article 1
PURPOSE

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

Article 2
TERM

This Agreement shall be effective the date of the signatures of the parties to this Agreement, or from the commencement of services as herein described, whichever is first, and shall remain in effect through June 30, 2017, or until completion by the parties of their respective obligations under this Agreement, whichever occurs first, unless earlier terminated by law or according to the provisions of this Agreement. This Agreement may be terminated with or without cause, by either party upon thirty (30) days written notice. Upon early termination, the County will be entitled only to a proportionate share of the compensation described in Article 6.

Article 3
COOPERATION

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

Article 4
PROVISION OF SERVICES

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

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

Article 5
RECORDS AND REPORTS

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

Article 6
COMPENSATION

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

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

6.2 Invoices. The County shall, within fifteen (15) working days following the last day of May 2017 submit an invoice and request for payment on an invoice form acceptable to the School District, which provides an itemization of the services provided and the dates of the performance period covered by the invoice.

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

Article 7
PROPERTY

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

Article 8
LIABLE FOR OWN ACTS

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

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

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

Article 9
INDEPENDENT CONTRACTOR

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

The County acknowledges and agrees that the County on behalf of its employees and agents is not entitled to receive any of the benefits received by School District employees and is not eligible for workers' or unemployment compensation benefits under the School District. The County also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the County and that it is the County's sole obligation to comply with the applicable provisions of all federal and state tax laws.

Article 10
GENERAL

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

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

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

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

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

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

10.5 Data Privacy. The parties agree that any information and data received from the other party during the term of this Agreement shall be treated and maintained in accordance with all applicable federal, state, and local laws, rules and regulations governing same, including but not limited to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and the Minnesota Rules implementing the Act now in force or hereafter adopted. The County and the School District agree to provide to each other data which is reasonably necessary to fulfill the purpose of this Agreement, provided such sharing of data is done in accordance with the Minnesota Government Data Practices Act and other state and federal law regulating the dissemination of data. The parties are on notice that all contracts entered into by a government entity must include a notice that the requirements of Minn. Stat. §13.05 subd.11 apply to this Agreement.

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

10.7 Non-Appropriation. Notwithstanding any provision of this Agreement to the contrary, this Agreement shall be terminated immediately by either party in the event sufficient funds from the County, State or Federal sources are not appropriated at a level sufficient to allow payment of the amounts due for the performance of this Agreement, and the non-appropriation of funds did not result from the any act of bad faith on the part of the terminating party.

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

TO: Board Members

FROM: John Christiansen

DATE: October 27, 2016

RE: Union Contract and Terms and Conditions Proposals for November 1, 2016, Board meeting

The personnel committee held their first negotiation session with the Program Assistants Union on June 21, 2016. We are pleased to present a tentative agreement for your consideration. I began meeting with the office and professional employees (clerical) union on August 17, 2016. I am pleased to also present a tentative agreement for your consideration for this group.

In addition to these union contracts, I am presenting for your consideration Terms and Conditions of Employment for the Classified School Year employees (technical tutors, brailist, and education transliterators); Payroll Clerk, Administrative Assistant-personnel, Buyer, and Administrative Assistant Business Manager. The total package percentage of increase for each group or individual are consistent with the groups and individuals we have previously approved ranging from 8.26% to 8.43%. The Program Assistants, Office and Professional Employees (clerical), and Classified School Year all have salary schedules with advancement on steps. The other personnel have fixed hourly rates for the term of the agreement.

The following are the financial changes and reference to language changes for the union contracts or terms and conditions.

Office and Professional Employees (Clerical) Union Contract:

1. Language changes:
 - a. Procedure for change of position category
 - b. Move family illness leave to sick leave section
 - c. Reword Death Leave to Bereavement and adjust some relationship language. (Retain "may" language.)
 - d. Reworded Voluntary and Involuntary Transfer sections, New Positions and Notifications section.

2. 403b - \$50 increase per tier
3. Medical district Contribution

Current single - \$540	January 1, 2017 - \$555
	January 1, 2018 - \$580
Current family - \$1400	January 1, 2017 - \$1435
	January 1, 2018 - \$1485

4. Longevity Increase

Current	2016-2017	2017-2018
12th year \$1.00	12 th year \$1.00	\$1.00
16 th year \$1.40	15 th year \$1.40	\$1.40
20th year \$1.65	18 th year \$2.20	\$2.80
24 th year \$1.90	21 st year \$2.50	\$3.10

- 5. Salary Schedule Increase: Year 1 = 2% Year 2 = 2%

Special Education Program Assistants Union Contract

- 1. Language changes:
 - a. Meet and Confer session to review calendar recommendation
 - b. Added grandchild to “may” be granted up to five days
 - c. Added clarifying language to Seniority date section and added recall language
- 2. 403b – no change
- 3. Medical District Contribution

Current single - \$570	January 1, 2017 - \$630
	January 1, 2018 - \$690
Current family - \$910	January 1, 2017 - \$1160
	January 1, 2018 - \$1360
- 4. Longevity increase

Current 27 th plus \$5.50	2016-2018 - \$6.00
--------------------------------------	--------------------
- 5. Salary Schedule increase
 - a. Drop first step and add one step
 - b. Year 1 – 1.15% Year 2 – 1.15%

Classified School Year Terms and Conditions

- 1. No change in language
- 2. Longevity increase

Current	2016-2018
12 th year \$1.45	\$1.50
16 th year \$1.95	\$2.00
20+ year \$2.20	\$2.25
- 3. Medical District Contribution

Current single - \$535	January 1, 2017 - \$600
	January 1, 2018 - \$625
Current family - \$1300	January 1, 2017 - \$1450
	January 1, 2018 - \$1500
- 4. Salary Schedule increase
 - a. Year 1 – 2.1% Year 2 – 2.4%

Payroll Clerk Terms and Conditions

- 1. Language changes
 - a. Added significant person to bereavement
 - b. Modified tiers of access to vacation leave
- 2. 403b – increased match by \$200 in second year of agreement
- 3. Medical District Contribution

Current single - \$600	January 1, 2017 - \$680
	January 1, 2018 - \$680
Current family - \$1400	January 1, 2017 - \$1450
	January 1, 2018 - \$1525
- 4. Longevity language deleted
- 5. Severance language deleted
- 6. Hourly rate increase Year 1 – 3.15% Year 2 – 3.12%
(no schedule)

Administrative Assistant – Personnel

1. Language changes
 - a. Added significant person to bereavement
 - b. Modified tiers of access to vacation leave
2. 403b – increased match by \$200 in second year of agreement
3. Medical District Contribution

Current single - \$600	January 1, 2017 - \$680
	January 1, 2018 - \$680
Current family - \$1400	January 1, 2017 - \$1450
	January 1, 2018 - \$1525
4. Longevity language deleted
5. Hourly rate increase Year 1 – 3.95% Year 2 – 3.94%
(no schedule)

Buyer

1. Language changes
 - a. Added significant person to bereavement
 - b. Modified tiers of access to vacation leave
2. 403b – no change
3. Medical District Contribution

Current single - \$600	January 1, 2017 - \$685
	January 1, 2018 - \$700
Current family - \$1400	January 1, 2017 - \$1450
	January 1, 2018 - \$1525
4. Longevity language deleted
5. Hourly rate increase Year 1 – 3.98% Year 2 – 3.99%
(no schedule)

**Administrative Assistant to Business Manager Terms and conditions – Retiring November 30, 2017.
Position moves to Office and Professional Employees’ Union**

1. No language changes
2. No 403b changes
3. No medical contribution changes
4. Longevity language deleted
5. Hourly rate increase – July 1, 2016 – November 30, 2016 – 3.98%

AGREEMENT

between

INTERMEDIATE SCHOOL DISTRICT NO. 917

and

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 12
AFL-CIO, CLC

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

Effective July 1, 2016, through June 30, 2018

Board Approved

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ARTICLE I
PURPOSE

Section 1. Parties: This Agreement is entered into between the Intermediate School District No. 917, Rosemount, Minnesota, (hereinafter referred to as the School District) and the Office and Professional Employees International Union, Local 12, AFL-CIO, CLC (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 PELRA) to provide the terms and conditions of employment for office and clerical employees 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 Office and Professional Employees International Union, Local 12, AFL-CIO, CLC as the exclusive representative for office and clerical employees employed by the School District of Intermediate School District No. 917, which exclusive representative shall have those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

ARTICLE III
APPROPRIATE UNIT

Section 1. Appropriate Unit: The union shall represent all such employees of the School District contained in the appropriate unit as defined in Article 4 of this Agreement and the PELRA and in certification by the Director of Mediation Services, Case No. 75R-603-A.

ARTICLE IV
DEFINITIONS

Section 1. Terms and Conditions of Employment: Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the appropriate unit shall mean office and clerical employees employed by the School District, excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed fourteen (14) hours per week or thirty-five percent (35%) of the work week in the employee bargaining unit whichever is lesser, employees who hold the 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 3. School District: Any reference to the School District in this Agreement shall mean the School District or its designated officials or representatives.

Section 4. The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successful school calendar adding to the years of employment.

Section 5. Other Items: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE V SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes 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.

Section 2. Management Responsibilities: The exclusive representative 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 obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, policy, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives, policy and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives, policy and orders are not inconsistent with the terms of this Agreement, and recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the state. Any provision 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 4. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE VI
EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so 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. Rights to Dues Check-Off:

Subd. 1. Employees shall have the right to dues check off to the union, provided that dues check off and the proceeds thereof shall not be allowed any organization that has lost its right to dues check off pursuant to Minn. Stat. § 179A.06, Subd. 6.

Subd. 2. The School District shall deduct monthly from the second paycheck each month the employee's membership dues in the union and pay the same to the union within ten (10) days following said pay periods provided that the School District shall have received from each employee on whose account such deductions are made a written assignment which shall be effective and irrevocable for a period of one (1) year from the signing date or up to the termination date of this Agreement, whichever occurs first. The union agrees to file an initiation fee and dues deduction assignment form with the School District for each employee prior to such deductions.

Section 3. Fair Share Fee:

Subd. 1. Pursuant to PELRA, employees who are not members of the union may be required to contribute a fair share fee for services rendered by the union, and the School District, upon notification by the union, shall be obligated to check off said fee from the earnings of the employee and transmit the same to the union each month.

Subd. 2. The union shall provide written notice of the amount of the fair share fee assessment to the School District and to each employee to be assessed the fair share fee.

Subd. 3. Any challenge to the fair share fee as provided by PELRA, shall not be subject to the grievance procedure.

Subd. 4. In the event a challenge is filed, the deduction for the fair share fee shall be held in escrow by the School District, pending a decision by the proper authority.

ARTICLE VII
HOURS OF SERVICE

Section 1. Basic Work Week: The regular Monday through Friday work week shall consist of forty (40) hours, exclusive of duty free lunch period for full-time employees.

Section 2. Work Day: The normal work day for all regular full-time employees shall be eight (8) consecutive hours per day, exclusive of duty free lunch period.

Section 3. Part-time Employees: The School District shall have the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 4. Starting Time: All employees will be assigned starting times as determined by the School District.

Section 5. Lunch Period: Employees shall be provided a duty free lunch period of thirty (30) minutes.

Section 6. School Closings: Provisions for the closing of schools due to inclement weather or other exigency shall be as addressed in District Policy 466.

Section 7. Breaks: All employees covered by this Agreement shall receive a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon at a time determined by the supervisor.

Section 8. Overtime: All employees covered by this Agreement shall be paid at the rate of time and one-half (1-1/2) for any work over forty (40) hours per week or if required to work on the following days: President's Day; Good Friday; Day after Thanksgiving; and Christmas Eve Day. Double time shall be paid for all work performed on Sunday and on the following days: New Year's Day; Memorial Day; July 4th; Labor Day; Thanksgiving Day and Christmas Day.

Section 9. Modifications in Calendar, Length of Duty Day:

Subd. 1: Notwithstanding any other provisions of this Article, in the event of energy shortage, severe weather or other exigency, the School District may modify the duty day or duty week as appropriate, 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. 2. Prior to modifying the scheduled length of the duty day pursuant to Subd. 1 hereof, the School District shall afford to the union the opportunity to meet and confer on such matters.

Section 10. Duty Year: Employees will be assigned a duty year by the School District based upon the needs of the School District.

ARTICLE VIII
COMPENSATION

Section 1. Basic Salaries - Regular Full-Time Employees:

Subd. 1. For purposes of this Article, the term regular full-time employee shall mean an employee who is paid for 940 or more hours during the fiscal year (July 1 to June 30).

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

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

Subd. 4 – Longevity. Employees whose years of employment **in the union** fall in the following categories will receive a longevity salary increase beyond the rates delineated in Schedules A and B effective July 1, ~~2014,~~ **2016,** or July 1, ~~2015.~~ **2017.** (The “**in the union**” language applies to employees hired after July 1, 2016.)

	2014-2015	2015-2016
In the 12th through 15th Year of Employment	\$1.00	\$1.00
In the 16th through 19th Year of Employment	\$1.40	\$1.40
In the 20th through 23rd Year of Employment	\$1.65	\$1.65
In the 24th Year or more of Employment	\$1.90	\$1.90
	2016-2017	2017-2018
In the 12th through 14th Year of Employment	\$1.00	\$1.00
In the 15th through 17th Year of Employment	\$1.40	\$1.40
In the 18th through 20th Year of Employment	\$2.20	\$2.80
In the 21st Year or more of Employment	\$2.50	\$3.10

Section 2. Basic Salaries – Regular Part-time Employees:

Subd. 1. For purposes of this Article, the term regular part-time employee shall mean an employee who is paid for less than 940 hours but more than 728 hours in the fiscal year (July 1 – June 30).

Subd. 2. Regular part-time employees shall be compensated on salary Schedule A, effective July 1, ~~2014,~~ **2016,** and on Salary Schedule B, effective July 1, ~~2015~~ **2017.**

Part-time employees shall advance one (1) step on the effective salary schedule after completion of 940 paid hours. A step advancement may occur on July 1 or January 1 of the fiscal year. A regular part-time employee may not advance more than two (2) steps during the two-year contract period.

Subd. 3. On the July 1 or January 1 that a regular part-time employee becomes eligible for a step advancement paid hours in excess of 940 shall be carried forward and applied to the employees next 940 paid hours qualifying period for a step advancement.

Section 3. Successor Agreement: 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. The successor agreement shall govern step advancement.

Section 4. 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 1 if employed prior to January 1. An employee hired after January 1 shall be eligible for any increase in the current rate on July 1, but shall not be eligible for step advancement until the following July 1. Thereafter, such a new employee shall be subject to all provisions of this Article, including the basic rules for regular part-time and regular full-time employees.

~~Section 5. Change of Classification: In the event an employee changes classification, the employee will be compensated on the same step of the new classification as paid on the prior classification.~~ **Change of Position Description Category: In the event an employee changes Position Description Categories (Information Management I, Information Management II, Information Management III, Administrative Assistant I, Administrative Assistant II, Administrative Assistant III), an employee moving into a higher pay category shall be placed one (1) step back from their existing step position if they are moving one category. If an employee is moving two (2) categories with higher pay, they shall be placed three (3) steps back from their existing step position. If an employee is moving into a lower pay category, they shall be placed on the same step of the new category as paid in the prior category.**

Section 6. Salary Increases: Salary increases are not automatic and are effective only upon affirmative action by the School Board. The School Board reserves the right to withhold salary increases based upon employee performance in individual cases for cause. Withholding of salary increases based upon employee performance shall not be done without giving the employee and the union such notice two (2) weeks prior to the point in time when District 917 service salary increases are due. An action withholding a salary increase shall be subject to the grievance procedure. It is further understood that nothing in this Agreement shall be construed to prevent the School District from paying an employee at a rate higher than as provided in this Agreement, as long as such discretion is exercised in a fair and reasonable manner.

ARTICLE IX
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 service. Further, to be eligible for this contribution, an employee must be regularly employed at least 940 hours during the fiscal year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

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

<u>Year of Employment</u>	<u>Contribution</u>	
	2016-2017	2017-2018
4-9	\$200	\$250
10-14	\$225	\$275
15+	\$250	\$300

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 X
GROUP INSURANCE

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 ~~\$480~~ **\$540** per month for individual 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. 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 contribution will be ~~\$540~~ **\$555** per month. **Effective January 1, 2018, the school district contribution will be \$580 per month.**

Subd. 2. Dependent Coverage: Effective July 1, ~~2014~~, **2016**, the School District shall contribute a sum not to exceed ~~\$1355~~ **\$1400** 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. 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 contribution will be ~~\$1400~~ **\$1435** per month. **Effective January 1, 2018, the school district contribution will be \$1485 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 ~~\$480~~ **\$540** beginning July 1, ~~2014~~. **2016**. Effective January 1, ~~2015~~, **2017**, this amount shall not exceed ~~\$540~~ **\$555** per month. **Effective January 1, 2018, this amount shall not exceed \$580 per month.**
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the 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 ~~\$1355~~ **\$1400** beginning July 1, ~~2014~~. **2016**. Effective January 1, ~~2015~~, **2017**, this amount shall not exceed ~~\$1400~~ **\$1435** per month. **Effective January 1, 2018, this amount shall not exceed \$1485 per month.**
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in 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; 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. Dental Insurance:

Subd. 1. Individual Coverage: Effective July 1, ~~2014~~, **2016**, the School District shall contribute a sum not to exceed \$42 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: Effective July 1, ~~2014~~, **2016**, the School District shall contribute a sum not to exceed \$95 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. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Section 3. Life Insurance: Effective September 1, ~~2014~~, **2016**, the School District will provide a \$50,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

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

1. Benefits begin after ninety (90) calendar 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. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Description of Benefits: The parties agree that any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy.

Section 7. Eligibility: Full-time and permanent part-time employees regularly employed 940 or more hours per year, shall be eligible for School District insurance contributions as provided in this Article. Employees employed for a lesser period of time shall not be entitled to any contribution under this Article.

ARTICLE XI FLOATING HOLIDAYS

Section 1. Floating Holidays: Effective July 1, ~~2014~~ **2016**, those employees who have five (5) or more years of employment with the School District and who work 215 or more days per year, will receive seven (7) floating holidays as part of their assigned number of duty days. The employee shall request, in writing, the specific days to be used as floating holidays, which request shall be subject to approval by the employee's supervisor, based upon the needs of the School District. Days shall be based on the daily hours of the employee.

ARTICLE XII LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. An eligible employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district. For purposes of this section an employee who works 221 or more days per year shall accrue twelve (12) days sick leave per year. An employee who works between 201 and 220 days per year shall accrue eleven (11) days sick leave per year; an employee who works 200 or less days per year shall accrue ten (10) days sick leave per year. A day shall be credited based upon the number of hours that the employee works on a daily basis.

Subd. 2. Annual sick leave shall accrue at the beginning of the fiscal year. Employees using sick days in excess of those earned and accredited to their account shall have compensation for those excess days used withheld from their pay.

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

Subd. 4. Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness, which prevented his/her attendance and performance of duties on that day or days. The School District may require an employee 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. In the event that a medical certificate will be required, the employee will be so advised. ~~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. 5. ~~Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.~~ **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 under eighteen (18) years old or under age 20 and still attending secondary school, 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. Up to twenty (20) days accumulated sick leave in any 12-month period will be granted for the illness or injury of the following: employee's spouse, parent, adult child, sibling, grandparent, step-parents, grandchild or spouse's mother or father (Minn. Stat. 181.9413) for reasonable periods of time as the employee's attendance with the respective relative may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury. Additional absence for severe illness may be granted at the sole discretion of the superintendent, whose decision is final and binding and is not subject to the grievance procedure.**

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 7. Sick leave pay shall be approved only upon submission on the online absence system.

Subd. 8. Each school year, it shall be the option of each bargaining unit member to contribute one (1) personal leave day to establish and maintain a paid sick leave bank up to 150 days. On or before June 1, the business office will electronically prompt bargaining unit members to indicate whether or not they wish to contribute to the sick leave bank. The paid sick leave bank shall be administered by the President of the

Association and the Superintendent. Paid sick leave days shall be available only for serious illness or injury of bargaining unit members who have exhausted all of their paid leave options. No bargaining unit member may be granted from the pool of sick leave days more than is needed to become eligible for long-term disability. Eligibility decisions are not subject to the grievance procedure.

Section 2. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the School District, under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the employee's accumulated sick leave accrual time according to the prorated portions of days of sick leave time which is used to supplement worker's compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who is receiving workers compensation payments may elect to use available sick leave for the difference between the workers compensation payment and their regular pay.

Section 3. ~~Death and Illness Leave~~ Bereavement:

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~~, **step-child**, parent, **sister, brother, parent-in-law, son or daughter-in-law, and grandchild**. 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, or significant person, and regular members of the immediate household.~~ The leave set forth in this section is non-accumulative 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, parent, children, sibling, grandparent, step-parents, grandchild, or spouse's mother or father.~~

Subd. 3. **2.** Additional absence for ~~severe illness or death~~ **bereavement** may be granted at the sole discretion of the superintendent, whose decision is final and binding and is not subject to the grievance procedure.

Section 4. Medical Leave:

Subd.1. An eligible employee who is unable to work because of illness or injury and who has exhausted all sick leave credit available or has become eligible for long-term disability compensation shall, upon request, be granted a medical leave of absence, without pay, up to six (6) months. The School District may, at its discretion, renew such leave and request for renewal shall be accompanied by a written doctor's statement. The union shall be notified of an employee granted such leave.

Subd. 2. A request for leave of absence under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to resume the employee's normal responsibilities.

Subd. 3. Any person employed to replace an employee on a medical leave shall be considered a temporary employee and shall be automatically terminated upon the return of the employee on medical leave.

Subd. 4. An employee who is disabled due to pregnancy may use their available sick leave during the time of physician-determined disability unless the employee is on child care leave.

Section 5. 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/her straight time hourly rate for his/her regular scheduled hours of work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

Section 6. 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 7. 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 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 8. Military Leave: Military leave shall be granted to employees covered by this Agreement pursuant to applicable Minnesota Statutes.

Section 9. General Leave:

Subd. 1. Full-time and regular part-time employees in the School District may apply in writing 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.

Section 10. Personal Leave

Subd. 1. Effective July 1, ~~2014~~, **2016**, employees who are in their first year of employment with the school district shall be eligible for one (1) day of personal leave. Employees in their second year of employment with the School District and thereafter shall be eligible for two (2) days of personal leave per year. Personal leave shall be allowed to accumulate to a total of four (4) days.

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

A personal leave day normally shall not be granted for the day preceding or the day following holidays or vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year. Exceptions may be made with the approval of the superintendent.

Personal leaves shall not be granted during parent conference days, in-service days or other days when it is critical that the employee be in attendance.

Personal leave requests may be denied on a particular day if other employees in the same unit/department have already been granted personal leave which would be disruptive of the functioning of the particular program/department.

Subd. 3. At the beginning of each employment year, employees will be credited with the number of days of personal leave specified in Section ~~10~~, Subd. 1, herein. Those employees who have accumulated three (3) days of personal leave or more prior to the beginning of any year shall receive a lump sum payment of \$100.00 for each day beyond four for which they become eligible in lieu of being granted additional days beyond four.

Subd. 4. Usage of personal leave shall be requested as early as practicable.

Section 11. Eligibility: Full-time and permanent part-time employees regularly employed by the School District who meet the conditions of Article IV, Section 2 for inclusion in the unit, shall be eligible for leaves of absence as outlined in this Article on a pro rata basis for their work week based on the forty (40) hour week. Employees employed for a lesser period of time shall not be entitled to any benefits under this Article.

Section 12. Insurance Application:

Subd. 1. An employee shall be eligible for insurance contributions as provided in Article X 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 11, Subd. 1~~, **Section 1, Subd. 1**, of this Article.

Subd. 2. An employee shall not be eligible for School District contributions for insurance programs as outlined in Article X 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 11, Subd. 1~~, **Section 1, Subd. 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 Section 11, ~~Subd. 1~~, 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.

Section 13. Return From Leave: An employee returning from a leave pursuant to this Article, shall be reemployed in the employee's former position or one of like level in pay for which the employee was qualified prior to the leave, provided that the employee returns on the date approved by the School District. Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the School District.

Section 14. 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 15. Accrued Benefits - Paid Leaves: An employee on an extended leave where compensation is involved, including sick leave and worker's compensation shall be eligible for 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 worker's compensation or long-term disability insurance.

ARTICLE XIII VACATION LEAVE

Section 1. Eligible Employee: Full-time and permanent part-time employees regularly employed by the School District who meet the conditions of Article IV, Section 2, for inclusion in the unit, shall be eligible for vacation as outlined in this Article. A day shall be credited based upon the number of hours per day that the employee works on a regular basis.

Section 2. Vacation Earned: Commencing in the second year of employment, an employee shall receive vacation days as part of their assigned number of duty days, which shall accrue at the beginning of the school year. The employee shall request, in writing, the specific day(s) to be used as vacation, which request shall be subject to approval by the employee's supervisor, based upon the needs of the School District. The following work day schedule will be applied to determine the number of vacation days assigned.

215 days to 235 days – 5 vacation days
194 days to 214 days – 4 vacation days
173 days to 193 days – 3 vacation days
152 days to 172 days – 2 vacation days
131 days to 151 days – 1 vacation day

ARTICLE XIV DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD

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

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, subject to the grievance procedure.

Section 3. Trial Period, Change of Classification: An employee transferred or promoted to a different classification shall serve a trial period of two (2) months in any such new classification. During this two (2) month trial period, if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to his/her former classification. However, upon the mutual consent of the School District and the union, this trial period may be extended for an additional one (1) month.

ARTICLE XV VACANCIES AND JOB POSTING

Section 1. Posting of Vacancies: All permanent position vacancies will be posted for a one (1) week period in all buildings with an ISD 917 clerical position. A permanent position vacancy is defined as one lasting more than six (6) months. A permanent position vacancy may be filled temporarily pending completion of posting and application procedures.

Section 2. Application for Vacancies: All employees under this Agreement, including those on layoff status, may submit application in writing for any vacancy which is posted pursuant to this Article.

Section 3. Mailed Notice: Employees of the unit desiring to be personally notified of any vacancies occurring within the unit may provide a stamped, self-addressed envelope. If the personnel office of the School District is provided with such an envelope on file when a vacancy is posted, the School District will automatically forward the vacancy notice to the employee.

Section 4. Notice of Filling a Vacancy: Notice of the candidate selected to fill a vacancy shall be posted in all buildings.

Section 5. Filling of Vacancies: In filling a vacancy within the appropriate unit, the School District will first consider the applications of qualified employees of the unit who have made application. Determination and assessment of qualifications shall be as determined by the School District. In cases of promotion, the seniority of the employee shall be considered and applied, along with other relevant factors. If qualifications are substantially equal, as determined by the School District, the senior employee shall be given preference. An unsuccessful candidate may seek review of the matter providing a written appeal is made to the superintendent within ten (10) days after notice has been posted. However, the decision of the superintendent shall be final and binding and such decision shall not be subject to the grievance procedure.

Section 6. Administrative Transfers: ~~Seniority and posting shall not apply in lateral transfer involving permanent employees. Transfer of this nature will be discussed with the union prior to final disposition.~~ **Voluntary Administrative Transfers: Seniority and posting shall**

not apply in voluntary transfers involving permanent employees in the union within the same position description category. Position description categories are Information Management I, Information Management II, Information Management III, Administrative Assistant I, Administrative Assistant II, and Administrative Assistant III. Transfers of this nature will be discussed with the union prior to final disposition.

Section 7. Involuntary Administrative Transfers:

Subd. 1. Notice of involuntary administrative transfer within the same position description category shall be given to the employee as soon as practicable. A list of open positions in the bargaining unit shall be made available to employees being involuntarily transferred.

Subd. 2. Involuntary transfers will be given to the least senior employee in the position description category, subject to the employee's ability to perform the essential functions of the assignment.

Subd. 3. Employees not selected for vacant or open positions or employees being involuntarily transferred shall, upon written request, be afforded an opportunity to meet with the Superintendent regarding such decision.

Subd. 4. Notwithstanding the provisions of this Article, it is understood and agreed that the final choice relating to position assignment decisions remains at the discretion of the School District.

Section 8. New Positions. In the event the School District creates new positions in the union bargaining unit that are not covered by the present classification structure in the Agreement, prior to establishing the position, the School District shall notify the Union Business Representative, with a copy to the ISD 917 Local Steward, by US Mail, facsimile or e-mail of the compensation to be paid for such position. In the event of disagreement, the union shall have the right to meet and negotiate pursuant to PELRA on the compensation for such position. For purposes of this position, and in the event of impasse, the impasse procedures of PELRA may be utilized.

Section 9. Notifications. Notwithstanding Article VIII, Section 4 of the Agreement, the School District will not hire union bargaining unit members who are new to the District above the lowest paid employee in the classification within the salary schedule without notifying the Union Business Representative with a copy to the ISD 917 Steward by US Mail, facsimile or e-mail prior to making the wage offer. Initial compensation for a new employee hire of this nature within the union will be discussed with the union prior to final disposition.

ARTICLE XVI
SENIORITY AND LAYOFF

Section 1. Recognition:

Subd. 1. The parties to this Agreement recognize the principle of seniority in the application of this Agreement within classifications concerning layoff and shift preference.

Subd. 2. Seniority is defined as the length of continuous service, both part-time and full-time, in the School District in the appropriate unit commencing on the most recent date an employee began work in a position within the unit. There shall be one master seniority list. Such list shall contain names and seniority dates of all employees within the unit in the order of their seniority.

Subd. 3. The seniority list shall be updated twice a year, on January 1st and July 1st. Seniority status on that date shall prevail for six (6) months.

Subd. 4. In computing employee seniority, continuous part-time employment shall be prorated as it relates to full-time employment and included in the full-time employment seniority computation.

Section 2. Date: Employees within the appropriate unit shall acquire seniority upon completion of the probationary period as defined in this Agreement and upon acquiring seniority, the seniority date shall relate back to the most recent date of employment within the appropriate unit and shall be accumulative only within this appropriate unit. If more than one employee is hired on the same date, seniority shall be determined by lot.

Section 3. Employees Leaving Unit: Employees who leave this unit but remain in the employ of the School District will retain seniority accrued while a member of the unit, but will not accrue additional seniority until returning to the unit. Such accrued seniority rights may be exercised to return to the bargaining unit only if their non-unit position with the School District has been eliminated.

Section 4. Layoff: The parties agree that seniority within the collective bargaining unit shall be the basis for reductions in staff. If a reduction of the office and clerical staff is necessary due to economic or other reasons and one or more employees are to be laid off, the employee(s) so affected may first accept any open permanent position(s) within one (1) calendar week of the date of notification by the District. If no such position is available or accepted, the affected employee may accept the layoff or elect to replace: (1) the employee with the least seniority in the same classification provided the employee is qualified to satisfactorily perform the duties of such position, or (2) in the event the duties of the employee with least seniority are greatly

dissimilar to those of the affected employee, the affected employee may replace the next least senior employee in the same classification provided the employee is qualified to satisfactorily perform the duties of such position. For purposes of this paragraph, the School District shall determine whether or not positions are greatly dissimilar and any grievance related to this question may be processed by an employee only through the School Board review as provided in Section 6 of this Article. On this issue the decision of the School Board shall be final and binding and such decision may not be appealed to the arbitrator.

In the event no such replacement opportunity exists in the same classification, the affected employee may elect to replace the employee with the least seniority in the next or successively lower classification, provided the employee is qualified to satisfactorily perform the duties of such position.

Subd. 1. In the event of a demotion as a result of bumping or other circumstances, an employee so demoted shall be compensated on the same step on the salary schedule as occupied prior to the demotion in the new classification.

Subd. 2. Notice of such layoffs shall be given at least two (2) weeks before the scheduled layoff, except twenty-four (24) hours in cases of emergency, including labor disputes, or at the sole discretion of the District shall receive ten (10) days pay in lieu thereof.

Subd. 3. Employees shall be recalled in order of seniority for a position within the same classification held prior to layoff or a lower classification for which qualified. If a position becomes available for a qualified employee on layoff, the School District shall mail by certified mail the notice to such employee who shall have seven (7) calendar days from the date of mailing of such notice to accept the reemployment. If written acceptance is not received by the district within such seven (7) calendar day period, it shall constitute a waiver on the part of such employee to any further rights of employment or reinstatement and (the employee) shall forfeit any future reinstatement or employment rights. The employee must accept the first offer of rehiring at same classification from which the employee was laid off or the employee shall be removed from the recall list. The employee may refuse an offer for a lower classification position without losing recall rights to a position at the same classification from which the employee was laid off. However, once an employee is offered a lower classification position and refuses such offer, only higher classification positions need be offered.

Subd. 4. An employee recalled and reinstated shall receive the rate of pay corresponding to the step the employee was receiving at the time of layoff and in the classification of the new position to which recalled.

Subd. 5. All employees on the layoff list should be considered for all openings for which qualified prior to hiring a person not employed by the School District.

Subd. 6. An employee on layoff shall retain his/her seniority and right to recall within classification in seniority order for a period of one (1) year after the date of layoff.

Section 5. Loss of Seniority: Seniority shall be lost due to resignation, discharge for cause, failure to return from layoff in the time required, or absence for any reason for more than one (1) year.

ARTICLE XVII 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 thirty-five (35) days.

Section 3. Method of Pay-out:

- a. Subject to the limitations listed below, the School District will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403(b) 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 has agreed 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 XVIII 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 the specific provisions 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 or within twenty (20) days of the date the employee(s) through use of reasonable diligence, should have had knowledge of such event. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee 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 with 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, 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 notify 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 11 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 Bureau of Mediation Services to appoint an arbitrator, pursuant to Minn Stat. § 179A.21, Subd. 2, 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. Submission of Grievance Information: Upon appointment of the arbitrator, the parties shall provide the arbitrator the submission of the grievance which shall include the following:

- a. The issues involved.
- b. Statement of the facts.
- c. Position of the grievant.
- d. The written documents relating to Section 5 of this grievance procedure.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such a person or persons 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. 6. 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 by in the PELRA.

Subd. 7. 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. 8. 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.

Subd. 9. 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 XIX MISCELLANEOUS

Section 1. Tax Sheltered Annuity: The employer will make available to employees a tax shelter annuity program pursuant to Minn. Stat. §123.25, Subd. 12, and School Board policy.

Section 2. Union Stewards: The employer recognizes the right of the union to designate job stewards or job committees from the employees to handle such union business as may from time to time be delegated to such stewards or committee by the union.

Section 3. Notice to Union: The Union Business representative and ISD 917 Local ~~President~~ **Steward** shall be notified via e-mail relative to layoffs, leaves of absence, job postings, job titles by levels, job descriptions, and the semi-annual seniority list.

~~Section 4. New Positions: In the event the School District creates new positions in the appropriate unit that are not covered by a present classification structure in the Agreement, prior to establishing the position, the School District shall notify the Union Business Representative, with a copy to the ISD 917 Local president, by U.S. Mail, facsimile or e-mail of the compensation to be paid for such position. In the event of disagreement, the union shall have the right to meet and negotiate pursuant to PELRA on the compensation for such position. For purposes of this position, and in the event of impasse, the impasse procedures of PELRA may be utilized.~~

~~Section 5: The School District will not hire clerical unit members who are new to the District above the lowest paid employee in the classification within the salary schedule without notifying the Union Business Representative with a copy to the ISD 917 Steward by U.S. Mail, facsimile or e-mail prior to making the wage offer.~~

Section 6. 4. Pay Days: Regularly employed part-time and full-time employees shall be paid twice monthly.

Section 7. 5. Temporary Assignments: An employee who is temporarily assigned by the School District the major duties and responsibilities of another employee at a higher level shall receive an additional twenty-five cents (.25) per hour if assigned to such position five (5) or more consecutive days, retroactive to the first day.

ARTICLE XX DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect from July 1, ~~2014, 2016~~, through June 30, ~~2016-2018~~. It is understood that in the event Agreement negotiations extend beyond June 30, ~~2016,2018~~, salary increases shall be held in abeyance until ratification of a new Agreement occurs. 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) calendar 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 exclusive representative. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School Board policies, rules or regulations, concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement, except if mutually agreed by the parties.

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 provisions of this Agreement or the application of any provision thereof.

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

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 12
AFL-CIO, CLC

INTERMEDIATE SCHOOL DISTRICT
NO. 917

Negotiating Committee

Chair

Business Representative

Clerk

Dated: _____

Dated: _____

2014-2015 Account Clerk Salary Schedule

-	Acct. Payable Clerk	Acct. Receivable Clerk
SAFE Points	141-181	223-263
Step 1	18.41	20.09
Step 2	18.78	20.50
Step 3	19.15	20.91
Step 4	19.54	21.32
Step 5	19.93	21.75
Step 6	20.33	22.19
Step 7	20.73	22.63
Step 8	21.15	23.08
Step 9	21.57	23.54
Step 10	22.00	24.01
Step 11	22.44	24.49
Step 12	22.89	24.98
Step 13	23.35	25.48
Step 14	23.82	25.99
Step 15	24.29	26.51
Step 16	24.78	27.04
Step 17	25.27	27.58
Step 18	25.78	28.14

2015-2016 Account Clerk Salary Schedule

-	Acct. Payable Clerk	Acct. Receivable Clerk
SAFE Points	141-181	223-263
Step 1	18.78	20.50
Step 2	19.15	20.91
Step 3	19.54	21.32
Step 4	19.93	21.75
Step 5	20.33	22.19
Step 6	20.73	22.63
Step 7	21.15	23.08
Step 8	21.57	23.54
Step 9	22.00	24.01
Step 10	22.44	24.49
Step 11	22.89	24.98
Step 12	23.35	25.48
Step 13	23.82	25.99
Step 14	24.29	26.51
Step 15	24.78	27.04
Step 16	25.27	27.58
Step 17	25.78	28.14
Step 18	26.30	28.70

2014-2015 Information Management Salary Schedule

-	Info. Mgt. I	Info. Mgt. II	Info. Mgt. III
SAFE Points	100-140	141-181	182-222
Step 1	17.20	18.41	19.90
Step 2	17.54	18.78	20.30
Step 3	17.89	19.15	20.70
Step 4	18.25	19.54	21.12
Step 5	18.61	19.93	21.54
Step 6	18.99	20.33	21.97
Step 7	19.37	20.73	22.41
Step 8	19.75	21.15	22.86
Step 9	20.15	21.57	23.32
Step 10	20.55	22.00	23.78
Step 11	20.96	22.44	24.26
Step 12	21.38	22.89	24.74
Step 13	21.81	23.35	25.24
Step 14	22.25	23.82	25.74
Step 15	22.69	24.29	26.26
Step 16	23.15	24.78	26.78
Step 17	23.61	25.27	27.32
Step 18	24.08	25.78	27.87
Step 19	24.56	26.30	28.42
Step 20	25.05	26.82	28.99

2015-2016 Information Management Salary Schedule

-	Info. Mgt. I	Info. Mgt. II	Info. Mgt. III
SAFE Points	100-140	141-181	182-222
Step 1	17.54	18.78	20.30
Step 2	17.89	19.15	20.70
Step 3	18.25	19.54	21.12
Step 4	18.61	19.93	21.54
Step 5	18.99	20.33	21.97
Step 6	19.37	20.73	22.41
Step 7	19.75	21.15	22.86
Step 8	20.15	21.57	23.32
Step 9	20.55	22.00	23.78
Step 10	20.96	22.44	24.26
Step 11	21.38	22.89	24.74
Step 12	21.81	23.35	25.24
Step 13	22.25	23.82	25.74
Step 14	22.69	24.29	26.26
Step 15	23.15	24.78	26.78
Step 16	23.61	25.27	27.32
Step 17	24.08	25.78	27.87
Step 18	24.56	26.30	28.42
Step 19	25.05	26.82	28.99
Step 20	25.55	27.36	29.57

2014-2015 Admin. Assistant Salary Schedule

-	Admin. Asst. I	Admin. Asst. II	Admin. Asst. III
SAFE Points	80-120	121-161	162-202
Step 1	17.02	18.23	19.70
Step 2	17.36	18.59	20.09
Step 3	17.71	18.96	20.49
Step 4	18.07	19.34	20.90
Step 5	18.43	19.73	21.32
Step 6	18.80	20.12	21.75
Step 7	19.17	20.53	22.18
Step 8	19.55	20.94	22.62
Step 9	19.95	21.36	23.08
Step 10	20.35	21.78	23.54
Step 11	20.75	22.22	24.01
Step 12	21.17	22.66	24.49
Step 13	21.59	23.12	24.98
Step 14	22.02	23.58	25.48
Step 15	22.46	24.05	25.99
Step 16	22.91	24.53	26.51
Step 17	23.37	25.02	27.04
Step 18	23.84	25.52	27.58
Step 19	24.31	26.03	28.13
Step 20	24.80	26.55	28.69

2015-2016 Admin. Assistant Salary Schedule

-	Admin. Asst. I	Admin. Asst. II	Admin. Asst. III
SAFE Points	80-120	121-161	162-202
Step 1	17.36	18.59	20.09
Step 2	17.71	18.96	20.49
Step 3	18.07	19.34	20.90
Step 4	18.43	19.73	21.32
Step 5	18.80	20.12	21.75
Step 6	19.17	20.53	22.18
Step 7	19.55	20.94	22.62
Step 8	19.95	21.36	23.08
Step 9	20.35	21.78	23.54
Step 10	20.75	22.22	24.01
Step 11	21.17	22.66	24.49
Step 12	21.59	23.12	24.98
Step 13	22.02	23.58	25.48
Step 14	22.46	24.05	25.99
Step 15	22.91	24.53	26.51
Step 16	23.37	25.02	27.04
Step 17	23.84	25.52	27.58
Step 18	24.31	26.03	28.13
Step 19	24.80	26.55	28.69
Step 20	25.30	27.08	29.27

2016-2017 Account Clerk Salary Schedule

	Acct. Payable Clerk	Acct. Receivable Clerk
SAFE Points	141-181	223-263
Step 1	19.15	20.91
Step 2	19.54	21.32
Step 3	19.93	21.75
Step 4	20.33	22.19
Step 5	20.73	22.63
Step 6	21.15	23.08
Step 7	21.57	23.54
Step 8	22.00	24.01
Step 9	22.44	24.49
Step 10	22.89	24.98
Step 11	23.35	25.48
Step 12	23.82	25.99
Step 13	24.29	26.51
Step 14	24.78	27.04
Step 15	25.27	27.58
Step 16	25.78	28.14
Step 17	26.30	28.70
Step 18	26.82	29.27
Step 19	27.36	29.86
Step 20	27.91	30.45

2017-2018 Account Clerk Salary Schedule

	Acct. Payable Clerk	Acct. Receivable Clerk
SAFE Points	141-181	223-263
Step 1	19.54	21.32
Step 2	19.93	21.75
Step 3	20.33	22.19
Step 4	20.73	22.63
Step 5	21.15	23.08
Step 6	21.57	23.54
Step 7	22.00	24.01
Step 8	22.44	24.49
Step 9	22.89	24.98
Step 10	23.35	25.48
Step 11	23.82	25.99
Step 12	24.29	26.51
Step 13	24.78	27.04
Step 14	25.27	27.58
Step 15	25.78	28.14
Step 16	26.30	28.70
Step 17	26.82	29.27
Step 18	27.36	29.86
Step 19	27.90 ³³	30.45
Step 20	28.47	31.06

2016-2017 Information Management Salary Schedule

	Info. Mgt. I	Info. Mgt. II	Info. Mgt. III
SAFE Points	100-140	141-181	182-222
Step 1	17.89	19.15	20.70
Step 2	18.25	19.54	21.12
Step 3	18.61	19.93	21.54
Step 4	18.99	20.33	21.97
Step 5	19.37	20.73	22.41
Step 6	19.75	21.15	22.86
Step 7	20.15	21.57	23.32
Step 8	20.55	22.00	23.78
Step 9	20.96	22.44	24.26
Step 10	21.38	22.89	24.74
Step 11	21.81	23.35	25.24
Step 12	22.25	23.82	25.74
Step 13	22.69	24.29	26.26
Step 14	23.15	24.78	26.78
Step 15	23.61	25.27	27.32
Step 16	24.08	25.78	27.87
Step 17	24.56	26.30	28.42
Step 18	25.05	26.82	28.99
Step 19	25.55	27.36	29.57
Step 20	26.07	27.90	30.16

2017-2018 Information Management Salary Schedule

	Info. Mgt. I	Info. Mgt. II	Info. Mgt. III
SAFE Points	100-140	141-181	182-222
Step 1	18.25	19.54	21.12
Step 2	18.61	19.93	21.54
Step 3	18.99	20.33	21.97
Step 4	19.37	20.73	22.41
Step 5	19.75	21.15	22.86
Step 6	20.15	21.57	23.32
Step 7	20.55	22.00	23.78
Step 8	20.96	22.44	24.26
Step 9	21.38	22.89	24.74
Step 10	21.81	23.35	25.24
Step 11	22.25	23.82	25.74
Step 12	22.69	24.29	26.26
Step 13	23.15	24.78	26.78
Step 14	23.61	25.27	27.32
Step 15	24.08	25.78	27.87
Step 16	24.56	26.30	28.42
Step 17	25.05	26.82	28.99
Step 18	25.55	27.36	29.57
Step 19	26.07	27.90	30.16
Step 20	26.59	28.46	30.77

2016-2017 Admin. Assistant Salary Schedule

	Admin. Asst. I	Admin. Asst. II	Admin. Asst. III
SAFE Points	80-120	121-161	162-202
Step 1	17.71	18.96	20.49
Step 2	18.07	19.34	20.90
Step 3	18.43	19.73	21.32
Step 4	18.80	20.12	21.75
Step 5	19.17	20.53	22.18
Step 6	19.55	20.94	22.62
Step 7	19.95	21.36	23.08
Step 8	20.35	21.78	23.54
Step 9	20.75	22.22	24.01
Step 10	21.17	22.66	24.49
Step 11	21.59	23.12	24.98
Step 12	22.02	23.58	25.48
Step 13	22.46	24.05	25.99
Step 14	22.91	24.53	26.51
Step 15	23.37	25.02	27.04
Step 16	23.84	25.52	27.58
Step 17	24.31	26.03	28.13
Step 18	24.80	26.55	28.69
Step 19	25.30	27.08	29.27
Step 20	25.80	27.63	29.85

2017-2018 Admin. Assistant Salary Schedule

	Admin. Asst. I	Admin. Asst. II	Admin. Asst. III
SAFE Points	80-120	121-161	162-202
Step 1	18.07	19.34	20.90
Step 2	18.43	19.73	21.32
Step 3	18.80	20.12	21.75
Step 4	19.17	20.53	22.18
Step 5	19.55	20.94	22.62
Step 6	19.95	21.36	23.08
Step 7	20.35	21.78	23.54
Step 8	20.75	22.22	24.01
Step 9	21.17	22.66	24.49
Step 10	21.59	23.12	24.98
Step 11	22.02	23.58	25.48
Step 12	22.46	24.05	25.99
Step 13	22.91	24.53	26.51
Step 14	23.37	25.02	27.04
Step 15	23.84	25.52	27.58
Step 16	24.31	26.03	28.13
Step 17	24.80	26.55	28.69
Step 18	25.30	27.08	29.27
Step 19	25.80	27.63	29.85
Step 20	26.32	28.18	30.45

AGREEMENT

between

INTERMEDIATE SCHOOL DISTRICT NO. 917

and

DISTRICT 917
SPECIAL EDUCATION PROGRAM ASSISTANTS FEDERATION
LOCAL #4242 - AFT, NEA, EDUCATION MINNESOTA, AFL-CIO

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

Effective July 1, 2016, through June 30, 2018

Board Approved

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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 District No. 917 Special Education Program Assistants' Federation, Local 4242 - 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 District 917 Special Education Program Assistants' Federation (hereinafter referred to as employees) 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 District #917 Special Education Program Assistants' Federation Local #4242 - AFT, NEA, Education Minnesota, AFL-CIO as the exclusive representative of special education assistants 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 special education assistants of the district as defined in this Agreement and in the PELRA.

Section 3. Exclusive Representative Leave Time

Subd. 1. When negotiating sessions are scheduled between the exclusive representative and the school district or with a state mediator, or arbitrator, during school hours, two (2) members of the union's negotiation team will be released from their regular responsibilities for this purpose without any loss of pay. An additional two (2) union negotiation team members will be released from duty without loss of pay with reimbursement to the district by Local #4242 for the total amount of the cost of substitutes (including FICA) for the additional team members. Union negotiation team members beyond four (4) may be approved by the Superintendent to be released from duty without loss of pay with reimbursement to the district by local #4242 for the total cost of substitutes (including FICA) for the additional union team members.

Subd. 2. When an employee 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 union representation will be on an as needed basis 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.

Subd. 3. At the beginning of each school year, Local #4242 shall be credited with ~~23~~ 35 hours to be used at the discretion of the Local for the purpose of conducting its duties as exclusive representative. Local #4242 has the option of purchasing additional hours at the regular hourly rate (including FICA) for a substitute employee. In all cases, Local #4242 shall have the responsibility to arrange for a substitute employee following district procedures for reporting an absence and the

need for a substitute employee. It is agreed that if, for whatever reason, a substitute is not available on the day for which exclusive bargaining leave is requested, Local #4242 will reimburse the district for all costs related to the absence.

Subd. 4. The School District shall, upon written request by the union, afford reasonable time off without pay to elected officers or appointed representatives of the union for the purposes of conducting the duties of the union. The three (3) days notice may be waived by the Superintendent.

Subd. 5. In all cases, exclusive bargaining leave described in Subd. 3 must be approved by the superintendent at least three (3) days in advance of the proposed day of absence. The superintendent's decision will be based upon the availability of a substitute and the needs of the district.

ARTICLE III DEFINITIONS

Section 1. Special Education Assistants: Special education assistants shall mean all employees employed by the School District and assigned responsibilities of special education assistant, 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. Assistants Assignment Descriptions:

Subd. 1. Program Assistant: Under the direction of licensed staff, a program assistant supports the daily functions of the assigned program and work site. The assignment may be a classroom or classrooms or other program support function.

Subd. 2. Student Assistant: (One to one.) Under the direction of licensed staff, an SA supports the needs of a specific student as assigned throughout the work day.

Subd. 3. Classroom Assistant: A CA is assigned to a specific classroom and need is determined by rule or placement recommended staff to student ratio. Under the direction of licensed staff, a CA supports the various needs of students in a classroom as assigned throughout the day.

Section 3. Temporary Work Agreement: Student Assistants are hired as per a Temporary Work Agreement. All terms and conditions of employment described in this Agreement shall apply to Student Assistants hired on a Temporary Work Agreement, with the exception of Articles X, XI, and XII.

Section 4. 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 employer's personnel policies affecting the working conditions of the employees, subject to the provisions of M.S. 179A.07 regarding the rights of public employers and the scope of negotiations.

Section 5. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE IV EMPLOYEE RIGHTS

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

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the School 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, E-mail and Inter-School Mail: The union shall have the right to usage of such School District buildings, equipment, facilities, e-mail 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. Disciplinary Meetings: The district will provide the employee notice prior to the meeting that it may or will lead to disciplinary action. All meetings will be scheduled during the employee's normal work day. Should it be necessary for a meeting to be scheduled outside a normal work day, a minimum of a 24-hour notice will be given and compensation for attendance at the meeting will be at the expense of the school district. There shall be no retribution for an employee's inability to attend a meeting scheduled outside the normal work day without a 24-hour notice.

Section 6. Right to Dues Check Off: The union has the right under PELRA to request dues deductions be withheld for each eligible employee working during a given school year. Such requests shall be in writing on a form provided by the Union and delivered to the payroll office no later than ten (10) days prior to each payroll deduction date. Pursuant to such authorization, the School District shall ~~deduct from each regular semi-monthly salary check for the employee, each month.~~ **deduct the amount requested by the union from each regular semi-monthly check.** Deductions of such dues requested on the Union form shall begin on the payroll following the submission of Union's request to payroll. The last payment deduction shall be on or before June 30 each fiscal year. Request by the employee to cease dues deductions submitted in writing to the School District office shall be honored and dues deductions ceased as of such written notice. The school district will notify the Union within three (3) days of receipt of such request.

Section 7. Personnel Files:

Subd. 1. All evaluations and files generated with the School District relating to each employee 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. An employee may grieve a written document placed in the employee's file by the School District on the grounds that the material is false or substantially inaccurate. If it is found that the written document is false or substantially inaccurate, such false or inaccurate statements shall be deleted from the employee's file.

Subd. 2. A written evaluation must be reviewed with the employee prior to placement in the employee's personnel file. The employee may include a written response to the evaluation which will also be placed in the employee's personnel file.

Subd. 3. Employees shall be evaluated according to School Board policy. The use and function of the evaluation form will be thoroughly explained to the employees and the supervisors.

Subd. 4. Formal observations shall be conducted openly with full knowledge of the employee. Formal observations, conferences and evaluations shall be conducted by supervisors. Formal evaluations shall be written on the district approved evaluation forms. Non-probationary employees shall receive a performance appraisal at a minimum of once per academic year and it will be reviewed with the employee prior to April 1.

Subd. 5. Additionally, the School District may include the School District's documentation of employee conduct that may be contrary to School District policies, rules or directions. Such conduct could be positive or negative. The School District maintains its right to comply with its obligations under all laws, rules or regulations pertaining to employee conduct and requirements.

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.

Section 9. Meet and Confer. Upon written request by the Union, the School District shall meet and confer on items not covered by this agreement, pursuant to PELRA. **A meet and confer meeting shall be held each year prior to the April school board meeting to review the next year's Calendar Development Committee's recommended calendar option. The meeting topic will be to review the potential dates for the second staff in-service day on the district calendar.**

**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 non-teaching 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.

Section 4. New Employee Placement. Initial placement on the salary schedule as recommended by the administration shall be disclosed in writing to the employee at the time of initial employment, along with a copy of the current master agreement.

ARTICLE VI HOURS OF SERVICE - LENGTH OF SCHOOL YEAR

Section 1. Basic Day: The basic day, exclusive of lunch, for a full-time employee, shall be six (6) to eight (8) hours per day as annually determined by the School District prior to July 1. However, the School District may employ such part-time employees as it deems appropriate. The hours indicated in the July 1 document shall not be changed during the contract year except as mutually agreed between the employee and the district. The notice of assignment document will be available on the district website and shall be mailed to each employee via U.S. mail to the address on file with the human resources office.

For employees employed after July 1, the "Employee Status Change Form" shall specify the number of hours per day that the employee is scheduled to work. No changes in this hourly work schedule shall be made without mutual agreement even when the work location or specific assignment change involves a change in hours. In the event that an employee is transferred to a position that requires fewer hours per day or week than the previous position, an additional assignment will be determined so that the employee is not reduced in hours for the remainder of the school year.

Subd. 1. Employees working six (6) or more hours per day shall receive a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon, or one 30-minute break at a time determined by the supervisor, with the morning break beginning no sooner than one-half hour after the start of the student contact day. Employees working at least four hours but less than 6 hours shall receive one 15-minute break, at a time determined by the supervisor with no break beginning sooner than one-half hour after the start of the student contact day.

Section 2. Duty Year: The duty year for full-time employees under this Agreement shall be as annually determined by the School District prior to July 1, but not less than the number of student days plus one additional day as described in Subd. 1, below. The School District may employ such part-time employees as it deems appropriate.

Subd. 1. Beginning with the 2017-2018 calendar, the **two** extra days will be scheduled in whole or in part by administration to provide any number of preparation, training, or team meeting opportunities. ~~At least ½ (one-half) of the~~ **One** day must be scheduled prior to the start of the school year for the purpose of preparing for the upcoming year.

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 day(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. School closings and the payroll implications of such closings shall be determined by the provisions of District Policy 466 "Provisions for the Closing of Schools Due to Inclement Weather or Other Exigency."

Section 4. Certain Absences. Employees 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.

Section 5. Employees sent home due to student attendance.

Program Assistant: A PA's anticipated hours of work are assigned by July 1st prior to the following school year or at time of hire. Daily student attendance in the PA's assigned classroom or area may affect the area a PA will be expected to work their assigned hours. A PA will not be sent

home due to daily attendance of students. A PA would only work a reduced number of hours on a given day if they volunteer to do so.

Student Assistant: Daily attendance of an SA's assigned student may result in a decrease of the expected amount of hours an SA is assigned each day. SA's will not be sent home before three hours of an unexpected student absence. An administrator or designee may make available to an SA a reassignment for the remainder of the day in an area of need throughout the district. When expected absences of a student assigned to an SA is substantiated, the SA may notify a District designee of their availability to be a substitute.

Classroom Assistant: Daily attendance of students in a CA's assigned classroom may result in a decrease of the expected amount of hours a CA is assigned each day. CA's will not be sent home before three hours of an unexpected student absence. An administrator or designee may make available to a CA a reassignment for the remainder of the day in an area of need throughout the district. When expected absences of students from the CA's assigned classroom is substantiated, the CA may notify a District designee of their availability to be a substitute.

**ARTICLE VII
BASIC SALARIES**

Section 1. Basic Salaries: Employees shall be compensated during the two years of this agreement as provided herein.

Subd. 1. Effective July 1, ~~2014~~, **2016**, all employees will advance one step on Salary Schedule A over their placement as of June 30, ~~2014~~-**2016**.

Subd. 2. Effective July 1, ~~2015~~, **2017**, all employees will advance one step on Salary Schedule B over their placement as of June 30, ~~2015~~. **2017**.

Subd. 3. 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. 4. Longevity: Effective July 1, ~~2014~~, **2016**, employees shall receive a longevity salary increase beyond the rates delineated in Schedules A as follows:

In the 10 th through 11 th school year	.25/hour
In the 12 th through 14 th school year	.50/hour
In the 15 th – 17 th school year	\$1.00/hour
In the 18 th to 19 th school year	\$2.00/hour
In the 20 th to 22 nd school year	\$3.00/hour
In the 23 rd to 24 th school year	\$4.00/hour
In the 25 th to 26 th school year	\$5.00/hour
In the 27 th school year and beyond	\$5.50/hour \$6.00/hour

Effective July 1, ~~2015~~, **2017**, employees shall receive a longevity salary increase beyond the rates delineated in Schedule B as follows:

In the 10 th through 11 th school year	.25/hour
In the 12 th through 14 th school year	.50/hour
In the 15 th – 17 th school year	\$1.00/hour
In the 18 th to 19 th school year	\$2.00/hour
In the 20 th to 22 nd school year	\$3.00/hour
In the 23 rd to 24 th school year	\$4.00/hour
In the 25 th to 26 th school year	\$5.00/hour
In the 27 th school year and beyond	\$5.50/hour \$6.00/hour

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

Section 2. New Employees and Step Advancement: 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 1, if they work any days prior to the last day of the regular school calendar in their employment agreement.

Section 3. Absence of Regularly Assigned Teacher: In the event the regularly assigned classroom teacher is absent from the classroom one and one-half or more clock hours per day during student contact time, one School District designated program assistant or classroom assistant or student assistant shall receive his/her current rate of pay plus an additional ~~\$4.00~~ **\$2.00** per hour for student contact hours. When the teacher's absence is for one and a half or more hours, all consecutive hours will qualify for the additional ~~\$4.00~~ **\$2.00** dollar per hour.

Subd. 1. On a community outing/field trip when the regular classroom teacher or a substitute teacher is not in attendance for two and one-half consecutive hours or more, one School District designated employee shall receive his/her current rate of pay plus an additional \$4 per hour for student contact hours.

Subd. 2. The \$4 per hour increase does not refer to or include the time employees are out of the classroom or in the community in a job coaching assignment (Ex: Cub foods/bagging groceries, school office sorting mail).

Section 4. Extracurricular Pay

Subd. 1. Definition. For purposes of this Section, an extracurricular assignment is a work assignment outside of the regularly scheduled work day that is assigned in writing by the employee's assistant director or the director.

Subd. 2. Applicability. Extracurricular work assignments under this section may be for a variety of purposes, but do not include summer school, staff development activities or extended work year. The exception would be enrichment activities that entail overnights.

Subd. 3. Rate of Pay. Extracurricular work assignments shall be at the employee's normal hourly rate of pay for any hours worked except when the accumulated weekly work hours including regularly assigned work hours plus the extracurricular work hours exceed forty (40) hours per week. If the accumulated weekly work hours exceed forty (40), any time worked beyond forty (40) hours per week shall be paid at the rate of 1-1/2 times the normal

rate of pay, in accordance with current district overtime procedures for non-exempt employees.

Subd. 4. Volunteer Participation. In the event an employee who is not assigned to work at an extracurricular event attends the extracurricular event and chooses to participate as a volunteer, such participation must be limited to activities that are not the same as or closely related to the employee's normal work activities. For example: selling tickets, food or other items would not be closely related to the work assignment of an employee who assists teachers in the classroom. However, supervising students, officiating at a sports event involving students, or driving district vehicles to transport students or district equipment would be closely related and would not be permitted activities for these employee volunteers.

Section 5: Train the Trainer Pay: An employee who agrees to attend training, for the purpose of meeting the requirements to be qualified to be a trainer of employees, on a regular duty day or on a non-duty day or days shall be paid at their hourly rate of pay for the time spent in the training sessions. If the location of the training sessions requires travel, expense reimbursement is regulated by Board Policy 412. All such training agreements must be approved in writing by the program administrator and the Director of Special Education.

Section 6: Trainer Pay: An employee who agrees to conduct training for other staff members shall be compensated at their hourly rate of pay. For each hour of training, one hour of preparation shall also be compensated. (Example: conducting a three-hour training session will be compensated at six hours.) Subsequent training of the same content within three (3) months shall be compensated for the actual hours of training with no additional time allowed for preparation. All such training agreements must be approved in writing by the program administrator and the Director of Special Education.

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 ~~\$465~~ **\$570** 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 ~~\$520~~ **\$630** 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, ~~2016~~, **2018**, the School District shall contribute a sum not to exceed ~~\$570~~ **\$690** 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 ~~\$885~~ **\$910** 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 ~~\$910~~ **\$1160** 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, 2018, the School District shall contribute a sum not to exceed \$1360 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.** 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:

Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective July 1, ~~2014~~, **2016**, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~\$465~~ **\$550**. Effective January 1, ~~2016~~, **2017**, the total monthly contribution by the School District shall not exceed ~~\$490~~. **\$610**.

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.

The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may

access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4. Family High Deductible Coverage:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective July 1, 2014, 2016, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~\$885.~~ **\$1135. Effective January 1, 2018, 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 \$1335.**

(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. 5. Changes in Coverage under High Deductible Coverage. If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to

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

Section 3. Dental Insurance:

Subd. 1. Individual Coverage: Effective July 1, 2014, **2016**, the School District shall contribute a sum not to exceed \$75 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2. Dependent Coverage: Effective July 1, 2014, **2016**, the School District shall contribute a sum not to exceed \$135 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. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

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

Subd. 1. Benefits begin after ninety (90) calendar days of total disability.

Subd. 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 \$60,000 term-life insurance policy for each full-time employee with the individual employee effective July 1, 2014. **2016.**

Section 6. Claims Against the School District: The parties agree that any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed 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 employee 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 contribution shall cease, effective on the last working day, except as specified in Subdivisions 1 and 2 hereof.

Subd. 1. The School District shall continue its contribution to health and dental insurance costs for disabled employees until long-term disability coverage becomes effective to a maximum of three (3) calendar months following the employee's last day of work.

Subd. 2. The School District shall continue its contribution to health and dental insurance costs for employees who retire pursuant to Article XVI of this agreement for three (3) calendar months following the employee's last day of work.

Section 8. Eligibility:

Subd. 1. To be eligible for the full benefits of this Article, employees must be a regular full-time employee employed at least 1020 hours per year. Employees employed for less than 1,020 hours per year but at least 510 hours per year shall be eligible for the benefits of this Article on a pro rata basis. Employees whose start of work date would preclude compliance with the hour requirement during the remainder of the regular academic year shall, nevertheless, be deemed to meet the hour requirement provided that their work schedule is such that hours of employment would have been attained had the employee begun work at the beginning of the academic year. Short-term or intermittent employees shall not be eligible for the benefits of this Article.

Subd. 2. Employees shall be eligible during the summer months insurance benefits coverage at district expense defined in Article VIII provided they have met the 1020 hour requirement defined in Subd. 1.

**ARTICLE IX
LEAVES OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. All full-time employees in their first and second year of employment shall earn sick leave at the rate of one day for each month of service in the employment of the School District, which is equivalent to nine (9) days for each school year and beginning with their third year of employment shall earn sick leave at the rate of one and one-ninth (1-1/9) days for each month of service in the employ of the School District, which is equivalent to ten (10) days for each school year. All full-time employees shall be given a credit of nine (9) or ten (10) sick days at the beginning of each school year. Additional sick leave hours shall be awarded to employees working extended duty day assignments (exceeding 177 days/year), proportional to the number of additional days worked, rounded to the nearest hour. For purposes of this Subd. 1, summer school assignments are not considered extended duty day assignments.

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

Subd. 3. The School Board may require an employee 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 employee for sick leave is reserved to the School Board.

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

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

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

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

Subd. 8. Each year it shall be the option of each bargaining unit member to contribute in (1) one hour increments up to (7) seven hours of personal leave to a student related workers' compensation sick leave bank. On or before June 1 of each year, the business office will electronically notify bargaining unit members to indicate whether or not they wish to contribute to the student related injury workers compensation sick leave bank. The leave bank shall be administered by the President **or Vice President** of the Association and the Superintendent. The student related injury workers' compensation sick leave bank shall be used for requests from unit members for up to three (3) days of pay if the injury is of such duration that it does not provide for a Minnesota Workers' compensation wage loss benefit. ~~The school district will contribute 67.5 hours to the student related injury worker compensation sick leave bank for the 2012-2013 school year and 33.75 hours in the 2013-2014 school year to help establish the bank.~~ Eligibility decisions are not subject to the grievance procedures.

Subd. 9. Employees who use two or less sick leave days during the regular student school year will receive a \$100 stipend in their June 30 pay check. An employee must have been employed prior to October 1 to be eligible for this stipend.

Section 2. Parental Leave:

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

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

Subd. 3. The effective beginning date of such leave and its duration shall be submitted by the superintendent to the School Board for approval. The superintendent will notify the employee in writing of the Board's decision.

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. Death and Illness:

Subd. 1. Upon approval of the superintendent or his/her designee, an employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child, **grandchild**, 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, or significant person. The leave set forth in this section is non-accumulative and shall not be deducted from sick leave.

Subd. 2. Upon approval of the superintendent or his/her designee, an employee may use up to 160 hours per calendar year of accumulated sick leave for illness or injury, for the following: an employee's spouse, child, child over 18, step-child, grandchild, parent, grandparent, step-parent, sibling or significant person for which care is required for such reasonable period as the employee's attendance may be necessary. This leave will be granted under the same terms the employee is able to use sick leave benefits for their own illness. Time will be deducted from sick leave.

Subd. 3. Additional absence for severe illness or death for persons identified in Subd. 1 and Subd. 2 may be granted at the sole discretion of the superintendent whose decision is final and binding and is not subject to the grievance procedure.

Subd. 4. Absence for the severe illness or death of persons not designated in Subd. 1 or Subd. 2 may be granted at the sole discretion of the Superintendent, whose decision is final and binding and is not subject to the grievance procedure. Time used in this subdivision will be deducted from the employee's sick leave.

Section 5. Jury Duty Leave: An employee summoned for jury duty shall receive his/her regular salary but shall remit to the school district any jury duty fees received. The employee shall retain any expenses or mileage allowances paid by the court.

Section 6. Personal Leave.

Subd. 1. Eligibility.

(a) Effective July 1, 2014, **2016**, employees will receive personal leave days per the following schedule:

In School Year 1-3	1 day
In School Year 4-7	2 days
In School Year 8+	3 days

Personal leave shall be allowed to accumulate to a total of five (5) days.

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

(b) Denial of requests for the use of personal leave by the immediate supervisor may be appealed to the Superintendent.

(c) 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. (When the licensed staff duty day calendar includes a staff inservice or conference day, the day preceding or the day following are eligible for use of personal leave.)

(b) Personal leave requests may be denied on a particular day, if other employees in the same bargaining unit have already been granted personal or emergency leave which would be disruptive of the functioning of the particular program. In addition, personal leave requests will not be approved on any day which would exceed five percent (5%) of the total bargaining unit.

Subd. 3. At the beginning of each contract year, employees will be credited with the number of days of personal leave specified in Subd. 1, herein. Those employees who have accumulated three (3) days of personal leave or more prior to the beginning of any contract year shall receive a lump sum payment of \$75.00 for each day beyond five for which they become eligible in lieu of being granted additional days beyond five. Part-time employees as defined in Section 11 of this Article IX shall be paid a pro rata portion of the \$75.00 per day based upon the number of hours worked per year with 1020 hours per year constituting full-time.

Subd. 4. Employees who are assigned to extended duty days as defined in Section 1, Subd. 1, of this Article IX, shall earn additional personal leave days on a pro rata basis consistent with the number of additional days of assignment. The calculation of additional days will be based upon the actual days worked in the preceding school year (July 1 through June 30) and the number of years of service. The additional personal leave days earned will accrue to the employee in the following year. Additional time will be calculated to the nearest hour.

Subd. 5. Personal leave must normally be requested three (3) business days in advance or as soon as known. All requests with less than a three (3) business day notice will need to include the reason for the request of personal leave. Personal leave may be granted in increments of less than one full work day if approved by District designee.

Subd. 6 Personal leave accrued on the books at the time of an employee's separation from the district due to a reduction in force that is caused by an elimination of programs or reduction in enrollment shall be reimbursed to the employee at the current substitute program assistant rate of pay.

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 after an employee has been absent for (40) forty consecutive student calendar days due to an injury qualified for a Minnesota workers' compensation wage loss benefit and the employee receives workers' 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 otherwise 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 7.

Section 9. Accrued Benefits - Paid Leaves: An employee on an extended leave where compensation is involved, including sick leave and worker's 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 worker's 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. Eligibility: To be eligible for the benefits of this Article, an employee must be a full-time employee employed at least 1,020 hours per year. Bargaining unit employees employed for less than 1,020 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 two (2) calendar years from the date of (continuous) hire during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such an employee. In the event the School District terminates a probationary employee at the end of a school year and rehires the employee within four (4) months of the termination, the employee's previous probationary employment period shall be credited toward their probationary period of two (2) calendar years from the date of (continuous) hire. During the probationary period, the employee will receive two performance appraisals during each calendar year using the procedures of Board Policy 459. The first appraisal shall occur prior to December 15 and the second will occur prior to April 15.

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 subject to the grievance procedure.

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.

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.

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 official 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 may be grieved 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. 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.

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.

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.

An employee may be put on a paid leave during an investigation of concern for the District. If the investigation results in an unpaid leave, the employee's unpaid leave time will not be retroactive without mutual agreement.

Subd. 4. Termination for Cause. An employee who has passed the probationary period may be terminated for cause at the end of a school year for any of the following reasons:

- Inefficiency;
- Neglect of duty, or persistent violation of school laws, rules, regulations, or directives;
- Conduct unbecoming a employee which materially impairs the employee's educational effectiveness;
- Other good and sufficient grounds rendering the employee unfit to perform the employee's duties.

An employee will not be terminated upon one of the grounds specified in clause (1), (2), (3), or (4), unless the employee fails to correct the deficiency after being given written notice of the specific items of complaint and reasonable time within which to remedy them.

Immediate discharge. The board may discharge a non-probationary employee, effective immediately, upon any of the following grounds:

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

ARTICLE XII
SENIORITY (Program Assistant and Classroom Assistant)

Section 1. Seniority: The parties recognize the principle of seniority within classification in the application of this Agreement concerning reduction (**layoff**) 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 respective programs, areas and program skills, **position and job description**. The exercise of seniority, therefore, shall be subject to the employee's qualifications within said areas. The parties agree that Program Assistants, and Classroom Assistants constitute separate seniority classifications and accordingly, a separate seniority list will be provided for each individual classification. An employee will have rights only within their particular seniority classification under the provisions of this Article.

Section 2. Seniority Date: For purposes of this article, an employee's seniority date shall be the first ~~date of paid and~~ **work day of** continuous employment with the School District. 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 first date of continuous service~~ **employment with the School District**. If more than one employee commences ~~paid employment on~~ **has** the same **seniority** date, the tie in seniority shall be broken by lot. If an employee changes their assignment from ~~Student Assistant or Classroom Assistant to Program Assistant or Program Assistant to, Student Assistant to Classroom Assistant~~ **assistant assignment (ex: CA to PA)** their seniority date remains the first ~~date of paid~~ **work day of** continuous employment with the School District **for the purpose of seniority date and placement on seniority list**.

Subd. 1. This article does not apply to an employee holding the position of student assistant. If a student assistant accepts an assignment as a Program Assistant or Classroom Assistant, their seniority date will be the first work day of continuous employment with the school district for placement on the seniority list.

Subd. 2. An employee covered under this Article in the contract agreement may challenge their placement order (credit) on their District Seniority list. The challenge must be submitted to the office of Human Resources and Local 4242 in writing. The District will respond in writing to the employee, within 10 business days of receiving the challenge, with documented verification of first work day of continuous employment. Subd. 1 is subject to Article XIV Grievance Procedure.

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, **as defined in Section 1, hereof**.

Subd. 1. Employees projected to be affected by a reduction in force (layoff) will be notified by their immediate supervisor as soon as practicable. Official notice of ending date of employment will be sent to employee from the school district by certified mail.

Subd. 2. Employees shall be identified for reduction in force (layoff) in inverse order of seniority.

Subd. 3. An employee terminated for reduction in force (layoff), may provide the office of human resource his/her name with mailing address to receive notice of availability of positions for recall. The employee is responsible for providing current mailing address for twelve (12) months when requesting job openings through district mailings.

Section 4. Seniority Lists. Seniority lists shall be published no later than February 15 each year. The list shall indicate the employees' seniority date. The list shall be posted at each school facility and the Union shall be provided with three copies of such list.**where possible.**

Section 5: Recall:

Subd. 1. No new employees will be employed by the School District while a qualified employee is on recall for a reduction in force (layoff) as defined in Section 1 hereof. The order of recall will be determined by the seniority order of persons on recall who meet qualifications as defined in Section 1, hereof. An employee terminated due to reduction in force (layoff) shall have recall rights until June 30th of the following fiscal year.

Subd. 2. Notice of recall will be sent by certified mail to the most current address the employee has provided on file and will include program, site, hours and assignment title.

Subd. 3. Employee will have 14 calendar days upon receipt of mailing to notify School District of acceptance of position and reinstatement of employment.

Subd. 4. If recalled by District within 12 months (365 days) after the date of layoff, seniority date will be the seniority date at time of reduction in force (layoff). Article XII is subject to Article XIV Grievance Procedure.

**ARTICLE XIII
OTHER BENEFITS**

Section 1. The School District agrees to reimburse for tuitions, fees, membership and association fees which are approved in accordance with District Policy 486.

Subd. 1 Three hours or more of training, per school year, will be provided by the District. The training will be outside of opening workshops, team meetings, and classroom preparations, etc. Both the Union and School District designees will have input into the content of the job skills training. Compensation for the hours of training will be at School District expense.

Section 2. Travel Expense: Employees required by the School District to use their own vehicles in the performance of their duties shall be reimbursed for such travel at the rate as prescribed by School Board policy.

**ARTICLE XIV
GRIEVANCE PROCEDURE**

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee(s) resulting in a dispute or disagreement between the employee(s) and the School District as to the interpretation or application of terms and conditions of employment 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-five (25) days after the ~~date the event giving rise to~~ **date of notification of the event** 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 1: 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 fifteen (15) 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 II 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 Bureau of Mediation Services to appoint an arbitrator pursuant to M.S. § 179.70, Subd. 4, 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 Bureau of Mediation Services 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 D). 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 TRANSFERS, VACANCIES AND JOB POSTING

Transfer, in the context of this article, means the change in work location within Intermediate School District #917's various program sites. All transfers shall be documented in writing. A change in work assignment at the same work location is not considered a transfer under this article and is a management prerogative.

Section 1. Daily Job Site Transfer Request: For purposes of this section, a daily job site transfer request of an employee is one that is made by an administrator when there is a need on a particular day or days due to employee absences or other extenuating needs in a classroom outside of the building normally assigned. An employee may be requested to provide job coverage at a site other than their regular assigned building. When possible, an employee will be notified the day before a transfer is needed. A change of work assignment at the regular assigned building is not considered a daily job site transfer request.

Subd. 1. The employee's regular assignment work times will remain the same unless the employee and administrator mutually agree to a change in times. Hours worked that exceed the regular assignment work times will be submitted on an employee time sheet.

Subd. 2. In the event the employee's drive time from the temporary job site will exceed the normal end of day drive time and this creates a hardship for the employee, by mutual agreement with the administrator, the employee may be allowed to leave the temporary job site before the temporary job sites normal work day end time.

Subd. 3. Employee's accepting a daily job site transfer request will be reimbursed for mileage based on the round trip miles from their regular assignment job site to the

temporary job site in accordance with District Policy 412 and submission on the District Mileage Request Form. If an employee's personal vehicle is not available for travel and alternative transportation options are not possible, there will be no retribution given to the employee.

Subd. 4. Job duties at a temporary job site that require specialized training will not be expected to be performed by an employee who has not received such training. When an employee has concerns regarding their ability to meet the program needs of a temporary job site assignment, these concerns should be shared with the administrator making the request. There will be no retribution given to an employee who is not trained for the duties of other sites.

Subd. 5. When an employee decides to decline a request for a daily job site transfer, they must discuss their decision with the administrator before the daily job site transfer is finalized.

Section 2: Involuntary Transfers: Notice of involuntary transfer shall be given to the employees of the department involved as soon as practicable. A list of open bargaining unit positions in the school district shall be made available to all employees being involuntarily transferred or reassigned. Such employees may apply for positions in order of preference to which they desire to be transferred.

Section 3: Decision:

Subd. 1. The involuntary transfer will be given to the least senior employee in the site/program, whenever possible subject to the provisions of Subdivisions 2 through 4, below.

Subd. 2. Programmatic considerations, employee qualifications, and employee preference shall be used by the school district when filling vacancies, and rotating or transferring staff.

Subd. 3. Staff not selected for vacant or open positions or staff being involuntarily reassigned shall, upon written request, be afforded an opportunity to meet with the Superintendent regarding such decision.

Subd. 4. Notwithstanding the provisions of this Article, it is understood and agreed that the final choice relating to staffing decisions remains in the discretion of the School District.

Section 4: Voluntary Transfers: Voluntary transfers shall be available to all employees based on the qualifications of the individual and the needs of the district.

Subd. 1. Employees shall have the right to apply for open positions within the District for which they are qualified. Qualification shall be determined by the skills, experience, performance of the individual applying and the requirements of the position applied for. The District shall determine the qualifications required. When qualifications are equal, seniority shall be the deciding factor between several applicants. The District shall inform the union president by email as soon as the position is filled, stating employee name, program assignment, site location, hours and salary.

Subd. 2. Any employee who wishes to be considered for a transfer to a location or program when an opening becomes available may make their request to their Assistant Director in

writing with a copy to the Director. Consideration will be given to these requests based upon criteria described in Subd. 1 above and the needs of the district. When qualifications are equal, seniority may be considered.

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

Section 5: Definition, Vacancies and Job Posting: For purposes of this section, a regular vacancy is defined as one anticipated to last for more than one school year when an employee is to be added in the bargaining unit, the allocation of additional employees, or a regular position becomes available due to an employee leaving. The posting requirement shall not apply when the district is making administrative transfers or reassignments within the bargaining unit.

Vacancies for bargaining unit positions shall be posted on the district website and a notice will be sent to each employee's school e-mail. Positions will be posted for a minimum of five working days before the position is permanently filled. Each posting will include the position, hours, site assignment if known, and program assignment. Employee access to district computers will be provided during the normal work day and conditions for use are set forth in School District Policy.

Section 6: New positions or extended day/hour positions. In instances where positions providing additional hours or additional days of work or continuous employment are to be filled, preference for these positions shall be given first to the most senior qualified person applying within the program area of their normal assignment (ex: TESA within TESA) and then to the most senior qualified person applying within 917.)

Section 7. Application for Vacancies: To be considered for a vacancy posted under this Agreement, an employee must submit an application in writing.

Section 8. Mailed Notice: Employees of the unit desiring to be personally notified of any vacancies occurring within the unit must provide the personnel office with a stamped, self-addressed envelope. If such an envelope is on file when a vacancy is posted, the School District will forward the vacancy notice to the employee.

ARTICLE XVI SEVERANCE/EARLY RETIREMENT

Section 1. Eligibility: Employees who have completed at least fifteen (15) years of continuous (to be defined as including any leave approved under other sections of this contract) employment with the School District, and who are at least fifty-five (55) years of age, or have completed thirty (30) years of continuous employment 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.

Section 3. 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.

Section 4. 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 403 (b) 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 403 (b) 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 403 (b) 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 403 (b) vendor. For purposes of calculating the maximum deferral limit, the school district will provide the retiree of approved vendor with contribution information for the previous twelve (12) months of employment. The vendor had agreed to calculate the maximum deferral limit.
- E. If an employee eligible for this benefit dies before terminating employment, the benefit will be paid to the estate of the deceased.

Section 5. Cut-off Date: The benefits of this article shall not apply to a member of this group employed after July 1, 2005.

**ARTICLE XVII
403(b) MATCHING CONTRIBUTION PLAN**

Section 1. Eligibility. To be eligible for this contribution, an employee must be regularly employed at least 1,020 hours during the contract year, and such benefits shall not apply to employee's employed for a lesser time or substitute employees. An employee must be in their second school year and thus will be eligible for an employer contribution in the employee’s 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 with each successive school calendar year adding to the years of employment.

Section 2. Contribution. Effective July 1, 2014, 2016, the school district will contribute up to a maximum as listed in the following schedule, according to year of service.

School Year	Employee Matching Contribution	School District Matching Contribution	Maximum School District Contribution	Total Contribution School District and Employee
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In School Year 2-3	\$100	\$100	\$100	\$200
In School Year 4-6	\$350	\$350	\$350	\$700
In School Year 7-9	\$450	\$450	\$450	\$900
In School Year 10-12	\$600	\$600	\$600	\$1,200
In School Year 13-14	\$700	\$700	\$700	\$1,400
In School Year 15+	\$1,000	\$1,000	\$1,000	\$2,000

Section 3. Authorization Agreement. A salary reduction authorization agreement must be completed by the eligible employee by October 15 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, for the matching portion of Section 2, shall not exceed the employee's matching contribution.

**ARTICLE XVIII
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. 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:

DISTRICT #917 SPECIAL EDUCATION
PROGRAM ASSISTANTS FEDERATION,
LOCAL 4242

INTERMEDIATE SCHOOL DISTRICT 917

Dian Erickson
President, Local 4242

Jill Lewis
Chair

Teresa Stiff
Vice-President, Local 4242

Vanda Pressnall
Clerk

Dated: _____, 2016

Dated: _____, 2016

SCHEDULE A

SPECIAL EDUCATION ASSISTANTS

2014-2015 SALARY SCHEDULE

STEP	Office use only	B22-HQ
F	10	16.19
G	11	16.57
H	12	16.95
I	13	17.33
J	14	17.72
K	15	18.09
L	16	18.47
M	17	18.85
N	18	19.24
O	19	19.61
P	20	19.99
Q	21	20.37
R	22	20.81

SCHEDULE B

SPECIAL EDUCATION ASSISTANTS

2015-2016 SALARY SCHEDULE

STEP (office use only) _____

F	10	16.37
G	11	16.76
H	12	17.14
I	13	17.52
J	14	17.91
K	15	18.29
L	16	18.67
M	17	19.06
N	18	19.45
O	19	19.83
P	20	20.21
Q	21	20.60
R	22	21.04

SCHEDULE A
SPECIAL EDUCATION ASSISTANTS
2016-2017 SALARY SCHEDULE

STEP	B22-HQ
11	16.95
12	17.34
13	17.72
14	18.12
15	18.50
16	18.88
17	19.28
18	19.67
19	20.06
20	20.44
21	20.84
22	21.28
23	21.68

SCHEDULE B
SPECIAL EDUCATION ASSISTANTS
2017-2018 SALARY SCHEDULE

STEP	B22-HQ
11	17.15
12	17.54
13	17.93
14	18.32
15	18.71
16	19.10
17	19.50
18	19.90
19	20.29
20	20.68
21	21.08
22	21.53
23	21.93

ATTACHMENT C
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 Greivant

INTERMEDIATE SCHOOL DISTRICT 917

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

EFFECTIVE ~~JULY 1, 2014 – JUNE 30, 2016~~ July 1, 2016 – June 30, 2018

APPROVED BY THE SCHOOL BOARD

Board Approved ~~October 7, 2014~~ _____

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**ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment cover those employees of Intermediate School District 917 who are not included in any bargaining unit with an exclusive bargaining representative under the Minnesota Public Employment Labor Relations Act and who meet the following conditions:

- a. Are full-time or regular part-time school year employees in a position approved by the school board, and
- b. Are employed in that position at least 30 hours per week.

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

**ARTICLE II
LEAVES**

Section 1: Sick Leave

All eligible employees as defined in Article I in their first or second year of employment shall earn sick leave at the rate of one day for each month of service in the employment of the school district, which is equivalent to nine (9) days in each school year.

Subd. 1: All eligible employees as defined in Article I beginning with their third year of employment shall earn sick leave at the rate of one and one-ninth (1-1/9) days for each month of service in the employ of the School District, which is equivalent to ten (10) days for each school year. Each employee shall be given a credit of nine (9) or ten (10) sick days at the beginning of each school year depending on their year of employment.

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

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

Section 2. Parental Leave:

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

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

Subd. 3. The effective beginning date of such leave and its duration shall be submitted by the superintendent to the School Board for approval. The superintendent will notify the employee in writing of the Board's decision.

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

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

Subd. 2: An absence due to the illness or injury of a spouse, child, brother, sister, parent, grandparent, grandchild, step-parent or parent-in-law will be granted up 160 hours per calendar year with the approval of the immediate supervisor, and shall be deducted from sick leave.

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

Section 5: Personal Leave

Subd. 1: Employees who are in their first and second year of employment with the school district shall be eligible for one (1) day of personal leave. Employees in their third year of employment with the school district and thereafter shall be eligible for two (2) days of personal leave per year. Personal leave shall be allowed to accumulate to a total of four (4) days.

Subd. 2: The use of a personal leave day is subject to the approval of the school district to ensure a minimum disruption for the educational program. Accordingly, the following limitations 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 ten (10) duty days and the last ten (10) duty days of the school year. Exceptions may be made with the approval of the superintendent.
- B. Personal leaves shall not be granted during parent conference days, in-service days or other days when it is critical that the employee be in attendance.
- C. Personal leave requests may be denied on a particular day if other employees in the same unit/department have already been granted personal leave which would be disruptive of the functioning of the particular program/department.

Subd. 3: An employee may be granted leave without pay at the sole discretion of the superintendent, in accordance with school board policy 410 and 464.

Subd. 4: At the beginning of each employment year, employees will be credited with the number of days of personal leave specified in Subd. 1 herein. Those employees who have accumulated three (3) days of personal leave or more prior to the beginning of any year shall receive a lump sum payment of \$80 for each day beyond four for which they become eligible in lieu of being granted additional days beyond four.

Subd. 5: Usage of personal leave shall be requested as early as practicable and normally at least two weeks in advance.

Subd. 6: 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 7.

Subd. 7: Accrued Benefits – Paid Leaves: An employee on an extended leave where compensation is involved, including sick leave and worker’s 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 worker’s compensation or long-term disability insurance.

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

Section 7: Jury Duty. An employee who is called for jury duty will be reimbursed for the difference between the amount paid for such services and his or her straight time hourly rate for his or her regular scheduled hours for work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

Section 8: Extra Duty Compensation Time. The duty calendar for employees includes extended day duties for three evening events each school year. Compensation in this time will be achieved by not requiring attendance for the equivalent of one work day on one of the February staff inservice days.

**ARTICLE III
403B MATCHING CONTRIBUTION**

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must have completed two years of employment and thus will be eligible for contribution in the employee’s third year of employment. To be eligible for this contribution, an employee must be regularly employed at least 1110 hours during the fiscal year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

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

<u>Year of Employment</u>	<u>2014-2016 2016-2018</u>
3-5	\$400
6-9	\$500

10 – 14	\$650
15 – 19	\$800
20+	\$950

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 IV INSURANCE BENEFITS

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage. Effective ~~July 1, 2014,~~ **January 1, 2017**, the School District shall contribute a sum not to exceed ~~\$535~~ **\$600** per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. **Effective July 1, 2014, January 1, 2018, the School District shall contribute a sum not to exceed \$535 \$625 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.

Subd. 2: Family Coverage. Effective ~~July 1, 2014,~~ **January 1, 2017**, the School District shall contribute a sum not to exceed ~~\$1300~~ **\$1,450** per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. **Effective January 1, 2018, the School District shall contribute a sum not to exceed \$1,500 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.

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 ~~\$535.00~~ **\$600** per month **starting January 1, 2017 and shall not exceed \$625 per month starting January 1, 2018.**

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

Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district’s health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account (“HSA”) of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the “Flex Choice Plan”). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~\$1300~~ **\$1,450** per month **starting January 1, 2017 and shall not exceed \$1,500 per month starting January 1, 2018.**
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is

enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

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

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

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

Section 3. Life Insurance. Effective November 1, ~~2014~~ **2016**, the School District will pay each month all of the life insurance premium for a \$50,000 term life insurance policy for each eligible employee.

Section 4. Dental Insurance

Subd. 1: Individual Coverage. Effective July 1, ~~2014~~ **2016**, the School District shall contribute a sum not to exceed \$60 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage. Effective July 1, ~~2014~~ **2016**, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

**ARTICLE V
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 VI
MISCELLANEOUS**

Section 1: Probationary Period Employees, under the provisions of this Agreement, who have assignments that primarily entail student contact, shall serve a probationary period of two (2) calendar years from the date 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 VII
SEVERANCE/RETIREMENT**

Section 1. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous employment 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 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 III, Section 2, for employees hired after July 1, 2002.

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 has agreed 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 VIII 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 step increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, ~~2014~~ **2016**, shall be eligible for a salary increase effective on July 1, ~~2015~~ **2017**. An employee hired after January 1, ~~2014~~ **2016**, shall not be eligible for a salary increase until July 1, ~~2016~~ **2018**. 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. Basic Salaries

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: In the event the School Board has not acted on Terms and Conditions of Employment prior to July 1 in any year in which the Terms and Conditions Agreement expires, an employee shall remain at the same step as compensated during the last year of the expired Terms and Conditions Agreement until School Board action occurs. Moreover, the School District reserves the right to withhold step advancement or other salary increase in individual cases for cause.

Section 3. Longevity: Employees shall receive a longevity salary increase beyond the rates delineated in Schedules A and B of the agreement as follows; years of employment refer to years in the Classified School group.

	<u>14/15 16/17 and 15/16 17/18</u>
In their 12-15 year of employment	\$1.45 \$1.50 /hour
In their 16-19 year of employment	\$1.95 \$2.00 /hour
In their 20+ year of employment or more	\$2.20 \$2.25 /hour

Section 4. Absence of Regular Teacher: In the event the regular teacher is absent from school one and a half or more consecutive hours per day during student contact time and a substitute is not hired, one School District designated technical tutor shall receive his/her current rate of pay plus an additional \$7.00 in ~~2014-2016~~ **2016-2018** per hour for student contact hours that neither the regular teacher nor a substitute teacher is in attendance at school. The School District will designate the responsible technical tutor who will receive the override. When the teacher's absence is for one and a half or more hours, all consecutive hours will qualify for the override. In all cases when a technical tutor is acting in lieu of the regular teacher, the Principal of the Secondary Technical Center shall designate another licensed teacher to provide emergency assistance and guidance to the technical tutor who is designated to teach the class.

On days when the technical tutor has a full-time teaching assignment, in addition to the increase per hour, they will receive payment for an extra half hour (10 minutes per shift) for preparation time, to be submitted on a timesheet.

SCHEDULE A

2014-2015 SALARY SCHEDULE

Step _____ No. _____	Technical Tutors _____	Braillist _____	Educ Trans _____
1	15.31	16.15	13.34
2	15.74	16.74	13.74
3	16.30	17.32	14.11
4	16.81	17.93	14.50
5	17.35	18.53	14.91
6	17.91	19.12	15.31
7	18.45	19.70	15.69
8	18.97	20.30	16.09
9	19.54	20.88	16.48
10	20.04	21.45	16.86
11	20.58	22.06	17.26
12	21.13	22.65	17.65
13	21.65	23.22	18.06
14	22.21	23.80	18.45

SCHEDULE B

2015-2016 SALARY SCHEDULE

Step No.	Technical Tutors	Brailist	Educ Trans
1	15.70	16.56	13.67
2	16.14	17.16	14.08
3	16.70	17.76	14.47
4	17.23	18.38	14.87
5	17.79	19.00	15.29
6	18.35	19.59	15.70
7	18.91	20.19	16.09
8	19.45	20.80	16.49
9	20.02	21.40	16.89
10	20.54	21.99	17.28
11	21.10	22.61	17.69
12	21.65	23.22	18.09
13	22.19	23.80	18.51
14	22.77	24.40	18.91

SCHEDULE A

2016-2017 SALARY SCHEDULE

Step No.	Technical Tutors	Braillist	Educ Trans
1	16.03	16.91	13.96
2	16.48	17.52	14.37
3	17.06	18.13	14.77
4	17.59	18.76	15.18
5	18.16	19.39	15.61
6	18.74	20.01	16.03
7	19.31	20.62	16.42
8	19.86	21.24	16.84
9	20.45	21.85	17.25
10	20.97	22.45	17.65
11	21.54	23.08	18.06
12	22.11	23.71	18.47
13	22.66	24.30	18.90
14	23.25	24.91	19.31

SCHEDULE B

2017-2018 SALARY SCHEDULE

Step No.	Technical Tutors	Brailist	Educ Trans
1	16.41	17.31	14.29
2	16.87	17.94	14.72
3	17.47	18.56	15.13
4	18.01	19.21	15.54
5	18.60	19.86	15.98
6	19.19	20.49	16.41
7	19.77	21.11	16.82
8	20.33	21.75	17.25
9	20.94	22.38	17.66
10	21.47	22.99	18.07
11	22.06	23.64	18.50
12	22.64	24.28	18.92
13	23.20	24.88	19.35
14	23.80	25.51	19.77

INTERMEDIATE SCHOOL DISTRICT 917

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

**ADMINISTRATIVE ASSISTANT TO
BUSINESS MANAGER**

EFFECTIVE JULY 1, 2016 – NOVEMBER 30, 2016

APPROVED BY THE SCHOOL BOARD

November 1, 2016

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ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES

These terms and conditions of employment cover the Administrative Assistant to the Business Manager (hereinafter Administrative Assistant to the Business Manager or Employee) who is not included in any bargaining unit with an exclusive bargaining representative under the Minnesota Public Employment Labor Relations Act and who works fifty-two weeks less time off granted by this agreement for holidays, vacations and approved leaves.

ARTICLE II
LEAVES

Section 1: Sick Leave

Subd. 1: The Administrative Assistant to the Business Manager 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 employee shall be credited with twelve (12) days at the beginning of each year of employment, but not more than one (1) per month for time worked. In the event that an employee uses credited sick leave prior to completion of the year in which such credit is earned, the employee shall be liable to the School District for any sick leave pay advanced beyond actual accrual in the event the employee leaves the service of the School District.

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

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

Section 2. Parental Leave:

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

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

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

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

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

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

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

Section 3. Maternity/Adoption Leave:

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

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

Subd. 3. An employee's maternity absence may encompass designated holidays. These days would not be deducted from sick leave.

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

Section 4. Death and Illness:

Subd. 1. An employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child, sister, brother, grandparent, grandchild, parent-in-law or parent. Up to three (3) days absence may be granted with pay for the death of the employee's son or daughter-in-law, brother or sister-in-law, regular members of the immediate household or significant person. 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: Employees who are in their second and third year of employment with the school district shall be eligible for one (1) day of personal leave. Employees in their fourth year of employment with the school district and thereafter shall be eligible for two (2) days of personal leave per year. Personal leave shall be allowed to accumulate to a total of four (4) days.

Subd. 2: Employees in their first year of employment, not eligible for personal leave days, may be granted time off for extraordinary circumstances in emergency situations at the sole discretion of the superintendent. Such days will be deducted from accumulated sick leave.

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

Subd. 4: At the beginning of each employment year, employees will be credited with the number of days of personal leave specified in Subd. 1 herein. Those employees who have accumulated three (3) days of personal leave or more prior to the beginning of any year shall receive a lump sum payment of \$100 for each day beyond four for which they become eligible in lieu of being granted additional days beyond four.

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

Section 7. Jury Duty. An employee who is called for jury duty will be reimbursed for the difference between the amount paid for such services and his or her straight time hourly rate for his or her regular scheduled hours for work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

ARTICLE III VACATIONS AND HOLIDAYS

Section 1. Earned Vacation

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

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

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

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

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

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

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving Day
5. Christmas Eve Day
6. Christmas Day

7. New Year's Day
8. President's Day
9. Good Friday
10. Memorial Day

ARTICLE IV 403B MATCHING CONTRIBUTION

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must have completed one year of employment and thus will be eligible for contribution in the employee's 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 employees employed for a lesser time or substitute employees.

Section 2. Contribution. The School District will match eligible employee contributions up to a maximum of \$1300 each year of the agreement.

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

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

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

ARTICLE V INSURANCE BENEFITS

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage Effective July 1, 2016, the School District shall contribute a sum not to exceed \$600 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.

Subd. 2: Family Coverage. Effective July 1, 2016, the School District shall contribute a sum not to exceed \$1400 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.

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 \$600 effective July 1, 2016.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1400 effective July 1, 2016.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

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

- a. Benefits begin after ninety (90) calendar days of total disability.

- b. The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

Section 3. Life Insurance The School District will pay each month all of the life insurance premium for an \$80,000 term life insurance policy for each eligible employee. 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 Effective July 1, 2016, the School District shall contribute a sum not to exceed \$45 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage Effective July 1, 2016, 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 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 twelve (12) years of continuous service with the School District, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

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

Section 3. Method of Pay-out:

a. Subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403b vendor account. The retiree will not receive any direct payment from the school district for the severance pay.

b. The school district's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in A exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.

c. The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.

d. The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the school district will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor agrees to calculate the maximum deferral limit.

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

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

**ARTICLE IX
SALARIES**

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, 2016, shall be eligible for a salary increase effective on July 1, 2016. An employee hired after January 1, 2016, shall not be eligible for a salary increase until July 1, 2017.) 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. Hourly Rate.

2016-2017 - \$30.71

School Board Chair

Dated: _____

Valorie Whitmer

Dated: _____

School Board Clerk

Dated: _____

INTERMEDIATE SCHOOL DISTRICT 917

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

EFFECTIVE JULY 1, 2016 – JUNE 30, 2018

APPROVED BY THE SCHOOL BOARD

November 1, 2016

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ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES

These terms and conditions of employment cover the Payroll Clerk (hereinafter Payroll Clerk or Employee) who is not included in any bargaining unit with an exclusive bargaining representative under the Minnesota Public Employment Labor Relations Act and who works fifty-two weeks less time off granted by this agreement for holidays, vacations and approved leaves.

ARTICLE II
LEAVES

Section 1: Sick Leave

Subd. 1: The Payroll Clerk 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 employee shall be credited with twelve (12) days at the beginning of each year of employment, but not more than one (1) per month for time worked. In the event that an employee uses credited sick leave prior to completion of the year in which such credit is earned, the employee shall be liable to the School District for any sick leave pay advanced beyond actual accrual in the event the employee leaves the service of the School District.

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

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

Section 2. Parental Leave:

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

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

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

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

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

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

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

Section 3. Maternity/Adoption Leave:

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

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

Subd. 3. An employee's maternity absence may encompass designated holidays. These days would not be deducted from sick leave.

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

Section 4. Death and Illness:

Subd. 1. An employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child, sister, brother, grandparent, grandchild, parent-in-law or parent. Up to three (3) days absence may be granted with pay for the death of the employee's son or daughter-in-law, brother or sister-in-law, regular members of the

immediate household or significant person. 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: Employees who are in their second and third year of employment with the school district shall be eligible for one (1) day of personal leave. Employees in their fourth year of employment with the school district and thereafter shall be eligible for two (2) days of personal leave per year. Personal leave shall be allowed to accumulate to a total of four (4) days.

Subd. 2: Employees in their first year of employment, not eligible for personal leave days, may be granted time off for extraordinary circumstances in emergency situations at the sole discretion of the superintendent. Such days will be deducted from accumulated sick leave.

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

Subd. 4: At the beginning of each employment year, employees will be credited with the number of days of personal leave specified in Subd. 1 herein. Those employees who have accumulated three (3) days of personal leave or more prior to the beginning of any year shall receive a lump sum payment of \$100 for each day beyond four for which they become eligible in lieu of being granted additional days beyond four.

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

Section 7. Jury Duty. An employee who is called for jury duty will be reimbursed for the difference between the amount paid for such services and his or her straight time hourly rate for his or her regular scheduled hours for work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

ARTICLE III VACATIONS AND HOLIDAYS

Section 1. Earned Vacation

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

Year 1	10 days per year (2.5 days per quarter)
Year 2-6	17 days per year (4.25 days per quarter)
Year 7-19	23 days per year (5.75 days per quarter)
Year 20 or more	24 days per year (6 days per quarter)

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

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

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

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

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

10. Memorial Day

ARTICLE IV 403B MATCHING CONTRIBUTION

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must have completed one year of employment and thus will be eligible for contribution in the employee's 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 employees employed for a lesser time or substitute employees.

Section 2. Contribution. The School District will match eligible employee contributions up to a maximum of \$1300 in the first year of this agreement and \$1500 in the second year.

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

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

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

ARTICLE V INSURANCE BENEFITS

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage Effective July 1, 2016, the School District shall contribute a sum not to exceed \$600 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$680 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$680 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage. Effective July 1, 2016, the School District shall contribute a sum not to exceed \$1400 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$1450 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$1525 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3: Individual High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$600 effective July 1, 2016. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$680 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$680.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an

employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1400 effective July 1, 2016. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$1450 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$1525.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall

be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

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

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

Section 3. Life Insurance The School District will pay each month all of the life insurance premium for an \$80,000 term life insurance policy for each eligible employee. 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 Effective July 1, 2016, the School District shall contribute a sum not to exceed \$45 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage Effective July 1, 2016, 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 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
SALARIES**

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, 2016, shall be eligible for a salary increase effective on July 1, 2016. An employee hired after January 1, 2016, shall not be eligible for a salary increase until July 1, 2017.) 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. Hourly Rate.

2016-2017 - \$29.88

2017-2018 - \$30.81

School Board Chair

Audrey Weiler

Dated: _____

Dated: _____

School Board Clerk

Dated: _____

INTERMEDIATE SCHOOL DISTRICT 917

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

Buyer

EFFECTIVE JULY 1, 2016 – JUNE 30, 2018

APPROVED BY THE SCHOOL BOARD

November 1, 2016

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ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES

These terms and conditions of employment cover the Buyer (hereinafter Buyer or Employee) who is not included in any bargaining unit with an exclusive bargaining representative under the Minnesota Public Employment Labor Relations Act and who works fifty-two weeks less time off granted by this agreement for holidays, vacations and approved leaves.

ARTICLE II
LEAVES

Section 1: Sick Leave

Subd. 1: The Buyer 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 employee shall be credited with twelve (12) days at the beginning of each year of employment, but not more than one (1) per month for time worked. In the event that an employee uses credited sick leave prior to completion of the year in which such credit is earned, the employee shall be liable to the School District for any sick leave pay advanced beyond actual accrual in the event the employee leaves the service of the School District.

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

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

Section 2. Parental Leave:

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

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

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

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

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

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

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

Section 3. Maternity/Adoption Leave:

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

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

Subd. 3. An employee's maternity absence may encompass designated holidays. These days would not be deducted from sick leave.

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

Section 4. Death and Illness:

Subd. 1. An employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child, sister, brother, grandparent, grandchild, parent-in-law or parent. Up to three (3) days absence may be granted with pay for the death of the employee's son or daughter-in-law, brother or sister-in-law, regular members of the

immediate household or significant person. 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: Employees who are in their second and third year of employment with the school district shall be eligible for one (1) day of personal leave. Employees in their fourth year of employment with the school district and thereafter shall be eligible for two (2) days of personal leave per year. Personal leave shall be allowed to accumulate to a total of four (4) days.

Subd. 2: Employees in their first year of employment, not eligible for personal leave days, may be granted time off for extraordinary circumstances in emergency situations at the sole discretion of the superintendent. Such days will be deducted from accumulated sick leave.

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

Subd. 4: At the beginning of each employment year, employees will be credited with the number of days of personal leave specified in Subd. 1 herein. Those employees who have accumulated three (3) days of personal leave or more prior to the beginning of any year shall receive a lump sum payment of \$100 for each day beyond four for which they become eligible in lieu of being granted additional days beyond four.

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

Section 7. Jury Duty. An employee who is called for jury duty will be reimbursed for the difference between the amount paid for such services and his or her straight time hourly rate for his or her regular scheduled hours for work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

ARTICLE III VACATIONS AND HOLIDAYS

Section 1. Earned Vacation

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

Year 1	10 days per year (2.5 days per quarter)
Year 2-6	17 days per year (4.25 days per quarter)
Year 7-19	23 days per year (5.75 days per quarter)
Year 20 or more	24 days per year (6 days per quarter)

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

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

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

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

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

10. Memorial Day

**ARTICLE IV
403B MATCHING CONTRIBUTION**

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must have completed one year of employment and thus will be eligible for contribution in the employee's 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 employees employed for a lesser time or substitute employees.

Section 2. Contribution. The School District will match eligible employee contributions up to a maximum of \$1300 each year of the agreement.

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

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

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

**ARTICLE V
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage Effective July 1, 2016, the School District shall contribute a sum not to exceed \$600 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$685 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$700 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage. Effective July 1, 2016, the School District shall contribute a sum not to exceed \$1400 per month for family coverage of each eligible employee employed by the School District who qualifies for and is

enrolled in the School District group health and hospitalization plan. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$1450 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$1525 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3: Individual High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$600 effective July 1, 2016. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$685 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$700.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the 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 \$1400 effective July 1, 2016. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$1450 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$1525.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent

permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

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

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

Section 3. Life Insurance The School District will pay each month all of the life insurance premium for an \$80,000 term life insurance policy for each eligible employee. 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 Effective July 1, 2016, the School District shall contribute a sum not to exceed \$45 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage Effective July 1, 2016, 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 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 twelve (12) years of continuous service with the School District, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

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

Section 3. Method of Pay-out:

a. Subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403b vendor account. The retiree will not receive any direct payment from the school district for the severance pay.

b. The school district's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in A exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.

c. The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.

d. The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the school district will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor agrees to calculate the maximum deferral limit.

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

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

ARTICLE IX SALARIES

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, 2016, shall be eligible for a salary increase effective on July 1, 2016. An employee hired after January 1, 2016, shall not be eligible for a salary increase until July 1, 2017.) 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. Hourly Rate.

2016-2017 - \$30.37

2017-2018 - \$31.58

School Board Chair

Dated: _____

Barb Schmitz

Dated: _____

School Board Clerk

Dated: _____

INTERMEDIATE SCHOOL DISTRICT 917

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

ADMINISTRATIVE ASSISTANT - PERSONNEL

EFFECTIVE JULY 1, 2016 – JUNE 30, 2018

APPROVED BY THE SCHOOL BOARD

November 1, 2016

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ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES

These terms and conditions of employment cover the Administrative Assistant –Personnel (hereinafter Administrative Assistant-Personnel or Employee) who is not included in any bargaining unit with an exclusive bargaining representative under the Minnesota Public Employment Labor Relations Act and who works fifty-two weeks less time off granted by this agreement for holidays, vacations and approved leaves.

ARTICLE II
LEAVES

Section 1: Sick Leave

Subd. 1: The Administrative Assistant-Personnel 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 employee shall be credited with twelve (12) days at the beginning of each year of employment, but not more than one (1) per month for time worked. In the event that an employee uses credited sick leave prior to completion of the year in which such credit is earned, the employee shall be liable to the School District for any sick leave pay advanced beyond actual accrual in the event the employee leaves the service of the School District.

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

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

Section 2. Parental Leave:

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

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

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

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

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

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

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

Section 3. Maternity/Adoption Leave:

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

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

Subd. 3. An employee's maternity absence may encompass designated holidays. These days would not be deducted from sick leave.

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

Section 4. Death and Illness:

Subd. 1. An employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child, sister, brother, grandparent, grandchild, parent-in-law or parent. Up to three (3) days absence may be granted with pay for the death of the employee's son or daughter-in-law, brother or sister-in-law, regular members of the immediate household or significant person. 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: Employees who are in their second and third year of employment with the school district shall be eligible for one (1) day of personal leave. Employees in their fourth year of employment with the school district and thereafter shall be eligible for two (2) days of personal leave per year. Personal leave shall be allowed to accumulate to a total of four (4) days.

Subd. 2: Employees in their first year of employment, not eligible for personal leave days, may be granted time off for extraordinary circumstances in emergency situations at the sole discretion of the superintendent. Such days will be deducted from accumulated sick leave.

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

Subd. 4: At the beginning of each employment year, employees will be credited with the number of days of personal leave specified in Subd. 1 herein. Those employees who have accumulated three (3) days of personal leave or more prior to the beginning of any year shall receive a lump sum payment of \$100 for each day beyond four for which they become eligible in lieu of being granted additional days beyond four.

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

Section 7. Jury Duty. An employee who is called for jury duty will be reimbursed for the difference between the amount paid for such services and his or her straight time hourly rate for his or her regular scheduled hours for work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

ARTICLE III VACATIONS AND HOLIDAYS

Section 1. Earned Vacation

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

Year 1	10 days per year (2.5 days per quarter)
Year 2-6	17 days per year (4.25 days per quarter)
Year 7-19	23 days per year (5.75 days per quarter)
Year 20 or more	24 days per year (6 days per quarter)

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

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

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

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

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving Day
5. Christmas Eve Day
6. Christmas Day

7. New Year's Day
8. President's Day
9. Good Friday
10. Memorial Day

ARTICLE IV 403B MATCHING CONTRIBUTION

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must have completed one year of employment and thus will be eligible for contribution in the employee's 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 employees employed for a lesser time or substitute employees.

Section 2. Contribution. The School District will match eligible employee contributions up to a maximum of \$1300 in the first year of this agreement and \$1500 in the second year.

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

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

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

ARTICLE V INSURANCE BENEFITS

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage Effective July 1, 2016, the School District shall contribute a sum not to exceed \$600 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$680 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$680 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage. Effective July 1, 2016, the School District shall contribute a sum not to exceed \$1400 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$1450 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$1525 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3: Individual High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$600 effective July 1, 2016. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$680 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$680.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under

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

Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1400 effective July 1, 2016. Effective January 1, 2017, the School District shall contribute a sum not to exceed \$1450 per month. Effective January 1, 2018, the School District shall contribute a sum not to exceed \$1525.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex

Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

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

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

Section 3. Life Insurance The School District will pay each month all of the life insurance premium for an \$80,000 term life insurance policy for each eligible employee. 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 Effective July 1, 2016, the School District shall contribute a sum not to exceed \$45 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage Effective July 1, 2016, 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 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 twelve (12) years of continuous service with the School District, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

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

Section 3. Method of Pay-out:

a. Subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the School Board

approved 403b vendor account. The retiree will not receive any direct payment from the school district for the severance pay.

b. The school district's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in A exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.

c. The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.

d. The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the school district will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor agrees to calculate the maximum deferral limit.

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

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

ARTICLE IX SALARIES

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, 2016, shall be eligible for a salary increase effective on July 1, 2016. An employee hired after January 1, 2016, shall not be eligible for a salary increase until July 1, 2017.) 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. Hourly Rate.

2016-2017 - \$29.62

2017-2018 - \$30.78

School Board Chair

Dated: _____

Diane Jeffries

Dated: _____

School Board Clerk

Dated: _____