

**INTERMEDIATE SCHOOL DISTRICT 917
IN DAKOTA COUNTY**

REGULAR SCHOOL BOARD MEETING

Tuesday, August 15, 2017

AGENDA:

- I. **4:30 PM - Tour of Alliance Addition**
- II. **Call to Order - Chair Lewis**
- III. **Conduct Pledge of Allegiance - Chair Lewis**
- IV. **Visitors opportunity to be heard - Chair Lewis**
- V. **Additions to the agenda - Chair Lewis**
- VI. **Good News Report - Directors** 3
- VII. **Consent Items - Chair Lewis**
 - A. Minutes, July 11, 2017 - Organizational School Board Meeting 6
 - B. Minutes, July 11, 2017 - Regular School Board Meeting 8
 - C. Personnel Considerations 11
- VIII. **Donations - Chair Lewis**
 - A. Resolution Approving Donations 48
- IX. **Business Manager's Report - Nicolle Roush**
 - A. Review and Approve Payment of Bills 49
 - B. Review and Approve Wire Transfers 55
 - C. Review and Approve Investment Report 68
- X. **Old Business**
 - A. Additional Temporary Employee Report Addendum for June 2017 72
- XI. **New Business**
 - A. Review Food Service Contracts - John Christiansen 73
 - B. Review and Discuss 2017-2018 Draft 917 Operational Focus - John Christiansen 111
 - C. Review School Board Agenda Items for 2017-2018 - John Christiansen 118
 - D. Joint Powers Agreement with Dakota County and Scott Carver Dakota CAP Agency to Establish Dakota County Collaborative - Melissa Schaller 120
- XII. **Board Updates**
- XIII. **Adjournment**

SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION

August 31, 2017 - 8:00 AM, All Staff Inservice - Hosanna, 9600 163rd St. W., Lakeville
August 30, 2017 - 4:30 - 6:30 PM, Gideon Pond Elementary Meet-n-Greet, Burnsville
August 31, 2017- 3-7 PM, Lebanon Open House, 5800 149th Street, Apple Valley
August 31, 2017 - 3-7 PM, Cedar Open House, 2140 Diffley Road, Eagan
August 31, 2017 - 3:30 - 7:30 PM, Alliance Open House, 14300 Biscayne, Rosemount
September 4, 2017 – No School for Staff and Students – Labor Day
September 5, 2017 – 5:00 PM, First Day of School
September 5, 2017 – 5:00 PM, School Board Meeting, 917 Board Room. DCTC
September 28, 2017 - 3:30 - 7:30 PM, DCALS Open House

October 26, 2017 - 8:00 AM, Superintendent and Board Members Meeting, DCTC

November 2, 2017 - 3:30 - 7:30 PM, TESA Open House

Good News Report
Secondary Programs
Aug. 2017

-Attached is a bird's eye view of the Dakota County fairgrounds. With luck Ken will pull the cabin over this evening. Patty has called some staff so we hope to have it staffed 5-9 at night to answer question about our programs. I'll keep you posted.

Paul, first of all when I left last night I drove out Blaine Ave East and do you it know dead end going south. I think we will need to take Blaine Ave E to County road 46 to Biscayne Ave south. Call me today and we can go over the details of the route. I then stopped by the fair and talked to Kristine and she walked me out and showed me where to park the cabin. (see screen shot below) What a great spot! High foot traffic area. With that white railing in front of the cabin (will look like a white picket fence) it will look great and we can face the wall of window facing the street.



KEN JILK
G.I.S Tech
Minnesota Valley Electric Cooperative

-We had 8 students at our North campus and almost 15 at our main campus complete summer school courses this summer. We had 5 students graduate by completing these credits. Pam Biegler, math teacher on our main campus coordinated, taught, and monitored this program.

-We currently have 254 students signed up for our fall CTE programs. This does not reflect students from Bloomington Kennedy, Hastings, Branch Out, and those that we get once counselors return over the next couple weeks.

Good News
Special Education
August 15, 2017

- The addition at Alliance Education Center is nearing completion. We are looking forward to putting everything together in the next few weeks.
- Staffing for the 2017-2018 school year continues. We have approximately 12 licensed staff positions open as well as many paraprofessional positions.
- Details of the August workshop schedule can be found on the website. Monday, August 29th will begin with all licensed special education staff gathering for a morning session in the gym at AEC. Our theme this year is mindfulness.
- Angie Weber, special education teacher at Cedar SUN, will be inducted into the Athletic Hall of Fame for Upper Iowa University on September 8th. Angie still holds two records as a pitcher for the women's softball team. She holds the record for most strike outs over 4 years with 950 and most wins in a season with 15!
- It has been a busy summer at Alliance Education Center. Extended School Year (ESY) was very successful. Students participated in community outings to local parks, grocery stores, Feed My Starving Children, and community events. Some classes made delicious food and shared with the office. Lastly, and probably the biggest accomplishment of ESY, is that a from Farmington successfully completed graduation requirements. A small ceremony and celebration was held on Thursday, August 3, 2017 attended by previous staff, administration, and the student's family. What a huge success!
- A graduation celebration was held on July 21, 2017 for two students at Riverside School. Plans for the two graduates began in March when the discussion began regarding whether both students would be eligible to graduate in 2017. Originally, graduation for these two young men was set for September of 2017, but due to amazing progress on goals and housing opportunities that came up earlier than expected, their graduation dates were moved up to July 21, 2017. Both students worked hard to make it happen. We are so excited and happy for them and wish them all the best as they move forward!
- This summer at Gideon Pond, students worked hard on reading, spelling, math, and much more! In Kristin Engelhardt-Fischbein's class students studied sea life, learning interesting facts about sea creatures. Did you know that octopus CANNOT HEAR and the mouth of a whale shark is 5 feet wide? These are things that students studied this summer.
- In Taylor Thomas' class students had a blast, literally and figuratively, with science experiments. They made slime, dissolved an egg shell, created duct tape wallets, watched a chemical reaction with Diet Coke and Mentos, created their own animations, and invented their own clock/sundial.



INTERMEDIATE SCHOOL DISTRICT 917
Organizational Meeting

The Organizational Meeting of the Intermediate School District 917 School Board was held in the 917 Board Room at Dakota County Technical College on Tuesday, July 11, 2017, at 5:00 PM.

Members Present: Dick Bergstrom, Bob Erickson, Wendy Felton, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and ex-officio member John Christiansen.

Members Absent: none.

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

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

The Pledge of Allegiance was conducted.

District 917 Notary Public, Linda Berg, administered the oath of office to reappointed Board Members Wendy Felton (South St. Paul), Dick Bergstrom (Bloomington) and new Board Members Byron Schwab (West St. Paul/Mendota Heights/Eagan) and Russ Rohloff (Hastings).

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

1. Motion by Bob Erickson to nominate Jill Lewis as Chair. There were no other nominations. Motion was seconded by Wendy Felton to elect Jill Lewis as Chair. Motion to pass a unanimous vote for Jill Lewis as Chair. All present voted aye. Motion carried.

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

2. Motion by Vanda Pressnall to nominate Bob Erickson for the position of Vice Chair. Motion was seconded by Dick Bergstrom. Motion by Wendy Felton to nominate Melissa Sauser for the position of Vice Chair. Motion was seconded by Dick Bergstrom. By raise of hands, motion to nominate Bob Erickson for Vice Chair – voting aye: Vanda Pressnall, DeeDee Currier, Jill Lewis, Bob Erickson, Dick Bergstrom, Russ Rohloff. By raise of hands, motion to nominate Melissa Sauser as Vice Chair: Voting aye: Wendy Felton, Byron Schwab and Melissa Sauser. Motion passed to elect Bob Erickson as Vice Chair.

3. Motion by Bob Erickson to elect Vanda Pressnall as Clerk. Motion was seconded by Melissa Sauser. There were no other nominations. Motion to pass a unanimous vote for Vanda Pressnall as Clerk. All present voted aye. Motion carried.

4. Motion by Bob Erickson to elect Melissa Sauser as Treasurer. Motion was seconded by Dick Bergstrom. There were no other nominations. Motion to pass a unanimous for Melissa Sauser as Treasurer. All present voted aye. Motion carried.

5. Motion by Bob Erickson, seconded by Dick Bergstrom to set the School Board meeting dates for 2017-2018 on the 1st Tuesday of each month at 5:00 PM, with the exception of August which will be on August 15, 2017, at 5:00 PM and changing June 5, 2018, to June 12, 2018. Two work sessions have been incorporated

into the calendar: January 16, 2018, and April 17, 2018. All work sessions begin at 4:30 PM. All present voted aye. Motion carried. (Addendum A.)

6. Motion by Vanda Pressnall, seconded by Russ Rohloff, to designate Lillie Suburban Newspapers, Inc., Sun Thisweek/Dakota County Tribune, Sun Media – Bloomington, and the Hastings Star Gazette as the official newspapers for Intermediate School District 917 for 2017-2018. (Addendum B.) The minutes will be summarized with the website address listed to view the official minutes. All present voted aye. Motion carried.

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

8. Motion by Dick Bergstrom, seconded by Bob Erickson, to keep the same compensation for District 917 School Board Members at \$3750 and \$4,000 for the Board Chair for the 2017-2018 school year and stipends remain the same at \$30 per meeting for Personnel and Insurance Committees only. All present voted aye. Motion carried.

9. Board member Dick Bergstrom introduced the following resolution and waived the reading: Resolution Pertaining to Business Operations. The motion for the adoption of the foregoing resolution was duly seconded by Byron Schwab and upon vote being taken thereon, the following voted in favor thereof: Dick Bergstrom, Bob Erickson, Wendy Felton, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and voting against the same: none. Whereupon said resolution was declared duly passed and adopted. (Addendum D.)

10. Committee assignments were reviewed and assigned. (Addendum E.)

11. Motion by Byron Schwab, seconded by Vanda Pressnall, to adjourn the organizational meeting. All present voted aye. Motion carried.

There being no further business the Organizational Meeting adjourned at 5:36 PM.

Clerk

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, July 11, 2017, at 1300 145th Street East, Rosemount, MN 55068.

Members Present: Dick Bergstrom, Bob Erickson, Wendy Felton, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and ex-officio member Superintendent John Christiansen.

Members Absent: none.

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

School Board Chair Jill Lewis called the meeting to order at 5:37 PM.

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Byron Schwab, seconded by DeeDee Carrier, to approve the consent items, as presented. All present voted aye. Motion carried.
 - **Minutes:** June 6, 2017, Regular School Board Meeting
 - Personnel:** *New Hires:* Alexander Arana, Mental Health Practitioner, effective August 24, 2017. Stephanie Bistodeau, Classroom Assistant, effective August 31, 2017. Jayne Ciodaru, School Psychologist, effective August 24, 2017. Shereen Eldeeb, Community Expert, effective August 24, 2017 (from Program Assistant to Community Expert). Katherine Engel, Physical Therapist, effective August 24, 2017. Ashley Gagner, Special Education Teacher, effective August 24, 2017 (from Classroom Assistant to Special Education Teacher). Elizabeth Garlough, Occupational Therapist, effective August 24, 2017. Addie Geske, Physical and Health Disabilities Teacher, effective August 24, 2017. Theresa Gulbransen, Assistant Director of Special Education, effective July 1, 2017. Steven Hadritz, Classroom Assistant, effective August 31, 2017. Justin Hoelscher, Special Education Teacher, effective August 24, 2017 (from Program Assistant to Special Education Teacher). Caroline Jilek, Classroom Assistant, effective August 31, 2017. Rebecca Kruse, Licensed School Nurse, effective August 24, 2017. Kaitlyn Malloy, Classroom Assistant, effective August 31, 2017 (from Student Assistant to Classroom Assistant). Tessa Ortmeier, Administrative Assistant II, effective July 10, 2017. Terra Pingley, Mental Health Practitioner, effective August 24, 2017. Jenna Plank, Classroom Assistant, effective August 31, 2017. Jessica Randol, Special Education Teacher, effective August 24, 2017. Emma Richard, Classroom Assistant, effective August 31, 2017 (from Student Assistant to Classroom Assistant). Robyn Rohr, Classroom Assistant, effective August 31, 2017. Nathan Steller, Special Education Teacher, effective August 24, 2017 (from Classroom Assistant to Special Education Teacher). Adrian Stinson, Administrative Assistant II, effective July 10, 2017. Megan Streed, Special Education Teacher, effective August 24, 2017. Deric Thames, Special Education Teacher, effective August 24, 2017. Brian Waters, Classroom Assistant, effective August 31, 2017. Andrew Webster, Permanent Floating Substitute/DAPE Teacher, effective August 24, 2017. Mackenzie Witzel, Classroom Assistant, effective August 31, 2017. *Rehires:* Amanda Boehmer, Special Education Teacher, effective August 28, 2017. Brenda Croell, Teacher of the Deaf/Hard of Hearing, effective August 24, 2017. Shelbee Jaeger, Teacher of Deaf/Hard of Hearing, effective August 28, 2017. Gabriela Kubik, Teacher of the Deaf/Hard of Hearing, effective August 28, 2017. Joseph Lorentz, Special Education Teacher, effective August 25, 2017.

Blake Mayes, Classroom Assistant, effective August 27, 2017 (Blake resigned on June 8, 2017). Alyssa McDonough, School Psychologist, effective August 25, 2017. Leah Palma, Special Education Teacher, effective August 25, 2017. Angelyn Weber, Special Education Teacher, effective August 28, 2017. *Change in Status:* Pearl Devenow, Teacher of Deaf/Hard of Hearing, continue at .8 FTE for the 2017-2018 school year only. Angelita Fleming, Speech Language Pathologist, maternity disability leave effective on or about November 13, 2017, with an expected return date of January 2, 2018. Jamie Gasior, Program Assistant, medical leave request effective May 22, 2017, with an expected return date of June 8, 2017. Shanna Knutson, School Psychologist, increase to 1.0 FTE for the 2017-2018 school year only. Laura Tennesen, School Psychologist, increase to .95 FTE for the 2017-2018 school year only. *Resignations and Terminations:* Karissa Bell, Classroom Assistant, effective July 17, 2017. Amy Lancaster, Special Education Teacher, effective June 23, 2017. Robert Menge, Classroom Assistant, effective August 8, 2017. Rashidat Oladipupo, Classroom Assistant, effective June 25, 2017. Kent Rhein-Medina, Physical & Health Disabilities Teacher, effective June 30, 2017. MiKayla Sanocki, Physical Therapist, effective June 23, 2017. *Retirements:* Debra Piper, Sign Language Interpreter, effective September 1, 2017.

2. Board Member Wendy Felton introduced the following resolution and waived the reading: Resolution to Accept Donations in the amount of \$2,560. Donation of \$60 to the PACES Program from Keith Koentopf of Farmington, for student needs and activities. (Value: \$60). Donation of a Mitsubishi FGC25 Forklift from Todd Doege of Quality Forklift of Shakopee to ISD 917 Career/Technical Education programs. (Value: \$2500). The motion for the adoption of the foregoing resolution was duly seconded by DeeDee Currier and upon vote being taken thereon, the following voted in favor thereof: Dick Bergstrom, DeeDee Currier, Bob Erickson, Wendy Felton, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)
3. Motion by Bob Erickson, seconded by Dick Bergstrom, to approve the bills from June 1, 2017 to July 6, 2017, wire transfers and Investment Reports for the month of May, as presented by the Business Manager. All present voted aye. Motion carried.
4. Motion by Byron Schwab, seconded by Melissa Sauser, to approve the Temporary Work Agreement Report (with the adjustment on page 15) and Addendum, as presented. (Addendum B.) All present voted aye. Motion carried.
5. Motion by Bob Erickson, seconded by Vanda Pressnall, to approve Revised Policy 6.15, Wellness, on a final reading. (Addendum C.) All present voted aye. Motion carried.
6. Motion by Byron Schwab, seconded by Russ Rohloff, to approve the Substitute Pay Rate of \$24 per hour for teachers for the 2017-2018 school year. (Addendum D.) All present voted aye. Motion carried.
7. Motion by DeeDee Currier, seconded by Russ Rohloff, to approve the annual membership renewals for Metro ECSU, AMSD, and MSBA for 2017-2018. (Addendum E.) All present voted aye. Motion carried.
8. Motion by Bob Erickson, seconded by Melissa Sauser to approve the FY 18 student lunch prices as follows: Student Breakfast \$1.50; Student Lunch \$2.85 (.10 increase); Milk \$.045; Adult Breakfast

\$2.50; Adult Lunch \$4.75. (Addendum F.) Vice Chair Erickson thanked Teri Welch, accounts receivable clerk, for taking it upon herself to find the best prices for the District. Lancer Dining Services is recommended to provide breakfast and lunch meals at DCTC, Alliance, and Lebanon. District 191 is recommended for breakfast and lunch at Cedar and YTP. Vice Chair Erickson requested to have the contracts brought to the August board meeting for review. All present voted aye. Motion carried.

9. Motion by Melissa Sauser, seconded by Vanda Pressnall, to approve the draft of DCALS and DCALS North Student Handbook for 2017-2018 as presented. (Addendum G.) All present voted aye. Motion carried.
10. Motion by Melissa Sauser, seconded by Dick Bergstrom, to approve the draft Special Education student Handbook for 2017-2018 as presented. (Addendum H.) All present voted aye. Motion carried.
11. Motion by DeeDee Currier, seconded by Byron Schwab, to approve the 917 Staff Handbook for 2017-2018 as presented. (Addendum I.) All present voted aye. Motion carried.
12. Motion by Melissa Sauser, seconded by Dick Bergstrom, to approve all the IAQ Written Plans for 2017-2018, as presented. (Addendum J.) All present voted aye. Motion carried.

Melissa Sauser requested adding to the agenda Board Member updates in their district.

Board Members shared their updates.

13. Motion by Byron Schwab, seconded by Russ Rohloff, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 6:41 P.M.

The next regular School Board Meeting will be Tuesday, August 15, 2017, in the Board Room at Dakota County Technical College at 5:00 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF AUGUST 15, 2017**

NEW HIRES:

Maren Aalgaard, Classroom Assistant, effective August 31, 2017.

Donn Anderson, Classroom Assistant, effective August 31, 2017.

Jacob Bauer, Community Expert, effective August 24, 2017 (from Classroom Assistant to Community Expert).

Tara Blackert, Mental Health Practitioner, effective August 24, 2017.

Brianna Donohue, Classroom Assistant, effective August 31, 2017.

Billie Edmonds, Classroom Assistant, effective August 31, 2017.

Kathleen Everson, Classroom Assistant, effective August 31, 2017.

Kim Fuerstenberg, Classroom Assistant, effective August 31, 2017.

Kirstie Gabbert, Classroom Assistant, effective August 31, 2017.

Thomas Garding, Community Expert, effective August 24, 2017 (from Classroom Assistant to Community Expert).

Erica Golofski, Classroom Assistant, effective August 31, 2017.

Ashley Graber, Custodian, effective July 10, 2017.

Amina Grass, Health Associate, effective August 31, 2017.

Danielle Hewitt, Classroom Assistant, effective August 31, 2017 (from Student Assistant to Classroom Assistant).

Nicole Hird, Health Associate, effective August 31, 2017.

Courtney Inman, Classroom Assistant, effective August 31, 2017.

Robin Knight, Classroom Assistant, effective August 31, 2017.

Andrea Kranz, Classroom Assistant, effective August 31, 2017.

Maya Lawrence, Classroom Assistant, effective August 31, 2017.

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF AUGUST 15, 2017
(continued)**

NEW HIRES (CONTINUED):

Lindsey Mahnesmith, Program Assistant, effective August 31, 2017.

Savanna Mead, Classroom Assistant, effective August 31, 2017.

Jane Mehlhaff, Sign Language Interpreter, effective August 31, 2017.

Andrea Menzia, Classroom Assistant, effective August 31, 2017.

Dominique Moran, Classroom Assistant, effective August 31, 2017.

Emily Payne, Classroom Assistant, effective August 31, 2017.

Anjali Rao, Program Assistant, effective August 31, 2017 (from Student Assistant to Program Assistant).

Briana Ruiz-Bruce, Classroom Assistant, effective August 31, 2017.

Krista Swanson, Classroom Assistant, effective August 31, 2017.

Jocelyn Thompson, Program Assistant, effective August 31, 2017 (from Student Assistant to Program Assistant).

Heather Webb, Community Expert, effective August 24, 2017 (from Classroom Assistant to Community Expert).

Christina Wilkin, Community Expert, effective August 24, 2017 (from Classroom Assistant to Community Expert).

Nicole Wolters, Classroom Assistant, effective August 31, 2017.

Katey Zahn, Classroom Assistant, effective August 31, 2017 (from Student Assistant to Classroom Assistant).

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF AUGUST 15, 2017
(continued)**

RE-HIRES:

Lindsey Jackson, Classroom Assistant, effective August 31, 2017.

Debra Strese, Classroom Assistant, effective August 31, 2017.

Matthew Trainer, Community Expert, effective August 25, 2017.

CHANGE IN STATUS:

Michelle Dodge, Sign Language Interpreter, Lead/Mentor Interpreter stipend effective August 31, 2017, for the 2017-2018 school year only.

Gretchen Toay, Sign Language Interpreter, Mentor Interpreter stipend effective August 31, 2017, for the 2017-2018 school year only.

RESIGNATIONS & TERMINATIONS:

Alexander Arana, Mental Health Practitioner, effective August 1, 2017.

Jacob Guenther, Classroom Assistant, effective August 8, 2017.

Karey Heim, Special Education Teacher, effective July 31, 2017.

Erica Kline, Program Assistant, effective July 31, 2017.

Shannon Lamppa, Classroom Assistant, effective July 11, 2017.

Blake Mayes, Classroom Assistant, effective August 3, 2017.

Samantha Perez, Classroom Assistant, effective August 3, 2017.

Amber Regan, Classroom Assistant, effective August 15, 2017.

Jacob Stone, Classroom Assistant, effective August 7, 2017.

Brenda Tollefson, Speech Language Pathologist, effective August 14, 2017.

Natalie Weierke, Program Assistant, effective August 14, 2017.

Janie Yang, Classroom Assistant, effective August 3, 2017.

To Bl 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 19, 2017	Teaching Licenses Held:
NAME: Maren Aalgaard	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : 17.15
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	South High School	Yes	Generals	Yes
College	St. Paul College	Yes	Sign Language	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
Turbo Tims	8/16	Current	Dog Handler
Volstead's Emporium	12/16	2/17	Hostess
Yogurt Lab	8/16	12/16	Shift Lead
Royal Grounds Coffee	5/12	6/16	Barista/Baker

Total Years Experience 5

Remarks:

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

7-22-2017

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 26, 2017	Teaching Licenses Held:
NAME: Jacob Bauer	
Position: Community Expert	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : 38,500
	Employment Date : 8/24/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Winona Cotter	Yes	Generals	Yes
Technical College				
College	Augsburg College	In Process	Special Education	
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	2/10	Current	Paraprofessional
Community Involvement Programs	6/09	Current	PCA
ISD 192	8/12	Current	Athletic Coach

Total Years Experience 7

Remarks:

Jacob will be a community expert in the PACES Program.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 24, 2017	Teaching Licenses Held:
NAME: Tara Blackert	
Position: Mental Health Practitioner	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : 74,747.00
	Employment Date : 8/24/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Prophetstown High	Yes	Generals	Yes
Technical College				
College	Luther College	Yes	Social Work	BA
	St. Mary's	Yes	Counseling and Psychological Services	MA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Intermediate District 287	8/03	Current	School Social Worker
Bloomington Public Schools	11/00	7/03	Mental Health Provider

Total Years Experience 17

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Washburn Child Guidance Center	5/97	11/00	Family Therapist

Total Years Experience 2

Remarks:

Tara will be a MHP in the TEA Program at LEC.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 7/21/17	Teaching Licenses Held:
NAME: Billie Edmonds	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : \$17.15
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Eastside Sr. High	Yes	Generals	Yes
Technical College	MN School of Business	Yes	Paralegal	AS
College	Summit Academy	Yes	Carpentry	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
Vida Divina	10/16	Current	Affiliate
Mpls. Public Schools	12/13	5/15	Paraprofessional

Total Years Experience 3

Remarks:

Billie will be a classroom assistant in the CASE Program at AEC.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 7/20/17	Teaching Licenses Held:
NAME: Kirstie Gabbert	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$18.32
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Park High	Yes	Generals	Yes
Technical College				
College	University of Wisconsin	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
University of Minnesota	9/16	Current	Teacher Candidate
Integrated Development Services	12/14	7/16	Senior Treatment Manager
Hanson Family	9/12	8/16	Nanny

Total Years Experience 5

Remarks:

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

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 7/20/17	Teaching Licenses Held:
NAME: Ashley Graber	
Position: Custodian I	
College: Secondary: Special Education: X District:	Recommended Salary : \$15.32
	Employment Date : 7/10/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	School of Environmental Studies	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
Union Sorters of America	10/14	10/15	Assistant Team Lead
Taco Bell	1/09	3/14	Shift Manager

Total Years Experience 6

Remarks:

Ashley will be a custodian at AEC.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 31, 2017	Teaching Licenses Held:
NAME: Amina Grass	
Position: Health Associate	
College: Secondary: Special Education: X District:	Recommended Salary : \$25.98 hourly
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Moulay Ismael	Yes	Generals	Yes
Technical College				
College	Kirkwood Community	Yes	Nursing	AS
	Institute of Journalism	Yes	Journalism	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Bayada Home Health Care	6/11	Current	RN Home Care
Meadowview Elementary	8/14	6/17	Classroom Nurse
Northfield Hospital	1/10	5/11	Nurse

Total Years Experience 7

Remarks:

Amina will be a health associate in the PACES Program at Boeckman Middle School.

To Be 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 31, 2017	Teaching Licenses Held:
NAME: Nicole Hird	
Position: Health Associate	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$22.24
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lakeville High	Yes	Generals	Yes
Technical College	DCTC	Yes	Nursing	LPN
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
ISD 917	8/13	1/15	Health Associate
Mpls. VA Hospital	7/07	10/10	LPN

Total Years Experience 5

Remarks:

Nicole will be a health associate for the district based out of the DCTC.

To Bd 8/15/17.

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: June 8, 2017	Teaching Licenses Held:
NAME: Lindsey Mahnesmith	
Position: Program Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 17.54
	Employment Date: 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Mason City High	Yes	Generals	Yes
Technical College	Mpls. Community and Tech	Yes	Alcohol and Drug Counseling	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
Sage Prairie	9/15	5/17	Counselor
Park Nicollet	12/12	5/15	GI Tech
Allina Health	11/03	9/12	GI Tech/PCA

Total Years Experience 13

Remarks:

Lindsey will be a program assistant at Anthony Lewis Center.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 7/21/17	Teaching Licenses Held:
NAME: Savanna Mead	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.15
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Park Sr. 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
Todd and Jodi Baumgartner	8/16	6/17	Nanny
RR Donnelley	4/14	5/17	Clerical
Marshalls	4/12	6/13	Sales Associate

Total Years Experience 5

Remarks:

Savanna will be a classroom assistant in the CASE Program at AEC.

7062 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 31, 2017	Teaching Licenses Held:
NAME: Jane Mehlhaff	
Position: Interpreter	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.24
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Roncalli High	Yes	Generals	Yes
Technical College				
College	St. Catherine	Yes	Interpreting	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	1/17	2/17	Intern/Interpreting

Total Years Experience 2 mths

Remarks:

Jane will be an interpreter in the DHH Program.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 24, 2017	Teaching Licenses Held:
NAME: Andrea Menzia	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : \$17.15
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Providence Academy	Yes	Generals	Yes
Technical College	Anoka Technical	Yes	Occupational Therapy Assist	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
Sholom Home East	9/16	Current	COTA
Visiting Angels	10/16	Current	Caregiver
Private Pay	3/13	Current	Nanny
Mount Olivet Rolling Acres	6/15	5/16	Direct Support

Total Years Experience 3

Remarks:

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

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 24, 2017	Teaching Licenses Held:
NAME: Dominique Moran	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.15
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Artesia 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	10/16	7/17	Waitress
Chipotle Mexican Grill	3/15	9/16	Crew Member
DCTC	8/13	9/14	Gym Supervisor

Total Years Experience 4

Remarks:

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

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: June 5, 2017	Teaching Licenses Held:
NAME: Emily Payne	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.15
	Employment Date: 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Osseo Sr. High School	Yes	Generals	Yes
Technical College				
College	U of M	Yes	Family Social Sciences	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
New Horizons	6/16	Current	Lead Toddler Teacher
Creativity Inc., Australia	1/16	6/16	Support Work
Minneapolis Kids	9/15	1/16	Paraprofessional

Total Years Experience 2

Remarks:

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

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 31, 2017	Teaching Licenses Held:
NAME: Anjali Rao	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.54
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Rani Durgavati	Yes	Generals	Yes
Technical College				
College	University of Abertay Dundee	Yes	Counseling	Masters
	Guru Ghasidas	Yes	Sociology	MA
Other	University of Rani Durgavati	Yes	Sociology	BA

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
NFB School for the Blind	1/09	1/11	Teacher

Total Years Experience 2

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	2/17	Current	SA
Walmart	9/12	6/16	Department Manager
National Federation of the Blind	1/11	9/11	Placement Officer

Total Years Experience 5

Remarks:

Anjali will be a classroom assistant in the SUN Program at AEC.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 24, 2017	Teaching Licenses Held:
NAME: Briana Ruiz-Bruce	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.15
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Farmington High	Yes	Generals	Yes
Technical College				
College	St. Catherine's	Yes	Exercise and Sports Science	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
ACR Homes	1/17	5/17	Direct Care
Farmington Gymnastics Center	4/15	5/17	Head Coach
Twist and Tumble	9/10	3/15	Coach

Total Years Experience 7

Remarks:

Briana will be a classroom assistant in the CASE Program at AEC.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: June 6, 2017	Teaching Licenses Held:
NAME: Krista Swanson	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : \$17.15
	Employment Date 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Burnsville High	Yes	Generals	Yes
Technical College				
College	U of M Duluth	Yes	Communication Sciences	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
New Horizons	6/13	Current	Center Manager
Wendy Homa	7/15	8/16	PCA

Total Years Experience 2

Remarks:

Krista will be a classroom assistant working out of Lakeville.

T6 B4 5/10/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 7/26/17	Teaching Licenses Held:
NAME: Christina Wilkin	
Position: Community Expert	
College: Secondary: Special Education: x District:	Recommended Salary : 38,500
	Employment Date: 8/24/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Park High School	Yes	Generals	Yes
Technical College	St. Paul College	Yes	Interpreter/Sign Language	AA
College	Metropolitan State	Yes	ASL Interpreting and Deaf Studies	BA
	U of M	In process	DHH Education	
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	7/12	Current	Paraprofessional
People Incorporated	9/11	8/12	Support Specialist
MRCI	11/09	Current	Personal Care

Total Years Experience 9

Remarks:

Christina will be a community expert in the SUN Program at AEC.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 24, 2017	Teaching Licenses Held:
NAME: Nicole Wolters	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.15
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Hastings High	Yes	Generals	Yes
Technical College				
College	St. Cloud State	Yes	Communication Science and Disorders	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	6/16	Current	Behavior Therapist
J and J Holmes	1/14	9/16	Direct Care Staff
Opal Services	12/11	8/14	Direct Support

Total Years Experience 6

Remarks:

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

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 31, 2017	Teaching Licenses Held:
NAME: Katey Zahn	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.54
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Simley	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
ISD 917	9/16	Current	SA
Lifeworks	6/12	7/16	PCA
ISD 199	10/13	7/16	Paraprofessional

Total Years Experience 4

Remarks:

Katey will be a CA in the SUN Program at Cedar School.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 7/24/17	Teaching Licenses Held:
NAME: Donn Anderson	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.15
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Cooper 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
Minikahda Country Club	4/12	Current	Honor Caddy
Dick's Sporting Goods	10/16	5/17	Customer Service

Total Years Experience 5

Remarks:

Donn will be a classroom assistant in the SUN Program at AEC.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION

DATE: July 19, 2017	Teaching Licenses Held:
NAME: Brianna Donohue	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.15
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	West De Pere High	Yes	Generals	Yes
Technical College				
College	St. Thomas	Yes	Philosophy	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
Northwestern Mutual	7/15	Current	Financial Security Associate
Accra Care	7/14	7/15	PCA
Howdy Residential	6/14	12/14	Independent Living Skills Coord.

Total Years Experience 3

Remarks:

Brianna will be a classroom assistant in the CASE Program at Alliance Education Center.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: June 8, 2017	Teaching Licenses Held:
NAME: Kathleen Everson	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : 17.15
	Employment Date: 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Washburn 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
Freedom Mortgage Corporation	3/12	4/17	Senior Closer
Wells Fargo	3/07	3/12	Foreclosures

Total Years Experience 10

Remarks:

Kathleen will be a classroom assistant in the CASE Program at AEC.

To BA 8/13/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 7/24/17	Teaching Licenses Held:
NAME: Kim Fuerstenberg	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.15
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Platteville High	Yes	Generals	Yes
Technical College				
College	Moorhead State	Yes	Mass Communications	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
Planet Inn	9/16	11/16	Promotions Manager
EF Education First	7/16	8/16	Teacher
Global Work and Travel	5/16	6/16	Customer Service
EF Education First	3/14	9/14	Teacher

Total Years Experience 3

Remarks:

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

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 10, 2017	Teaching Licenses Held:
NAME: Thomas Garding	
Position: Teacher/Community Expert	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$38,500
	Employment Date : 8/24/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Eastview High School	Yes	Generals	Yes
Technical College				
College	U of M	Yes	English, History, Sociology	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	1/17	Current	Paraprofessional
Pellicci Ace Hardware	6/13	12/16	Associate
Lampert Lumber	5/12	9/12	Yard Employee

Total Years Experience 5

Remarks:

Thomas will be a teacher in the SUN Program at Cedar School.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 31, 2017	Teaching Licenses Held:
NAME: Erica Golofski	
Position: CA	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.54
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Burnsville High	Yes	Generals	Yes
Technical College				
College	U of M Twin Cities	Yes	Art, Child Psychology	BA
	Adler Graduate School	In Process	Clinical Mental Health Counseling	In Process
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
River Valley PCA	5/12	Current	PCA

Total Years Experience 4

Remarks:

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

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 8, 2017	Teaching Licenses Held:
NAME: Danielle Hewitt	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$18.71
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Austin High	Yes	Generals	Yes
Technical College				
College	St. Catherine	Yes	Interpreting	BA
	Riverland Community	Yes	Generals	AS
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	9/15	Current	Student Assistant
The Freehouse	9/14	9/15	Server

Total Years Experience 3

Remarks:

Danielle was a student assistant with the district, and will now be a classroom assistant in the SUN Program at AEC.

To: Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 7/24/17	Teaching Licenses Held:
NAME: Courtney Inman	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.15
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Mankato West	Yes	Generals	Yes
Technical College				
College	U of M	Yes	Child 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
Aaron and Jennifer Marshall	6/17	Current	Nanny
Gina Rumore	9/15	6/16	Nanny
Gary and Anne Steffen	6/15	8/16	Nanny

Total Years Experience 3

Remarks:

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

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 7/24/17	Teaching Licenses Held:
NAME: Robin Knight	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$18.32
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Roosevelt High	Yes	Generals	Yes
Technical College				
College	Hamline University	Yes	Education	In process
	Cardinal Stritch	Yes	Business Management	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
Goodwill Easter Seals	3/14	Current	Career Specialist
EAC Resource Inc.	12/08	12/13	Trainer
Blue Cross	9/99	12/08	Collections Specialist

Total Years Experience 18

Remarks:

Robin will be a classroom assistant in the CASE Program at AEC.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 24, 2017	Teaching Licenses Held:
NAME: Andrea Kranz	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.93
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Hastings 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
Express Employment	12/16	Current	Sales Rep.
Ruth Homes	1/14	4/16	Director
Ruth Homes	4/98	1/14	House Manager

Total Years Experience 18

Remarks:

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

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

To Bd 8/15/17

DATE: June 19, 2017	Teaching Licenses Held:
NAME: Maya Lawrence	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.54
	Employment Date: 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Eagle Ridge Academy	Yes	Generals	Yes
Technical College				
College	U of M	Yes	Psychology	BA
	Buena Vista	Yes	Psychology	
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
Jon Kamrath	6/16	8/17	Nanny
The Hair District	10/13	Current	Front Desk
Richfield Public Schools	6/14	6/15	Summer Paraprofessional

Total Years Experience 2

Remarks:

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

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 31, 2017	Teaching Licenses Held:
NAME: Anjali Rao	
Position: Classroom Assistant Program	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.54
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Rani Durgavati	Yes	Generals	Yes
Technical College				
College	University of Abertay Dundee	Yes	Counseling	Masters
	Guru Ghasidas	Yes	Sociology	MA
Other	University of Rani Durgavati	Yes	Sociology	BA

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
NFB School for the Blind	1/09	1/11	Teacher

Total Years Experience 2

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	2/17	Current	SA
Walmart	9/12	6/16	Department Manager
National Federation of the Blind	1/11	9/11	Placement Officer

Total Years Experience 5

Remarks:

Anjali will be a classroom assistant in the SUN Program at AEC.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 14, 2017	Teaching Licenses Held:
NAME: Jocelyn Thompson	
Position: Program Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.93
	Employment Date : 8/31/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Apple Valley High	Yes	Generals	Yes
Technical College				
College	St. Mary's	Yes	International Business	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	3/17	Current	Student Assistant
Bright Horizons Family Solutions	7/16	1/17	Toddler Teacher

Total Years Experience 1

Remarks:

Jocelyn will be a program assistant in the SUN Program at AEC.

To Bd 8/15/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 14, 2017	Teaching Licenses Held:
NAME: Heather Webb	
Position: Community Expert	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$38,500
	Employment Date : 8/24/17

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Plentywood High	Yes	Generals	Yes
Technical College				
College	Montana State	Yes	Business	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	9/12	Current	Paraprofessional
In Home Daycare	9/08	6/12	Childcare
Herbergers	7/05	2/07	Store Manager

Total Years Experience 12

Remarks:

Heather will be a teacher in the PACES Program at Boeckman Middle School.

**Intermediate School District #917
School Board**

Resolution to Accept Donations

Board member _____ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of \$1170.00

1. Donation of \$500 to the TESA Program from Best Friends Total Pet Care of Kent, Washington, for student needs and activities. (Value: \$500)
2. Donation of \$300 to the Youth Transition Program from Benevity Community Impact of Canada, to be used for student lunches. (Value: \$300)
3. Donation of \$300 to the Youth Transition Program from Bijan Riahi of Eagan, to be used for student lunches. (Value: \$300)
4. Donation of \$70 to the PACES Program from Keith Koentopf of Farmington to be used for student needs and activities. (Value: \$70)

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

and voting against the same:

Whereupon said resolution was declared duly passed and adopted.

Date Board Approved: _____

Intermediate School Dist 917
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CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
322469	S	\$69.29	07/05/17	24674	0	F.H. CANN & ASSOCIATES, INC	OUTSTANDING
322470	S	\$333.33	07/05/17	24626	0	IOWA DEPARTMENT OF HUMAN SERVICES	OUTSTANDING
322471	S	\$838.35	07/05/17	40017	0	O.P.E.I.U., LOCAL 12	OUTSTANDING
322472	S	\$161.25	07/05/17	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
322473	S	\$295.35	07/05/17	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
322474	S	\$103.93	07/05/17	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
322475	S	\$479.17	07/05/17	40071	0	WADDELL & REED INC	OUTSTANDING
322476	S	\$239.00	07/06/17	04470	0	ASCD	OUTSTANDING
322477	S	\$330.40	07/06/17	24553	0	CANON USA	OUTSTANDING
322478	S	\$372.04	07/06/17	23917	1	MARCO INC	OUTSTANDING
322479	S	\$1431.00	07/06/17	02081	0	MASA	OUTSTANDING
322480	S	\$575.00	07/06/17	18091	0	MASE	OUTSTANDING
322481	S	\$700.00	07/06/17	07926	11	METRO ECSU	OUTSTANDING
322482	S	\$940.00	07/06/17	23690	0	OUTDOOR IMAGES, INC	OUTSTANDING
322483	S	\$2750.00	07/06/17	23232	0	SAND CREEK GROUP LTD	OUTSTANDING
322484	S	\$7244.72	07/06/17	23849	0	SPED FORMS, INC	OUTSTANDING
322485	S	\$7104.30	07/06/17	24763	1	TOBII DYNAVOX LLC	OUTSTANDING
322486	S	\$160392.23	07/06/17	29359	2	U.S. BANK OPERATION CENTER	OUTSTANDING
322487	S	\$398.00	07/06/17	18079	0	UNIQUE SOFTWARE CORP	OUTSTANDING
322488	S	\$77.45	07/06/17	17397	0	409-PRAXAIR DISTRIBUTION INC	OUTSTANDING
322489	S	\$170.00	07/06/17	24766	0	ACCESS RESOURCES	OUTSTANDING
322490	S	\$327.71	07/06/17	16141	0	CARQUEST AUTO PARTS STORES	OUTSTANDING
322491	S	\$926.03	07/06/17	06276	0	CITY OF ROSEMOUNT	OUTSTANDING
322492	S	\$95.69	07/06/17	16244	7	CUB FOODS	OUTSTANDING
322493	S	\$172.32	07/06/17	20406	1	CUB FOODS	OUTSTANDING
322494	S	\$16110.00	07/06/17	40056	1	DAKOTA COUNTY SHERIFF'S OFFICE	OUTSTANDING
322495	S	\$318.72	07/06/17	16574	0	DAKOTA COUNTY SOCIAL SERVICES	OUTSTANDING
322496	S	\$45534.00	07/06/17	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
322497	S	\$2919.62	07/06/17	24666	0	DIGITAL INSURANCE, INC	OUTSTANDING
322498	S	\$187.44	07/06/17	00096	1	ECM PUBLISHERS/DAKOTA COUNTY TRIBUNE	OUTSTANDING
322499	S	\$24783.22	07/06/17	09592	0	IND SCH DIST 191	OUTSTANDING
322500	S	\$12694.59	07/06/17	13846	0	IND SCH DIST 192	OUTSTANDING
322501	S	\$11607.26	07/06/17	02162	0	IND SCH DIST 197	OUTSTANDING
322502	S	\$56.25	07/06/17	08517	0	LILLIE SUBURBAN NEWSPAPER, INC	OUTSTANDING
322503	S	\$4062.00	07/06/17	22974	0	MLA ARCHITECTS PLANNERS	OUTSTANDING
322504	S	\$398.00	07/06/17	24739	0	NATIONAL SEMINARS TRAINING	OUTSTANDING
322505	S	\$5225.00	07/06/17	23690	0	OUTDOOR IMAGES, INC	OUTSTANDING
322506	S	\$441.67	07/06/17	20376	0	VOIDED	VOIDED
322507	S	\$174.25	07/06/17	00623	0	VOIDED	VOIDED
322508	S	\$417.99	07/06/17	24746	0	VOIDED	VOIDED
322509	S	\$115.00	07/06/17	02431	0	VOIDED	VOIDED
322510	S	\$364.73	07/06/17	29040	0	VOIDED	VOIDED
322511	S	\$248.87	07/06/17	24707	0	VOIDED	VOIDED
322512	S	\$24.00	07/06/17	22907	0	VOIDED	VOIDED
322513	S	\$139.95	07/06/17	23942	0	VOIDED	VOIDED
322514	S	\$152.91	07/06/17	00450	0	VOIDED	VOIDED
322515	S	\$204.70	07/06/17	07543	0	VOIDED	VOIDED
322516	S	\$1013.00	07/06/17	00643	0	VOIDED	VOIDED
322517	S	\$25.70	07/06/17	24676	0	VOIDED	VOIDED
322518	S	\$6025.87	07/06/17	02776	0	VOIDED	VOIDED
322519	S	\$139.95	07/07/17	23942	0	TEACHERS ON CALL	OUTSTANDING
322520	S	\$441.67	07/07/17	20376	0	PELLICCI ACE HARDWARE	OUTSTANDING

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322521	S	\$174.25	07/07/17	00623	0	REPUBLIC SERVICES	OUTSTANDING
322522	S	\$417.99	07/07/17	24746	0	ROCKLER WOODWORKING & HARDWARE	OUTSTANDING
322523	S	\$115.00	07/07/17	02431	0	ROSEMOUNT SAW & TOOL	OUTSTANDING
322524	S	\$364.73	07/07/17	29040	0	SAM'S CLUB	OUTSTANDING
322525	S	\$248.87	07/07/17	24707	0	SPARTAN PROMOTIONAL GROUP	OUTSTANDING
322526	S	\$24.00	07/07/17	22907	0	SUPPLYWORKS	OUTSTANDING
322527	S	\$152.91	07/07/17	00450	0	TERRY'S HARDWARE	OUTSTANDING
322528	S	\$204.70	07/07/17	07543	0	TIERNEY BROS. INC	OUTSTANDING
322529	S	\$1013.00	07/07/17	00643	0	TIES	OUTSTANDING
322530	S	\$25.70	07/07/17	24676	0	TRUSTED EMPLOYEES	OUTSTANDING
322531	S	\$6025.87	07/07/17	02776	0	XCEL ENERGY	OUTSTANDING
322532	S	\$25.70	07/12/17	21674	0	CENTURYLINK	OUTSTANDING
322533	S	\$178.84	07/12/17	16244	5	CUB FOODS	OUTSTANDING
322534	S	\$947.80	07/12/17	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
322535	S	\$71.50	07/12/17	07751	1	HASTINGS STAR GAZETTE	OUTSTANDING
322536	S	\$597.00	07/12/17	24606	0	INFINITE CAMPUS, INC	OUTSTANDING
322537	S	\$62.38	07/12/17	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
322538	S	\$247.50	07/12/17	22778	1	LOFFLER COMPANIES	OUTSTANDING
322539	S	\$1058.99	07/12/17	21663	0	MEINKE, STEPHANIE	OUTSTANDING
322540	S	\$2441.61	07/12/17	14116	0	MENARDS	OUTSTANDING
322541	S	\$20.00	07/12/17	11229	0	MN HISTORICAL SOCIETY	OUTSTANDING
322542	S	\$41.66	07/12/17	23942	0	TEACHERS ON CALL	OUTSTANDING
322543	S	\$2407.00	07/12/17	19389	0	WELLS FARGO	OUTSTANDING
322544			07/12/17		0	UNISSUED	UNISSUED
322545			07/12/17		0	UNISSUED	UNISSUED
322546			07/12/17		0	UNISSUED	UNISSUED
322547	S	\$3500.00	07/13/17	23046	0	AMSD	OUTSTANDING
322548	S	\$502.40	07/13/17	23960	0	FIRSTRECORDS, LLC	OUTSTANDING
322549	S	\$1335.66	07/13/17	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
322550	S	\$861.99	07/13/17	24531	0	FRONTLINE TECHNOLOGIES GROUP, LLC	OUTSTANDING
322551	S	\$575.00	07/13/17	18091	0	MASE	OUTSTANDING
322552	S	\$90.80	07/13/17	23258	0	MN ENERGY RESOURCES CORPORATION	OUTSTANDING
322553	S	\$5567.00	07/13/17	00211	0	MN SCHOOL BOARDS ASSN	OUTSTANDING
322554	S	\$1000.00	07/13/17	23495	0	THE CONOVER COMPANY	OUTSTANDING
322555	S	\$27993.00	07/13/17	00643	0	TIES	OUTSTANDING
322556	S	\$69.29	07/17/17	24674	0	F.H. CANN & ASSOCIATES, INC	OUTSTANDING
322557	S	\$48.00	07/17/17	21651	0	NCPERS MINNESOTA	OUTSTANDING
322558	S	\$121.15	07/17/17	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
322559	S	\$103.93	07/17/17	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
322560	S	\$479.17	07/17/17	40071	0	WADDELL & REED INC	OUTSTANDING
322561	S	\$200.00	07/20/17	23203	0	ACCELERATED TECHNOLOGIES	OUTSTANDING
322562	S	\$202.40	07/20/17	24073	0	EDUCATORS BENEFIT CONSULTANTS, LLC	OUTSTANDING
322563	S	\$227179.20	07/20/17	24694	0	LANGER CONSTRUCTION	OUTSTANDING
322564	S	\$58.27	07/20/17	23407	0	MED-EL CORPORATION	OUTSTANDING
322565	S	\$3544.69	07/20/17	22885	0	MN DEPT OF EMPLOYMENT & ECON DEV.	OUTSTANDING
322566	S	\$1202.44	07/20/17	20868	0	OFFICE OF MN.IT SERVICES	OUTSTANDING
322567	S	\$306.39	07/20/17	22779	0	PHONAK	OUTSTANDING
322568	S	\$69.85	07/20/17	23942	0	TEACHERS ON CALL	OUTSTANDING
322569	S	\$320.00	07/20/17	24768	0	TECHNOLOGY BY DESIGN, LLC	OUTSTANDING
322570	S	\$2076.00	07/20/17	19645	0	APPLE COMPUTER, INC	OUTSTANDING
322571	S	\$40382.82	07/20/17	24552	0	APPLE VALLEY ISD LLC	OUTSTANDING
322572	S	\$14112.25	07/20/17	23398	0	BERKLEY HUMAN SERVICES	OUTSTANDING

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CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
322573	S	\$100.00	07/20/17	23724	0	GTS EDUCATIONAL EVENTS	OUTSTANDING
322574	S	\$6089.28	07/20/17	24554	0	HOONUIT, LLC	OUTSTANDING
322575	S	\$500.00	07/20/17	09592	10	IND SCH DIST 191	OUTSTANDING
322576	S	\$632.52	07/20/17	23917	1	MARCO INC	OUTSTANDING
322577	S	\$54.00	07/20/17	00257	3	PITNEY BOWES POSTAGE BY PHONE	OUTSTANDING
322578	S	\$131.34	07/20/17	22907	0	SUPPLYWORKS	OUTSTANDING
322579	S	\$25277.00	07/20/17	24764	1	UNITED HEARTLAND	OUTSTANDING
322580	S	\$740.00	07/27/17	24670	0	ADAPTIVE TECHNOLOGY RESOURCES	OUTSTANDING
322581	S	\$485.24	07/27/17	23678	0	AMAZON.COM, LLC	OUTSTANDING
322582	S	\$330.40	07/27/17	24553	0	CANON USA	OUTSTANDING
322583	S	\$158.56	07/27/17	21674	0	CENTURYLINK	OUTSTANDING
322584	S	\$15.94	07/27/17	21674	2	CENTURYLINK	OUTSTANDING
322585	S	\$4100.00	07/27/17	22394	0	DAKOTA COUNTY CDA	OUTSTANDING
322586	S	\$1172.61	07/27/17	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
322587	S	\$146.41	07/27/17	22631	0	GOVCONNECTION INC	OUTSTANDING
322588	S	\$167.27	07/27/17	22240	0	LONE OAK GRAPHICS	OUTSTANDING
322589	S	\$1036.19	07/27/17	23917	1	MARCO INC	OUTSTANDING
322590	S	\$35.10	07/27/17	23996	0	MEDICAREBLUE RX	OUTSTANDING
322591	S	\$9768.78	07/27/17	12831	0	NCS PEARSON INC	OUTSTANDING
322592	S	\$975.00	07/27/17	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
322593	S	\$86485.65	07/27/17	22779	0	PHONAK	OUTSTANDING
322594	S	\$1700.00	07/27/17	28814	0	SPRINGSTED, INC.	OUTSTANDING
322595	S	\$213.00	07/27/17	23335	0	SUMMIT FIRE PROTECTION	OUTSTANDING
322596	S	\$1138.15	07/27/17	22907	0	SUPPLYWORKS	OUTSTANDING
322597	S	\$8835.23	07/27/17	24715	0	TEACHING STRATEGIES, LLC	OUTSTANDING
322598	S	\$14816.10	07/27/17	00643	0	TIES	OUTSTANDING
322599	S	\$3000.00	07/27/17	24556	0	UNIVERSAL CLEANING SERVICES	OUTSTANDING
322600	S	\$700.00	07/27/17	29503	0	WOOD, FRAN	OUTSTANDING
322601			07/27/17		0	UNISSUED	UNISSUED
322602			07/27/17		0	UNISSUED	UNISSUED
322603			07/27/17		0	UNISSUED	UNISSUED
322604			07/27/17		0	UNISSUED	UNISSUED
322605			07/27/17		0	UNISSUED	UNISSUED
322606			07/27/17		0	UNISSUED	UNISSUED
322607	S	\$29.05	07/28/17	24773	0	BRIANA RUIZ BRUCE	OUTSTANDING
322608	S	\$341.89	07/28/17	29120	2	CITY OF APPLE VALLEY	OUTSTANDING
322609	S	\$125445.93	07/28/17	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
322610	S	\$110.00	07/28/17	24770	0	KENDELL DOORS & HARDWARE INC	OUTSTANDING
322611	S	\$20.00	07/28/17	24774	0	KIM ROBERTSON	OUTSTANDING
322612	S	\$144.86	07/28/17	29040	0	SAM'S CLUB	OUTSTANDING
322613	S	\$15.80	07/28/17	24772	0	SANDRA SCHERNEBECK	OUTSTANDING
322614	S	\$69.29	07/31/17	24674	0	F.H. CANN & ASSOCIATES, INC	OUTSTANDING
322615	S	\$838.35	07/31/17	40017	0	O.P.E.I.U., LOCAL 12	OUTSTANDING
322616	S	\$121.15	07/31/17	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
322617	S	\$103.93	07/31/17	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
322618	S	\$479.17	07/31/17	40071	0	WADDELL & REED INC	OUTSTANDING
322619	S	\$99.95	08/03/17	23421	0	AMERICAN FLAGPOLE & FLAG CO	OUTSTANDING
322620	S	\$9233.00	08/03/17	19645	0	APPLE COMPUTER, INC	OUTSTANDING
322621	S	\$46.07	08/03/17	19803	0	CENTERPOINT ENERGY	OUTSTANDING
322622	S	\$255.00	08/03/17	21392	1	FASTSIGNS	OUTSTANDING
322623	S	\$549.31	08/03/17	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
322624	S	\$1448.59	08/03/17	22631	0	GOVCONNECTION INC	OUTSTANDING

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322625	S	\$74234.53	08/03/17	06998	0	HOUGHTON MIFFLIN HARCOURT	OUTSTANDING
322626	S	\$3779.05	08/03/17	23802	1	LEARNING A-Z	OUTSTANDING
322627	S	\$1003.27	08/03/17	23917	0	MARCO INC	OUTSTANDING
322628	S	\$450.00	08/03/17	18091	0	MASE	OUTSTANDING
322629	S	\$36.99	08/03/17	22910	0	MICRON CPG	OUTSTANDING
322630	S	\$1036.80	08/03/17	11469	0	MOUNT OLIVET CONFERENCE & RETREAT CENTER	OUTSTANDING
322631	S	\$940.00	08/03/17	23690	0	OUTDOOR IMAGES, INC	OUTSTANDING
322632	S	\$337.50	08/03/17	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
322633	S	\$1200.00	08/03/17	22898	0	SPECTRUM BRANDS	OUTSTANDING
322634	S	\$419.65	08/03/17	24697	0	STEALTHWEAR PROTECTIVE CLOTHING INC.	OUTSTANDING
322635	S	\$998.62	08/03/17	07543	0	TIERNEY BROS. INC	OUTSTANDING
322636	S	\$19476.13	08/03/17	00643	0	TIES	OUTSTANDING
322637	S	\$152.50	08/03/17	23414	0	WESTWOOD SPORTS	OUTSTANDING
322638	S	\$700.00	08/03/17	29503	0	WOOD, FRAN	OUTSTANDING
322639	S	\$2728.80	08/03/17	02776	0	XCEL ENERGY	OUTSTANDING
710279	E	\$9.99	07/13/17	99999	9771	BOHNERT, LOREEN M.	OUTSTANDING
710280	E	\$88.20	07/13/17	99999	9771	BOHNERT, LOREEN M.	OUTSTANDING
710281	E	\$946.42	07/13/17	99999	9679	CHRISTIANSEN, JOHN MAXWELL	OUTSTANDING
710282	E	\$152.48	07/13/17	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
710283	E	\$75.44	07/13/17	99999	9496	IRELAND, KATHLEEN ELIZAB	OUTSTANDING
710284	E	\$229.99	07/13/17	99999	9496	IRELAND, KATHLEEN ELIZAB	OUTSTANDING
710285	E	\$23.60	07/13/17	99999	8693	JEFFRIES, DIANE RENEE	OUTSTANDING
710286	E	\$373.44	07/13/17	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
710287	E	\$32.62	07/13/17	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
710288	E	\$181.37	07/13/17	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
710289	E	\$36.92	07/13/17	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
710290	E	\$17.99	07/13/17	99999	4490	RIPPELMEYER, DAVID JAY	OUTSTANDING
710291	E	\$53.50	07/13/17	99999	8628	ROUSH, NICOLLE KATHERI	OUTSTANDING
710292	E	\$76.72	07/13/17	99999	9915	SCHALLER, MELISSA	OUTSTANDING
710293	E	\$217.75	07/13/17	99999	10405	STOLL, DAVID L.	OUTSTANDING
710294	E	\$25.68	07/13/17	99999	11016	WEILER, AUDREY	OUTSTANDING
710295	E	\$89.77	07/13/17	99999	9883	ZEHNDER, SCOTT MICHAEL	OUTSTANDING
710296	E	\$93.24	07/13/17	99999	8908	HANSON, LUCINDA SUE	OUTSTANDING
710297	E	\$26.75	07/13/17	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
710298	E	\$120.00	07/13/17	99999	9703	TOAY, GRETCHEN ANN	OUTSTANDING
710299	E	\$45.00	07/27/17	99999	8787	ASMUS, JOAN SCHAEFER	OUTSTANDING
710300	E	\$90.00	07/27/17	99999	8873	BUDACH, DON JAMES	OUTSTANDING
710301	E	\$45.00	07/27/17	99999	10762	BYER, ANNE	OUTSTANDING
710302	E	\$90.00	07/27/17	99999	9679	CHRISTIANSEN, JOHN MAXWELL	OUTSTANDING
710303	E	\$45.00	07/27/17	99999	10050	DOBSON, MEGHAN	OUTSTANDING
710304	E	\$45.00	07/27/17	99999	10965	EATON, CARMEN	OUTSTANDING
710305	E	\$90.00	07/27/17	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
710306	E	\$90.00	07/27/17	99999	10760	HARTJES, LINDSEY	OUTSTANDING
710307	E	\$90.00	07/27/17	99999	8341	HETLAND, JENNIFER AMY	OUTSTANDING
710308	E	\$90.00	07/27/17	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
710309	E	\$45.00	07/27/17	99999	10872	PETERS, AMANDA	OUTSTANDING
710310	E	\$45.00	07/27/17	99999	9589	PETERSEN, JENNIFER MAE	OUTSTANDING
710311	E	\$90.00	07/27/17	99999	11169	PETERSON, BROOKE	OUTSTANDING
710312	E	\$90.00	07/27/17	99999	11181	GULBRANSEN, THERESA	OUTSTANDING
710313	E	\$45.00	07/27/17	99999	9523	RENKEN, WENDI	OUTSTANDING
710314	E	\$90.00	07/27/17	99999	8628	ROUSH, NICOLLE KATHERI	OUTSTANDING
710315	E	\$90.00	07/27/17	99999	9915	SCHALLER, MELISSA	OUTSTANDING

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710316	E	\$90.00	07/27/17	99999	10405	STOLL, DAVID L.	OUTSTANDING
710317	E	\$90.00	07/27/17	99999	9068	SWANEY, AMY LYNN	OUTSTANDING
710318	E	\$90.00	07/27/17	99999	10756	VAN BROCKLIN, ERIC	OUTSTANDING
710319	E	\$45.00	07/27/17	99999	9783	VOLLBRECHT, MICHELLE LYNN	OUTSTANDING
710320	E	\$20.00	07/27/17	99999	9883	ZEHNDER, SCOTT MICHAEL	OUTSTANDING
710321	E	\$109.68	07/27/17	99999	8787	ASMUS, JOAN SCHAEFER	OUTSTANDING
710322	E	\$13.38	07/27/17	99999	8942	HURT, LYNDA THERESA	OUTSTANDING
710323	E	\$75.97	07/27/17	99999	10441	ILLA, JULIE	OUTSTANDING
710324	E	\$32.10	07/27/17	99999	10973	KUBIK, GABRIELA	OUTSTANDING
710325	E	\$37.66	07/27/17	99999	11016	WEILER, AUDREY	OUTSTANDING
710326	E	\$23.01	07/27/17	99999	8686	BERG, LINDA JO	OUTSTANDING
710327	E	\$123.05	07/27/17	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
710328	E	\$973.70	07/27/17	99999	11139	CROELL, BRENDA	OUTSTANDING
710329	E	\$348.82	07/27/17	99999	8787	ASMUS, JOAN SCHAEFER	OUTSTANDING
92002767	W	\$2252.95	07/03/17	40072	0	AFLAC	OUTSTANDING
92002768	W	\$26539.58	07/03/17	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92002769	W	\$1131.35	07/03/17	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92002770	W	\$2289.54	07/03/17	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92002771	W	\$42240.71	07/03/17	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92002772	W	\$4268.01	07/03/17	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002773	W	\$20925.51	07/03/17	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92002774	W	\$962.50	07/03/17	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92002775	W	\$244990.70	07/03/17	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92002776	W	\$369.00	07/03/17	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92002777	W	\$39885.94	07/03/17	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92002778	W	\$322.94	07/03/17	40058	0	MN DEPT OF REVENUE (C)	OUTSTANDING
92002779	W	\$8440.00	07/03/17	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002780	W	\$28750.00	07/03/17	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002781	W	\$87431.76	07/03/17	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002782	W	\$2990.84	07/03/17	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92002783	W	\$311.25	07/03/17	28803	2	VOYA	OUTSTANDING
92002784	W	\$2539.58	07/17/17	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92002785	W	\$1131.35	07/17/17	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92002786	W	\$15.00	07/14/17	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002787	W	\$671.05	07/10/17	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002788	W	\$35361.48	07/10/17	30132	0	DELTA DENTAL OF MINNESOTA	OUTSTANDING
92002789	W	\$2254.54	07/17/17	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92002790	W	\$28965.34	07/17/17	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92002791	W	\$11223.14	07/19/17	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002792	W	\$15199.02	07/18/17	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92002793	W	\$962.50	07/17/17	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92002794	W	\$917.56	07/21/17	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92002795	W	\$175295.28	07/17/17	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92002796	W	\$24839.03	07/12/17	21088	0	MEDICA	OUTSTANDING
92002797	W	\$30299.77	07/19/17	21088	0	MEDICA	OUTSTANDING
92002798	W	\$369.00	07/17/17	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92002799	W	\$222.94	07/17/17	40058	0	MN DEPT OF REVENUE (C)	OUTSTANDING
92002800	W	\$28293.74	07/17/17	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92002801	W	\$24250.00	07/18/17	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002802	W	\$451988.76	07/14/17	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92002803	W	\$71916.06	07/17/17	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002804	W	\$2930.84	07/17/17	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
92002805	W	\$311.25	07/17/17	28803	2	VOYA	OUTSTANDING
TOTAL # OF ISSUED CHECKS:			239	TOTAL AMOUNT		2505640.98	
TOTAL # OF VOIDED CHECKS:			13	TOTAL AMOUNT		9348.64	
TOTAL # OF UNISSUED CHECKS:			9				

Date: August 1, 2017

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	17212146984A
Date:	7/31/2017
Payment Date	8/2/2017

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

ACH Transfer was made in the amount of \$ 60,858.78

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$60,858.78
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

\$60,858.78 proof \$0.00

Authorized Signature  Date 8-1-17

copy for AP
copy for Board

Date: August 1, 2017

To: Accounts Payable

From: Audrey Weifer
Payroll Clerk

Invoice nbr: 0044078829
Date: 7/24/2017
Payment Date 8/1/2017

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

ACH Funds Transfer was made in the amount of \$ 43,466.15

Payable to:
Medica

Vendor # 21088

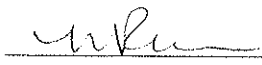
Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$0.00
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$4,454.61
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$806.76
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$34,741.19
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$724.59
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$2,739.00
10-005-120-000-099-000	WELLNESS CREDIT		

Total

\$43,466.15 proof \$0.00

Authorized Signature  Date 8-1-17

Date: July 31, 2017

To: Accounts Payable

From: Audrey Weiler
Payroll Clerk

Bill Number 1261402
Paydate 8/1/2017

Subject: Group Insurance Premium for August 2017
(Employer's Costs and Employees' Withholdings)

Wire Funds to Kansas City Life Insurance Co \$7,914.47

Payable to:
Kansas City Life Ins Co Vendor # 24031

Charge to:	Amount	
01-215-32	\$409.90	
02-215-32	\$4,396.98	
10-215-32	\$272.64	
01-215-33	\$277.80	
02-215-33	\$2,410.24	
10-215-33	\$146.91	
Total	\$7,914.47	proof \$0.00

cc: Payroll Insurance Payment File

Authorized Signature  Date 8-1-17

Date: July 25, 2017

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	17205146984A
Date:	7/24/2017
Payment Date	7/26/2017

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

ACH Transfer was made in the amount of \$ 64,272.34

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$64,272.34
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

\$64,272.34 ^{proof} \$0.00

Authorized Signature



Date 7-25-17

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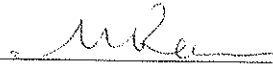
Date: July 24, 2017
To: FOR EFT INPUT
From: Audrey Weiler
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,487.40
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39 Medical	\$1,070.74	
10-215-40 D.Care	\$416.66	
10-215-42 L.Scope	\$0.00	
Total	\$1,487.40	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited see below

Authorized Signature  Date 7-24-17

7/18/2017	\$	77.62
7/21/2017	\$	51.62
7/21/2017	\$	1,358.16
Total	\$	1,487.40

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

TO: Accounts Payable DATE: 07/21/2017
ACH
FROM: Audrey Weiler 6/30/2017 YEAR END
Payroll/Fringe Benefits Technician
SUBJECT: 2016 HEALTH INS PCORI FEE

Electronic Funds Transfer was made in the amount of \$ 917.56

Transferred From Wells Fargo Bank Account Number XXXXXX2167

To: Internal Revenue Service Vendor Nbr 40037

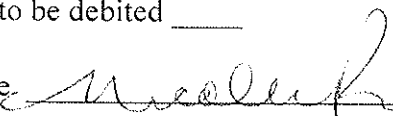
Charge To:	Amount:
22-005-110-000-309-000	917.56

Total 917.56

cc: HEALTH INS SELF FUNDED COSTS

Authorization Reference Nbr. _____ 270760271743499

Date Bank Account to be debited _____ 7/21/2017

Authorized Signature  Date 7-20-17

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

Re: Sales Tax Wire Transfer

Date: 7.13.17

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 382.00, from Wells Fargo Bank Account No. 3805702167.



Nicolle Roush, Business Manager

Date: July 17, 2017

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	17198146984A
Date:	7/17/2017
Payment Date	7/19/2017

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

ACH Transfer was made in the amount of \$ \$30,299.77

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$30,299.77
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

\$30,299.77 proof \$0.00

Authorized Signature



Date

7-17-17

copy for AP
copy for Board

Date: July 17, 2017

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$15.00
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$15.00	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$15.00	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited see below

Authorized Signature  Date 7-17-17

7/14/2017 \$ 15.00

Total \$ 15.00

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

FY 18

Date: July 12, 2017

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk


Subject: Group Insurance Premium for June 2017
(Employer's Costs and Employees' Withholdings)

Payable to: Delta Dental \$35,361.48
Vendor # 30132

Charge to:	Amount
21-005-110-000-235-250	\$35,361.48

Total	\$35,361.48	proof	\$0.00
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cc: Payroll Insurance Payment File
Date Bank Account to be debited 7/10/2017

Authorized Signature  Date 7-12-17

Invoice 6955372 dated 07/02/2017

	LB COPY
	VB COPY

Date: July 10, 2017

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	17191146984A
Date:	7/10/2017
Payment Date	7/12/2017

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

ACH Transfer was made in the amount of \$

\$24,839.03

Payable to:
Medica

Vendor # 21088


Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$24,839.03
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

\$24,839.03 proof \$0.00

Authorized Signature 

Date 7-10-17

copy for AP
copy for Board

Date: July 10, 2017

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$671.05
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$450.00	
10-215-39	Medical	-\$251.86	
10-215-40	D.Care	\$472.91	
10-215-42	L.Scope	\$0.00	
Total		\$671.05	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited see below

Authorized Signature  Date 7-10-17

7/7/2017	\$	450.00
7/7/2017	\$	472.91
7/10/2017	\$	(251.86)
Total	\$	671.05

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

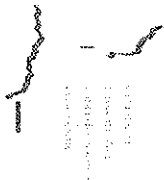
**INTERMEDIATE SCHOOL DISTRICT 917
SCHOOL BOARD REPORT OF
CONSOLIDATED INVESTMENTS
(GENERAL & BUILDING)
June 2017**

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	3,965,001.97	0.00	1,700,000.00	0.00	2,529.05	2,267,531.02	41,943.58
MSDLAF	01	3,738.29	0.00	0.00	0.00	2.46	3,740.75	23.74
MSDLAF TERM (CD's, Term, Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WELLS FARGO SAVINGS ACCT	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WELLS FARGO PORTFOLIO	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		3,968,740.26	0.00	1,700,000.00	0.00	2,531.51	2,271,271.77	41,967.32

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

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

NOTE: **June 2017** Average MSDLAF Liquid Rate was 0.80% and the MSDLAF+MAX Average Rate was 0.90%. MSDLAF Term Average Rate is .00%. The Average Wells Fargo Savings Rate was 0.00%.



Account Statement - Transaction Summary

For the Month Ending June 30, 2017

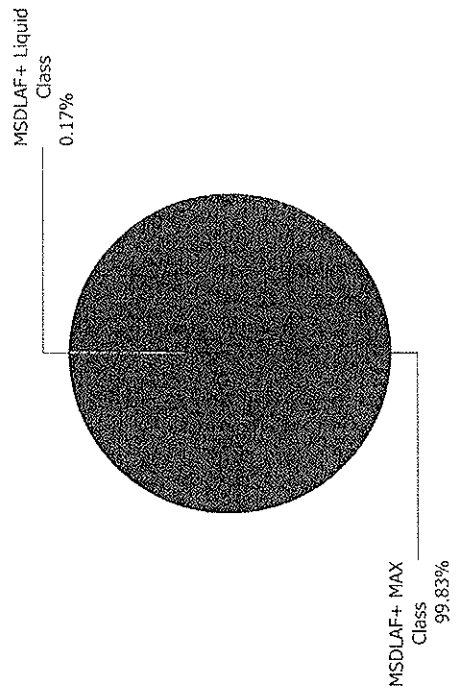
INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ Liquid Class	
Opening Market Value	3,738.29
Purchases	2.46
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$3,740.75
Cash Dividends and Income	2.46

MSDLAF+ MAX Class	
Opening Market Value	3,965,001.97
Purchases	2,529.05
Redemptions	(1,700,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$2,267,531.02
Cash Dividends and Income	2,529.05

Asset Summary			
	June 30, 2017	May 31, 2017	
MSDLAF+ Liquid Class	3,740.75	3,738.29	
MSDLAF+ MAX Class	2,267,531.02	3,965,001.97	
Total	\$2,271,271.77	\$3,968,740.26	

Asset Allocation





For the Month Ending June 30, 2017

Account Statement

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MSDLAF+ Liquid Class					
Opening Balance					3,738.29
06/30/17	07/03/17	Accrual Income Div Reinvestment - Distributions	1.00	2.46	3,740.75
Closing Balance					3,740.75

	Month of June	Fiscal YTD July-June
Opening Balance	3,738.29	3,717.09
Purchases	2.46	23.66
Redemptions (Excl. Checks)	0.00	0.00
Check Disbursements	0.00	0.00
Closing Balance	3,740.75	3,740.75
Cash Dividends and Income	2.46	23.66

	Closing Balance	Average Monthly Balance	Monthly Distribution Yield
	3,740.75	3,738.37	0.80%

MSDLAF+ MAX Class					
Opening Balance					3,965,001.97
06/15/17	06/15/17	Redemption - ACH Redemption	1.00	(900,000.00)	3,065,001.97
06/29/17	06/29/17	Redemption - ACH Redemption	1.00	(800,000.00)	2,265,001.97
06/30/17	07/03/17	Accrual Income Div Reinvestment - Distributions	1.00	2,529.05	2,267,531.02

ADDENDUM

**INTERMEDIATE SCHOOL DISTRICT 917
TEMPORARY EMPLOYMENT AGREEMENT REPORT
June 1, 2016 through June 30, 2017**

ADDENDUM to 4th quarter 2017 report

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>POSITION</u>	<u>START DATE</u>	<u>END DATE</u>	<u>SALARY</u>	<u>MAX #WORK DAYS</u>	<u>MAX HRS/DAY</u>
Dobson	Meghan	Temp work agreement	Alliance Ed Ctr IDEA/SUN	Spec Ed Teacher-Lead	20170612	20170630	\$ 485.90	5	2
Report was added to board book for the 8/15/17 board meeting approval.									

TO: School Board Members

FROM: John Christiansen

DATE: August 2, 2017

RE: Board review of School Nutrition Programs Contracts for Vended Meals

At our July Board Meeting during the discussion on the agenda item for review and approval of school lunch prices for 2017-2018, Vice-Chair Erickson requested we have an agenda item on the August Board Meeting to review our School Nutrition Programs Contracts for Vended Meals. We have four program sites that need a school nutrition program provided by an external vendor. None of the sites have preparation kitchen facilities because the expense of equipment, space and staff is not cost effective for the number of meals served. The four sites are Lebanon TEA Program, Cedar SUN Program, Alliance IDEA/SUN, and TESA at DCTC,

Over the years we have explored a variety of vendor options to meet our needs. We have met with the Farmington and West St. Pal/Mendota Heights/Eagan nutrition services directors and a couple of private companies such as Chartwell and CKC Good Foods. When we opened our Alliance site and moved from South St. Paul, we contracted with ISD 196 because South St. Paul didn't want to continue due to the distance to Alliance. At that time we leased space in a strip mall in Apple Valley for SUN and ISD 196 was our vendor there also.

Due to the proposed meal price increase in the proposal from ISD 196 for 2017-2018, we decided to explore other options to see if we could get a better quote. The ISD 196 Renewal Proposal is the first attached contract document. The second attached Contract document is the Lancer Dining Services contract. The ISD 196 breakfast was \$2.50 and the lunch was \$4.10 and the Lancer was \$1.80 and the lunch \$3.00.

The next two attached Contract documents are from ISD 191 for Cedar and YTP for 2017-2018. The ISD 191 contract is different than the Lancer and ISD 196 contract. ISD 191 charges us an administrative fee per meal and YTP and Cedar students purchase their meals through the ISD 191 lunch program. At Cedar, ISD 191 also delivers and serves the meals. The administrative fee for Cedar Program is breakfast at \$.45 and lunch at \$1.30. The administrative fee for YTP Program is breakfast at \$.40 and lunch at \$1.25.

The statutory requirement (Minn. Stat § 123.37) for bids versus quotes is \$100,000 and none of these contracts exceed the limit. The Board has also passed a resolution at our annual organizational meeting that authorizes the Business Manager to lease/purchase, and contract for goods and services within the Board approved budget that do not exceed the formal bid requirement of Minnesota statute.

JC:ljb

School Nutrition Programs
Renewal of Contract for Vended Meals
School Year 2017-18

Upon mutual agreement of the School Nutrition Programs (SNP) school food authority (SFA) and the Vendor, a SNP Contract for Vended Meals may be renewed for subsequent one-year terms after the original contract. A public school SFA may renew a contract for up to two years (total of three years) in compliance with state law. An SFA that is not a public school may renew a contract for up to four years (total of five years) in compliance with program regulations.

This template must be used for contract renewal, without change to any provisions except for inserting required information. No material changes may be made to the original contract.

1. Definitions

“SFA” refers to the school food authority that is contracting for the meals and will claim the meals for SNP reimbursements.

SFA: Intermediate School District 917

SFA’s Sponsor Cyber-Linked Interactive Child Nutrition System (CLiCS) Identification Number:

2000010011

“Vendor” refers to the company, school or other organization providing meals to the SFA.

Vendor: Independent School District 196

“Original contract” refers to the first year of the contract, which started on 08/01/2015.

2. Renewal of Contract

SFA and Vendor mutually agree to renew the original contract for the term indicated below, not to exceed one year, without change except for adjustments specified in this renewal document. A public school SFA may renew a contract for up to two years (total of three years) in compliance with state law. An SFA that is not a public school may renew a contract for up to four years (total of five years) in compliance with program regulations.

This is the 3rd year of the contract, counting the original contract and all renewals.

Start Date for Renewed Contract: 07/01/2017 End Date for Renewed Contract: 06/30/2018

3. Adjustments to Contract

SFA and Vendor agree to the terms of the original Contract for Vended Meals, as adjusted here, for the term of the renewed contract.

a. Financial Terms

SFA will pay the fixed meal prices specified in the original contract, as adjusted here. Vendor will not charge any fees, or request reimbursement of costs, in addition to the adjusted fixed meal prices. For each meal service, the table below shows the 2016-17 meal price, the mutually agreed percentage increase, and the 2017-18 meal price (rounded to the nearest whole cent). **The percentage increase may not exceed 2.6 percent** (the increase in the cost of Food Away from Home from the Consumer Price Index for All Urban Consumers (CPI-U), Midwest Region, for the 12 months ending December 2016.)

SFA and Vendor mutually agree to the 2017-18 meal prices shown below:

Meal Type	2016-17 Price	Percent Increase	2017-18 Price
Breakfast	\$2.40	%	\$2.50
Lunch	\$3.75	%	\$4.10
	\$	%	\$

b. Non-Financial Terms

Minor adjustments to non-financial terms of the original contract may be made. Major changes to contractual responsibilities may not be made without rebidding.

Describe any adjustments to non-financial terms here:

4. USDA Foods

If Vendor will use USDA Foods in the preparation of meals at its commercial facility, Vendor is a processor of USDA Foods as defined in federal regulations (7 CFR 250.3). Vendor acknowledges that it will be required to enter into an In-State Processing Agreement with the Minnesota Department of Education or, if Vendor operates in multiple states, a National Processing Agreement with the U.S. Department of Agriculture, and to comply with the terms of the processing agreement.

Vendor will credit SFA for the cash value of USDA Foods received for use. Costs to Vendor of receiving and using USDA Foods are included in the fixed meal charges. Vendor will not charge any fees, or request reimbursement of any costs, related to USDA Foods.

5. Termination

SFA or Vendor may terminate this contract for cause as allowed in the original contract. The contract may be terminated for convenience (no cause) if the parties mutually agree to terminate for convenience.

6. Summer Food Service Program (if applicable)

If this box is checked, Vendor provides food in bulk quantities (includes cafeteria-style meal service) that will be claimed for SFSP reimbursements. Bulk quantities must be accompanied by written instructions from Vendor regarding the planned portion size for each food component. The Minnesota Department of Education waives the SFSP requirement for “unitized” meals (the requirement that meal components, except milk or juice must be packaged, served and delivered as a unit).

7. Vendor Certification Statements

Total estimated contract payments during the renewal year are: \$_____

Check one:

The contract amount is expected to be less than \$100,000. A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower-Tier Covered Transactions (signed by Vendor) is attached to this contract.

The contract amount is expected to be \$100,000 or more. In addition to the certification listed above, a Certification Regarding Lobbying (signed by Vendor) and, if applicable, a Disclosure of Lobbying Activities (signed by Vendor) are attached to this contract. __

Signatures

SFA Name: Intermediate School District 917

Name of SFA’s Authorized Representative: Nicolle Roush

Title: Business Manager

Signature of Authorized Representative: _____

Date: _____

Vendor Name: Independent School District 196

Name of Vendor’s Authorized Representative: Jeff Solomon

Title: Director of Finance and Operations

Signature of Authorized Representative: _____

Date: _____

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT FORM

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the certification form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary-covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List data on the federal System for Award Management website (EPLS).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person

who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER-TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

Read instructions on previous page before completing certification.

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Name: Independent School District 196

Award Number or Project Name: National School Lunch and Breakfast Program

Name of Authorized Vendor Representative: Jeff Solomon

Title: Director of Finance and Operations

Signature: _____

Date: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: Independent School District 196

Award Number or Project Name: National School Lunch and Breakfast Program

Name of Authorized Vendor Representative: Jeff Solomon

Title: Director of Finance and Operations

Signature: _____

Date: _____

School Nutrition Programs CONTRACT for VENDED MEALS

A school that participates in School Nutrition Programs must meet the program requirements specified in this agreement in order to claim program reimbursements for meals provided by a Vendor.

I. Purpose and Term

This contract, between School Food Authority (SFA):
Intermediate School District 917

SFA's Cyber-Linked Interactive Child Nutrition System (CLiCS) Sponsor Identification Number:

9000010095 and Lancer Dining Services

(Vendor) authorizes that Vendor will provide meals, snacks or milk in accordance with this contract and the federal regulations and policies applicable to the U.S. Department of Agriculture (USDA) Child Nutrition program(s) identified in Section II of this contract.

The contract is effective for the period of: 07/01/2017 through 06/30/2018.

If allowed in Section XIII, this contract may be renewed for one or more additional one-year terms upon mutual agreement of SFA and Vendor.

Vendor will provide meals to SFA site(s) listed below or on an attached list.

Site Name	Site Address	CLiCS Number (if known)
Alliance Education Center	14300 Biscayne Ave W, Rosemount, MN	9000010095
TESA	1300 145th St E, Rosemount, MN	9000010096
Lebanon Education Center	5800 149th St, Apple Valley, MN	9000010094

SFA will notify Vendor with 30 days' notice of changes to sites.

If all sites do not receive the same types of meals, describe differences between sites here:

II. Meal Requirements

A. Vendor will provide meals, snacks and/or milk that meet applicable School Nutrition Programs requirements, including revised requirements from the Healthy, Hunger-Free Kids Act of 2010 (check all programs that apply):

- Lunches meeting National School Lunch Program requirements, * 7 Code of Federal Regulations (CFR) 210 (meal pattern attached).
- Breakfasts meeting School Breakfast Program requirements, 7 CFR 220 (meal pattern attached).
- Snacks meeting Afterschool Care Snacks requirements, 7 CFR 210 (attach copy of snack pattern).
- Milk meeting Special Milk Program requirements, 7 CFR 215 / Minnesota Kindergarten Milk Program.

SFA has attached the cycle menus that were used in solicitation of the contract. The meals or snacks served under the contract will conform to the attached cycle menus at least for the first cycle and thereafter may be adjusted as needed by mutual agreement of the parties provided that applicable meal pattern requirements are met.

If SFA requires Vendor to provide any meals that meet requirements other than the program requirements listed above, describe other requirements here:

B. Vendor will provide meals to SFA in the following manner:

- Unitized meals.
- Bulk quantities accompanied by written instructions regarding the planned portion size for each food component.
- Service of meals to SFA participants.

C. Vendor will also provide (check all that apply):

- Eating Utensils.
- Condiments.
- Paper Items.
- Extra Milk.
- Transportation Containers.
- Other, describe:

Disposable plates and disposable utensils included with meal price.

III. Meal Charges and Billing

- A. SFA will pay the following fixed prices for meals that meet School Nutrition Programs (SNP) requirements and are delivered in accordance with the contract. The fixed prices are the total amount due from SFA for each meal type. Vendor will not charge other fees, or request reimbursement of any costs, in addition to the fixed meal prices.

Breakfast \$ 1.80

Snack _____

Lunch \$ 3.00

Meals (check one): include milk do not include milk

If applicable, describe other charges such as for extra milk, adult meals, and adjustments to meals to accommodate special dietary needs:

Extra milk will be \$0.25 per carton.

NOTE: Neither the Minnesota Department of Education (MDE) nor USDA assumes any liability for meal payments.

- B. Vendor will bill SFA as described (include frequency of billing):

LDS will bill on the 10th of the month for the previous month's meals and due by 25th of month.

- C. If the cost of a substituted food item or beverage provided to a student with a medical or special dietary need in accordance with Section IV exceeds the standard meal or milk payment to Vendor shown above, SFA will reimburse Vendor for the additional costs if requested by Vendor and supported by documentation of the additional cost. Additional costs may be specified above or, if not specified above, submitted by Vendor on an as-needed basis. Neither Vendor nor SFA may charge any additional amount to qualifying students who receive substitutions or modifications required by law or SFA policy.

IV. Substitutions and Modifications for Medical or Special Dietary Needs

Vendor will substitute food or beverage items or modify food items for qualifying students as required by federal and state law (Sections A and B below), and if required by any SFA policies (Sections C and D below).

If Vendor incurs additional costs for substitutions in accordance with Sections A through D below that exceed the regular meal payments, Vendor may request reimbursement from SFA for the additional costs, in accordance with Section III – Meal Prices. Neither Vendor nor SFA may charge any additional amounts to students who qualify for substitutions.

A. Substitutions or Modifications for Students with Disability – Federal Requirement

Vendor will provide substitutions to, or modifications of, meals as required by federal law for students who are documented by a physician to be unable to consume the regular program meals due to a disability. A physician's statement must identify the student's disability, the major life activities affected by the disability, the food or foods to be omitted from the student's diet, and the food or choice of foods that must be substituted. The statement must be signed and dated by the physician and must be maintained on file.

B. Lactose-Reduced Milk for Students with Lactose Intolerance – State Requirement

Vendor will make available at least one of the following types of lactose-reduced milk specified in Minnesota Statutes section 124D.114, upon the written request of the parent of a lactose-intolerant student: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. The parent's request must be maintained on file.

C. Meal Substitutions for Students without Disability (Optional)

If this box is checked, SFA has established a policy as allowed by School Nutrition Programs to offer meal substitutions for *students who do not have a disability* but who are unable to eat the regular meals due to medical or special dietary needs. Vendor will provide substitutions for students who do not have a disability upon the written request of a recognized medical authority (physician, physician's assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor). The request must specify the food or foods to be omitted from the student's diet, the food or choice of foods that must be substituted, be signed and dated by the recognized medical authority, and be maintained on file.

D. Non-Dairy Fluid Milk Substitutes (Optional)

If this box is checked, SFA has established a policy as allowed by School Nutrition Programs to offer one or more *non-dairy fluid milk substitutes that are nutritionally equivalent to cow's milk* to students with a medical or other special dietary need. Vendor will provide non-dairy fluid milk substitute(s) in accordance with SFA's policy. A request for a non-dairy fluid milk substitute must be in writing, identify the medical or other special dietary need that restricts the student's diet, be signed and dated by the parent/legal guardian or a medical authority (physician, physician's assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor), and be maintained on file. Product information must be maintained on file to document that the non-dairy product(s) offered to students meet School Nutrition Programs standards for non-dairy fluid milk substitutes.

V. USDA Foods

Check one:

SFA does not receive U.S. Department of Agriculture (USDA) Foods. This section of the contract is not applicable.

SFA receives USDA Foods to which it is entitled through the USDA Food Distribution Program. Vendor will perform activities relating to USDA Foods, including crediting SFA for the value of USDA Foods received for use, as described here.

A. Vendor will perform the specific activities relating to USDA donated foods that are indicated below (check or describe each activity). Vendor assures SFA that such activities will be performed in accordance with the applicable requirements in 7 CFR 250.

Preparing and serving meals.

Ordering or selection of donated foods, in coordination with SFA and in accordance with 7 CFR 250.58(a).

Storage and inventory management of donated foods, in accordance with 7 CFR 250.52.

Payment of processing fees or submittal of refund requests to a processor on behalf of the recipient agency, or remittance of refunds for the value of donated foods in processed end products to the recipient agency, in accordance with the requirements in 7 CFR 250 subpart C.

Additional activities (describe):

B. Vendor will credit SFA for the values of USDA Foods received for use by Vendor during the term of the contract, including both entitlement and bonus foods and the value of USDA Foods contained in processed end products, in accordance with the contingencies in 7 CFR 250.51(a). SFA must ensure that the method and timing of crediting does not cause its net cash resources to exceed the limits established in 7 CFR 210.9(b)(2).

Vendor will not charge any fees related to USDA Foods in addition to the fixed meal prices, or request any reimbursement of costs related to USDA Foods.

Method of Crediting:

During the contract year, Vendor will credit SFA on a monthly basis for the cash values of USDA Foods received by Vendor for use. Cash values of USDA donated foods will be established by the most current documentation available from MDE at the time of crediting.

Annual Reconciliation:

Regardless of the method used for crediting during the year, SFA will conduct an annual reconciliation after completion of the school year, based on the year-end commodities received report supplied by MDE, to ensure that Vendor has credited SFA for the value of all USDA Foods received for use during the contract year. Vendor will pay SFA for any value of USDA Foods received for use during the year that exceeded the total credits given to SFA during the year. SFA will pay Vendor for the amount of any credits received during the year that exceeded the value of USDA Foods received for use during the year, unless other procedures are specified here.

- C. Vendor will use all USDA donated ground beef and ground pork products, and all processed end products, in SFA's food service. Vendor will use all other USDA donated foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA donated foods, in SFA's food service. Vendor will comply with the storage and inventory requirements for USDA donated foods in 7 CFR 250.52. Upon termination of the contract, Vendor will return all unused USDA donated ground beef, donated ground pork, end products and, at SFA's discretion, other USDA donated foods.
- D. Vendor assures SFA that the procurement of processed end products on behalf of SFA, as applicable, will comply with 7 CFR 250 and with provisions of MDE or SFA processing agreements. Vendor will ensure crediting of SFA for the value of USDA donated foods contained in such end products at the processing agreement value. Vendor will not itself enter into a processing agreement with a processor.
- E. Vendor and SFA will maintain records relating to the use of USDA donated foods, in accordance with 7 CFR 250.54.
- F. SFA will ensure that Vendor is in compliance with the requirements of 7 CFR 250 through its monitoring of the food service operation as required in 7 CFR 210 and 225, as applicable.
- G. SFA, MDE, USDA, the Comptroller General, or their authorized representatives, may perform onsite reviews of Vendor's food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA donated foods.
- H. If Vendor is a commercial enterprise and uses USDA Foods in the preparation of meals in its own facility, Vendor acknowledges that it meets the definition of processor of USDA Foods in federal regulations (7 CFR 250.3) and is required to enter into a processing agreement. Vendor will annually enter into an In-State Processing Agreement with MDE or, if Vendor operates in multiple states, a National Processing Agreement with USDA.

VI. Ordering and Delivering

- A. SFA or sites will notify Vendor in advance of the number of meals needed.

Vendor will use an organized system for receiving orders for delivery adjustments; documenting orders for delivery adjustments; adjusting production levels, if necessary; ensuring that delivery receipts are changed to reflect adjusted meal orders; and ensuring that adjusted meal orders for each site are correctly packaged and loaded for delivery.

Indicate deadline(s) for SFA or sites to send meal orders (such as by a set time on the previous day or the same day of the meal service) and how notice will be provided, by e-mail, telephone or in person. Indicate timeline(s) for increasing and decreasing an order that has been made. If more than one site, indicate any differences between sites. Describe here, or reference here to attached information:

Meals must be ordered by 12:00pm on Wednesday for the following week via, email, fax, or website based online order.

- B. Vendor will deliver meals as described. Include time(s) for each site.

(For each meal service, indicate time that meal will be delivered or picked up by SFA. If more than one site, indicate for each site.) Describe here, or reference here to attached information:

Meals will be delivered between 8:00AM and 11:00AM daily.

- C. Responsibility for transport containers:

(Indicate whether Vendor or SFA will be responsible for cleaning transport containers and, if applicable, schedule for Vendor to pick up or SFA/Site to return transport containers. If more than one site, indicate any differences between sites.)

Describe here, or reference here to attached information:

Center will be responsible for rinsing plastic food containers and stainless steel pans. LDS will clean and sanitize them. Center is responsible for washing and sanitizing serving utensils.

VII. Recordkeeping and Availability of Records

- A. Vendor agrees to maintain full and accurate records, which are required for SFA to claim reimbursements through School Nutrition Programs. Required records include: 1) daily menu records; 2) daily quantities of food prepared, by type of meal; 3) daily number of meals furnished, by type of meal.
- B. At the end of each month, Vendor will submit copies of the records of menus and numbers of meals furnished to SFA. Vendor will submit copies of food production records to SFA upon request.
- C. Vendor agrees that books and records pertaining to Vendor's food service fund will be made available to SFA upon request and agrees to retain all records for inspection and audit by

representatives of SFA, MDE, USDA, and U.S. General Accounting Office, at any reasonable time and place for a period of three (3) years after the final payment for the contract, except that in circumstances where audit findings have not been resolved the records must be retained beyond the three-year period until resolution of the audit.

- D. Vendor will annually provide SFA with information on food costs and revenues for reimbursable meals and for non-program foods to determine compliance with program requirements for revenue from non-program foods.

VIII. Health and Sanitation

- A. Vendor and SFA agree that state and local health and sanitation requirements will be met at all times. Vendor will meet all state and local health regulations that apply to SFA facilities and any other facilities in which meals are prepared. Vendor will maintain applicable health certifications for facilities outside SFA in which meals are prepared.
- B. All food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures.
- C. SFA will not pay for meals or snacks that are unwholesome or spoiled at time of delivery.

IX. SFA Control of Food Service

SFA will maintain overall responsibility for administration of the food service, in accordance with SNP regulations and policies. SFA will:

- A. Retain control of the quality, extent and general nature of the food service, including counting the numbers of reimbursable meals and claiming SNP reimbursement from MDE.
- B. Retain control of the nonprofit food service account, overall financial responsibility for the nonprofit food service operation, and meal prices.
- C. Ensure that the food service operation is in conformance with SFA's agreement with MDE to participate in SNP.
- D. Maintain all applicable health certifications for SFA and assure that all state and local health regulations are being met by Vendor, if preparing or serving meals at a SFA facility.
- E. Monitor vended meals to ensure the food service is in conformance with program regulations.
- F. Retain signature authority on the SNP agreement with MDE. Retain signature authority for the annual SNP application and monthly SNP claims by electronically submitting required information to MDE.
- G. Prepare contract documents for vended meals.
- H. Review, approve or deny, and if applicable verify Applications for Educational Benefits and provide hearings related to adverse actions.

X. Additional Vendor Responsibilities

Vendor agrees to comply with the following SNP requirements:

- A. Not offer a la carte food service unless free, reduced-price and full price reimbursable meals are offered to eligible students.
- B. Buy American domestic commodities and products for vended meals to the maximum extent practicable. Domestic products are those that are produced in the United States and those that are processed in the United States substantially (51 percent or more) using agricultural commodities produced in the United States.
- C. Comply with the following, as applicable, incorporated into this contract by reference:
 - 1) If contract exceeds \$2,500: Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 United States Code (USC) 3701 – 3708) as supplemented by the U.S. Department of Labor regulations (29 CFR Part 5).
 - 2) If contract exceeds \$150,000: All applicable standards, orders and requirements issued pursuant to the Clean Air Act (42 USC 7401 – 7671q) and the Federal Water Pollution Control Act as amended (33 USC 1251 – 1387). Violations must be reported to the federal awarding agency and the regional office of the Environmental Protection Agency (EPA).

XI. Nonperformance or Noncompliance and Bonding Requirement

In cases of nonperformance or noncompliance on the part of Vendor, Vendor will pay SFA for any excess costs which SFA may incur by obtaining meals from another source. SFA will notify Vendor (and surety vendor if performance bond is in effect) of specific instances of unsatisfactory performance. If Vendor does not immediately take corrective action, SFA may negotiate another contract (or request surety Vendor to provide another Vendor). Vendor in default is liable for any difference in price between the original price and the new contract price.

Describe any bonding requirements here:

XII. Termination

Either party may terminate this contract for cause by notice in writing as described:

(The number of days required for notice of termination, not to exceed 60 days, must be stated.)

The contract may be terminated for convenience (no cause) if the parties mutually agree to terminate for convenience.

XIII. Contract Renewal

SFA and Vendor may mutually agree to renew the contract up to the number of times indicated below, with financial terms for each renewal adjusted using the economic index described below. The contract may not automatically renew.

If SFA is a public school or district, the contract may be renewed for up to a maximum of two years following the original contract, in accordance with Minnesota Statutes section 123B.52. If SFA is not a public school or district, contract may be renewed for up to a maximum of four years following the original contract.

Economic Index for Price Adjustment: Prices for a renewed contract will be adjusted from the previous contract year's prices by a percentage *not to exceed* the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U), Food Away from Home in the Midwest Region (U.S. Bureau of Labor and Statistics). The change in the index will be measured by the change in the index during the calendar year preceding the contract effective date, unless a different time period is specified here:

XIV. Summer Food Service Program

Vendor agrees to provide meals for the Summer Food Service Program (SFSP), in accordance with federal regulations at 7 CFR 225 and other SFSP requirements, if SFA participates in the SFSP during the original contract term or during any contract renewal, unless otherwise stated below. If bulk (non-unitized) meals will be provided, MDE waives the SFSP requirement to provide unitized meals. SFA will pay vendor for SFSP meals using the same payment structure used for payments to SFA during the school year unless otherwise specified below.

XV. Additional Provisions at Option of SFA and Vendor


Describe additional provisions here, or reference here to additional attached nonfinancial provisions:

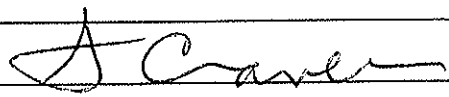
Vendor Certification Statements

Check one:

- The contract is for less than \$25,000. No additional certification statements from the Vendor are required.
- The contract is for more than \$25,000 but does not exceed \$100,000. Vendor has completed and attached a signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower-tier Covered Transactions form.
- The contract exceeds \$100,000. Vendor has completed and attached (1) the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower-tier Covered Transactions form, (2) the Certification Regarding Lobbying form, and (3) if applicable as described on the Certification Regarding Lobbying form, the Disclosure of Lobbying Activities form.

Signatures

SFA Name: Intermediate School District 917
Authorized Representative: Nicole Roush
Title: Business Manager
Signature of Authorized Representative: 
Date: 6-30-17

Vendor Name: Lancer Dining Services
Authorized Representative: Steve Craver
Title: Vice President
Signature of Authorized Representative: 
Date: 6-28-17

Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs – Jan. 2012

Breakfast and Lunch Meal Patterns—Amount of Food^b Per Week (Minimum Per Day)

	Breakfast Meal Pattern Grades 5-K ^a	Breakfast Meal Pattern Grades 6-8 ^a	Breakfast Meal Pattern Grades 9-12 ^a	Lunch Meal Pattern Grades K-5	Lunch Meal Patterns Grades 6-8	Lunch Meal Pattern Grades 9-12
Fruits (cups) ^{c,d}	5 (1) ^e	5 (1) ^e	5 (1) ^e	2 ½ (½)	2 ½ (½)	5 (1)
Vegetable (cups) ^{c,d}	0	0	0	3 ¾ (¾)	3 ¾ (¾)	5 (1)
Dark green ^f	0	0	0	½	½	½
Red/Orange ^f	0	0	0	¾	¾	1 ¼
Beans/Peas (Legumes) ^f	0	0	0	½	½	½
Starchy ^f	0	0	0	½	½	½
Other ^{f,g}	0	0	0	½	½	¾
Additional veg to reach total ^h	0	0	0	1	1	1 ½
Grains (oz eq) ⁱ	7-10 (1) ^j	8-10 (1) ^j	9-10 (1) ^j	8-9 (1)	8-10 (1)	10-12 (2)
Meat/Meat Alternatives (oz eq)	0 ^k	0 ^k	0 ^k	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^l	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)

Other Specifications: Daily Amount Based on the Average for a Five-Day Week

	Breakfast Meal Pattern Grades 5-K ^a	Breakfast Meal Pattern Grades 6-8 ^a	Breakfast Meal Pattern Grades 9-12 ^a	Lunch Meal Pattern Grades K-5	Lunch Meal Patterns Grades 6-8	Lunch Meal Pattern Grades 9-12
Min-max Calories (kcal) ^{m,n,o}	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) ^{n,o}	<10	<10	<10	<10	<10	<10
Sodium (mg) ^{n,p}	≤430	≤470	≤500	≤640	≤710	≤740

Trans fat^{n,o}: Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.

^aIn the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013-14). In SY 2012-2013 only, schools may continue to use the meal pattern for grades K-12 (see § 220.23).

^bFood items included in each food group and subgroup and amount equivalents. Minimum creditable serving is one-eighth cup.

^cOne-quarter cup of dried fruit counts as one-half cup of fruit; one cup of leafy greens counts as one-half of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100 percent full-strength.

^dFor breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or "Other vegetables" subgroups as defined in §210.10(c)(2)(iii).

^eThe fruit quantity requirement for the SBP (five cups/week and a minimum of one cup/day) is effective July 1, 2014 (SY 2014-2015).

^fLarger amounts of these vegetables may be served.

^gThis category consists of "Other vegetables" as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).

^hAny vegetable subgroup may be offered to meet the total weekly vegetable requirement.

ⁱAt least half of the grains offered must be whole grain-rich in the NSLP beginning July 1, 2012 (SY 2012-2013) and in the SBP

beginning July 1, 2013 (SY 2013-2014). All grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014 (SY 2014-2015).

^jIn the SBP, the grain ranges must be offered beginning July 1, 2013 (SY 2013-2014).

^kThere is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), schools may substitute one ounce equivalent of meat/meat alternate for one ounce equivalent of grains after the minimum daily grains requirement is met.

^lFluid milk must be low-fat (one percent milk fat or less, unflavored) or fat-free (unflavored or flavored).

^mThe average daily amount of calories for a five-day school week must be within the range (at least the minimum and no more than the maximum values).

ⁿDiscretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than one percent milk fat are not allowed.

^oIn the SBP, calories and trans fat specification take effect beginning July 1, 2013 (SY 2013-2014).

^pFinal sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in §210.10(f)(3) for lunches and § 220.8(f)(3) for breakfast.

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT FORM

The Certification Regarding Debarment form on the following page must be signed by Vendor if the contract is for \$25,000 or more.

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the certification form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary-covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted to obtain a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, search the records on the System for Award Management (SAM). [View the SAM website \(https://www.sam.gov/portal/public/SAM/\)](https://www.sam.gov/portal/public/SAM/).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER-TIER COVERED TRANSACTIONS

This certification must be signed by Vendor if the contract is for \$25,000 or more.

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

Read instructions on previous page before completing certification.

(1) The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Name: Lancer Dining Services

Award Number or Project Name: National School Lunch Program

Name and Title of Authorized Representative: Steve Craver, Vice President

Signature: _____



Date: _____

6-28-17

CERTIFICATION REGARDING LOBBYING

This certification must be signed by Vendor if the contract is for \$100,000 or more.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions;

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: Lancer Dining Services

Award Number or Project Name: National School Lunch Program

Name and Title of Authorized Representative: Steve Craver, Vice President

Signature: 

Date: 6-28-17

School Nutrition Programs Joint Agreement

A joint agreement is required when a School Food Authority (SFA) will administer School Nutrition Programs (SNP) for another school (referred to as "site" in the joint agreement) that is legally separate from the School Food Authority and is eligible to participate in SNP.

- This template must be used for the joint agreement.
- Meals served at the school qualify for SNP reimbursement if a joint agreement is in effect and the school is an approved site on the School Food Authority's application to the Minnesota Department of Education (MDE) to participate in SNP.
- While this joint agreement is in effect, the school may not participate in SNP independently from the School Food Authority or independently claim program reimbursements.

The School Food Authority is responsible under its program agreement with MDE for ensuring that program requirements are met at the school including accurate meal counts taken at the point of service. The School Food Authority is responsible for fiscal or other corrective actions taken concerning program operations at the school.

Instructions for completing Section I: Information in Section I must be complete in order to meet SNP requirements. Section I provisions may not be changed except for information required to be inserted.

Instructions for completing Section II: Information in Section II may be provided as needed to specify operational requirements. The School Food Authority and school may change, add to, or delete Section II provisions as long as Section II does not conflict with Section I.

Section I

The School Food Authority and Site must provide all requested information in Section I.

Identification of Parties, Term and Renewals, Cancellation

- A. Burnsville-Eagan-Savage ISD #191 (School Food Authority or SFA)
Cyber-Linked Interactive Child Nutrition System (CLiCS) Sponsor ID 1000003550

agrees to provide food service meeting School Nutrition Programs (SNP) requirements, or the requirements of other Child Nutrition Programs as specified in this agreement, to

Intermediate School District #917 (Site) CLiCS Site ID 90000012819

for the period of July 1, 2017 through June 30, 2018 in accordance with this agreement and regulations for the applicable program(s). Site agrees to meet program requirements that are applicable to site operations so that SFA can meet the costs of providing meals by claiming SNP meal reimbursements.

- B. This agreement may be renewed, if mutually agreed to by SFA and Site, for up to four (4) program years (July through June or shorter time period) following the initial agreement period indicated above. By continuing to include this Site on its annual SNP application to the Minnesota Department of Education (MDE) after the original year of the joint agreement, SFA represents to MDE that SFA and Site have mutually agreed to continue this joint agreement for the program year. If requested by MDE, SFA must submit a copy of the renewal of the joint agreement to MDE.
- C. Either party may cancel this Agreement by notifying the other party with:
- Thirty (30) days written notice
 - Other – specify:

Meal Requirements

D. SFA will provide the following types of SNP meals and/or milk that conform with the meal pattern or milk requirements for the following U.S. Department of Agriculture (USDA) programs:

- School Breakfast (7 CFR 220)
- School Lunch (7 CFR 210)
- Afterschool Care Snack (7 CFR 210)
- Milk Programs (Special Milk Program* and/or Minnesota Kindergarten Milk Program)

* SMP reimbursement may be claimed only for milk served to groups of children who do not have access to program meals.

E. Meals will be provided:

- As unitized (individual) meals for lunch service

- In bulk quantities, for breakfast; accompanied by a written menu cycle and/or written instructions provided by SFA listing the planned portion size to be served of each food component needed to meet meal pattern requirements.

Describe any additional requirements for meals/milk: Hot foods are provided in an individual container. Cold entrees, bread/grains, fruits, vegetables and milk are provided in bulk containers and distributed individually by Site staff.

F. The menu planning approach used by SFA is:

- Enhanced Food-Based Menu Planning
- Nutrient Standard Menu Planning
- Other Approved Approach, describe here or attach information:

G. If applicable, indicate additional USDA child nutrition programs for which meals will be provided and specify which meal/snack services will be provided for each program:

- Child and Adult Care Food Program (7 CFR 226)
- Summer Food Service Program (7 CFR 225)

Breakfast and Lunch

H. SFA will be liable for meals which do not meet meal pattern requirements or are spoiled or unwholesome at time of delivery.

Substitutions and Modifications for Medical or Special Dietary Needs

I. SFA will substitute food or beverage items or modify food items for qualifying students as required by federal and state law and SFA policies. Neither SFA nor Site may charge any additional amounts to students for substitutions or modifications.

1. Substitutions or Modifications for Students with Disability – Federal Requirement

SFA will provide substitutions to, or modifications of, meals as required by federal law for students who are documented by a physician to be unable to consume the regular program meals due to a disability. A physician's statement must identify the student's disability, the major life activities affected by the disability, the food or foods to be omitted from the student's diet, and the food or choice of foods that must be substituted. The statement must be signed and dated by the physician and maintained on file.

2. Lactose-Reduced Milk for Students with Lactose Intolerance – State Requirement

SFA will make available at least one of the following types of lactose-reduced milk specified in Minnesota Statutes section 124D.114, upon the written request of the parent of a lactose-intolerant student: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. The parent's request must be maintained on file.

3. Meal Substitutions for Students without Disability (Optional)

If this box is checked, SFA has established a policy as allowed by SNP regulations to offer meal substitutions for *students who do not have a disability* but who are unable to eat the regular meals due to medical or special dietary needs. SFA will provide substitutions for students who do not have a disability upon the written request of a recognized medical authority (physician, physician's assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor). The request must specify the food or foods to be omitted from the student's diet, the food or choice of foods that must be substituted, be signed and dated by the recognized medical authority, and be maintained on file.

4. Non-Dairy Fluid Milk Substitutes (Optional)

If this box is checked, SFA has established a policy as allowed by SNP regulations to offer one or more *non-dairy fluid milk substitutes that are nutritionally equivalent to cow's milk* to students with a medical or other special dietary need. SFA will provide non-dairy fluid milk substitute(s) in accordance with SFA's policy. A request for a non-dairy fluid milk substitute must be in writing, identify the medical or other special dietary need that restricts the student's diet, be signed and dated by the parent/legal guardian or a medical authority (physician, physician's assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor), and be maintained on file. Product information must be maintained on file to document that the non-dairy product(s) offered to students meet SNP standards for non-dairy fluid milk substitutes.

Meal Counts

- J. SFA / Site will take daily counts at the point of service of the number of reimbursable meals served by category (free, reduced-price and paid) to eligible children, and the number of meals served to adults. If Site takes meal counts, Site will accurately report meal counts to SFA. SFA is responsible for submitting claims for reimbursement to MDE and maintaining documentation to support the claim. SFA retains reimbursement payments.

Describe any additional requirements for Meal Counts: Site staff record daily counts at breakfast and lunch and provide a roster of meals purchased to SFA. SFA staff are on-site during breakfast and lunch service and enters meal counts for breakfast and lunch into meal accounting software.

Collection of Meal Payments

- K. SFA / Site is responsible for the collection of money and/or the sale of meal pre-payments to students and adults.
- L. Meal payments will be deposited into SFA's nonprofit food service fund. All payments received under this agreement and all expenditures made by SFA in connection with this agreement will be paid from this fund.

Describe any additional requirements for collection of meal payments:

Checks are to be written to ISD #191 Food Service. After Site staff collect money they will provide it to SFA staff onsite who will enter payments into the meal accounting software program for individual student meals. Next, the SFA onsite staff will provide the cash and checks to the SFA food

preparation site for deposit into a financial institution. The SFA kitchen manager responsible for this deposit will keep a record of all deposits. Refunds will follow SFA established policy.

Free and Reduced-Price Meals

M. SFA and Site will coordinate procedures as necessary to provide free and reduced-price meals to eligible children and ensure that children are not discriminated against because of their inability to pay the full price of the meal. Responsibility for free/reduced-price meal application procedures:

- | | | |
|---|---|--|
| Distribution of free/reduced-price meal applications. | <input type="checkbox"/> SFA | <input checked="" type="checkbox"/> Site |
| Approval and verification of free/reduced-price meal applications | <input checked="" type="checkbox"/> SFA | <input type="checkbox"/> Site |
| Providing administrative review of termination or reduction of benefits | <input checked="" type="checkbox"/> SFA | <input type="checkbox"/> Site |

Describe any additional requirements for free and reduced-price meals procedures:
 SFA will provide to the Site an electronic version of the current school year Application for Educational Benefits. Site will print copies of and provide clients with the application upon intake. Site will provide completed applications to SFA. Clients are to be informed at the time of intake that the processing of the application may take up to 10 business days and they are expected to bring lunches from home or money for the full price meal until the application has been approved. Once an application is processed, SFA will notify applicants of benefit status. SFA will notify Site staff of any adverse changes in eligibility.

On-line free/reduced-price meal application process will be made available to parents of clients and will be encouraged as the primary method of applying for meal benefits.

Health and Sanitation

N. SFA and Site agree that federal, state and local health and sanitation requirements will be met at all times. All food will be properly stored, prepared, packaged and transported at appropriate temperatures and free of contamination.

Describe any additional requirements for health and sanitation: Transportation of meals is the responsibility of the SFA.

Record Keeping

- O. SFA agrees to maintain all records applicable to this agreement for a period of three years after the end of the federal fiscal year to which they pertain, including records of meal counts, menus, food purchases, quantities prepared and delivered, and the use of USDA-donated commodities.
- P. SFA and Site agree to make books and records pertaining to School Nutrition Programs operations at Site available to representatives of MDE, the U.S. Department of Agriculture, and the U.S. General Accounting Office at any reasonable time and place.

Describe any additional requirements for record keeping:
 Client/Student Roster: Site staff are responsible to provide the following information for each client to the SFA at the time of enrollment and/or prior to enrollment, if known:

- | | |
|---|---------------|
| Client Last Name, First Name (no nicknames) | Gender |
| Guardian Last Name, First Name (1 per client) | Date of Birth |
| Guardian Mailing Address | Grade |
| Homeroom | |

Student ID (SFA will add 917 to the front of this # and use the last 5 digits)

The client roster must be up to date at all times by Site staff and provided to the SFA. Site is also responsible to inform SFA whenever clients are added and discharged. SFA will assign a unique student ID and PIN (personal identification number) to each client.

Site staff will monitor client meal account balances and inform parents of clients (verbally or written) when money is needed in the meal account. Clients are not allowed to order breakfast or lunch until sufficient funds are available in their account. Any negative balances will be the responsibility of the Site.

Monitoring

- Q. Prior to February 1 of the school year that this agreement is in effect, SFA will perform an on-site review of the lunch counting and claiming system at Site. If the review discloses problems with meal counting or claiming procedures, SFA will ensure that Site implements corrective action and SFA will conduct a follow-up on-site review in accordance with 7 CFR 210.8(a)(1).

Section II

Section II provisions may not conflict with Section I provisions.

Ordering and Delivery

- R. Describe how Site will notify SFA in advance for number of meals needed (include minimum timeline for notification; whether notified by phone or other method; minimum timeline for increase or decrease to order):
Site will notify SFA Kitchen Manager via email and/or phone by 9:00 am each day for lunch that day and breakfast for the next day. Site staff will complete the Meal Order Form and submit electronically to SFA Kitchen Manager by 9:00 am. Manager will confirm order.

- S. By 7:30 a.m. /10:45 a.m. each day food is prepared, breakfast/lunch meals will be:

Delivered by SFA to Site. Ready for pickup at SFA's site. Other – describe:

SFA will provide Site with a calendar of the days that meals will be prepared. Based on this calendar, Site will provide a calendar of the days that meals are NOT required.

By 7:45 a. m. / 11:00 a..m. each day food is provided, breakfast/lunch meals will be:

Picked up by Site staff. Ready for pickup at SFA's site. Other – describe:

Describe any additional procedures for ordering and delivery: Kitchen Manager will record the quantity of meals shipped on the Meal Order Form and send a copy of this form with the meal shipment. Times listed for pick-up by Site staff may be adjusted and are dependent on established meal times for ISD 191 students housed in the same building.

Labor

T. SFA and/or Site is responsible for providing labor, as indicated:

SFA	Site	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee(s) for meal preparation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Employees(s) for meal service
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cashier/Collect and/or Enter payments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervision of students
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clean-up of food preparation kitchen
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Clean-up of serving area and cafeteria
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Processing meal applications and compiling and submitting claims
<input type="checkbox"/>	<input type="checkbox"/>	Other—describe:

The party providing each type of labor is responsible for the expense of the labor, unless otherwise indicated. If a delay in picking up meals from the serving area, causes a delay of the SFA to complete his/her tasks, the Site may incur labor related charges.

Equipment and Supplies

U. Responsibility for equipment and supplies is held jointly by both parties as listed below. The SFA is responsible to purchase and provide the following items for meals and the Site is responsible for storage once on site:

Trays	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
Serving spoons and tongs	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
Eating utensils for participating students	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
Condiments (per menu cycle)	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
Disposable supplies	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
Safe transportation containers*	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
On-site Computer for meal accounting	<input type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
On-site Equipment**	<input checked="" type="checkbox"/> SFA	<input type="checkbox"/> Site

* Site is responsible for providing food safe, insulated containers and transportation of containers. SFA is responsible for cleaning, sanitizing and transportation of food safe, insulated containers.

** SFA is responsible for refrigerator, milk cooler, warming cabinets and serving counters, etc. in designated kitchen/serving area; and responsible for cleaning and sanitizing equipment; and taking and recording daily refrigerator temperatures.

Student and Adult Meal Prices

V. The following meal prices will be in effect during the term of this agreement:

	Children Elementary/Secondary	Adult
Breakfast (paid)	\$1.40/\$1.40	n/a
Lunch (paid)	\$2.60/\$2.70	n/a
Milk	\$0.50/\$0.50	n/a

- W. Additional provisions at option of SFA and Site:
Adult meals will not be ordered nor prepared or served.

Site agrees to pay additional administrative and operational surcharges, to include, but not limited to costs related to: processing meal applications, mailing notifications, maintaining client meal accounts, collecting data and processing state and federal claims, menu planning, regulation adherence, completing production records, transporting meals, some labor and meal preparation supplies, as follows:

\$0.45 for each breakfast meal; \$1.30 for each lunch meal

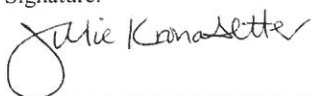

At the end of each month, SFA will invoice Site for the designated fee per/meal based on the agreement between both parties.

Miscellaneous

- X. Every three years the Food & Nutrition Services program undergoes a State and/or Federal Administrative Review. Sites are chosen at random by state authorities. If a site, where meals are prepared or served as part of this agreement, is chosen for a review, additional fees will be charged to the Intermediate School District #917, related to the cost of collecting documents and preparing for the review.

Preparation Kitchen Assigned	Receiving Site Kitchen
Name: Metcalf Middle School	Name: Intermediate School District #917
Address: 2250 Diffley Rd	Address: 2140 Diffley Road
City, State, Zip: Burnsville, MN 55337	City, State, Zip: Burnsville, MN 55337
Telephone: 952-707-2406	Telephone:
Manager: Lori Huberty	Manager:

SFA and Site have caused this agreement to be executed by their duly authorized representatives:

School Food Authority: ISD #191	Site: Intermediate School District 917
By Authorized Representative: Julie Kronabetter	By Authorized Representative: Nicolle Roush
Title: Director. Food and Nutrition Services	Title: Business Manager
Telephone: 952-707-2032	Telephone: 651-423-8227
Signature: 	Signature: 
Date: 5/16/17	Date: 5-17-17

School Nutrition Programs Joint Agreement

A joint agreement is required when a School Food Authority (SFA) will administer School Nutrition Programs (SNP) for another school (referred to as "site" in the joint agreement) that is legally separate from the School Food Authority and is eligible to participate in SNP.

- This template must be used for the joint agreement.
- Meals served at the school qualify for SNP reimbursement if a joint agreement is in effect and the school is an approved site on the School Food Authority's application to the Minnesota Department of Education (MDE) to participate in SNP.
- While this joint agreement is in effect, the school may not participate in SNP independently from the School Food Authority or independently claim program reimbursements.

The School Food Authority is responsible under its program agreement with MDE for ensuring that program requirements are met at the school including accurate meal counts taken at the point of service. The School Food Authority is responsible for fiscal or other corrective actions taken concerning program operations at the school.

Instructions for completing Section I: Information in Section I must be complete in order to meet SNP requirements. Section I provisions may not be changed except for information required to be inserted.

Instructions for completing Section II: Information in Section II may be provided as needed to specify operational requirements. The School Food Authority and school may change, add to, or delete Section II provisions as long as Section II does not conflict with Section I.

Section I

The School Food Authority and Site must provide all requested information in Section I.

Identification of Parties, Term and Renewals, Cancellation

- A. Burnsville-Eagan-Savage ISD #191 (School Food Authority or SFA)
Cyber-Linked Interactive Child Nutrition System (CLiCS) Sponsor ID 1000003550

agrees to provide food service meeting School Nutrition Programs (SNP) requirements, or the requirements of other Child Nutrition Programs as specified in this agreement, to

LifeSpan Burnsville (Site) CLiCS Site ID 1000005385

for the period of July 1, 2017 through June 30, 2018 in accordance with this agreement and regulations for the applicable program(s). Site agrees to meet program requirements that are applicable to site operations so that SFA can meet the costs of providing meals by claiming SNP meal reimbursements.

- B. This agreement may be renewed, if mutually agreed to by SFA and Site, for up to four (4) program years (July through June or shorter time period) following the initial agreement period indicated above. By continuing to include this Site on its annual SNP application to the Minnesota Department of Education (MDE) after the original year of the joint agreement, SFA represents to MDE that SFA and Site have mutually agreed to continue this joint agreement for the program year. If requested by MDE, SFA must submit a copy of the renewal of the joint agreement to MDE.
- C. Either party may cancel this Agreement by notifying the other party with:
- Thirty (30) days written notice
 - Other – specify:

Meal Requirements

D. SFA will provide the following types of SNP meals and/or milk that conform with the meal pattern or milk requirements for the following U.S. Department of Agriculture (USDA) programs:

- School Breakfast (7 CFR 220)
- School Lunch (7 CFR 210)
- Afterschool Care Snack (7 CFR 210)
- Milk Programs (Special Milk Program* and/or Minnesota Kindergarten Milk Program)

* SMP reimbursement may be claimed only for milk served to groups of children who do not have access to program meals.

E. Meals will be provided:

- As unitized (individual) meals for lunch service

- In bulk quantities, for breakfast services; accompanied by a written menu cycle and/or written instructions provided by SFA listing the planned portion size to be served of each food component needed to meet meal pattern requirements.

Describe any additional requirements for meals/milk: Hot foods are provided in an individual container. Cold entrees, bread/grains, fruits, vegetables and milk are provided in bulk containers and distributed individually by Site staff.

F. The menu planning approach used by SFA is:

- Enhanced Food-Based Menu Planning
- Nutrient Standard Menu Planning
- Other Approved Approach, describe here or attach information:

G. If applicable, indicate additional USDA child nutrition programs for which meals will be provided and specify which meal/snack services will be provided for each program:

- Child and Adult Care Food Program (7 CFR 226)
- Summer Food Service Program (7 CFR 225)

Breakfast and Lunch

H. SFA will be liable for meals which do not meet meal pattern requirements or are spoiled or unwholesome at time of delivery.

Substitutions and Modifications for Medical or Special Dietary Needs

I. SFA will substitute food or beverage items or modify food items for qualifying students as required by federal and state law and SFA policies. Neither SFA nor Site may charge any additional amounts to students for substitutions or modifications.

1. Substitutions or Modifications for Students with Disability – Federal Requirement

SFA will provide substitutions to, or modifications of, meals as required by federal law for students who are documented by a physician to be unable to consume the regular program meals due to a disability. A physician's statement must identify the student's disability, the major life activities affected by the disability, the food or foods to be omitted from the student's diet, and the food or choice of foods that must be substituted. The statement must be signed and dated by the physician and maintained on file.

2. Lactose-Reduced Milk for Students with Lactose Intolerance – State Requirement

SFA will make available at least one of the following types of lactose-reduced milk specified in Minnesota Statutes section 124D.114, upon the written request of the parent of a lactose-intolerant student: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. The parent's request must be maintained on file.

3. Meal Substitutions for Students without Disability (Optional)

If this box is checked, SFA has established a policy as allowed by SNP regulations to offer meal substitutions for *students who do not have a disability* but who are unable to eat the regular meals due to medical or special dietary needs. SFA will provide substitutions for students who do not have a disability upon the written request of a recognized medical authority (physician, physician's assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor). The request must specify the food or foods to be omitted from the student's diet, the food or choice of foods that must be substituted, be signed and dated by the recognized medical authority, and be maintained on file.

4. Non-Dairy Fluid Milk Substitutes (Optional)

If this box is checked, SFA has established a policy as allowed by SNP regulations to offer one or more *non-dairy fluid milk substitutes that are nutritionally equivalent to cow's milk* to students with a medical or other special dietary need. SFA will provide non-dairy fluid milk substitute(s) in accordance with SFA's policy. A request for a non-dairy fluid milk substitute must be in writing, identify the medical or other special dietary need that restricts the student's diet, be signed and dated by the parent/legal guardian or a medical authority (physician, physician's assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor), and be maintained on file. Product information must be maintained on file to document that the non-dairy product(s) offered to students meet SNP standards for non-dairy fluid milk substitutes.

Meal Counts

- J. SFA / Site will take daily counts at the point of service of the number of reimbursable meals served by category (free, reduced-price and paid) to eligible children, and the number of meals served to adults. If Site takes meal counts, Site will accurately report meal counts to SFA. SFA is responsible for submitting claims for reimbursement to MDE and maintaining documentation to support the claim. SFA retains reimbursement payments.

Describe any additional requirements for Meal Counts:

Collection of Meal Payments

- K. SFA / Site is responsible for the collection of money and/or the sale of meal pre-payments to students and adults.
- L. Meal payments will be deposited into SFA's nonprofit food service fund. All payments received under this agreement and all expenditures made by SFA in connection with this agreement will be paid from this fund.

Describe any additional requirements for collection of meal payments:

Checks are to be written to ISD #191 Food Service. After Site staff enter payments into the meal accounting software program for individual student meals, the cash and checks will be provided to the SFA food preparation site for deposit into a financial institution. The SFA kitchen manager

responsible for this deposit will keep a record of all deposits. Refunds will follow SFA established policy.

Free and Reduced-Price Meals

- M. SFA and Site will coordinate procedures as necessary to provide free and reduced-price meals to eligible children and ensure that children are not discriminated against because of their inability to pay the full price of the meal. Responsibility for free/reduced-price meal application procedures:

Distribution of free/reduced-price meal applications.	<input type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
Approval and verification of free/reduced-price meal applications	<input checked="" type="checkbox"/> SFA	<input type="checkbox"/> Site
Providing administrative review of termination or reduction of benefits	<input checked="" type="checkbox"/> SFA	<input type="checkbox"/> Site

Describe any additional requirements for free and reduced-price meals procedures:
 SFA will provide to the Site an electronic version of the current school year Application for Educational Benefits. Site will print copies of and provide clients with the application upon intake. Site will provide completed applications to SFA. Clients are to be informed at the time of intake that the processing of the application may take up to 10 business days and they are expected to bring lunches from home or money for the full price meal until the application has been approved. Once an application is processed, SFA will notify applicants of benefit status. SFA will notify Site staff of any adverse changes in eligibility.

On-line free/reduced-price meal application process will be made available to parents of clients and will be encouraged as the primary method of applying for meal benefits.

Health and Sanitation

- N. SFA and Site agree that federal, state and local health and sanitation requirements will be met at all times. All food will be properly stored, prepared, packaged and transported at appropriate temperatures and free of contamination.

Describe any additional requirements for health and sanitation: Transportation of meals is the responsibility of the Site.

Record Keeping

- O. SFA agrees to maintain all records applicable to this agreement for a period of three years after the end of the federal fiscal year to which they pertain, including records of meal counts, menus, food purchases, quantities prepared and delivered, and the use of USDA-donated commodities.
- P. SFA and Site agree to make books and records pertaining to School Nutrition Programs operations at Site available to representatives of MDE, the U.S. Department of Agriculture, and the U.S. General Accounting Office at any reasonable time and place.

Describe any additional requirements for record keeping:
 Client/Student Roster: Site staff are responsible to provide the following information for each client to the SFA at the time of enrollment and/or prior to enrollment, if known:

Client Last Name, First Name (no nicknames)	Gender
Guardian Last Name, First Name (1 per client)	Date of Birth
Guardian Mailing Address	Grade
Homeroom	

Student ID (SFA will add YTP to the front of this # and use the last 5 digits)

The client roster must be up to date at all times by Site staff and provided to the SFA. Site is also responsible to inform SFA whenever clients are added and discharged. SFA will assign a unique student ID and PIN (personal identification number) to each client.

Site staff will monitor client meal account balances and inform parents of clients (verbally or written) when money is needed in the meal account. Clients are not allowed to order breakfast or lunch until sufficient funds are available in their account. Any negative balances will be the responsibility of the Site.

Monitoring

- Q. Prior to February 1 of the school year that this agreement is in effect, SFA will perform an on-site review of the lunch counting and claiming system at Site. If the review discloses problems with meal counting or claiming procedures, SFA will ensure that Site implements corrective action and SFA will conduct a follow-up on-site review in accordance with 7 CFR 210.8(a)(1).

Section II

Section II provisions may not conflict with Section I provisions.

Ordering and Delivery

- R. Describe how Site will notify SFA in advance for number of meals needed (include minimum timeline for notification; whether notified by phone or other method; minimum timeline for increase or decrease to order):
Site will notify SFA Kitchen Manager via email and/or phone by 9:00 am each day for lunch that day and breakfast for the next day. Site staff will complete the Meal Order Form and submit electronically to SFA Kitchen Manager by 9:00 am. Manager will confirm order.
- S. By 10:15 a.m. each day food is prepared, meals will be:

Delivered by SFA to Site. Ready for pickup at SFA's site. Other – describe:

SFA will provide Site with a calendar of the days that meals will be prepared. Based on this calendar, Site will provide a calendar of the days that meals are NOT required.

Describe any additional procedures for ordering and delivery: Kitchen Manager will record the quantity of meals shipped on the Meal Order Form and send a copy of this form with the meal shipment.

Labor

T. SFA or Site is responsible for providing labor, as indicated:

SFA	Site	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee(s) for meal preparation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees(s) for meal service
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cashier/Collect and/or Enter payments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervision of students
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clean-up of food preparation kitchen
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clean-up of serving area and cafeteria
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Processing meal applications and compiling and submitting claims
<input type="checkbox"/>	<input type="checkbox"/>	Other—describe:

The party providing each type of labor is responsible for the expense of the labor, unless otherwise indicated.

Equipment and Supplies

U. Responsibility for equipment and supplies is held jointly by both parties as listed below. The SFA is responsible to purchase and provide the following items for meals and the Site is responsible for storage once on site:

Trays	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
Serving spoons and tongs	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
Eating utensils for participating students	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
Condiments (per menu cycle)	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
Disposable supplies	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
Safe transportation containers*	<input checked="" type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
On-site Computer for meal accounting	<input type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site
On-site Equipment**	<input type="checkbox"/> SFA	<input checked="" type="checkbox"/> Site

* Site is responsible for providing food safe, insulated containers and transportation of containers. SFA is responsible for cleaning and sanitizing food safe, insulated containers.

** SFA is responsible for refrigerator, milk cooler, warming cabinets and serving counters, etc. in designated kitchen/serving area; and responsible for cleaning and sanitizing equipment; and taking and recording daily refrigerator temperatures.

Student and Adult Meal Prices

V. The following meal prices will be in effect during the term of this agreement:

	Children Elementary/Secondary	Adult
Breakfast (paid)	\$1.40/\$1.40	n/a
Lunch (paid)	\$2.60/\$2.70	n/a
Milk	\$0.50/\$0.50	n/a

W. Additional provisions at option of SFA and Site:
Adult meals will not be ordered nor prepared or served.

Site is responsible for payment to SFA for annual support fees related to meal accounting software housed on site owned computer.

Site agrees to pay additional administrative and operational surcharges, to include, but not limited to costs related to: processing meal applications, mailing notifications, maintaining client meal accounts, collecting data and processing state and federal claims, menu planning, completing production records, some labor and meal preparation supplies, as follows:

\$0.40 for each breakfast meal; \$1.25 for each lunch meal

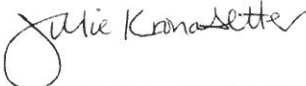

At the end of each month, SFA will invoice Site for the designated fee per/meal based on the agreement between both parties.

Miscellaneous

- X. Every three years the Food & Nutrition Services program undergoes a State and/or Federal Administrative Review. Sites are chosen at random by state authorities. If a site, where meals are prepared or served as part of this agreement, is chosen for a review, additional fees will be charged to the Intermediate School District #917, related to the cost of collecting documents and preparing for the review.

Preparation Kitchen Assigned	Receiving Site Kitchen
Name: Metcalf Middle School	Name: YTP LifeSpan
Address: 2250 Diffley Rd	Address: 12425 River Ridge Blvd
City, State, Zip: Burnsville, MN 55337	City, State, Zip: Burnsville, MN 55337
Telephone: 952-707-2406	Telephone: TBD
Manager: Lori Huberty	Manager: TBD

SFA and Site have caused this agreement to be executed by their duly authorized representatives:

School Food Authority: ISD #191	Site: YTP LifeSpan/Intermediate School District 917
By Authorized Representative: Julie Kronabetter	By Authorized Representative: Nicolle Roush
Title: Director, Food and Nutrition Services	Title: Business Manager
Telephone: 952-707-2032	Telephone: 651-423-8227
Signature: 	Signature: 
Date: 5/16/17	Date: 5-17-17

TO: School Board Members
FROM: John Christiansen
DATE: August 2, 2017
RE: Draft Operation Initiatives

The following are the Draft 917 Operational Focus descriptors for 2017-2018. We have organized the draft into District Focus, Secondary Focus and Special Education Focus. Before each descriptor is the Strategic Directive identified with capitol SD and the Strategy identified with a small s indicating which Directive and Strategy the focus is relating to in the Strategic Directives and Strategies document. The portion of our 2017-2020 Strategic Directives document with the Strategic Directives and Strategies is included in the attachments on this agenda item so you can reference the coding of SD and s.

These drafts have been developed with feedback from 917 staff, member district administrators and other staff contacts in our member districts. Our process is to review and discuss them at our August Board meeting, gather staff feedback again during the back to school workshops and seek approval of the final draft at our September Board meeting.

JC:ljb

**2017-2018
District Focus**

- | | | |
|----------|----|--|
| SD1, s-3 | 1. | Refresh and enhance 917 website. |
| SD1, s-2 | 2. | Finalize new logo and identify uses such as letterhead, communications both digital and print, use in documents and presentation materials. |
| SD1, s-3 | 3. | Initiate presence on Facebook, Twitter, and other appropriate social media connections. |
| SD1, s-5 | 4. | Develop continuous online feedback system from key communicators in our member districts. |
| SD3, s-3 | 5. | Enhance partnerships with the Department of Human Services and Dakota County Department of Corrections. |
| SD4, s-3 | 6. | Continue the efforts with the four intermediates and DHS to secure continuous appropriations for high intensity children’s mental health services in educational programs. |
| SD4, s-6 | 7. | Promote flexible contract language options in our negotiations to address staff recruitment and retention. |
| SD4, s-6 | 8. | Emphasize Business Process Reengineering through reviewing current business process in areas of recruiting/job requisition, onboarding/hire, benefits/payroll and leave systems to highlight current process with existing system and new system to enhance the effectiveness of HR and payroll personnel and optimize the new efinance Plus System. |
| SD4, s-1 | 9. | Develop a comprehensive fiscal compliance procedures manual to comply with existing and new federal, state, and local fiscal laws. This will cover regulatory citations covering fiscal management practices in IDEA 34, EDGAR, UGG/2 CFR and Minnesota Statute § 471.345. |

**2017-2018
Secondary Programs Focus**

- | | | |
|---------------|----|---|
| SD1, s-1, s-5 | 1. | Host bi-annual member districts’ high school principal and counselor meetings to give updates and collect feedback about best program options for their students. |
| SD1, s-3 | 2. | Provide monthly updates to our member districts’ high schools and administration regarding our activities and programs. |

- | | | |
|----------------------|----|---|
| SD2, s-1 | 3. | Continue to offer all available educational options for students within our Alternative Learning centers to include: seat-based, independent study, project-based, independent study-online, work-based learning, and flexible scheduling. |
| SD2, s-8
SD4, s-4 | 4. | Increase the number of students who participate in the Early/Middle College program offered through our ALC programs and Dakota County Technical College. |
| SD3, s-3 | 5. | Increase our community and business partners to provide career awareness and potential off-site work or internship options for all our students. |
| SD3, s-3 | 6. | Collaborate with community agencies, colleges, and business partners to offer learning experiences for students both within our programs and those receiving support services from within the community. |
| SD3, s-3 | 7. | Host local Chamber of Commerce groups bi-annually to provide information on our programs and conduct tours of our facilities. Gain input from these members to help improve and promote program advancement within our schools and throughout the Perkins consortium schools. |
| SD4, s-4 | 8. | Review and update our Career and Technical Education articulation and college credit bearing opportunities for all students enrolled in our CTE programs through collaboration with DCTC and SE MN consortium members. |
| SD5, s-2 | 9. | Increase our involvement with our members' middle schools to provide awareness for Career and Technical education through on-site visits to school sites and tours visits to our DCTC campus site. |

**2017-2018
Special Education Focus**

- | | | |
|----------------------------------|----|---|
| SD1, s-3
s-4, s-2
SD3, s-1 | 1. | Enhance communication regarding programs and services offered by 917 through internal staff program visits and enhanced program descriptions detailing criteria and supports for external stakeholders. |
| SD1, s-3 | 2. | Enhance communication with member districts on status of referrals, waitlists, projected timelines, progress of students outside of IEP meetings, and transportation. |
| SD1, s-2
SD3, s-2 | 3. | Streamline resources for staff and member districts to access updated materials online. |
| SD1, s-3 | 4. | Continue emphasis on parent engagement through assistant directors, social workers and psychologists. |

- | | | |
|---------------|----|--|
| SD2, s-3 | 5. | Continue professional development in curriculum, cycle, data driven goals in student achievement in literacy and math, Behavior Tools, and Equity. |
| SD2, s-6, s-7 | 6. | Research the impact on student achievement in intermediates utilizing reading and math specialists and instructional coaches. |
| SD2, s-2 | 7. | Focus curriculum cycle on language development and Universal Design for Learning for all academic areas and pilot vetted curriculums, interventions, and supplemental strategies in selected programs or classrooms. |
| SD4, s-6 | 8. | Enhance our efforts to recruit and retain quality special education teachers and paraprofessionals with a special emphasis on blind/visually impaired. Efforts will include developing close university ties and enhancing pathways to licensure with current staff. |
| SD5, s-1 | 9. | Continue collaboration with member districts to guide internal program development with an emphasis on early childhood mental health and space needs in SUN, IDEA, and D/HH. |

STRATEGIC DIRECTIVES AND STRATEGIES

The following strategic directives and strategies are intended to assist us in setting priorities, allocating resources and making choices.

Strategic Directive 1: Ensure interactive, high quality, and relevant communications to, and engagement of, internal and external stakeholders.

Strategies:

1. Organize and facilitate regular meetings of superintendents, directors, and key building/district contact professionals to share program information and potential shared future needs and initiatives.
2. Develop new and maintain existing relationships with key staff in participating districts.
3. Expand the flow of information regarding student achievement and successes with home districts and parents through the use of eBlasts and social media.
4. Implement on a regular schedule ISD 917 Orientations for 917 new staff, 917 existing staff and key staff new to our member districts.
5. Gather and analyze feedback from member districts regarding their level of satisfaction with the programs, services, customer relations, and professional leadership, on an annual basis.

Strategic Directive 2: Increase achievement of all learners served.

Strategies:

1. Expand the scope of learning opportunities for students in 917 programs through the use of online options, project based learning, work based learning, and assistive technology.
2. Develop a variety of systematic approaches to gather student achievement data to enhance instruction and learning.
3. Provide staff development opportunities, focusing on strategies that enhance student performance.
4. Develop and administer common assessments within all classes to provide assurance of alignment of outcomes and instruction as well as to provide the data necessary to identify best instructional practice.

5. Adopt and implement curriculums that align with state standards and measure student progress.
6. Promote best practices in providing programming for students with disabilities including providing instruction tailored to disability areas, age, and grade.
7. Research and implement a variety of models to address students in need of alternative approaches to education.
8. Enhance our model to support transitional needs of students ages 18 through 21.
9. Promote and support the use of assistive technology to supplement instruction.

Strategic Directive 3: Increase staff knowledge and participation in a culture of collaboration throughout the Intermediate District.

Strategies:

1. Continue the use of Professional Learning Communities as an improvement model for the staff of 917.
2. Provide specific opportunities for engagement of district staff in critical areas of need such as mental health support or career pathways to strengthen and develop educational and community partnerships.
3. Develop and foster partnership opportunities with community organizations and programs to enhance services and learning opportunities for students.

Strategic Directive 4: Use resources carefully and responsibly to advance our mission of service.

Strategies:

1. Emphasize and maintain a focus on responsible approaches to the use of state and district funds.
2. Educate internal and external stakeholders of the full cost of service delivery.
3. Study current funding formulas and legislation initiatives to maximize available funds.
4. Maintain and expand the opportunities with DCTC and IHCC to provide learning opportunities for secondary programs and articulation to post-secondary programs.

5. Continue the curriculum development process which focuses on standards, skill development, and student learning.
6. Enhance our recruitment and retention activities for all staff and explore flexible contract options and incentives for difficult to fill positions.
7. Monitor staffing ratios and class sizes to be in compliance with Minnesota Special Education Rules.
8. Continually assess member district needs and assets to avoid duplication and provide needed services.

Strategic Directive 5: Research, prioritize, and develop programs and services that meet our member districts' current and future needs.

Strategies:

1. Look to the future and assume a pro-active approach to meeting the needs of learners in special education, secondary alternative learning programs and career and technical education.
2. Advocate for the importance of creating collaborative services to learners in member districts.
3. Continually examine enrollment and participation trends in all programs to inform decisions on the allocation of available resources.

IN SUMMARY...

These strategic directives are a work in progress and are intended to support a process that will forever be evolving. Based on continuous review of data, the directives and strategies we will continue to adapt to meet the needs of our learners and the school districts we serve.

2017-2018 SCHEDULE OF SPECIAL SCHOOL BOARD AGENDA ITEMS

2017-2018

MONTH	DATE	LOCATION	PROG. REPORT & SPECIAL ITEMS
July	15		Temporary Employee Report Health & Safety Plan Review Student and Staff Handbooks Accounts Receivable Aging Report Substitute Teacher Approve and Set Lunch Prices
August	15		
September	5		
October	3		Assurance of Compliance Enrollment Report Temporary Employee Report Accounts Receivable Aging Report
November	7		Revenue and Expenditure Report/Nicolle
December	5		Auditor's Report Sp. Ed. Employee & Teacher of the Fall Quarter Construction Trades House
<u>2018</u>			
January	2, 2018		Temporary Employee Report MIS Update Accounts Receivable Aging Report

January	16, 2018	Board Work Session – Goals Update Review Revised Budget
February	6	Legislative Update Resolution Directing Admin. to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore Approve Revised Budget
March	6	Sp. Ed. Employee & Teacher of the Winter Quarter Legislative Update Additional Programs/Program Expansion/Deletion
April	3	Sp. Ed. Employee & Teacher of the Winter Quarter Temporary Employee Report Resolution Terminating Probationary Teachers Resolution to Place Continuing Contract Teachers on ULA Accounts Receivable Aging Report
April	17	Board Work Session – 2017-2018 Budget Review
May	1	Review and Approve Blood Borne Pathogens Exposure Control Plan Construction Trades House Annual Wellness Policy Goals Update
June	12	Adopt Budget FY 18 Resolution Terminating Probationary Support Service Staff Supt’s Salary Long-term facility maintenance Levy Distribution Proposal 10-Year Maintenance Plan Resolution Safe Schools Levy Lease Levy

**FIRST AMENDMENT
TO THE JOINT POWERS AGREEMENT
BETWEEN THE COUNTY OF DAKOTA
AND DAKOTA COUNTY SCHOOL DISTRICTS AND
SCOTT-CARVER-DAKOTA CAP AGENCY, INC. FOR THE PURPOSE OF
ESTABLISHING A DAKOTA COUNTY COLLABORATIVE**

WHEREAS, the County of Dakota, hereinafter “County,” and Special School District #06, Independent School District #191, Independent School District #192, Independent School District #194, Independent School District #195, Independent School District #196, Independent School District #197, Independent School District #199, Independent School district #200, and Intermediate School District #917, each located within Dakota County, hereinafter collectively “School Districts,” and Scott-Carver-Dakota CAP Agency, Inc., hereinafter “CAP Agency,” all collectively referred to herein as the “Parties,” entered into a Joint Powers Agreement (“Agreement”) for the purpose of establishing a Dakota County Collaborative; and

WHEREAS, the Parties desire to amend the Agreement so as to enable the Parties to continue to enjoy the mutual benefits it provides; and

WHEREAS, the Agreement provides that it may be amended at any time by mutual agreement of the Parties.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. Section 4, “Powers and Duties of Collaborative Decision-making Bodies,” Subsection a7 is deleted in its entirety and amended upon execution of this Amendment as follows:
 7. Expend funds, enter into any contract in its own name for the purposes set forth in this Agreement and in accordance with the operating budget approved by the Board, and enforce such contracts to the extent available in equity or at law. The Board may authorize the Administrative Agent, pursuant to Section 5a7 of this Agreement, to execute such contracts on behalf of the Board.

2. Section 5, “Duties of the Parties,” Subsection a is amended upon execution of this Amendment to add Subsection a7 as follows:
 7. Serve as Administrative Agent for the Board through the County’s Community Services Division. The County may withdraw as Administrative Agent under this Agreement at any time within sixty (60) calendar days’ notice to each of the other Parties. If the County withdraws as the Administrative Agent, the Board shall select a new administrative agent from among the other Parties to the Agreement.

3. All other terms of the Agreement between the Parties shall remain in full force and effect unless otherwise amended or terminated in accordance with law or the terms of the Agreement.

4. If any provision of this Amendment conflicts with the original Agreement, or an earlier Amendment, this Amendment shall govern.

5. This Amendment may be executed in any number of counterparts and by the Parties hereto on separate counterparts, each of which when so executed will be deemed to be an original, but all of which when taken together will constitute one and the same Amendment.

IN WITNESS WHEREOF, the undersigned Parties by action of their governing bodies, have caused this Amendment to the Joint Powers Agreement Between the County, the School Districts, and the CAP Agency to be executed in accordance with the authority of Minnesota Statute § 471.59 on the dates indicated below.

Approved by Dakota County Board

Resolution No. 17- 404

Approved as to form:

/s/ Lucie S. O'Neill 8/1/2017
Assistant County Attorney / Date
File KS-05-213-001

COUNTY OF DAKOTA

By _____
Community Services Director

Title _____
Date of Signature _____

SCOTT-CARVER-DAKOTA CAP AGENCY, INC.

By: _____
Title: _____
Date of Signature: _____

SPECIAL SCHOOL DISTRICT #6

By: _____
Title: _____
Date of Signature: _____

INDEPENDENT SCHOOL DISTRICT #191

By: _____
Title: _____
Date of Signature: _____

INDEPENDENT SCHOOL DISTRICT #192

By: _____
Title: _____
Date of Signature: _____

INDEPENDENT SCHOOL DISTRICT #194

By: _____
Title: _____
Date of Signature: _____

INDEPENDENT SCHOOL DISTRICT #195

By: _____
Title: _____
Date of Signature: _____

INDEPENDENT SCHOOL DISTRICT #196

By: _____
Title: _____
Date of Signature: _____

INDEPENDENT SCHOOL DISTRICT #197

By: _____
Title: _____
Date of Signature: _____

INDEPENDENT SCHOOL DISTRICT #199

By: _____
Title: _____
Date of Signature: _____

INDEPENDENT SCHOOL DISTRICT #200

By: _____
Title: _____
Date of Signature: _____

INTERMEDIATE SCHOOL DISTRICT #917

By: _____
Title: _____
Date of Signature: _____