

**INTERMEDIATE SCHOOL DISTRICT 917
IN DAKOTA COUNTY**

SCHOOL BOARD - ORGANIZATIONAL MEETING

Tuesday, July 11, 2017

AGENDA:

- I. **4:15 PM - Name Badges for all Board Members--Need your picture taken in office**

- II. **4:30 PM - Tour of DCALS**
- III. Call to Order
- IV. Conduct Pledge of Allegiance
- V. **Oath of office administered to reelected Board members (Dick Bergstrom/Bloomington and Wendy Felton/South St. Paul) and to new Board members (Russ Rohloff/Hastings and Byron Schwab/WSP/Mendota Heights/Eagan)**
- VI. Election of officers - John Christiansen
 - A. Election of Chair
 - B. Election of Vice-Chair
 - C. Election of Clerk
 - D. Election of Treasurer
- VII. Establish dates and times for 2017-2018 School Board Meetings - Chair 2
- VIII. Designate official newspaper - Chair 3
- IX. Review and approve District 917 Public Notice 8
- X. Set level of compensation for School Board Members - Chair 9
- XI. Resolution adopting finance and operations procedures - Nicolle Roush 11
- XII. Review Board Committee and Representative Assignments - Chair 12
- XIII. Adjournment

SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION

2017-2018
INTERMEDIATE SCHOOL DISTRICT 917
SCHOOL BOARD MEETING DATES

<u>MONTH</u>	<u>MEETING DATE</u>	<u>TIME</u>
<u>2017</u>		
July	Tuesday 11	5:00
August	Tuesday 15	5:00
September	Tuesday 5	5:00
October	Tuesday 3	5:00
November	Tuesday 7	4:30
December	Tuesday 5	5:00
<u>2018</u>		
January	Tuesday 2	5:00
January (Work Session)	Tuesday 16	4:30
February	Tuesday 6	5:00
March	Tuesday 6	5:00
April	Tuesday 3	5:00
April (Work Session)	Tuesday 17	4:30
May	Tuesday 1	5:00
June	Tuesday 5	5:00

INFORMATION FOR ORGANIZATIONAL MEETING

Legal Newspapers (per column inch)	2015	2016	2017	2018
Lillie Suburban Newspapers <i>(covers SSP, WSP, IGH, Lilydale, Sunfish Lake, Mendota Heights)</i>	\$3.00	\$7.50	\$7.50	\$8.00
SUN/Thisweek/Dakota Tribune <i>(covers Apple Valley, Burnsville, Eagan, Farmington, Rosemount, Lakeville)</i>	\$10.30	\$10.30	\$10.60	\$11.00
Sun Media – Bloomington			\$11.75	\$11.75
Hastings Star Gazette	\$14.04	\$14.18	\$14.46	\$9.75
Memberships	2015	2016	2017	2018
Metro ECSU	\$700	\$700	\$700	\$700
AMSD	\$3,300	\$3,500	\$3,500	\$3,500
MSBA Membership	\$4,338	\$4,613	\$4,659	\$4,891
MSBA Policy Renewal	\$595	\$625	\$650	\$675



December 2016

Intermediate School District 917
Mr. John Christiansen, Superintendent
1300 - 145th Street East
Rosemount, MN 55068

Dear Mr. Christiansen:

Please accept the following bid from the ***Bloomington Sun-Current*** for legal newspaper designation for School District 917. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2017:

First insertion:	\$11.75 per column inch
Subsequent insertions:	\$6.50 per column inch
Characters per inch:	320
Lines per inch:	9

A notarized affidavit will be provided for each notice published. Additional affidavits are \$2.50 each. A \$20.00 charge will be assessed on legal notices that require typing. All published legal notices are posted on the *Sun-Current* website at no additional charge.

The *Sun-Current* is published weekly on Thursdays. The deadline is 2:00 p.m. on Thursday for publication the following Thursday. Please email legal notices to **publicnotice@ecm-inc.com**.

Thank you for considering the *Sun-Current* as the official newspaper for School District 917 for the upcoming year. We appreciate the opportunity to serve the needs of your district.

Sincerely,

A handwritten signature in black ink that reads "Michael Jetchick". The signature is fluid and cursive.

Michael Jetchick
Sales Manager

SUN Thisweek  **Dakota County Tribune**

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

June 20, 2017

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

Dear Ms. Berg,

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

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

Apple Valley	11,275 homes
Burnsville- Eagan	25,809 homes
Farmington-Rosemount	12,500 homes
Lakeville	16,497 homes

The bid to publish legal notices that are emailed to us will be \$11.00 per column inch. If the notice is mailed to us, we will add a \$20 charge for typesetting. Each column holds 9 lines per inch with a 7 point type. The price per line will be \$1.22. Notices will also be posted on the newspaper website for free. Please email notices to: publicnotice@ecm-inc.com.

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

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

Sincerely,

Michael Jetchick
Zone Sales/Legals Manager
952-846-2019
mike.jetchick@ecm-inc.com

Lillie Suburban Newspapers, Inc.

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

June 14, 2017

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

Dear Ms. Berg:

Thank you for the opportunity to bid on public notice publication services for School District 917. The *South-West Review* has been serving the needs of the district for 39 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

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

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

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

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

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

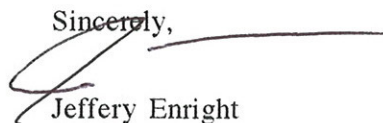
legals@lillienews.com

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

\$8.00 per column inch for a one-time publication
\$5.00 per column inch for each additional publication

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

Sincerely,



Jeffery Enright
Publisher



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



www.RiverTownMultimedia.com

Hastings Star Gazette & Trade Winds
217 Ramsey St., PO Box 277
Hastings, MN 55033-0277
(651) 437-6153
FAX: (651) 437-5911
www.hastingsstargazette.com

Hudson Star-Observer & Hot Sheet
901 4th St. Ste. #140 (by appt. only)
Hudson, WI 54016
(715) 386-9333
FAX: (715) 386-9891
www.hudsonstarobserver.com

New Richmond News & Scotsman
127 S. Knowles Avenue
New Richmond, WI 54017
(715) 246-6881
FAX: (715) 246-7117
www.newrichmond-news.com

Pierce County Herald
126 S. Chestnut Street
Ellsworth, WI 54011-4117
(715) 273-4334
FAX: (715) 273-4335
www.piercecountyherald.com

Red Wing Republican Eagle & Applause Extra
2760 North Service Drive
PO Box 15
Red Wing, MN 55066
(651) 388-8235
FAX: (651) 388-3404
www.republican-eagle.com

River Falls Journal & Buyer's Guide
2815 Prairie Drive
PO Box 25
River Falls, WI 54022
(715) 425-1561
FAX: (715) 425-5666
www.riverfallsjournal.com

Farmington Rosemount Independent Town Pages
312 Oak Street
PO Box 192
Farmington, MN 55024
(651) 460-6606
FAX: (651) 463-7730
www.farmingtonindependent.com
www.rosemounttownpages.com

So. Washington Co. Bulletin
7584 80th Street So.
Cottage Grove, MN 55016
(651) 319-4280
FAX: (651) 459-9491
www.swcbulletin.com

Woodbury Bulletin
5420 City Centre Drive
Woodbury, MN 55125
(651) 319-4270
FAX: (651) 702-0977
www.woodburybulletin.com

June 13, 2017

Board of Education
Intermediate School District 197
1300 145th St E
Rosemount, MN 55076

To the members of the Board of Education:

This letter requests the Intermediate School District 197 designate the Hastings Star Gazette newspaper the school district's official newspaper for 2017-2018 school year.

The rate per inch will be \$9.75. The deadline for legal notices is 4 p.m. the Monday prior to publication.

We request legal notices be sent by email to legals@hastingsstargazette.com. The request for publication should include the dates the notice should be published and a contact name and number.

Cordially,

Karen Georgakas
Advertising Operations Manager
Hastings Star Gazette
kgeorgakas@rivertowns.net
715-426-1088

STUDENT HANDBOOK NOTICE
RE: STUDENT RECORDS

Directory Information

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

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

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

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

Rights of Minors

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

Tennessee Warning

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

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

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

Revised 6/2009

**2017-2018 SCHOOL YEAR - REVISED
MEMBER DISTRICT SCHOOL BOARD
SALARY INFORMATION**

(Information Revised July 2017)

DISTRICT	SALARY	POSITION	ADDITIONAL BENEFITS
#191 Burnsville	\$6000 \$6600	Board Members Chair	PERA defined contribution plan
<i>(Burnsville meets the 2nd and 4th Thursday at 6:30 P.M.)</i>			
#200 Hastings	\$4250 \$4750	Board Members Chair	\$50,000 Life Insurance Free, Group Medical/Hospital, Dental Insurance—can be purchased at own expense. Receive Board’s contribution toward PERA defined contribution plan.
<i>(Hastings meets on Wednesdays (varies) at 6:30 P.M.)</i>			
#6 So. St. Paul	\$4200 \$4700	All Board Members Chair	Negotiations Comm. Stipend \$700 Stipend for Special Board mtgs. \$25 per mtg.
<i>(So. St. Paul meets on the 2nd and 4th Monday at 7:15 P.M.)</i>			
#199 IGH	\$4802 \$5390	Board Members Chair	PERA defined cont. plan.
<i>(IGH meets on the 2nd and 4th Monday at 7:00 P.M.)</i>			
ISD #197	\$4,000 -\$4500 \$4,500 \$5000	Board Members Chair	
<i>(West St. Paul meets on the 1st at 7:00 PM and 3rd Monday (Board/work session) at 5:00 P.M.)</i>			
#194 Lakeville	\$6750	All Board Members	\$50/month Chair stipend
<i>(Lakeville meets the 2nd and 4th Tuesday, at 7:00 P.M.)</i>			
#192 Farmington	\$4000 -\$4300 \$4800 -\$5350	Board Members Chair	No stipends.
<i>(Farmington meets the 2nd and 4th Monday, at 6:30 P.M.)</i>			
#195 Randolph	\$480 \$125	Board Members Officers	Only paid for meetings attended & Comt. Mtgs. (\$40 per mtg/12 mtgs a yr)
<i>(Randolph meets on the 3rd Monday, at 7:00 P.M.)</i>			
#271 Bloomington	\$7,200	Board Members	
<i>(Bloomington meets the 2nd and 4th Mondays for regular Board meetings and 3rd Monday for meeting or study sessions.</i>			
#917 Intermediate	\$3750 \$4000	Board Members Chair	A stipend of \$30 for the Personnel and Insurance Committee members only and an additional \$30 if the meeting goes over two hours. May choose to receive Board’s contribution toward PERA defined contribution plan.
<i>(ISD 917 meets on the 1st Tuesday, at 5:15 P.M.)</i>			

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

DISTRICT	SALARY	POSITION	ADDITIONAL BENEFITS
#252 Cannon Falls Area Schools	\$1,000—\$1,250	All board Positions	Travel and conferences paid according to school district policy.
#659 Northfield <i>(Northfield meets the 2nd and 4th Mondays at 7:00 P.M.)</i>	\$2280 \$3000	All Board Members Chair	Travel and other expenses paid in accordance with school district policy.
#196 Rosemount/Apple Valley/Eagan <i>(196 usually meets on the 2nd and 4th Mondays at 6:00 PM)</i>	\$6221 \$6460	All Board Members Chair	Board members may, at their discretion, receive \$125 per diem to be paid in 4 & 8 hour increments for time-consuming committees
#719 Prior Lake	\$5,000 \$5,300 \$5,200 \$5,200	plus \$20 for special meetings – Board Members Chair Treasurer Vice-Chair/Clerk	Certified Negotiator receives \$50 per meeting

Intermediate School District #917 School Board

Resolution Pertaining to Business Operations

Board member _____ introduced the following Resolution:

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

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

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

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

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

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

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

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

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

and the following voted against the same: none.

Whereupon said resolution was declared duly passed and adopted.

Date Board Approved:

2017-2018

INTERMEDIATE SCHOOL DISTRICT 917 SCHOOL BOARD COMMITTEE ASSIGNMENTS

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

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