

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**REGULAR SCHOOL BOARD MEETING**

**Tuesday, June 12, 2018**

**AGENDA:**

<b>I. Call to Order - Chair Lewis</b>	
<b>II. Conduct Pledge of Allegiance - Chair Lewis</b>	
<b>III. Visitors opportunity to be heard - Chair Lewis</b>	
<b>IV. Additions to the agenda - Chair Lewis</b>	
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<b>VI. Consent Items - Chair Lewis</b>	
A. Minutes, May 1, 2018, School Board Regular Meeting	28
B. Personnel Considerations	31
<b>VII. Donations - Chair Lewis</b>	50
<b>VIII. Business Manager's Report - Nicolle Roush</b>	
A. Review and Approve Payment of Bills	51
B. Review and Approve Wire Transfers	60
C. Review and Approve Investment Report	81
<b>IX. Reports</b>	
A. Juvenile Services Program Review - Jennifer Hetland	82
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C. Review of Annual Wellness Goals - Nicolle Roush	129
D. Approve Ten-Year Maintenance Plan, Safe Schools Levy and Lease Levy - Nicolle Roush	134
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F. Approve Budget for 2018-2019 - Nicolle Roush	149
<b>X. Policies</b>	
A. Review and Approve Policies 300's, final reading - John Christiansen	232
<b>XI. New Business</b>	
A. Resolution Terminating Support Service Employees - John Christiansen	239
B. Approve Superintendent Mark Zuzek as Identified Official with Authority to approve access to the External User Access Recertification System for MDE - John Christiansen	
C. Board consideration of approval of tentative Clerical Union agreement, and proposed terms and conditions for the Board Certified Behavior Analysts, Licensed Independent Clinical Social Worker, Mental Health Coordinator, Licensed Psychologist, Buyer, Custodial, Human Resource Specialist, Computer Network Specialist, Payroll Assistant, Admin. Assistant Personnel, Executive Assistant - John Christiansen	240
D. Set July meeting date - John Christiansen	
E. Renewal of Lancer Food Service and ISD 191 Lunch Contract - Nicolle Roush	449
F. Review and Approve School Lunch Prices for 2018-2019 - Nicolle Roush	477
G. Renewal of School Resource Officer with Dakota County (Alliance Education Center) - Nicolle Roush	478
H. Board consideration of resolution to authorize Superintendent or Board Chair to execute legal documents for TIES Dissolution, Sale of TIES Building, and NJPA closing - John Christiansen	484

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

**Good News**  
***Special Education***  
June 12, 2018

- On May 10, 2018 Community Participation Day for middle school students with visual impairments took place at the Xcel Center. Students got a private tour of the home of the Minnesota Wild. Hastings Middle School student, Emma, was able to join in with her friends and tour the building. While they were not allowed to enter the team locker room, they were able to see the visitor locker room. The students were able to see the press area, visit a couple of the private suites, walk out where the teams would skate out, and look for their school's high school hockey jersey on display. Many thought the up-close and personal look at the Zamboni was the best.

Greg Zanon, retired NHL player and player with the Wild 2009-2012, came to talk with the students and answer questions. The best thing he shared was an organization that he is affiliated with that brings hockey to everyone! Minnesota Special Hockey is an adapted ice hockey program for players of all ages with developmental disabilities. They are proud to have over 220 players in 13 cities across the state of Minnesota. Players as young as seven years old and as old as 50+, are able to join neighborhood teams grouped according to age and ability in order to play hockey to the best of their abilities. Hockey is expensive but through their generous sponsors, ice time and equipment loan program are available for those who need the assist.



- Students from the Deaf/Hard of Hearing Program at Gideon Pond have had the opportunity to explore Zot Artz! Zot Artz makes adaptable art tools for children with disabilities. They had fun using pinwheels in the wind, chalk walk, roll to draw, and pogo painting poles!







- Students in the SUN program at Cedar School took a tour of the Star Tribune Heritage Center which is the printing plant in Minneapolis. The tour guide was a former reporter for the paper, and she shared her experience working for the paper. She also discussed how the paper has changed over time. The students learned that the plant currently prints three newspapers: The Star Tribune, The Pioneer Press and The New York Times. The students also learned about the plant operations, steps to producing the daily newspaper and the jobs involved with printing and distribution. The students really enjoyed seeing how the huge rolls of paper arrived by trains from Canada, and how they are moved by robots and placed on the printing presses. They also thought it was cool to see how fast the paper is printed and that it is printed four times to get all the color ink on to the pages.





- As part of their transition job skills class, students in the SUN program at Cedar School volunteered at This Old Horse at The Wishbone Ranch in Hastings. Students helped to muck the stalls and sweep the barn. They also got a tour of the facility and learned about the different horses. Their favorite part was learning some basic skills in caring for a horse and getting to help to groom a horse. They are looking forward to serving there again.





- Two students in a middle school classroom in the SUN program at Cedar School reached their goals for outside reading. As a reward, Zach Royce and Jimmy McKenna earned a trip to Grand Slam. Their favorite activities were mini golf, laser tag, and the batting cages.





- The student council at Lebanon Education Center spent a couple of weeks planning a spring dance. After a lot of deliberation, the council decided on a masquerade theme. The council members created the posters, developed the playlist, and put together a shopping list for snacks. Some of the students went with staff to purchase decorations as well as supplies for a "make your own popcorn snack mix" bar. Classes worked together to make the masks; we have some REALLY creative students! As part of the decorations, ALL of the Lynx Pride tickets the students had earned this year were stapled together used as streamers. All the students and staff had a GREAT time!!





- This year, Jennifer Troy from Paws for Learning and her dogs have been visiting students at Lebanon Education Center and Cedar School weekly. Some of the dogs who have visited are Charlie (Great Dane), Frannie (beagle/pug mix), and Annie (black lab). Jennifer teaches social skills lessons using the interactions between the students and dogs. Lesson topics have included self-care (emotional and physical), calming strategies, noticing, and understanding signs of stress in the dogs and in our own bodies, following directions, taking turns, and breaking big goals into manageable tasks. The students LOVE “dog day” and frequently comment that having the dogs visit provides motivation throughout the day.





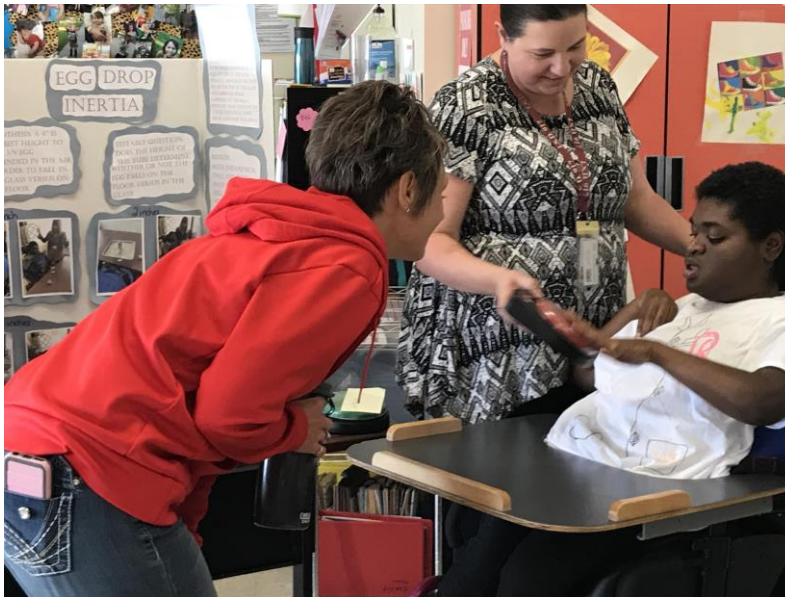
- Eight teachers from ISD 917 presented one or more sessions at Charting the C's this year. The "Cs" in Charting the Cs stands for collaboration, cooperation, and communication. The conference has focused on promoting the use of technology to support student success for many years. The conference now also has a focus on cross-categorical collaboration to address student needs. At the conference, Taylor Thomas and Brenda Szoka shared their expertise on using a green screen during their session at the conference titled *Teaching Self-Advocacy and Literacy through the Use of a Green Screen and Educational Technology*. Taylor also presented two sessions on *Making YouTube Videos Accessible through Closed Captioning* and *Community Contributions*. Lori Klein shared about using a 3D printer to create learning materials in her session titled *Learning Materials Made Easy: 3D Printing*. AJ Boehmer and Amanda Peters presented a session titled *Go to Apps for Inclusion*. Several members of the physical health

disabilities team, including Kelli Proulx, Addie Geske, Holly Pemble, and Amanda Peters presented a session titled *Access to Digital Materials for Students with Physical Impairments*. The ISD 917 Assistive Technology team also presented a poster session where conference attendees could see the AT resources developed and used by the district and attendees could experience using a green screen and making a low-tech sound bar. ISD 917 conference attendees are pictured by the Eiffel Tower thanks to use of a green screen and the DoInk app during the poster session.



- On April 27<sup>th</sup> the DASH classroom at Henry Sibley High School hosted their 8<sup>th</sup> annual science fair. Each student chose their science project. The topics ranged from cloning cabbage, to inertia, to testing how music affects the heart rate. The students presented their projects to staff, students, and family.





- At Alliance Education Center, as the end of the year is approaching we have been working with our member districts to determine needs of our students in the fall. We have quite a few students starting their transitions back to mainstream as well as students moving on to alternative programming. A huge thank you to our member district coordinators and directors who collaborate with us to plan for these students. We are so proud of the following students:

**The following students will be starting to transition with a few classes in our member districts:**

IDEA

- Keyon Woodberry (Lakeville High School)
- Jacob Pereira (Farmington High School)
- Andrew Steele (Hastings Middle School)
- Michael Satre (West St. Paul High School)
- Janiya Vann (Burnsville Middle School)

**The following students are either increasing their current class load our member districts or returning to our member districts fulltime:**

IDEA

- Kendrick Hill-Hester (Bloomington High School)

SUN

- Lauren Ziehwein (Farmington)

**The following students will be entering alternative programs:**

IDEA

- Savion Matlock (South St. Paul) Starting classes at DCTC in the fall
- Maleka Love (Burnsville) Starting nursing classes at DCTC in the fall

SUN

- Mary Jo Hannons (Farmington) Transitioning to our TESA program full-time
- Angelina Morris (Farmington) Transitioning to our TESA program full-time
- Christina Lewis (Lakeville) Transitioning to our TESA program full-time
- Rayshon Trowbridge (Lakeville) Moving to our PACES program full-time
- Bennett Korba (Lakeville) Moving to our PACES program full-time

- In other news, Alliance Education Center has been celebrating the last few weeks of school with daily activities through our "Alphabet Days" activities. There have been sports tournaments such as kickball, softball, basketball, and baseball. It has been tremendous to see the camaraderie of the staff and students alike. There have also been theme days such as hat day, jersey day, and color day.
- Alliance Education Center had a public safety day on Wednesday May 23, 2018 where students had an opportunity to experience and meet with public service members such as law enforcement, firefighters, and EMTs. Eight of students (four high school and four middle school) participated in the Minnesota seatbelt challenge on this day as well. The top four teams in the state receive a prize and public acknowledgment through the Minnesota Juvenile Officers Association (MNJOA).
- As part of team building and community outreach experiences at Alliance Education Center, a team was formed to run in a 5K run/walk for autism awareness on May 19<sup>th</sup> in Minneapolis at Calhoun Park. Pictures are attached of all those who woke up early and got their heart rates up for an amazing cause.



Good News Report  
Secondary Programs  
June, 2018

-As of today at 11:45 am we have 123 confirmed graduates. That is up from 98 at this same time last year. We also have 52 seniors who will finish with Mod 12 grades and/or summer school.

Interest for enrollment for next year has increased from last year. I don't have specific numbers, but we have 35 applications between regular and special ed students as of now with apps coming in daily. Last year at this time we may have had a dozen. Many are 10th graders but I will have to count that up tomorrow.



Our North campus had 36 graduates for our program on Wednesday.

-7 students took the CNA test. All passed the written and 2 failed the skills. Retests are scheduled already, they are still moving forward despite this little setback.

We have 5 new CNA's today, and 2 more in a week!

**-This is WHY I teach and LOVE my job! Now, I will sit here and enjoy my happy tears running down my cheek!**

**Heidi is the young lady who brought tears to Student of Distinction . . . .**

Hey carol. I had an amazing time at clinical today. Yes I started off very nervous and naturally we got the first task to feed a resident. Each of us got assigned to one and again, naturally I get that hardest one. I got a very sweet lady, but me and Rita are pretty sure she had dementia. I had to have the food touch her lips for her to

know it was there. I talked with her and kept her company as well as I could as she was zoning off and mumbling things that I couldn't understand. Although she responded very well when I said I had ice cream, here it comes and man did she open her mouth quick haha. Then after dinner we got assigned our official resident for Saturday and Sunday. ONCE again I get one of the harder ones. Well me and grace got one of the harder ones. We have to use a hoover lift on her but man she is suchhh a dang sweetheart. Last but not least we got to go and play bingo with the residents. It was so darn cute I couldn't help but sit there and smile ear to ear as I watched them place a chip a number and then someone yelling bingo in excitement and picking out a little stuffed animal. It was so darn cute. Anyways thank you for getting me this far in my future career and teaching me



what u have. See you tomorrow!!!

-Fundamental Chef Training students and staff will be providing the food and beverage for Burnsville High School's Hall of Fame event on September 14, 2018.

-A Go Fund Me on Facebook collected funds for the Karen O'Brien Trust Fund this month.

This account was made in honor of our past CTE Director that started our secondary programs with ISD 917.

This fund is to help students who have financial hardships for them to attend SkillsUSA conferences to supplement their CTE training with additional leadership and skills training and competitions.

This year all three of our students attending the Skills Conference have that hardship.

Nolan Dynan, Michaela Langeness & Brian Cunicelli

The following people donated to that fund to help out students for their National Trip. Each student needed \$850.00, a total of \$2550.00

Tracy & Owen Goelke - \$500.00 - Parents of a past Graphics Student who attended 3 years ago.

Trina Walter - \$350.00 - Instructor/Advisor

Kevin and Ann Faulds - \$100.00 - Karen O'Brien's Brother and Sister In-Law

Amy O'Brien - \$250.00 - Karen O'Brien's Daughter

Sheri Kuntz - \$200.00 - Past Business Occupations Instructor

Eileen Daly - \$100.00 - Go Fund Me Donation

Linda McPherson - \$100.00 - Retired Secretary of Operations at DCTC

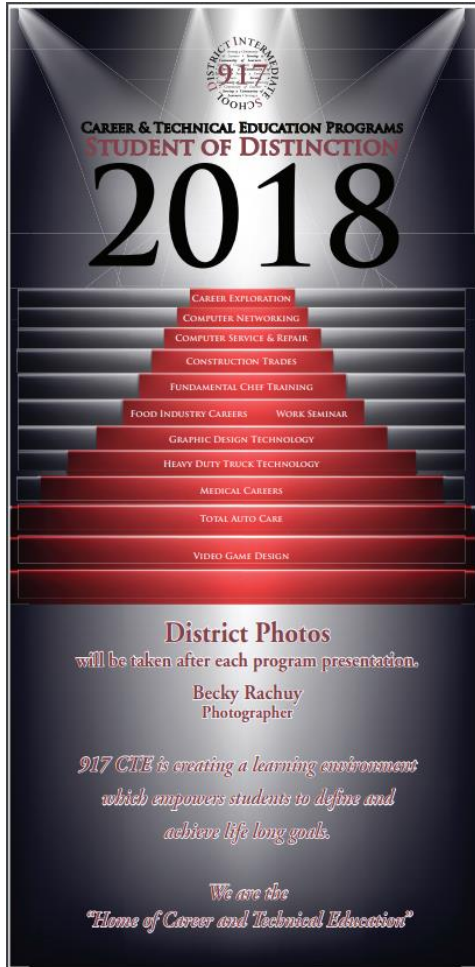
Brian Cunicelli - \$100.00 - His Grandmother donated

Jennifer Dynan raised money for her son, Nolan on Go Fund Me as well with her family and friends. They raised over \$1000.00 so he has money for meals.

-The Amazon wishlist has been extremely successful. We've been able to give out backpacks full of food and toiletries to students that are in between housing or struggling financially. We've also been able to hand out food to hungry students during the school day. Students have been very grateful.



-On May 22<sup>nd</sup> our Career and Technical Education programs held there annual Student of Distinction program in the Dakota Room. This program recognizes those students from our member districts who have exhibited high skill levels within their chosen programs. This year we had a guest speaker, Jeremy LaBeau who is the Regional Manager for Installed Building Solutions of Farmington. Jeremy has agreed to provide the materials for our Construction Trades program to build a house next school year. He also helped coordinate employees from his company to show our students insulation processes within our current house project.



ISD 917 Career & Technical Education Program  
***Student of Distinction Awards Program***

May 22, 2018 • 6:00 p.m. • Dakota Room

**Music** - "You Gotta Be..." by De'ree  
*Aja Laws, Medical Careers Student*

**Welcome**  
*Eric Van Brocklin, Secondary Principal*

**District Address**  
*John Christiansen, Superintendent*

**Guest Speaker**  
*Jeremy LaBeau - Regional Manager for Installed Building Solutions*



**Master of Ceremonies**  
*Patty LaBeau, CTE Lead Teacher*

**Presentation of Certificates**  
*First Seven CTE Programs  
 Career & Technical Education Teachers*

**Student Organization Participants**  
*Trina Walter - SkillsUSA Advisor*

**Presentation of Certificates**  
*Last Four CTE Programs  
 Career & Technical Education Teachers*

For Even More Information About  
 ISD 917 CTE Programs, check us out at [www.isd917.k12.mn.us](http://www.isd917.k12.mn.us)

**The Students of Distinction for the school year 2017 - 2018 will be presented as follows:**

ALL STUDENTS INVOLVED IN SkillsUSA WILL ALSO BE RECOGNIZED ON STAGE TONIGHT.

**Career Exploration and Evaluation Program:**

Ava Pieri..... Lakeville South HS  
 J. F. Nunn.....Alliance Education Center  
 Caleb Dove.....Branchout - Sibley Transition  
 Christopher Galvan ..... Branchout - Sibley Transition  
 Alex Winters..... Lakeville South HS  
 Amyah Lyons ..... Lakeville South HS

**Computer Networking  
 Computer Service & Repair and  
 Video Game Design:**

Seth Miller.....Farmington HS - VGD  
 Cassandra Rubert.....Farmington HS - VGD  
 Caelyn Swendiman .....Farmington HS - VGD  
 Alan Vu.....Farmington HS - CSR  
 Eric Petschl..... Simley HS - VGD  
 Damen Betcher..... Simley HS - VGD  
 Mason Wolfe.....Bloomington Jefferson HS - NW  
 Ryan Switzer.....Bloomington Jefferson HS - NW

**Construction Trades:**

Andrew Carlson ..... Lakeville North HS  
 Austin Flaberty..... Simley HS  
 Zachary Sveningson .....Bloomington Jefferson HS  
 Keegan Tietz.....Farmington HS  
 Andrew Norwick.....Farmington HS

**Food Industry Careers:**

Kombe Khawi..... TESA - Lakeville South  
 Jordan Henning..... Cedar School - So. St. Paul  
 Mariab Hall..... Bloomington Kennedy HS  
 Yessenia Lopez-Mendoza ..... Bloomington Kennedy HS  
 Evelin Lopez Mendoza ..... Bloomington Kennedy HS  
 Leibla Wilson .....Bloomington Jefferson HS

**Fundamental Chef:**

Ben Kropelin ..... Farmington HS  
 Nestor Jara-Salto ..... Branchout - Sibley Transition  
 Robert McDonough..... Branchout - Sibley Transition  
 Mitchell Niebur..... Randolph HS  
 Tyler Schenfeld..... TESA - So. St. Paul  
 Lexi Vennemann ..... Sibley HS  
 Gavin Wilkerson.....Lakeville Alt Learning Ctr  
 Breanne Bennett..... Lakeville South HS  
 Riley Hanback..... Lakeville South HS  
 Victoria McGrath.....Hastings HS  
 Kenya Mitchell .....Bloomington Jefferson HS

**Graphic Design Technology:**

Sam Shockley..... Farmington HS  
 Brian Cunicelli..... Farmington HS  
 Jamal Dedeker.....BEST- Burnsville Transition  
 Nolan Dynan..... TESA - Eagan  
 Holly Hanes..... Lakeville South HS  
 Deiondre Ramdin.....BEST- Burnsville Transition

**SkillsUSA Participants**

Brian Cunicelli ..... Farmington HS  
 Nolan Dynan..... TESA - Eagan  
 Michaela Langeness.....Farmington HS

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 •••••  
  
 •••••  
 Thank you for coming to support  
 & recognize these Students of  
 Distinction. Out of Respect for all of  
 these students and their achievements  
 we encourage you TO STAY FOR THE  
ENTIRE AWARDS CEREMONY.  
 Thank You!  
 •••••

**Heavy Duty Truck Technology Program:**

Garrett Pals ..... Farmington HS  
 Matthew Menalis..... Farmington HS  
 Yevgenly Bak.....BEST- Burnsville Transition  
 Anthony Ventura.....Simley HS  
 George Flores-Nava.....BEST- Burnsville Transition  
 William White.....Bloomington Jefferson HS

**Medical Careers Program:**

Justine Beal..... Farmington HS  
 Michaela Langeness..... Farmington HS  
 Aja Laws ..... Farmington HS  
 Natalka Mak ..... Farmington HS  
 Grace Wetterlind..... Farmington HS  
 Victoria McGrath ..... Hastings HS  
 Yesica Mercado-Munoz ..... Farmington HS  
 Julia Miller..... Randolph HS  
 Heidi Peterson ..... Simley HS  
 MacKenzie Swanson ..... Lakeville South HS

**Total Auto Care:**

Adam Schultz..... Farmington HS  
 Christopher Tile ..... Farmington HS  
 Tyler Fischer .....DCALS - Farmington  
 Jordan Henning..... Cedar School - So. St. Paul  
 Damion Costanzo..... Simley HS  
 Austin Krumm.....Bloomington Jefferson HS



-DCALS went to Feed My Starving Children to celebrate graduates and end of school year. Our students mingled with other younger school groups to be role models and help keep the flow of Veggies, vitamins, protein, and rice going. We took three vans as enthusiasm was strong on Wednesday the 6th. Lynn Morris, Adam Rachuy, and Timothy Davis all joined in on the fun. One our students, Maddie W. received the "Hope" T-shirt from Feed My Starving Children. Our helpful students were phenomenal helping younger students pack food as well as help the global community of children.

Respectfully,  
 Lynn Morris

-Students had an opportunity to visit and tour the Air Force Training center near Fort Snelling. They learned about the possible career pathways within the Air Force Reserves. Air Force Reserves Field Trip: On Monday, June 4th, a group of DCALS and DCALS North students along with John Pereda and Erin Hale-Sanford toured the Air Force Reserve base. Students were able to listen to a number of soldiers' stories on why they enlisted and why they chose the Air Force Reserves. Students were then lead on a tour around the base which is located on the North end of MSP International Airport. While on the tour, students were able to see a number of different careers in action. The highlight of the tour was being able to go into a C130, cargo area and flight deck.





- Elympics:

On May 10th a group of DCALS students participated in the Elympics hosted by the St Croix Valley ALC. This is a quiz-type competition based on students being able to not only answer the questions they know, but to also be able to problem solve how to find the answers. Once again DCALS placed in the top ten; placing ninth out of 32 teams. The students who represented us were: Kelly Adamson, Chase Butarac, Lydia Johnson, Devin Levior, Luis Oliva, Kaylee Pratner, Jamil Robinson, Emanuella Vagne, and Sincere White.

Sample Questions:

Which avenues are interrupted by Lakewood Cemetery in South Minneapolis, Minnesota?

Answer: Hennepin, Irving, James, Humboldt, Holmes, Girard, Fremont, Emerson

How many gifts would you receive if you received all the gifts stated in the song, "The Twelve Days of Christmas?"

Answer: 364

The marquee on an old theater was too short to fit the names of the many movies so the manager instructed the sign boy to leave out the vowels and spaces. What movies are currently playing?

CSBLNC

NMLHS

THDDCPL

JWS

Answers: Casablanca, Animal House, The Odd Couple, Jaws  
Erin Hale-Sanford was the staff member from DCALS who served as the sponsor.



## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, May 1, 2018, at DCALS North, 150 E. Marie, West St. Paul, MN.

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

**Members Absent:** None.

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

The School Board toured DCALS North at 4:45 PM.

School Board Chair Lewis called the meeting to order at 5:05 PM.

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Bob Erickson, seconded by Russ Rohloff, to approve the consent items, as presented. All present voted aye. Motion carried.
  - **Minutes:** April 10, 2018, School Board Work Session
  - **Minutes:** April 10, 2018, Regular School Board Meeting
  - **Personnel:** *New Hires:* Sadie Brayton, Classroom Assistant, effective April 16, 2018. Crisoula Economou, Speech Language Pathologist, effective August 23, 2018. April Laflex, Classroom Assistant, effective April 16, 2018. *Change in status:* Elizabeth Annoni, Speech Language Pathologist, maternity disability leave effective on August 27, 2018, with an expected return date of November 2, 2018. Jacob Donaldson, Classroom Assistant, medical leave request effective on or about April 16, 2018, with an expected return date of May 21, 2018. Danielle Hewitt, Classroom Assistant, maternity disability leave effective on or about May 6, 2018, with an expected return date of June 18, 2018. Timothy Ruff, Special Education Teacher, parental leave request effective on or about March 14, 2018, with an expected return date of March 21, 2018. Nichole Short, School Psychologist, reduction in FTE from 1.0 to .9 effective August 27, 2018, for the 2018-2019 school year only. Laura Tennesen, School Psychologist, continue at .95 FTE effective August 27, 2018, for the 2018-2019 school year only. Kelsey Vangsgard, Program Assistant, maternity disability leave effective August 30, 2018, with an expected return date of October 1, 2018. *Resignations & Terminations:* Sadie Brayton, Classroom Assistant, effective April 16, 2018. Ellen Puff, Classroom Assistant, effective April 10, 2018.
2. Board Member Byron Schwab, introduced the following resolution: Resolution to accept the following donations in the amount of \$4425. Donation of auto fenders for the Total Auto Care Program from LKQ Salvage. Value: \$1,000. Donations for Staff Recognition to be used for door prizes include: \$50 SuperAmerica & \$50 Shell Gas Card – Rebate from HP Recycling Program (\$100 in gas cards); Two Tickets to St. Paul Saints Game and Fireworks after the game-Health, Safety & Wellness (Value \$40); Four Tickets to the TWINS (\$280 value) – Shelby Peterson of Marco; \$100 JCPenney Gift Card; Free Hotel Night Black Bear Hotel & Casino (Value: \$135) and \$40 Buffet for Two (located in Cloquet, MN); \$75 Bluetooth Wireless Stereo Headset – Dakota Electric; \$200 HyVee assorted gifts – Joe Newman of Accelerated Technologies; Two \$25 Gift Cards to Lakeshore

Learning from Kelly Minke; Four Silvermist Folding Chairs – Brady Hendricks, Virco (Value \$60); \$20 Olive Garden – Rebate from HP (printer cartridges); \$20 Roasted Pear – Donation; \$25 Olive Garden Gift Card – HP Printer Rebate; Three inverted umbrellas – Mike Callahan from Innovative Office Solutions (Value: \$45); Five \$20 Gift Cards to Menards – Board Member Bob Erickson; \$25 Gift Card to Target – Diane Jeffries; Healthy Body Gift Basket – Nicolle Roush (Value: \$75); Two \$25 Gift Card to Samsclub – donation; Six \$20 Kwik Trip Gift Cards – Program Assistants’ Union; Two \$25 Visa Gift Cards from Zach Boxrud of Tierney Brothers; Five \$20 Kwik Trip Gift Cards from Jeff Moody of SupplyWorks; Five \$10 Target Gift Cards – Health Associates; Minnesota Mysteries Basket – Dave Stoll (Value: \$75); Huge Calming, Relief Spa Basket - Terri Gulbransen (Value: \$125); Ice Cream Basket – Lauren Kelley (Value: \$50); Five \$20 Target Gift Cards – Teachers’ & Interpreters’ Union; \$25 Starbucks Gift Card – Teachers’ & Interpreters’ Union; \$25 Buffalo Wild Wings Gift Card – Teachers’ & Interpreters’ Union; Teacher Basket – Cory Langenfeld (Value: \$25); AMC Movie Basket and Stay Home Movie Basket – Jennifer Hetland (Value: \$50); Avon Skin Products and Purse – Teri Welch (Value: \$40); Fancy Snacks Basket – Don Budach (Value: \$50); Gourmet Assorted Coffee Basket – Eric VanBrocklin (Value: \$50); Minnesota Hard Fruit Juice Basket – John Christiansen (Value: \$60); Assorted Fun T-Shirts & Soul Spice Basket, Five Coffee Mug Sets, Basket of Minnesota snacks and Lift Bridge Rootbeer – Melissa Schaller (Value: \$100); Homemade crocheted blanket – Pam Biegler (Value: \$30); Four - \$25 Holiday Gift Cards - Val Whitmer; Droolin Moose Chocolates – Shelly Dodge (Value: \$20); Scented Oil Diffuseur, Soup B owl/soup, body lotions, bath salts – Denise Horvath (Value: \$25); Moodswings two-sided photoframe - Trina Walter (Value: \$20); Scentsy candle warmer, soaps, lotions, TWINS hat, kitchen towels – Pam Garretson (Value: \$50); EZ Air Park Free Three-Day Parking – Mary and Curt Callister (Value: \$60); Jackpot Junction – Free hotel – Sunday – Thursday (Value: \$80); Two Rayovak phone charges – Max Johnson – Spectrum Brands (Value: \$60); Five \$10 Office Depot/OfficeMax gift cards – Bryce Morrison – Office Depot; Norwest Basket – Brooke Peterson (Value: \$50); Bella Cast Iron Cooking Pot – Barb Schmitz (Value: \$50); Six DMC (Dinner of the Month Club) cards – Health, Wellness & Safety (Value: \$120); Superhero Basket with Dodge Balls and Candy – Health, Wellness & Safety (Value: \$20); Two Superhero T-shirts and Superhero bags – Health, Wellness & Safety (Value: \$25); Superhero Movies: Superman—Five collection; Captain Hook, Marmaduke, Batman-four collection, XMen (Value: \$40); Two \$25 gift cards to Applebees from Board Member Vanda Pressnall (Value: \$50). The motion for the adoption of the foregoing resolution was duly seconded by Bob Erickson, and upon vote being taken thereon, the following voted in favor thereof: Wendy Felton, Bob Erickson, DeeDee Currier, Dick Bergstrom, Russ Rohloff, Jill Lewis, Melissa Sauser, Bryon Schwab, Vanda Pressnall 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 Russ Rohloff, to approve the bills March 23, 2018, to April 25, 2018, the investment report and the wire transfers as presented. All present voted aye. Motion carried.
  
4. Board Member Melissa Sauser introduced the following resolution and waived the reading: Resolution Approving Teachers’ Appreciation Week. The motion for the adoption of the foregoing resolution was duly seconded by Vanda Pressnall and upon vote being taken thereon, the following voted in favor thereof: Wendy Felton, Bob Erickson, DeeDee Currier, Dick Bergstrom, Russ Rohloff, Jill Lewis, Melissa Sauser, Bryon Schwab, Vanda Pressnall and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum B.)

Nicolle Roush reported on the proposed 2018-2019 Adopted Budget and staffing for IDEA, SUN, and TEA programs.

Superintendent John Christiansen reported on the TIES membership information. This will be brought to the June 12 School Board meeting for a vote.

5. Motion by Wendy Felton, seconded by Dick Bergstrom, to approve the Professional/Technical Services Contract with Dakota County Technical College, as presented. All present voted aye. Motion carried. (Addendum C.)
6. Board Member Melissa Sauser, introduced the following resolution and waived the reading: Resolution relating to the Termination and Nonrenewal of the Teaching Contract of Probationary Teacher Ann Hawkins. 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: Wendy Felton, Bob Erickson, DeeDee Currier, Dick Bergstrom, Russ Rohloff, Jill Lewis, Melissa Sauser, Bryon Schwab, Vanda Pressnall and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum D.)
7. Motion by Vanda Pressnall, seconded by Byron Schwab, to approve the Health Associates and Interpreters' Contracts for 2018-2020, as presented. Voting aye: Wendy Felton, Bob Erickson, DeeDee Currier, Russ Rohloff, Jill Lewis, Melissa Sauser, Bryon Schwab, Vanda Pressnall. Dick Bergstrom abstained from voting. Motion carried. (Addendum E.)
8. Motion by Russ Rohloff, seconded by Byron Schwab, to approve the 2018-2019 Salary for the Special Education Deans, as presented. Voting aye: Wendy Felton, Bob Erickson, DeeDee Currier, Russ Rohloff, Jill Lewis, Melissa Sauser, Bryon Schwab, Vanda Pressnall. Dick Bergstrom abstained from voting. Motion carried. (Addendum F.)
9. Motion by Melissa Sauser, seconded by Vanda Pressnall, to approve the 2018-2021 Superintendent contract for Mark Zuzek, as amended, with the salary starting at \$170,566. Voting aye: Wendy Felton, Dick Bergstrom, DeeDee Currier, Russ Rohloff, Jill Lewis, Melissa Sauser, Bryon Schwab, Vanda Pressnall. Voting naye: Bob Erickson. Motion carried. (Addendum G. amended contract and Addendum H. Vice Chair Erickson handout.)
10. 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 7:09 P.M.

The next regular School Board Meeting will be Tuesday, June 12, 2018, at 5:00 PM, in the 917 Board Room, at Dakota County Technical College, 1300 145<sup>th</sup> Street E., Rosemount. MN.

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Clerk

To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: April 27, 2018	Teaching Licenses Held:
NAME: Alyssa Bailey	
Position: Classroom Assistant	
College:    Secondary:    Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.15
	Employment Date : 5/21/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Montesano High	Yes	Generals	Yes
Technical College				
College	Normandale	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
Starbucks	2/15	Current	Supervisor
Montesano Schools	9/09	6/12	Program Leader

Total Years Experience 9

**Remarks:**

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

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To Bid 4/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: May 10, 2018	Teaching Licenses Held:
NAME: Jamie Dalbesio	
Position: Assistant Director	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$111,000
	Employment Date : 7/1/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Phillips High School	Yes	Generals	Yes
Technical College				
College	University of Wisconsin	Yes	English	BA
	University of Wisconsin	Yes	Special Education	MA
	St. Thomas	Yes	Administration	Ed. Specialist

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Goodhue County Education	5/17	Current	Interim Assistant Director
Red Wing Schools	8/13	6/17	Special Education Teacher
Zumbrota-Mazeppa Schools	7/11	7/13	Special Education Coordinator
Prescott Schools	7/06	6/11	Special Education Teacher

Total Years Experience 12

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Remarks:**

Jamie will be an assistant director located at the Concord Education Center.

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To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: 8/17/18	Teaching Licenses Held: ASD
NAME: Allison Darnell	
Position: Teacher	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$43,753
	Employment Date: 8/23/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Burnsville High	Yes	Generals	Yes
	Augsburg	Yes	Special Ed.	MA
College	University of MN	Yes	Animal Science	BA
	Inver Hills	Yes		AA
	Argosy University	Yes	Veterinary Technology	AAS

**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	2/15	Current	Paraprofessional
Savage Tower Animal Hospital	6/11	8/11	Veterinary Tech
Best Friends Animal Hospital	3/09	6/11	Veterinary Tech
Argosy University	12/09	7/10	Clinic Supervisor

Total Years Experience 8 yrs

**Remarks:**

Allison will be a teacher in the SUN Program at Concord Education Center.

To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION**

DATE: August 27, 2018	Teaching Licenses Held: Elem Ed 1-6, Admin Prin, Comm. Arts/Literature 9-12
NAME: Dale Engman	
Position: CTE Teacher for Computer Networking, Repair and Gaming	
<b>Please circle one:</b> Secondary <input checked="" type="checkbox"/> Special Education <input type="checkbox"/> District Office <input type="checkbox"/>	Recommended Salary: \$78,997.00
	Employment Date: August 27, 2018

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Como Park Senior High School, St. Paul, MN	yes		
College	University of MN		Forestry	
College	Montana State University		Elementary Ed	B.A.
College	Augsburg College, Minneapolis	Yes	Elementary Ed	B.A.
College	California State University, San Bernardino	Yes	Instructional Technology	MA
College	California State University, San Bernardino	Yes	Educational Administration	MA

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Mankato Area Public Schools	7/2015	3/2018	Instructional Technology Coord.
Desert Sand Unified School Dist	8/2007	8/2009	Technology Dept

Total Years Business/Industry Work Experience 5

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917 - DCALS	8/2009	5/2015	Computer Instructor
Desert Sand Unified School Dist	8/2002	8/2007	Teacher
Science Museum of MN	9/2001	5/2002	Education Outreach Teacher

Total Years Teaching Experience 18

Remarks:

To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: April 27, 2018	Teaching Licenses Held:
NAME: Nancy Issa	
Position: Classroom Assistant	
College:    Secondary:    Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.15
	Employment Date : 5/8/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	JF Kennedy	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
Amermid Homecare	10/11	Current	PCA
Step by Step Montessori	3/17	Current	Lead Teacher

Total Years Experience 7

**Remarks:**

Nancy will be a classroom assistant in the CASE Program.

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**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: 5/29/18	Teaching Licenses Held:
NAME: Kathryn Kettler	
Position: Mental Health Practitioner	
College:    Secondary:    Special Education: X District:	Recommended Salary : \$48,509
	Employment Date : 8/23/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Chaska High	Yes	Generals	Yes
Technical College				
College	St. Mary's	Yes	Counseling and Psych. Services	MA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	3/18	Current	Paraprofessional
The Family Partnership	3/15	Current	Therapist
Helena Family Support	5/14	2/15	Therapist
YMCA	5/11	8/13	Youth Case Manager

Total Years Experience 7

**Remarks:**

Kathryn will be a Mental Health Practitioner in the TEA Program.

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To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: May 17, 2018	Teaching Licenses Held:
NAME: Amber Kurten	
Position: Teacher	
College:    Secondary:    Special Education: X District:	Recommended Salary : \$40,545
	Employment Date : 8/23/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Rosemount High	Yes	Generals	Yes
Technical College				
College	University of Wisconsin	Yes	Special Education	BA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 197	2/17	7/18	Teacher

Total Years Experience 1.5

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
MRCI	11/11	3/18	PCA
ISD 917	7/14	9/16	Summer Paraprofessional

Total Years Experience 3

**Remarks:**

Amber will be a teacher in the DASH Program at McAuliffe Elementary School in Hastings.

To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: May 9, 2018	Teaching Licenses Held: School Social Work
NAME: Anna Lamphere	
Position: Mental Health Practitioner	
College:    Secondary:    Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$73,193
	Employment Date : 8/23/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	John Marshall High	Yes	Generals	Yes
Technical College				
College	St. Catherine	Yes	Psychology	BA
	St. Thomas	Yes	Social Work	MA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Cannon Valley Special Education	8/17	Current	School Social Worker

Total Years Experience 1

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
The Emily Program	1/12	1016	Therapist

Total Years Experience 4

**Remarks:**

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

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To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: May 23, 2018	Teaching Licenses Held:
NAME: Madeline Laux	
Position: Occupational Therapist	
College:    Secondary:    Special Education:    X District:	Recommended Salary : \$46,869
	Employment Date : 8/23/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Shakopee High	Yes	Generals	Yes
Technical College				
College	St. Scholastica	Yes	Occupational Therapy	MA
	St. Scholastica	Yes	Health 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
Lucy Segesky	1/17	1/18	Occupational Therapist

Total Years Experience 1

**Remarks:**

Madeline will be an occupational therapist for the district.

To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: May 17, 2018	Teaching Licenses Held:
NAME: Karissa Martin	
Position: Mental Health Practitioner	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$40,545
	Employment Date : 8/23/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lakeville South	Yes	Generals	Yes
Technical College				
College	Bethel University	Yes	Human Services	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
Prairie Care	2/17	Current	Psych. Technician
ISD 917	8/15	2/17	Paraprofessional

Total Years Experience 3

**Remarks:**

Karissa will be a Mental Health Practitioner in the TEA Program at LEC.

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To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: May 3, 2018	Teaching Licenses Held:
NAME: Ann Mayes	
Position: Dean	
College:    Secondary:    Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$101,000
	Employment Date : 7/1/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Hillsboro	Yes	Generals	Yes
Technical College				
College	Gallaudet University	Yes	Advanced Studies in DHH	MA
	Minot State	Yes	DHH and Elementary Ed.	BA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	7/02	Current	DHH Teacher
ISD 287	7/92	6/02	DHH Teacher
Metro Deaf School	7/95	6/00	DHH Teacher

Total Years Experience 20+

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Remarks:**

Ann will be Dean of Students in the DHH Program.

To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: May 11, 2018	Teaching Licenses Held:
NAME: Troy Neumann	
Position: Classroom Assistant	
College:    Secondary:    Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.93
	Employment Date : 5/10/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lakeville High	Yes	Generals	Yes
Technical College	North West Technical	Yes	Architectural Drafting/Design	AA
College		Yes		
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
MN Home Outlet	7/17	3/18	Sales Representative
Chimney Doctors	2/17	7/17	Inspector
Kemps	10/16	2/17	Separator
ISD 917	2/14	6/16	Classroom Assistant

Total Years Experience 4

**Remarks:**

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

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70 Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: June 5, 2018	Teaching Licenses Held:
NAME: Alissa Peanasky	
Position: School Social Worker	
College:    Secondary:    Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$41,964
	Employment Date : 8/23/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Faribault Sr. High	Yes	Generals	Yes
Technical College				
College	University of Wisconsin	Yes	Social Work	BA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Red Wing Schools	1/17	Current	LTS School Social Worker

Total Years Experience 1.5

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
University of Wisconsin	9/14	11/16	Research Assistant
University of Wisconsin	9/15	5/16	Peer Gatekeeper

Total Years Experience 3

**Remarks:**

Alissa will be a school social worker at Concord Education Center.

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To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: May 7, 2018	Teaching Licenses Held:
NAME: Michelle Stromme	
Position: Classroom Assistant	
College:    Secondary:    Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.15
	Employment Date : 5/10/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Concordia Academy	Yes	Generals	Yes
Technical College				
College	Bethel University	Yes	Business and Political Science	BA
	Community College of the Air Force	Yes	Electronic Systems Tech.	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
Unites States Air Force	4/13	4/18	Electro Mechanical Technician
Trinity Hospital	9/14	3/15	Certified Nursing Assistant
ACR Homes	9/08	10/12	Home Health/Counselor

Total Years Experience 10

**Remarks:**

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

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To Bd 6/12/18

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: May 30, 2018	Teaching Licenses Held:
NAME: Becky Wilkerson	
Position: Classroom Assistant	
College:    Secondary:    Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.54
	Employment Date : 5/4/18

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	East High School	Yes	Generals	Yes
Technical College				
College	VA-Liberty University	No	Psychology	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
ISD 917	4/17	Current	Paraprofessional
Cloud Nine Spa	6/07	4/17	Stylist
Community Involvement Programs	5/16	3/17	PCA

Total Years Experience 14

**Remarks:**

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

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**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF JUNE 12, 2018**

**NEW HIRES:**

Alyssa Bailey, Classroom Assistant, effective May 21, 2018.

Jamie Dalbesio, Assistant Director of Special Education, effective July 1, 2018.

Allison Darnell, Special Education Teacher, effective August 23, 2018 (from Classroom Assistant to Special Education Teacher).

Dale Engman, Computer Network Teacher, effective August 27, 2018.

Nancy Issa, Classroom Assistant, effective May 8, 2018.

Kathryn Kettler, Mental Health Practitioner, effective August 23, 2018 (from Program Assistant to Mental Health Practitioner).

Amber Kurten, Special Education Teacher, effective August 23, 2018.

Anna Lamphere, Mental Health Practitioner, effective August 23, 2018.

Madeline Laux, Occupational Therapist, effective August 23, 2018.

Karissa Martin, Mental Health Practitioner, effective August 23, 2018.

Troy Neumann, Classroom Assistant, effective May 10, 2018.

Allison Peanasky, School Social Worker, effective August 23, 2018.

Michelle Stromme, Classroom Assistant, effective May 10, 2018.

Becky Wilkerson, Classroom Assistant, effective May 4, 2018 (from Student Assistant to Classroom Assistant).

**RE-HIRES:**

Jacob Bauer, Special Education Teacher Community Expert, effective August 24, 2018.

Lauren Dame, Special Education Teacher Community Expert, effective August 24, 2018.

Timothy Davis, Long-Term Substitute Teacher-DCALS, effective August 27, 2018, through January 21, 2019.

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF JUNE 12, 2018  
(continued)**

**RE-HIRES: (continued)**

Patricia Eldred, Physical & Health Disabilities Teacher, effective August 27, 2018.

Thomas Garding, Special Education Teacher Community Expert, effective August 24, 2018.

Sharri McGibbon, Special Education Teacher Community Expert, effective August 24, 2018.

Amanda Pagel, Licensed School Nurse, effective August 27, 2018.

Matthew Trainer, Special Education Teacher, effective August 27, 2018 (from Community Expert to Special Education Teacher).

Heather Webb, Special Education Teacher Community Expert, effective August 24, 2018.

Colleen Weis, Special Education Teacher, effective August 27, 2018.

**CHANGE IN STATUS:**

Karen Doenges, Speech Language Pathologist, decrease from 1.0 to .8 FTE (148 days at 8 hours per day), effective August 27, 2018, for the 2018-2019 school year only.

Roxann Johnson, Teacher of Deaf/Hard of Hearing, decrease from .8 to .4 FTE (74 days at 8 hours per day) effective August 27, 2018, for the 2018-2019 school year only.

Sarah Johnson, Orientation and Mobility Specialist, continue at .6 FTE (114 days at 8 hours per day) effective August 27, 2018, for the 2018-2019 school year only.

Lori Klein, Teacher of Visually Impaired, maternity disability leave effective on or about September 10, 2018, with an expected return date of October 29, 2018.

Linda Lacher Goddard, Speech Language Pathologist, decrease from .7 to .6 FTE (148 days at 6 hours per day), effective August 27, 2018, for the 2018-2019 school year only.

Emily Mateo, English /Communications Teacher, extend leave request through January 21, 2018.

Patricia Mattos, Enrollment Coordinator/Dean, continue at 200 days effective July 1, 2018, for the 2018-2019 fiscal year only.

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF JUNE 12, 2018  
(continued)**

**CHANGE IN STATUS: (continued)**

Ann Mayes, Dean, effective July 1, 2018 (from Teacher of Deaf/HH-Lead to Dean).

John Pereda, Guidance Counselor, continue at 190 days effective August 27, 2018, for the 2018-2019 school year only.

Jennifer Petersen, Mental Health Practitioner, effective August 27, 2018 (from Mental Health Professional to Mental Health Practitioner).

Sarah Rabe, Teacher of Deaf/Hard of Hearing, continue at .3 FTE (69 days at 6.435 hours per day) effective August 27, 2018, for the 2018-2019 school year only.

Laura Schwanz, Administrative Assistant I, increase from 175 days per year to 208 days per year effective July 1, 2018.

Trisa Scott, Special Education Teacher, medical leave request effective December 12, 2017, with an undetermined return date.

Lynette Spurgin, Program Assistant, medical leave request effective August 30, 2018, with an expected return to work date of August 29, 2019.

Heather Stoesz, Speech Language Pathologist, continue at .8 FTE (148 days at 8 hours per day), effective August 27, 2018, for the 2018-2019 school year only.

Shanyn Tuftee, Physical Therapist, continue at .7 FTE (129.5 days at 8 hours per day) effective August 27, 2018, for the 2018-2019 school year only.

**RESIGNATIONS & TERMINATIONS:**

Jenny Cuttle, Classroom Assistant, effective May 24, 2018.

Brianna Donohue, Classroom Assistant, effective August 7, 2018.

Kyleen Harms, Classroom Assistant, effective June 7, 2018.

Nancy Issa, Classroom Assistant, effective May 9, 2018.

Nicole Korbel-Hughes, Program Assistant, effective June 7, 2018.

Dominique Moran, Classroom Assistant, effective May 15, 2018.

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF JUNE 12, 2018  
(continued)**

**RESIGNATIONS & TERMINATIONS: (continued)**

Erica Norton, Classroom Assistant, effective June 7, 2018.

Leah Palma, Special Education Teacher, effective June 8, 2018.

Terra Pingley, Mental Health Practitioner, effective June 8, 2018.

Jenna Plank, Program Assistant, effective June 7, 2018.

Matthew Priebe, Classroom Assistant, effective May 24, 2018.

Shannon Rosenberg, Classroom Assistant, effective August 2, 2018.

Lisa Ruhland, Classroom Assistant, effective May 16, 2018.

Krista Swanson, Classroom Assistant, effective June 5, 2018.

Katey Zahn, Classroom Assistant, effective May 16, 2018.

**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 donation, as indicated below, in the amount of \$9,170.01.

1. Donation of \$3,056.67 from Bijan Riahi of Eagan, to the Youth Transition Program to support the cost of lunches for students. Donations were matched through the Benevity Community Impact Fund, a fund of the American Online Giving Foundation and their participating corporation, Apple Inc. (Value: \$9,170.01)

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

Date Board Approved: June 12, 2018

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 04/25/18 - 06/07/18

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
323824	S	\$180.00	04/25/18	24593	0	ALL IN ONE TRANSLATION AGENCY, LLC	OUTSTANDING
323825	S	\$120.00	04/25/18	24519	0	ASL INTERPRETING SERVICES, INC	OUTSTANDING
323826	S	\$330.40	04/25/18	24553	0	CANON USA	CLEARED
323827	S	\$580.37	04/25/18	19803	0	CENTERPOINT ENERGY	OUTSTANDING
323828	S	\$475.00	04/25/18	21674	2	CENTURYLINK	OUTSTANDING
323829	S	\$295.00	04/25/18	21029	0	VOIDED	VOIDED
323830	S	\$1182.08	04/25/18	03079	0	FRONTIER COMMUNICATIONS	CLEARED
323831	S	\$600.00	04/25/18	24826	0	GOREACT	OUTSTANDING
323832	S	\$1953.00	04/25/18	22631	0	GOVCONNECTION INC	CLEARED
323833	S	\$25323.96	04/25/18	09592	0	IND SCH DIST 917	OUTSTANDING
323834	S	\$508.09	04/25/18	15448	2	INVER HILLS COMMUNITY COLLEGE	OUTSTANDING
323835	S	\$5000.00	04/25/18	24694	0	LANGER CONSTRUCTION	CLEARED
323836	S	\$240.00	04/25/18	24721	0	LETICIA CORDOVA	CLEARED
323837	S	\$1227.43	04/25/18	23917	1	MARCO INC	OUTSTANDING
323838	S	\$281.25	04/25/18	23917	2	MARCO, INC.	CLEARED
323839	S	\$37.40	04/25/18	23996	0	MEDICAREBLUE RX	CLEARED
323840	S	\$900.00	04/25/18	24801	0	NICK STALOCK	OUTSTANDING
323841	S	\$1371.86	04/25/18	20868	0	OFFICE OF MN.IT SERVICES	OUTSTANDING
323842	S	\$4781.25	04/25/18	23915	0	PEDIATRIC HOME SERVICE	CLEARED
323843	S	\$56.70	04/25/18	00257	2	FITNEY BOWES	OUTSTANDING
323844	S	\$1185.66	04/25/18	23874	0	REINHART FOODSERVICE, LLC	CLEARED
323845	S	\$10459.85	04/25/18	23942	0	TEACHERS ON CALL	CLEARED
323846	S	\$2230.00	04/25/18	24036	0	THE CENTRE STAGE MANUFACTURING COMPANY, LLC	CLEARED
323847	S	\$240.00	04/25/18	24828	0	THE MINNESOTA LANGUAGE CONNECTION	CLEARED
323848	S	\$3595.73	04/25/18	07543	0	TIERNEY BROS. INC	CLEARED
323849	S	\$6175.25	04/25/18	00643	0	TIES	CLEARED
323850	S	\$25.00	04/25/18	24831	0	UW-RF PHYSICS DEPARTMENT	OUTSTANDING
323851	S	\$216.21	04/30/18	24737	0	VOIDED	VOIDED
323852	S	\$8460.64	04/30/18	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
323853	S	\$71.88	04/30/18	24674	0	F.H. CANN & ASSOCIATES, INC	OUTSTANDING
323854	S	\$838.35	04/30/18	40017	0	O.P.E.I.U., LOCAL 12	OUTSTANDING
323855	S	\$163.94	04/30/18	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
323856	S	\$3223.55	04/30/18	40018	0	S.E.F., LOCAL 4242	OUTSTANDING
323857	S	\$107.82	04/30/18	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
323858	S	\$198.00	04/30/18	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
323859	S	\$1804.19	04/30/18	40071	0	WADDELL & REED INC	OUTSTANDING
323860	S	\$46.99	05/03/18	17397	0	409-PRAXAIR DISTRIBUTION INC	OUTSTANDING
323861	S	\$1753.24	05/03/18	23678	0	AMAZON COM, LLC	OUTSTANDING
323862	S		05/03/18	23678	0	UNISSUED	UNISSUED
323863	S	\$270.00	05/03/18	24519	0	ASL INTERPRETING SERVICES, INC	OUTSTANDING
323864	S	\$264.55	05/03/18	24612	0	AUTISM-PRODUCTS	OUTSTANDING
323865	S	\$1599.50	05/03/18	24083	0	BOOTH LAW GROUP	OUTSTANDING
323866	S	\$1525.00	05/03/18	24803	0	BREANNA BAKER	OUTSTANDING
323867	S	\$36.25	05/03/18	17996	0	CEDARVALE LANES	OUTSTANDING
323868	S	\$18.16	05/03/18	21674	0	CENTURYLINK	OUTSTANDING
323869	S	\$85.83	05/03/18	24095	0	CITY CARDS	OUTSTANDING
323870	S	\$75.28	05/03/18	16244	5	CUB FOODS	OUTSTANDING
323871	S	\$16110.00	05/03/18	40056	1	DAKOTA COUNTY SHERIFF'S OFFICE	OUTSTANDING
323872	S	\$216.40	05/03/18	24073	0	EDUCATORS BENEFIT CONSULTANTS, LLC	OUTSTANDING
323873	S	\$565.51	05/03/18	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
323874	S	\$350.00	05/03/18	24833	0	GOODHUE COUNTY EDUCATION DISTRICT	OUTSTANDING
323875	S	\$900.00	05/03/18	24692	0	HUSSEIN RAJPUT, PHD, LP	OUTSTANDING

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323876	S	\$342.70	05/03/18	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
323877	S	\$150.00	05/03/18	24832	0	KF ALLIED HEALTH	OUTSTANDING
323878	S	\$112.50	05/03/18	23917	2	MARCO, INC	OUTSTANDING
323879	S	\$75.00	05/03/18	07926	2	METRO ECSU	OUTSTANDING
323880	S	\$1465.00	05/03/18	23690	0	OUTDOOR IMAGES, INC	OUTSTANDING
323881	S	\$4250.00	05/03/18	24735	0	PAWS FOR LEARNING, INC	OUTSTANDING
323882	S	\$590.42	05/03/18	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
323883	S	\$217.00	05/03/18	23625	1	KJ COOPER & ASSOCIATES, INC	OUTSTANDING
323884	S	\$105.30	05/03/18	29040	0	SAM'S CLUB	OUTSTANDING
323885	S	\$320.00	05/03/18	24568	0	SPECIAL DELIVERY MN, LLC	OUTSTANDING
323886	S	\$27686.52	05/03/18	23942	0	TEACHERS ON CALL	OUTSTANDING
323887	S	\$218.50	05/03/18	20610	0	TSBVI	OUTSTANDING
323888	S	\$3076.40	05/10/18	23203	0	ACCELERATED TECHNOLOGIES	OUTSTANDING
323889	S	\$403.12	05/10/18	16141	0	ADVANCED AUTO PARTS	OUTSTANDING
323890	S	\$374.72	05/10/18	16244	0	CUB FOODS	OUTSTANDING
323891	S	\$1639.39	05/10/18	16244	3	CUB FOODS	OUTSTANDING
323892	S	\$62.73	05/10/18	16244	7	CUB FOODS	OUTSTANDING
323893	S	\$324.00	05/10/18	19401	0	DEX MEDIA EAST, INC.	OUTSTANDING
323894	S	\$459.32	05/10/18	15448	2	INVER HILLS COMMUNITY COLLEGE	OUTSTANDING
323895	S	\$1386.25	05/10/18	23725	0	JESSICA DODGE	OUTSTANDING
323896	S	\$1409.00	05/10/18	24637	0	K LYNN PRODUCTIONS	OUTSTANDING
323897	S	\$10500.00	05/10/18	29281	0	LACROIX, KENNETH	OUTSTANDING
323898	S	\$2775.00	05/10/18	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
323899	S	\$3143.95	05/10/18	24834	0	PLANSOURCE BENEFITS ADMINISTRATION, INC.	OUTSTANDING
323900	S	\$77.16	05/10/18	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
323901	S	\$560.47	05/10/18	00623	0	REPUBLIC SERVICES	OUTSTANDING
323902	S	\$307.50	05/10/18	00735	0	SCHMITTY & SONS	OUTSTANDING
323903	S	\$6992.98	05/10/18	22779	0	SONOVA USA INC.	OUTSTANDING
323904	S	\$150.00	05/10/18	22730	0	SOUTHWEST/WEST CENTRAL SERVICE CORP	OUTSTANDING
323905	S	\$27.46	05/10/18	14512	2	SPOK, INC	OUTSTANDING
323906	S	\$14801.88	05/10/18	23942	0	TEACHERS ON CALL	OUTSTANDING
323907	S	\$1656.00	05/10/18	23814	0	TRIG LIFE SERVICES	OUTSTANDING
323908	S	\$94.15	05/10/18	23662	0	WESTONE	OUTSTANDING
323909	S	\$4918.87	05/10/18	02776	0	XCEL ENERGY	OUTSTANDING
323910	S	\$224.61	05/14/18	24737	0	VOIDED	VOIDED
323911	S	\$8460.64	05/14/18	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
323912	S	\$76.40	05/14/18	24674	0	F.H. CANN & ASSOCIATES, INC	OUTSTANDING
323913	S	\$292.11	05/14/18	23611	0	MESSERLI & KRAMER P.A.	OUTSTANDING
323914	S	\$48.00	05/14/18	21651	0	NCPERS MINNESOTA	OUTSTANDING
323915	S	\$163.94	05/14/18	29972	0	RELATED SERVICES NURSES BSP	OUTSTANDING
323916	S	\$3184.05	05/14/18	40018	0	S.R.P., LOCAL 4242	OUTSTANDING
323917	S	\$114.60	05/14/18	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
323918	S	\$198.00	05/14/18	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
323919	S	\$1804.19	05/14/18	40071	0	WADDELL & REED INC	OUTSTANDING
323920	S	\$15352.87	05/17/18	24552	0	APPLE VALLEY ISD LLC	OUTSTANDING
323921	S	\$12235.62	05/17/18	22966	0	BLUE BELL ENTERPRISES INC	OUTSTANDING
323922	S	\$1275.00	05/17/18	24803	0	BREANNA BAKER	OUTSTANDING
323923	S	\$741.25	05/17/18	23616	0	BRIH DESIGN, LLC	OUTSTANDING
323924	S	\$161.07	05/17/18	21674	0	CENTURYLINK	OUTSTANDING
323925	S	\$63.24	05/17/18	22238	1	DISCOUNT SCHOOL SUPPLY	OUTSTANDING
323926	S	\$1942.91	05/17/18	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
323927	S	\$84.21	05/17/18	14116	0	MENARDS	OUTSTANDING

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323928	S	\$703.81	05/17/18	23258	0	MN ENERGY RESOURCES CORPORATION	OUTSTANDING
323929	S	\$1800.00	05/17/18	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
323930	S	\$1015.19	05/17/18	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
323931	S	\$579.96	05/17/18	00735	0	SCHMITTY & SONS	OUTSTANDING
323932	S	\$320.00	05/17/18	24568	0	SPECIAL DELIVERY MN, LLC	OUTSTANDING
323933	S	\$12536.70	05/17/18	23942	0	TEACHERS ON CALL	OUTSTANDING
323934	S	\$3704.23	05/17/18	07543	0	TIERNEY BROS. INC	OUTSTANDING
323935	S	\$13395.68	05/17/18	00642	0	TIES	OUTSTANDING
323936	S	\$537.00	05/17/18	18079	0	UNIQUE SOFTWARE CORP	OUTSTANDING
323937	S	\$123.75	05/23/18	24766	0	ACCESS RESOURCES	OUTSTANDING
323938	S	\$180.00	05/23/18	24593	0	ALL IN ONE TRANSLATION AGENCY, LLC	OUTSTANDING
323939	S	\$820.86	05/23/18	23678	0	AMAZON.COM, LLC	OUTSTANDING
323940	S	\$40379.69	05/23/18	24552	0	APPLE VALLEY ISD LLC	OUTSTANDING
323941	S	\$240.00	05/23/18	24519	0	ASL INTERPRETING SERVICES, INC	OUTSTANDING
323942	S	\$355.00	05/23/18	21563	0	BERG, LINDA	OUTSTANDING
323943	S	\$330.40	05/23/18	24553	0	CANON USA	OUTSTANDING
323944	S	\$206.20	05/23/18	19803	0	CENTERPOINT ENERGY	OUTSTANDING
323945	S	\$475.00	05/23/18	21674	0	CENTURYLINK	OUTSTANDING
323946	S	\$217.60	05/23/18	24073	0	EDUCATORS BENEFIT CONSULTANTS, LLC	OUTSTANDING
323947	S	\$1557.00	05/23/18	09592	0	IND SCH DIST 191	OUTSTANDING
323948	S	\$25323.96	05/23/18	09592	0	IND SCH DIST 191	OUTSTANDING
323949	S	\$1396.85	05/23/18	09592	10	IND SCH DIST 191	OUTSTANDING
323950	S	\$962.50	05/23/18	24725	0	JESSICA DODGE	OUTSTANDING
323951	S	\$98.00	05/23/18	22640	0	LAURSEN PIANO SERVICE	OUTSTANDING
323952	S	\$110.08	05/23/18	23917	1	MARCO INC	OUTSTANDING
323953	S	\$321.52	05/23/18	23568	0	MEDI-CAR	OUTSTANDING
323954	S	\$2004.21	05/23/18	21088	1	MEDICA	OUTSTANDING
323955	S	\$37.40	05/23/18	23996	0	MEDICAREBLUE RX	OUTSTANDING
323956	S	\$1539.63	05/23/18	20868	0	OFFICE OF MN.IT SERVICES	OUTSTANDING
323957	S	\$3300.00	05/23/18	24735	0	PAWS FOR LEARNING, INC	OUTSTANDING
323958	S	\$2381.25	05/23/18	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
323959	S	\$1080.18	05/23/18	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
323960	S	\$217.50	05/23/18	00735	0	SCHMITTY & SONS	OUTSTANDING
323961	S	\$224.80	06/04/18	24737	0	VOIDED	VOIDED
323962	S	\$8460.52	06/04/18	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
323963	S	\$71.88	06/04/18	24674	0	F.H. CANN & ASSOCIATES, INC	OUTSTANDING
323964	S	\$292.11	06/04/18	23611	0	MESSERLI & KRAMER P.A.	OUTSTANDING
323965	S	\$891.35	06/04/18	40017	0	O.P.E.I.U., LOCAL 12	OUTSTANDING
323966	S	\$163.94	06/04/18	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
323967	S	\$3184.05	06/04/18	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
323968	S	\$107.82	06/04/18	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
323969	S	\$198.00	06/04/18	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
323970	S	\$1803.87	06/04/18	40071	0	WADDELL & REED INC	OUTSTANDING
323971	S	\$1065.20	06/07/18	16141	0	ADVANCED AUTO PARTS	OUTSTANDING
323972	S	\$270.00	06/07/18	24593	0	ALL IN ONE TRANSLATION AGENCY, LLC	OUTSTANDING
323973	S	\$360.00	06/07/18	24519	0	ASL INTERPRETING SERVICES, INC	OUTSTANDING
323974	S	\$124.50	06/07/18	24083	0	BOOTH LAW GROUP	OUTSTANDING
323975	S	\$55072.08	06/07/18	24814	0	BRANDL MOTORS	OUTSTANDING
323976	S	\$1262.50	06/07/18	24803	0	BREANNA BAKER	OUTSTANDING
323977	S	\$27.32	06/07/18	21674	0	CENTURYLINK	OUTSTANDING
323978	S	\$45.32	06/07/18	16244	7	CUB FOODS	OUTSTANDING
323979	S	\$9.11	06/07/18	20406	1	CUB FOODS	OUTSTANDING

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323980	S	\$630.10	06/07/18	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
323981	S	\$1713.40	06/07/18	24839	0	HOLIDAY INN EXPRESS	OUTSTANDING
323982	S	\$2838.75	06/07/18	21007	0	INT SCH DIST 287	OUTSTANDING
323983	S	\$990.00	06/07/18	23840	0	LORETTA NORGON	OUTSTANDING
323984	S	\$1117.35	06/07/18	23917	1	MARCO INC	OUTSTANDING
323985	S	\$262.66	06/07/18	14116	0	MENARDS	OUTSTANDING
323986	S	\$310.00	06/07/18	07926	2	METRO ECSU	OUTSTANDING
323987	S	\$17250.00	05/07/18	24047	0	ODYSSEYWARE	OUTSTANDING
323988	S	\$940.00	06/07/18	23690	0	OUTDOOR IMAGES, INC	OUTSTANDING
323989	S	\$3637.50	06/07/18	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
323990	S	\$3143.95	06/07/18	24834	0	PLANSOURCE BENEFITS ADMINISTRATION, INC.	OUTSTANDING
323991	S	\$560.47	06/07/18	00623	0	REPUBLIC SERVICES	OUTSTANDING
323992	S	\$1314.71	06/07/18	29040	0	SAM'S CLUB	OUTSTANDING
323993	S	\$1479.50	06/07/18	00735	0	SCHMITTY & SONS	OUTSTANDING
323994	S	\$1750.00	06/07/18	29865	0	SKILLSUSA MINNESOTA	OUTSTANDING
323995	S	\$202.95	06/07/18	24838	0	SMART CARE EQUIPMENT SOLUTIONS	OUTSTANDING
323996	S	\$516.98	06/07/18	22779	0	SONOVA USA INC.	OUTSTANDING
323997	S	\$320.00	06/07/18	24568	0	SPECIAL DELIVERY MN, LLC	OUTSTANDING
323998	S	\$2992.00	06/07/18	23922	0	STRATEGIC STAFFING SOLUTIONS	OUTSTANDING
323999	S	\$37811.95	06/07/18	23942	0	TEACHERS ON CALL	OUTSTANDING
324000	S	\$7718.18	06/07/18	00643	0	TIES	OUTSTANDING
324001	S	\$234.00	06/07/18	18079	0	UNIQUE SOFTWARE CORP	OUTSTANDING
324002	S	\$65.85	06/07/18	24596	0	WH SECURITY, LLC	OUTSTANDING
324003	S	\$5626.78	06/07/18	02776	0	XCEL ENERGY	OUTSTANDING
711234	E	\$45.00	04/26/18	99999	8787	ASMUS, JOAN SCHAEFER	CLEARED
711235	E	\$90.00	04/26/18	99999	8873	BUDACH, DON JAMES	CLEARED
711236	E	\$45.00	04/26/18	99999	10762	BYER, ANNE	CLEARED
711237	E	\$90.00	04/26/18	99999	9679	CHRISTIANSEN, JOHN MAXWELL	CLEARED
711238	E	\$45.00	04/26/18	99999	10050	DOBSON, MEGHAN	CLEARED
711239	E	\$45.00	04/26/18	99999	10965	EATON, CARMEN	CLEARED
711240	E	\$90.00	04/26/18	99999	9702	GARRETSON, PAMELA VICK	CLEARED
711241	E	\$90.00	04/26/18	99999	11181	GULBRANSEN, THERESA	CLEARED
711242	E	\$90.00	04/26/18	99999	10760	HARTJES, LINDSEY BRYANT	CLEARED
711243	E	\$90.00	04/26/18	99999	8341	HETLAND, JENNIFER AMY	CLEARED
711244	E	\$90.00	04/26/18	99999	9468	LANGENFELD, CORY LEE	CLEARED
711245	E	\$45.00	04/26/18	99999	10872	PETERS, AMANDA LYNN	CLEARED
711246	E	\$45.00	04/26/18	99999	9589	PETERSEN, JENNIFER MAE	CLEARED
711247	E	\$90.00	04/26/18	99999	11169	PETERSON, BROOKE ALLYSON	CLEARED
711248	E	\$45.00	04/26/18	99999	9523	RENKEN, WENDI MARLAINA	CLEARED
711249	E	\$90.00	04/26/18	99999	8628	ROUSH, NICOLLE	CLEARED
711250	E	\$90.00	04/26/18	99999	9915	SCHALLER, MELISSA	CLEARED
711251	E	\$90.00	04/26/18	99999	10405	STOLL, DAVID LEON	CLEARED
711252	E	\$90.00	04/26/18	99999	9068	SWANEY, AMY LYNN	CLEARED
711253	E	\$90.00	04/26/18	99999	10756	VAN BROCKLIN, ERIC JOSEPH	CLEARED
711254	E	\$45.00	04/26/18	99999	9783	VOLLBRECHT, MICHELLE LYNN	CLEARED
711255	E	\$20.00	04/26/18	99999	9883	ZEHNDER, SCOTT MICHAEL	CLEARED
711256	E	\$58.63	04/26/18	99999	10860	ADAMS, KAITLIN	CLEARED
711257	E	\$49.15	04/26/18	99999	10774	MOGA, BRIAN	CLEARED
711258	E	\$53.13	04/26/18	99999	9589	PETERSEN, JENNIFER MAE	CLEARED
711259	E	\$9.68	04/26/18	99999	10756	VAN BROCKLIN, ERIC JOSEPH	CLEARED
711260	E	\$50.00	04/26/18	99999	10948	WALFETSKI, GREGORY	CLEARED
711261	E	\$156.68	04/26/18	99999	8873	BUDACH, DON JAMES	CLEARED

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711262	E	\$219.99	04/26/18	99999	11217	ENGEL, KATHERINE	CLEARED
711263	E	\$182.00	04/26/18	99999	10973	KUBIK, GABRIELA	CLEARED
711264	E	\$87.50	04/26/18	99999	9921	ROTHER, DANIELLE	CLEARED
711265	E	\$21.68	04/26/18	99999	10488	SZOKA, BRENDA	CLEARED
711266	E	\$34.34	04/26/18	99999	10776	ANNONI, ELIZABETH	CLEARED
711267	E	\$59.41	04/26/18	99999	9047	ARNESON, PATRICIA	CLEARED
711268	E	\$58.86	04/26/18	99999	10804	BORMANN, NATALIE	CLEARED
711269	E	\$14.17	04/26/18	99999	10853	BURCIO, MICHAEL	CLEARED
711270	E	\$45.29	04/26/18	99999	10744	COLLINS, KATHLEEN	CLEARED
711271	E	\$470.88	04/26/18	99999	11139	CROELL, BRENDA	CLEARED
711272	E	\$73.03	04/26/18	99999	5230	DOENGES, KAREN STENE	CLEARED
711273	E	\$172.77	04/26/18	99999	11217	ENGEL, KATHERINE	CLEARED
711274	E	\$58.32	04/26/18	99999	11217	ENGEL, KATHERINE	CLEARED
711275	E	\$79.57	04/26/18	99999	10442	FLEMING, ANGELITA	CLEARED
711276	E	\$53.96	04/26/18	99999	11173	GARLOUGH, ELIZABETH	CLEARED
711277	E	\$179.31	04/26/18	99999	9702	GARRETSON, PAMELA VICK	CLEARED
711278	E	\$135.16	04/26/18	99999	11174	GESKE, ADDIE	CLEARED
711279	E	\$382.05	04/26/18	99999	7088	GREENFIELD, DONNA GAYLE	CLEARED
711280	E	\$116.63	04/26/18	99999	11078	HENDRICKS, PETER	CLEARED
711281	E	\$316.65	04/26/18	99999	8341	HETLAND, JENNIFER AMY	CLEARED
711282	E	\$23.98	04/26/18	99999	10441	ILLA, JULIE CHRISTINE	CLEARED
711283	E	\$228.36	04/26/18	99999	9496	IRELAND, KATHLEEN ELIZAB	CLEARED
711284	E	\$97.01	04/26/18	99999	10954	JACOBS, CINDY LOU	CLEARED
711285	E	\$45.78	04/26/18	99999	11315	KALINA, BREANNE LEIGH	CLEARED
711286	E	\$13.08	04/26/18	99999	11315	KALINA, BREANNE LEIGH	CLEARED
711287	E	\$8.72	04/26/18	99999	10769	KORMAN, BONNIE	CLEARED
711288	E	\$141.70	04/26/18	99999	9468	LANGENFELD, CORY LEE	CLEARED
711289	E	\$43.06	04/26/18	99999	9571	LARSEN, BETSY SUE	CLEARED
711290	E	\$15.26	04/26/18	99999	10460	MANNINEN, MELANIE	CLEARED
711291	E	\$209.28	04/26/18	99999	9278	MAYES, ANN LOUISE	CLEARED
711292	E	\$134.62	04/26/18	99999	11270	MCELHATTON, HEATHER	CLEARED
711293	E	\$451.26	04/26/18	99999	9589	PETERSEN, JENNIFER MAE	CLEARED
711294	E	\$228.90	04/26/18	99999	10763	PFISTERER, EMILY	CLEARED
711295	E	\$91.56	04/26/18	99999	11269	SKERLETT, JACOB	CLEARED
711296	E	\$8.83	04/26/18	99999	10772	STEVENS, ERIN	CLEARED
711297	E	\$15.37	04/26/18	99999	10488	SZOKA, BRENDA	CLEARED
711298	E	\$89.38	04/26/18	99999	10042	TENNESSEN, LAURA	CLEARED
711299	E	\$11.99	04/26/18	99999	10708	THOMPSON, ANNE	CLEARED
711300	E	\$68.87	04/26/18	99999	10756	VAN BROCKLIN, ERIC JOSEPH	CLEARED
711301	E	\$95.38	04/26/18	99999	9783	VOLLBRECHT, MICHELLE LYNN	CLEARED
711302	E	\$56.68	04/26/18	99999	11154	WEBSTER, ANDREW	CLEARED
711303	E	\$125.00	05/09/18	99999	5230	DOENGES, KAREN STENE	OUTSTANDING
711304	E	\$122.08	05/09/18	99999	10248	BANNICK, JEAN	OUTSTANDING
711305	E	\$10.90	05/09/18	99999	9573	BEATTIE, JEAN	OUTSTANDING
711306	E	\$184.21	05/09/18	99999	8873	BUDACH, DON JAMES	OUTSTANDING
711307	E	\$54.50	05/09/18	99999	10626	CALLESTER, MARY HELEN	OUTSTANDING
711308	E	\$8.72	05/09/18	99999	11100	FRANKOVICH, JESSICA	OUTSTANDING
711309	E	\$138.98	05/09/18	99999	11078	HENDRICKS, PETER	OUTSTANDING
711310	E	\$56.14	05/09/18	99999	10518	HIRD, NICOLE	OUTSTANDING
711311	E	\$35.43	05/09/18	99999	9529	HOFFMAN, DANNY EDWARD	OUTSTANDING
711312	E	\$497.59	05/09/18	99999	10631	JOHNSON, SARAH LYNN	OUTSTANDING
711313	E	\$232.17	05/09/18	99999	10973	KUBIK, GABRIELA	OUTSTANDING

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711314	E	\$23.98	05/09/18	99999	10615	LANG, SHEILA	OUTSTANDING
711315	E	\$58.32	05/09/18	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
711316	F	\$535.83	05/09/18	99999	10930	MLODOZYNTYC, KELSEY	OUTSTANDING
711317	E	\$43.60	05/09/18	99999	11168	MULRANEY, KIRSTEN	OUTSTANDING
711318	E	\$22.89	05/09/18	99999	9804	NORRING, JASON LEE	OUTSTANDING
711319	E	\$100.83	05/09/18	99999	11169	PETERSON, BROOKE ALLYSON	OUTSTANDING
711320	E	\$947.76	05/09/18	99999	8907	PROULX, KELLI MARIE	OUTSTANDING
711321	E	\$968.41	05/09/18	99999	9523	RENKEN, WENDI MARLENA	OUTSTANDING
711322	E	\$204.38	05/09/18	99999	10810	RIESGRAF, AMY	OUTSTANDING
711323	E	\$54.70	05/09/18	99999	10810	RIESGRAF, AMY	OUTSTANDING
711324	E	\$83.93	05/09/18	99999	11051	SCHMITZ, AMELIA	OUTSTANDING
711325	E	\$436.55	05/09/18	99999	10405	STOLL, DAVID LEON	OUTSTANDING
711326	E	\$20.71	05/09/18	99999	10708	THOMPSON, ANNE	OUTSTANDING
711327	E	\$160.23	05/09/18	99999	6232	WEILAND, MARY ELIZABETH	OUTSTANDING
711328	E	\$15.26	05/09/18	99999	8547	WENGELER, ANN MARIE	OUTSTANDING
711329	E	\$45.78	05/09/18	99999	11060	ZUEHLKE, REBECCA	OUTSTANDING
711330	E	\$146.06	05/09/18	99999	8787	ASMUS, JOAN SCHAEFER	OUTSTANDING
711331	E	\$304.11	05/09/18	99999	10248	BANNICK, JEAN	OUTSTANDING
711332	E	\$30.52	05/09/18	99999	10965	EATON, CARMEN	OUTSTANDING
711333	E	\$103.01	05/09/18	99999	10412	FLEMING, ANGELITA	OUTSTANDING
711334	E	\$35.43	05/09/18	99999	11230	HEIDEMANN, JANA	OUTSTANDING
711335	E	\$53.41	05/09/18	99999	11315	KALINA, BREANNE LEIGH	OUTSTANDING
711336	E	\$90.47	05/09/18	99999	11192	KRUSE, REBECCA	OUTSTANDING
711337	E	\$11.99	05/09/18	99999	11098	PIETSCH, ASHLEY	OUTSTANDING
711338	E	\$116.63	05/09/18	99999	11237	PUCH, TIMOTHY	OUTSTANDING
711339	E	\$50.69	05/09/18	99999	10430	QUAM, LYNN	OUTSTANDING
711340	E	\$19.62	05/09/18	99999	9771	BOHNERT, LOREEN M.	OUTSTANDING
711341	E	\$442.54	05/09/18	99999	9092	DEVENOW, PEARL SUSAN	OUTSTANDING
711342	E	\$14.17	05/09/18	99999	7170	DIVELY, CYNTHIA GARWOOD	OUTSTANDING
711343	E	\$668.72	05/09/18	99999	3460	ENFIEJIAN, VALERIE	OUTSTANDING
711344	E	\$321.55	05/09/18	99999	11217	ENGEL, KATHERINE	OUTSTANDING
711345	E	\$115.62	05/09/18	99999	9755	FRISQUE, SHERILYN FAYE	OUTSTANDING
711346	E	\$465.98	05/09/18	99999	8842	JOHNSON, ROXANN RHYN	OUTSTANDING
711347	E	\$13.08	05/09/18	99999	5957	KLIMEK, LORILEA J.	OUTSTANDING
711348	E	\$268.69	05/09/18	99999	10397	PEMBLE, HOLLY	OUTSTANDING
711349	E	\$240.35	05/09/18	99999	10763	PFISTERER, EMILY	OUTSTANDING
711350	E	\$4.91	05/09/18	99999	11255	PRIEBE, MATTHEW	OUTSTANDING
711351	E	\$62.24	05/09/18	99999	9915	SCHALLER, MELISSA	OUTSTANDING
711352	E	\$99.19	05/09/18	99999	11269	SKERLETTIS, JACOB	OUTSTANDING
711353	E	\$124.81	05/09/18	99999	10042	TENNESSEN, LAURA	OUTSTANDING
711354	E	\$203.29	05/09/18	99999	11270	MCELHATTON, HEATHER	OUTSTANDING
711355	E	\$289.94	05/09/18	99999	10872	PETERS, AMANDA LYNN	OUTSTANDING
711356	E	\$45.00	05/23/18	99999	8787	ASMUS, JOAN SCHAEFER	OUTSTANDING
711357	E	\$30.00	05/23/18	99999	8873	BUDACH, DON JAMES	OUTSTANDING
711358	F	\$45.00	05/23/18	99999	10762	BYEP, ANNE	OUTSTANDING
711359	F	\$90.00	05/23/18	99999	9679	CHRISTIANSEN, JOHN MAXWELL	OUTSTANDING
711360	E	\$45.00	05/23/18	99999	10050	DOBSON, MEGHAN	OUTSTANDING
711361	E	\$45.00	05/23/18	99999	10965	EATON, CARMEN	OUTSTANDING
711362	E	\$90.00	05/23/18	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
711363	E	\$90.00	05/23/18	99999	11181	GULBRANSEN, THERESA	OUTSTANDING
711364	E	\$90.00	05/23/18	99999	10760	HARTJES, LINDSEY BRYANT	OUTSTANDING
711365	E	\$90.00	05/23/18	99999	8341	HETLAND, JENNIFER AMY	OUTSTANDING

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711366	E	\$45.65	05/23/18	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
711367	E	\$45.00	05/23/18	99999	10872	PETERS, AMANDA LYNN	OUTSTANDING
711363	F	\$45.00	05/23/18	99999	9589	PETERSEN, JENNIFER MAE	OUTSTANDING
711369	E	\$90.00	05/23/18	99999	11169	PETERSON, BROOKE ALLYSON	OUTSTANDING
711370	E	\$45.00	05/23/18	99999	9523	RENKEN, WENDI MARLAINA	OUTSTANDING
711371	E	\$90.00	05/23/18	99999	8628	ROUSH, NICOLLE	OUTSTANDING
711372	E	\$90.00	05/23/18	99999	9915	SCHALLER, MELISSA	OUTSTANDING
711373	F	\$30.00	05/23/18	99999	10405	STOLL, DAVID LEON	OUTSTANDING
711374	E	\$30.00	05/23/18	99999	9068	SWANEY, AMY LYNN	OUTSTANDING
711375	E	\$90.00	05/23/18	99999	10756	VAN BROCKLIN, ERIC JOSEPH	OUTSTANDING
711376	E	\$45.00	05/23/18	99999	9783	VOLLBRECHT, MICHELLE LYNN	OUTSTANDING
711377	E	\$20.00	05/23/18	99999	9883	ZEHNDER, SCOTT MICHAEL	OUTSTANDING
711378	E	\$425.00	05/23/18	99999	10397	PEMBLE, HOLLY	OUTSTANDING
711379	E	\$2258.45	05/23/18	99999	11169	PETERSON, BROOKE ALLYSON	OUTSTANDING
711380	E	\$20.14	05/23/18	99999	5305	RACHUY, ADAM JOEL	OUTSTANDING
711381	F	\$40.33	05/23/18	99999	9047	ARNESON, PATRICIA	OUTSTANDING
711382	E	\$74.39	05/23/18	99999	9942	BARTEL, CARRIE	OUTSTANDING
711383	E	\$34.99	05/23/18	99999	9573	BEATTIE, JEAN	OUTSTANDING
711384	E	\$94.29	05/23/18	99999	3063	BRITTAİN, DONNA MAE	OUTSTANDING
711385	E	\$167.32	05/23/18	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
711386	E	\$346.08	05/23/18	99999	11174	GESKE, ADDIE	OUTSTANDING
711387	E	\$87.75	05/23/18	99999	10954	JACOBS, CINDY LOU	OUTSTANDING
711388	E	\$52.32	05/23/18	99999	11315	KALINA, BREANNE LEIGH	OUTSTANDING
711389	E	\$137.34	05/23/18	99999	10938	KAUFMAN, AMY	OUTSTANDING
711390	E	\$300.84	05/23/18	99999	9722	KLEIN, LORI ANN	OUTSTANDING
711391	E	\$44.69	05/23/18	99999	2598	LAMPRECHT, CLAUDETTE	OUTSTANDING
711392	E	\$46.87	05/23/18	99999	10615	LANG, SHEILA	OUTSTANDING
711393	E	\$20.00	05/23/18	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
711394	E	\$39.79	05/23/18	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
711395	E	\$271.96	05/23/18	99999	11067	SHANLEY, MICHELLE	OUTSTANDING
711396	E	\$11.83	05/23/18	99999	11179	STREED, MEGAN	OUTSTANDING
711397	E	\$225.09	05/23/18	99999	10375	THOMAS, TAYLOR	OUTSTANDING
711398	E	\$66.49	05/23/18	99999	9482	VRIEZE, JANEL LYNN	OUTSTANDING
711399	E	\$85.02	05/23/18	99999	11154	WEBSTER, ANDREW	OUTSTANDING
711400	E	\$567.35	05/23/18	99999	9192	WOOD, FRAN LOUISE	OUTSTANDING
711401	E	\$537.92	05/23/18	99999	11169	PETERSON, BROOKE ALLYSON	OUTSTANDING
711402	E	\$125.35	05/23/18	99999	11050	MCDONOUGH, ALYSSA	OUTSTANDING
711403	E	\$15.81	05/23/18	99999	11191	RANDOL, JESSICA	OUTSTANDING
711404	E	\$655.97	05/23/18	99999	7088	GREENFIELD, DONNA GAYLE	OUTSTANDING
711405	E	\$171.13	05/23/18	99999	10763	PFLSTERER, EMILY	OUTSTANDING
711406	E	\$384.00	05/23/18	99999	10405	STOLL, DAVID LEON	OUTSTANDING
711407	E	\$26.63	05/23/18	99999	10631	JOHNSON, SARAH LYNN	OUTSTANDING
711408	E	\$13.40	05/23/18	99999	8656	SEVERSON, PAMELA JEAN	OUTSTANDING
711409	E	\$51.84	05/23/18	99999	10860	ADAMS, KAITLIN	OUTSTANDING
711410	E	\$91.56	05/23/18	99999	11051	SCHMITZ, AMELIA	OUTSTANDING
711411	F	\$7.63	05/23/18	99999	2598	LAMPRECHT, CLAUDETTE	OUTSTANDING
50000922	W	\$102.79	04/30/18	21937	0	AMBUTECH	OUTSTANDING
50000923	W	\$195.00	04/30/18	21623	0	CADAN ASSISTIVE TECHNOLOGIES	OUTSTANDING
50000924	W	\$206.54	04/30/18	02424	0	CAROLINA BIOLOGICAL SUPPLY	OUTSTANDING
50000925	W	\$235.65	04/30/18	29120	2	CITY OF APPLE VALLEY	OUTSTANDING
50000926	W	\$10.00	04/30/18	14606	0	DAKOTA AWARDS & ENGRAVING	OUTSTANDING
50000927	W	\$1173.50	04/30/18	14606	0	DAKOTA AWARDS & ENGRAVING	OUTSTANDING

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50000928	W	\$22.50	04/30/18	14606	0	DAKOTA AWARDS & ENGRAVING	OUTSTANDING
50000929	W	\$22.50	04/30/18	14606	0	DAKOTA AWARDS & ENGRAVING	OUTSTANDING
50000930	W	\$88.00	04/30/18	18796	0	ESTR PUBLICATIONS	OUTSTANDING
50000931	W	\$3500.00	04/30/18	24816	0	FASTBRIDGE LEARNING	OUTSTANDING
50000932	W	\$40.31	04/30/18	20624	0	FUN EXPRESS LLC	OUTSTANDING
50000933	W	\$51.27	04/30/18	20624	0	FUN EXPRESS LLC	OUTSTANDING
50000934	W	\$185.60	04/30/18	07278	0	FLAGHOUSE	OUTSTANDING
50000935	W	\$69.00	04/30/18	22166	0	FORUM COMMUNICATIONS COMPANY	OUTSTANDING
50000936	W	\$1563.56	04/30/18	06998	0	HOUGHTON MIFFLIN HARCOURT	OUTSTANDING
50000937	W	\$336.68	04/30/18	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
50000938	W	\$434.14	04/30/18	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
50000939	W	\$129.86	04/30/18	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
50000940	W	\$370.89	04/30/18	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
50000941	W	\$1307.61	04/30/18	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
50000942	W	\$167.79	04/30/18	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
50000943	W	\$107.38	04/30/18	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
50000944	W	\$345.90	04/30/18	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
50000945	W	\$591.12	04/30/18	23913	0	INTEGRATED PROTECTION SYSTEMS	OUTSTANDING
50000946	W	\$86.22	04/30/18	21834	0	LAKESHORE LEARNING MATERIALS	OUTSTANDING
50000947	W	\$178.95	04/30/18	21834	0	LAKESHORE LEARNING MATERIALS	OUTSTANDING
50000948	W	\$103.43	04/30/18	21834	0	LAKESHORE LEARNING MATERIALS	OUTSTANDING
50000949	W	\$425.00	04/30/18	24829	0	MINNESOTA EDUCATION JOB FAIR	OUTSTANDING
50000950	W	\$226.10	05/30/18	20568	1	OFFICE DEPOT	OUTSTANDING
50000951	W	\$123.24	04/30/18	20568	1	OFFICE DEPOT	OUTSTANDING
50000952	W	\$25.70	04/30/18	20568	1	OFFICE DEPOT	OUTSTANDING
50000953	W	\$18.17	04/30/18	20568	1	OFFICE DEPOT	OUTSTANDING
50000954	W	\$178.40	04/30/18	20568	1	OFFICE DEPOT	OUTSTANDING
50000955	W	\$10.64	04/30/18	20568	1	OFFICE DEPOT	OUTSTANDING
50000956	W	\$237.98	04/30/18	20568	1	OFFICE DEPOT	OUTSTANDING
50000957	W	\$452.83	04/30/18	13407	0	MCKESSON MEDICAL	OUTSTANDING
50000958	W	\$887.25	04/30/18	22195	4	NCS PEARSON, INC.	OUTSTANDING
50000959	W	\$600.00	04/30/18	22195	1	PEARSON EDUCATION	OUTSTANDING
50000960	W	\$5.99	04/30/18	20376	1	PELLICCI ACE HARDWARE	OUTSTANDING
50000961	W	\$162.63	04/30/18	20376	1	PELLICCI ACE HARDWARE	OUTSTANDING
50000962	W	\$108.00	04/30/18	21859	1	RELIABLE MEDICAL	OUTSTANDING
50000963	W	\$995.00	04/30/18	21859	1	RELIABLE MEDICAL	OUTSTANDING
50000964	W	\$287.89	04/30/18	22962	1	SAFELITE AUTO GLASS	OUTSTANDING
50000965	W	\$87.18	04/30/18	22826	0	SCHOOL NURSE SUPPLY	OUTSTANDING
50000966	W	\$237.44	04/30/18	20620	3	SCHOOL SPECIALTY INC.	OUTSTANDING
50000967	W	\$691.40	04/30/18	22898	0	SPECTRUM BRANDS	OUTSTANDING
50000968	W	\$380.00	04/30/18	24848	0	STENHOUSE PUBLISHERS	OUTSTANDING
50000969	W	\$225.00CR	04/30/18	23335	0	SUMMIT FIRE PROTECTION	OUTSTANDING
50000970	W	\$1090.00	04/30/18	23335	0	SUMMIT FIRE PROTECTION	OUTSTANDING
50000971	W	\$713.58	04/30/18	22907	0	SUPPLYWORKS	OUTSTANDING
50000972	W	\$88.00	04/30/18	22907	0	SUPPLYWORKS	OUTSTANDING
50000973	W	\$345.50	04/30/18	22907	0	SUPPLYWORKS	OUTSTANDING
50000974	W	\$112.52	04/30/18	23626	0	THERAPRO INC.	OUTSTANDING
50000975	W	\$3000.00	04/30/18	24556	0	UNIVERSAL CLEANING SERVICES	OUTSTANDING
50000976	W	\$363.32	04/30/18	21326	2	USI	OUTSTANDING
50000977	W	\$249.24	04/30/18	18330	3	VIRCO INC	OUTSTANDING
50000978	W	\$9877.71	04/30/18	19389	0	VOIDED	VOIDED
50000979	W	\$547.78	04/30/18	22907	0	SUPPLYWORKS	OUTSTANDING

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50000981	W	\$9877.71	04/30/18	19389	0	WELLS FARGO	OUTSTANDING
92003203	W	\$2883.32	05/01/18	40072	0	AFLAC	OUTSTANDING
92003204	W	\$6502.13	04/30/18	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92003205	W	\$3324.95	05/01/18	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92003207	W	\$186.20	04/26/18	22698	0	CORPORATE HEALTH SYSTEMS	CLEARED
92003209	W	\$5478.12	05/01/18	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92003210	W	\$7806.30	05/01/18	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92003212	W	\$18271.67	05/02/18	24594	0	HEALTHEQUITY, INC	OUTSTANDING
92003213	W	\$1970.83	04/30/18	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92003214	W	\$179641.60	04/30/18	40037	0	INTERNAL REVENUE SERVICE	CLEARED
92003215	W	\$8531.61	05/01/18	24031	0	KANSAS CITY LIFE INSURANCE COMPANY	OUTSTANDING
92003216	W	\$32611.16	05/02/18	21088	0	MEDICA	OUTSTANDING
92003218	W	\$53132.46	05/01/18	21088	0	MEDICA	OUTSTANDING
92003219	W	\$46877.20	04/25/18	21088	0	MEDICA	CLEARED
92003220	W	\$29721.71	04/30/18	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92003221	W	\$535.29	05/01/18	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92003222	W	\$119.59	04/30/18	40058	0	MN DEPT OF REVENUE(C)	OUTSTANDING
92003223	W	\$1750.00	05/01/18	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92003224	W	\$536961.68	04/30/18	40001	0	PAYROLL ACCT #3805704197	CLEARED
92003225	W	\$77894.82	04/30/18	40005	0	STATE TREASURER, TRA	CLEARED
92003226	W	\$8241.30	04/30/18	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92003227	W	\$1001.87	05/01/18	28803	2	VOYA	OUTSTANDING
92003228	W	\$7085.46	05/15/18	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92003229	W	\$3324.95	05/16/18	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92003230	W	\$2967.06	05/07/18	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92003231	W	\$59.15	05/11/18	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92003232	W	\$31149.42	05/10/18	30132	0	DELTA DENTAL OF MINNESOTA	OUTSTANDING
92003233	W	\$5657.29	05/15/18	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92003234	W	\$42681.07	05/16/18	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92003235	W	\$41926.89	04/30/18	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92003236	W	\$7806.30	05/17/18	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92003237	W	\$1970.83	05/15/18	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92003238	W	\$181868.79	05/16/18	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92003239	W	\$27995.12	05/09/18	21088	0	MEDICA	OUTSTANDING
92003240	W	\$48753.85	05/16/18	21088	0	MEDICA	OUTSTANDING
92003241	W	\$30205.37	05/15/18	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92003242	W	\$344.40	05/17/18	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92003243	W	\$115.88	05/15/18	40058	0	MN DEPT OF REVENUE(C)	OUTSTANDING
92003244	W	\$1750.00	05/17/18	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92003245	W	\$538832.09	05/15/18	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92003246	W	\$78385.18	05/16/18	40005	0	STATE TREASURER, TRA	OUTSTANDING
92003247	W	\$8197.54	05/16/18	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92003248	W	\$1001.87	05/16/18	28803	2	VOYA	OUTSTANDING
500009780	W	\$9877.71	04/30/18	19389	0	VOIDED	VOIDED
TOTAL # OF ISSUED CHECKS:			453	TOTAL AMOUNT		2665461.79	
TOTAL # OF VOIDED CHECKS:			6	TOTAL AMOUNT		20716.04	
TOTAL # OF UNISSUED CHECKS:			1				

Date: May 3, 2018  
To: FOR EFT INPUT

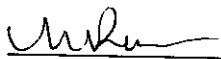
From: Audrey Weiler  
Payroll Clerk

Subject: Group Insurance Premium for April 2018  
(Employer's Costs and Employees' Withholdings)

Payable to: Delta Dental \$31,149.42  
Vendor # 30132

Charge to:	Amount	
21-005-110-000-235-250	\$31,149.42	
Total	\$31,149.42	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 5/10/2018

Authorized Signature  Date 5-4-18

Invoice 7272097 dated 05/01/2018

	LB COPY
	VB COPY


TO: Nicolle Roush DATE: 04/27/2018  
Business Manager

FROM: Audrey Weiler  
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending 4/30/2018

Aflac Vendor #40072	\$ 2,883.32
Ameriprise Financial Vendor #40027	\$ 6,502.13
AXA Equitable Life Vendor #40022	\$ 3,324.95
Horance Mann Vendor #40026	\$ 1,970.83
PERA - Executive Director Vendor #40006	\$ 42,366.07
TRA - State Treasurer Vendor #40005	\$ 77,894.82
ESI/MEA Vendor #29026	\$ 5,478.12
VALIC (Variable Annuity Life) Vendor #40033	\$ 8,241.30
Minnesota Dept. of Revenue Vendor # 40003	\$ 29,721.71
Internal Revenue Service Vendor Nbr 40037	\$ 179,641.60
Payroll Acct #XXXXXXX4197 Vendor #40001	\$ 536,961.68
HealthEquity (HSA) Vendor # 24594-0	\$ 18,271.67
MN State Retirement System Vendor # 28803-0	\$ 1,750.00
MN State Retirement System Vendor # 28803-0	\$ -
MN Dept of Revenue - Garnishments Vendor #40058	\$ 119.59
MN Child Support Vendor # 21704	\$ 535.20
VOYA (Formerly ING) Vendor #28803-2	\$ 1,001.87
Fidelity Investments Vendor #40060	\$ 7,806.30

**Total Electronic Funds Transfer was made in the amount of \$ 924,471.16**

Authorized Signature  Date 5-2-18

4/27/18 adw

Date: May 1, 2018

To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Bill Number 1297035  
Paydate 5/1/2018

Subject: Group Insurance Premium for April 2018  
(Employer's Costs and Employees' Withholdings)

Wire Funds to Kansas City Life Insurance Co \$8,531.61

Payable to:  
Kansas City Life Ins Co Vendor # 24031

Charge to:	Amount	
01-215-32	\$411.08	
02-215-32	\$4,799.35	
10-215-32	\$272.64	
01-215-33	\$357.80	
02-215-33	\$2,531.22	
10-215-33	\$159.52	
Total	\$8,531.61	proof \$0.00

cc: Payroll Insurance Payment File

Authorized Signature  Date 5-1-18

Date: April 30, 2018

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	18120146984A
Date:	4/30/2018
Payment Date	5/2/2018

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

ACH Transfer was made in the amount of \$

\$32,611.16

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$32,611.16
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

\$32,611.16	proof	\$0.00
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Authorized Signature



Date

5-1-18

copy for AP  
copy for Board

Date: April 30, 2018

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 \$186.20  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount
10-215-39	Medical	\$186.20
10-215-40	D.Care	\$0.00
10-215-42	L.Scope	\$0.00
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$186.20
		\$0.00

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

Authorized Signature  Date 5-1-18

4/25/2018 \$ 118.35  
4/26/2018 \$ 67.85

Total \$ 186.20

Total \$ -

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

Date: May 9, 2018

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	18127146984A
Date:	5/7/2018
Payment Date	5/9/2018

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

ACH Transfer was made in the amount of \$ 27,995.12

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$27,995.12
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	\$27,995.12	proof	\$0.00
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Authorized Signature  Date 5-10-18

copy for AP  
copy for Board

Date: May 7, 2018

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 \$2,967.06  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount
10-215-39	Medical	\$110.06
10-215-40	D.Care	\$2,857.00
10-215-42	L.Scope	\$0.00
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$2,967.06 \$0.00

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

Authorized Signature  Date 5-7-18

5/1/2018	\$	10.06
5/2/2018	\$	70.00
5/3/2018	\$	30.00
5/7/2018	\$	2,857.00

Total \$ 2,967.06

Total \$

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

TO: Accounts Payable DATE: 05/03/2018  
ACH  
FROM: Audrey Weiler  
Payroll/Fringe Benefits Technician  
SUBJECT: P.E.R.A. Retirement for Pay Date 4/30/2018

Electronic Funds Transfer was made in the amount of: 42,366.07

Payable To: Executive Director Vendor #40006

Charge To:	Amount:		
01-215.25	1,403.10		
02-215.25	36,077.54		
10-215.25	<u>4,446.25</u>		
Total	<u>41,926.89</u>	proof	439.18

cc: PERA File

Authorization Reference Nbr. 461598

Date Bank Account to be debited 4-30-2018

Authorized Signature Madeira Date 5-2-18

Date: June 4, 2018

To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Bill Number 1298649  
Paydate 6/1/2018

Subject: Group Insurance Premium for June 2018  
(Employer's Costs and Employees' Withholdings)

Wire Funds to Kansas City Life Insurance Co \$9,243.47

Payable to:  
Kansas City Life Ins Co Vendor # 24031

Charge to: Amount

01-215-32	\$411.08
02-215-32	\$4,739.00
10-215-32	\$272.64
01-215-33	\$294.18
02-215-33	\$3,378.03
10-215-33	\$148.54

Total	\$9,243.47	proof	\$0.00
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cc: Payroll Insurance Payment File

Authorized Signature  Date 6-5-18

Date: June 5, 2018

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 \$568.35  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount
10-215-39	Medical	\$568.35
10-215-40	D.Care	\$0.00
10-215-42	L.Scope	\$0.00
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$568.35
		\$0.00

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

Authorized Signature  Date 6-5-18

5/30/2018	\$	8.97
6/1/2018	\$	501.00
6/3/2018	\$	58.38

**Total \$ 568.35**

**Total \$**

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

Date: June 5, 2018

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	18155146984A
Date:	6/4/2018
Payment Date	6/6/2018

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

ACH Transfer was made in the amount of \$

\$58,961.89

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$58,961.89
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

\$58,961.89 <sup>proof</sup> \$0.00

Authorized Signature  Date 6-5-18

copy for AP  
copy for Board

Date: June 4, 2018

To: FOR EFT INPUT

From: Audrey Weiler  
Payroll Clerk

Subject: Group Insurance Premium for May 2018  
(Employer's Costs and Employees' Withholdings)

Payable to: \$27,593.61  
Delta Dental Vendor # 30132

Charge to: Amount  
21-005-110-000-235-250 \$27,593.61

Total \$27,593.61 proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 6/10/2018

Authorized Signature  Date 6-5-18

Invoice 7303419 dated 06/01/2018

LB COPY  
 VB COPY

TO: Nicolle Roush DATE: 05/25/2018  
Business Manager

FROM: Audrey Weiler  
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending 5/31/2018

Aflac Vendor #40072	\$	2,611.60
Ameriprise Financial Vendor #40027	\$	7,084.74
AXA Equitable Life Vendor #40022	\$	3,324.07
Horance Mann Vendor #40026	\$	1,970.83
PERA - Executive Director Vendor #40006	\$	43,725.23
TRA - State Treasurer Vendor #40005	\$	77,659.16
ESIMEA Vendor #29026	\$	5,656.57
VALIC (Variable Annuity Life) Vendor #40033	\$	8,196.82
Minnesota Dept. of Revenue Vendor # 40003	\$	30,177.43
Internal Revenue Service Vendor Nbr 40037	\$	181,719.29
Payroll Acct #XXXXXX4197 Vendor #40001	\$	540,880.67
HealthEquity (HSA) Vendor # 24594-0	\$	18,737.84
MN State Retirement System Vendor # 28803-0	\$	1,750.00
MN State Retirement System Vendor # 28803-0	\$	-
MN Dept of Revenue - Garnishments Vendor #40058	\$	177.59
MN Child Support Vendor # 21704	\$	344.40
VOYA (Formerly ING) Vendor #28803-2	\$	1,001.87
Fidelity Investments Vendor #40060	\$	7,805.50

**Total Electronic Funds Transfer was made in the amount of \$ 932,823.61**

Authorized Signature  Date 6-4-18

Date: May 29, 2018  
To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Invoice nbr: 0045339295  
Date: 5/23/2018  
Payment Date 6/1/2018

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

ACH Funds Transfer was made in the amount of \$

\$54,175.82

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	\$5,062.87
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$916.92
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$44,259.50
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$823.53
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$3,113.00
10-005-120-000-099-000	WELLNESS CREDIT		

Total

\$54,175.82 proof \$0.00

Authorized Signature



Date 5-30-18

Date: May 29, 2018

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	18148146984A
Date:	5/28/2018
Payment Date	5/30/2018

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

ACH Transfer was made in the amount of \$ 58,273.41

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$58,273.41
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

\$58,273.41 <sup>proof</sup> \$0.00

Authorized Signature



Date

5-30-18

copy for AP  
copy for Board

Date: May 29, 2018

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  
Corporate Health Systems Inc Vendor # 22698

\$386.20

Charge to:		Amount
10-215-39	Medical	\$386.20
10-215-40	D.Care	\$0.00
10-215-42	L.Scope	\$0.00
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$386.20
		\$0.00

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

Authorized Signature  Date 5-29-18

5/25/2018 \$ 386.20

Total \$ 386.20

Total \$

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

TO: Nicolle Roush  
Business Manager

FROM: Audrey Weiler  
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending

DATE:

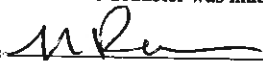
05/18/2018

5/15/2018

Amerprise Vendor #40027	7,085.46
AXA Equitable Life Vendor #40022	3,324.95
PERA Vendor #40006	42,681.07
Fidelity Vendor #40060	7,806.30
VOYA ( formerly ING) #28803-2	1,001.87
Horace Mann Vendor #40026	1,970.83
TRA Vendor #40005	78,385.18
VALIC (Variable Annuity Life) Vendor #40033	8,197.54
Minnesota Dept. of Revenue Vendor # 40003	30,205.37
Internal Revenue Service Vendor Nbr 40037	181,868.79
Payroll Acct #XXXXXX4197 Vendor #40001	538,832.09
HealthEquity (HSA) Vendor # 24594-0	18,446.16
Educators Financial Services/ESI/MEA Vendor #29026	5,657.29
MN State Retirement System Vendor #28803-0	1,750.00
MN State Retirement System Vendor #28803-0	0.00
MN Child Support Vendor #21704	344.40
MN Dept Revenue Vendor (Garnishment) #40058	116.88

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

927,674.18

Authorized Signature, 

Date

5-22-18

Date: May 21, 2018

To: Accounts Payable/Banking

From: Audrey Weiler  
Payroll Clerk

Invoice nbr:	18141146984A
Date:	5/21/2018
Payment Date	5/23/2018

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

ACH Transfer was made in the amount of \$

\$21,806.40

Payable to:  
Medica

Vendor # 21088

Charge to:

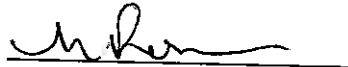
Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$21,806.40
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

\$21,806.40	proof	\$0.00
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Authorized Signature



Date

5-21-18

copy for AP  
copy for Board

Date: May 21, 2018  
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 \$1,623.57  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount
10-215-39	Medical	\$276.03
10-215-40	D.Care	\$1,347.54
10-215-42	L.Scope	\$0.00
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$1,623.57 \$0.00

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

Authorized Signature  Date 5-21-19

5/15/2018	\$	10.00
5/17/2018	\$	30.00
5/18/2018	\$	58.87
5/22/2018	\$	1,524.70

Total \$ 1,623.57

Total \$

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

Date: May 16, 2018

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	18134146984A
Date:	5/14/2018
Payment Date	5/16/2018

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

ACH Transfer was made in the amount of \$

\$48,753.85

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$48,753.85
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

\$48,753.85      proof  
\$0.00

Authorized Signature



Date

5-15-18

copy for AP  
copy for Board

Date: May 15, 2018

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 \$59.15  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount
10-215-39	Medical	\$59.15
10-215-40	D.Care	\$0.00
10-215-42	L.Scope	\$0.00
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$59.15
		\$0.00

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

Authorized Signature  Date 5-15-18

5/8/2018	\$	20.99
5/9/2018	\$	15.05
5/11/2018	\$	23.11

<b>Total</b>	<b>\$</b>	<b>59.15</b>	<b>Total</b>	<b>\$</b>	<b>-</b>
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copy to Linda B, one for payroll and original to Vickie B

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

**April 2018**

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	5,807,683.90	0.00	0.00	0.00	8,237.47	5,815,921.37	48,390.35
MSDLAF	01	256,736.66	0.00	0.00	0.00	345.23	257,081.89	3,341.14
MSDLAF TERM (CD's, Term, Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>6,064,420.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,582.70</b>	<b>6,073,003.26</b>	<b>51,731.49</b>

**EXPLANATION:** The 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.

**NOTE:** April 2018 Average MSDLAF Liquid Rate was 1.64 % and the MSDLAF+MAX Average Rate was 1.73%. MSDLAF Term Average Rate is .00%.



## Intermediate School District 917

### Program Review Report **Juvenile Services Center New Chance and Riverside**

1300 145<sup>th</sup> Street East - Rosemount, MN  
[www.isd917.k12.mn.us](http://www.isd917.k12.mn.us)

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## ***Introduction***

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

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

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

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

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

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

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

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

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

### ***Mission, Vision, Values of Department of Special Education***

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

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

### ***Goals of Department of Special Education***

#### Achievement

Increase achievement of all learners served.

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

#### Relationships

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

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

#### Integrity of the organization

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

1. Explore ways to recruit and retain quality special education staff including development of a stronger mentorship program and enhancing consistencies in the evaluation process.
2. Develop district model for school psychology and social work services.

3. Study enhancements for efficient Third-Party Billing processes.
4. Continue to develop and refine operating procedures.
5. Continue to update space/site projection to ensure effective special education programs for member districts while also considering efficient operations for the district.

### ***Staff Development Summary***

August workshop for 2015-2016 included the following trainings:

#### Due Process

- IEP Team Training
- Planning and Writing Evaluation Reports
- IEP and Evaluation update

#### Data

- Data Collection: Tools for Use for Academics and Behavior Intervention
- Self-Regulation Strategies
- Behavior Tools
- Nurtured Heart

#### Technology

- Windows notebooks
- STAR Assessment

#### Assistive Technology

- Atomic Learning
- Sensory Supports for Engaged Learning

#### Transition

- Minnesota Career Information System (MCIS)

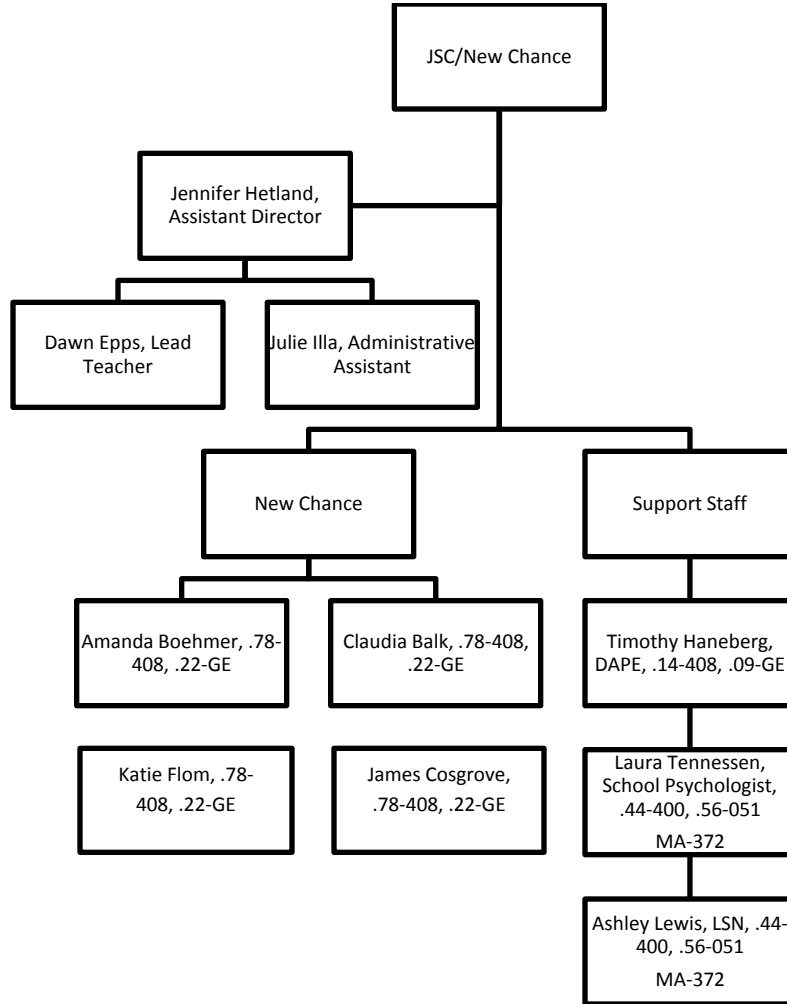
#### Staff Development offered by Dakota County

- CPR and First Aid
- Control Tactics

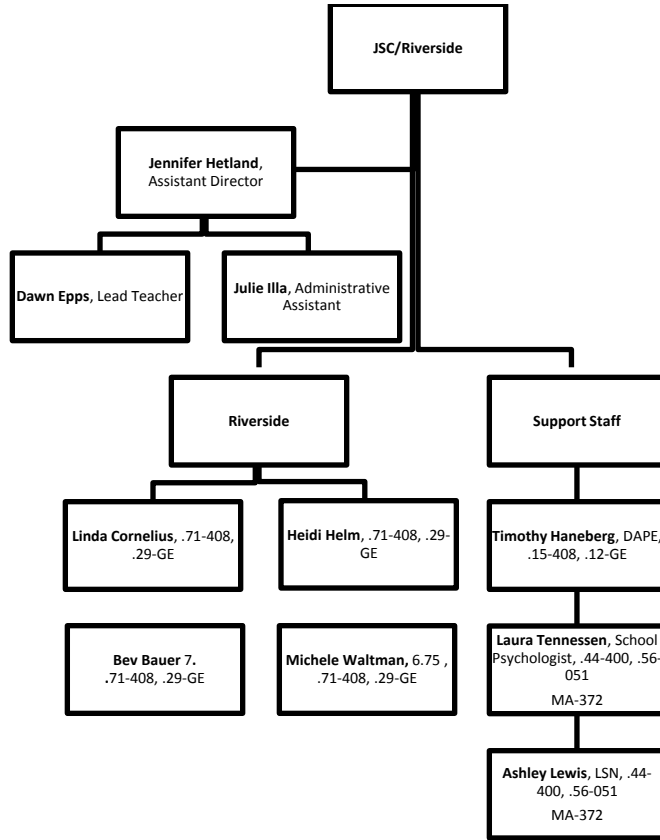
### ***Goal of Program Review***

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

**Program Organizational Chart – New Chance 2015-2016**



**Program Organizational Chart – Riverside 2015-2016**



## **Program Descriptions**

### Website:

New Chance and Riverside are both located at the Juvenile Services Center in Hastings. New Chance is a court ordered day treatment program. Riverside is a court-ordered locked, adjudicated facility. A full range of general and special education courses are offered to students. A range of related services are provided for students age 14-18 years old.

### Handbook:

These programs provide educational support to the Juvenile Services Center for Dakota County. Youth offenders are court ordered to attend and will be provided with appropriate educational services. Educational services include educational screening as well as general and special educational services. High school courses leading toward graduation and transition services for students returning to home schools or other settings are features of the program.

## **Data**

### Students served at New Chance Program

- Number of students served
  - 30 for 2015-2016
- Member versus nonmember students served

<i>Member</i>	<i>Number</i>
SSD 6 (South St. Paul)	7
ISD 191 (Burnsville)	1
ISD 192 (Farmington)	2
ISD 194 (Lakeville)	3
ISD 197 (West St. Paul)	1
ISD 199 (Inver Grove Heights)	4
ISD 200 (Hastings)	3
ISD 271 (Bloomington)	5
<i>Total Member</i>	<i>26</i>
<i>Non-member</i>	<i>Number</i>
ISD 196 (Rosemount-Apple Valley-Eagan)	4
<i>Total Non-member</i>	<i>4</i>
<i>Total</i>	<i>30</i>

During the 2015-2016 school year, the majority of students served came from SSD 6 (South St. Paul) and ISD 271 (Bloomington).

No students were carried over from the previous school year. 87% of the students attended Riverside from member districts. 13% were from non-member districts.

### Students served at Riverside Program

- Number of students served
  - 135 for 2015-2016

- Member versus nonmember students served

<i>Member</i>	<i>Number</i>
SSD 6 (South St. Paul)	11
ISD 191 (Burnsville)	8
ISD 192 (Farmington)	10
ISD 194 (Lakeville)	3
ISD 197 (West St. Paul)	8
ISD 199 (Inver Grove Heights)	9
ISD 200 (Hastings)	12
ISD 271 (Bloomington)	1
<i>Total Member District</i>	<i>62</i>
<i>Non-member</i>	<i>Number</i>
ISD 196 (Rosemount-Apple Valley-Eagan)	21
ISD 625 (St. Paul)	11
ISD 659 (Northfield)	3
ISD 112 (Chaska)	1
ISD 252 (Cannon Falls)	1
ISD 256 (Red Wing)	4
ISD 276 (Minnetonka)	1
ISD 281 (Robbinsdale)	1
ISD 720 (Shakopee)	3
ISD 833 (South Washington)	1
ISD 016 (Spring Lake Park)	1
ISD 113 (Walker Hackensack Akeley)	2
ISD 138 (North Branch)	1
ISD 316 (Greenway)	1
ISD 318 (Grand Rapids)	2
ISD 622 (North Saint Paul, Oakdale, Maplewood)	1
ISD 624 (White Bear Lake)	1
ISD 656 (Fairbault)	6
ISD 709 (Duluth)	1
ISD 719 (Prior Lake Savage)	2
ISD 728 (Elk River)	1
ISD 742 (St. Cloud)	2
ISD 761 (Owatonna)	1
ISD 834 (Stillwater)	1
ISD 2143 (Waterville Elysian Morristown)	2
ISD 2835 (Janesville-Waldorf-Pemberton)	1
<i>Total Non-member District</i>	<i>73</i>
<i>Total</i>	<i>135</i>

During the 2015-2016 school year, the majority of students served came from ISD 196 (Rosemount-Apple Valley-Eagan) and ISD 200 (Hastings).

No students were carried over from the previous school year. 54% of the students attended Riverside from non-member districts. 46% were from the member districts.

Enrollment

- Overall enrollment history New Chance and Riverside

New Chance Enrollment 2014-2016

School Year	Total number of students enrolled	General Education Students	Students with an IEP
2014-2015	34	7	27
2015-2016	30	11	19

The history of the New Chance enrollment begins at the 2014-2015 school year. Prior to that year the New Chance and Riverside programs were reported together as one program in MARSS. At the beginning of 2014 the programs were split, and each program was given an individual program number to allow for more accurate reporting of information.

Riverside Enrollment 2014-2016

<i>School Year</i>	<i>Total number of students enrolled</i>	<i>General Education Students</i>	<i>Students with an IEP</i>
2014-2015	122	45	77
2015-2016	135	67	68

From 2011 to 2016 the enrollment in the Juvenile Service Center programs has declined by 17%.

New Chance and Riverside Enrollment combined 2011-2016

<i>School Year</i>	<i>Total number of students enrolled</i>	<i>General Education Students</i>	<i>Students with an IEP</i>
2011-2012	198	90	108
2012-2013	168	66	102
2013-2014	155	58	97
2014-2015	156	52	104
2015-2016	165	78	87

Student Demographics for the New Chance Program

- Living situation

One parent	15
Two parents	14
Grandparent(s)	0
Foster parent(s)	1
Legal Guardian	0
Other	0

During the 2015-2016 school year, 96% of students lived with one or both of their parents for most of the year. 4% of students lived with grandparents, foster parents, legal guardians or others.

Source: MARRS 2015\_2016\_enrollments with address

Student Demographics for the Riverside Program

- Living situation

One parent	65
Two parents	25
Grandparent(s)	12
Foster parent(s)	6
Legal Guardian	10
Other	17

During the 2015-2016 school year, 66% of students lived with one or both of their parents for most of the year. 34% of students lived with grandparents, foster parents, legal guardians or others.

Source: MARRS 2015\_2016\_enrollments with address

- Ethnicity

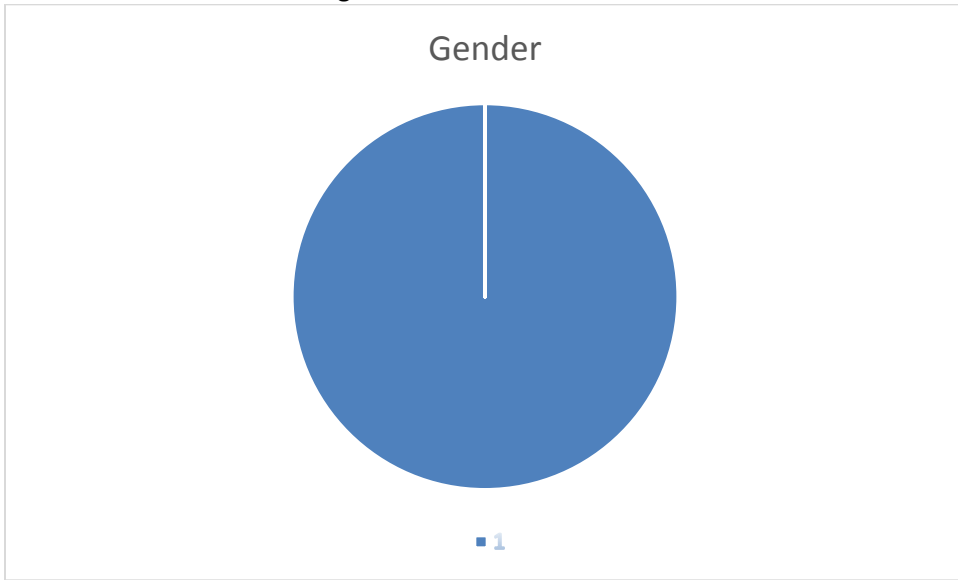
	<b>Black</b>	<b>Am. Indian</b>	<b>Hispanic</b>	<b>Asian/PI</b>	<b>White</b>
State of MN	10.3%	1.7%	8.8%	6.5%	68.6%
ISD 917-New Chance	40.0%	0.0%	6.6%	0.0%	53.4%
ISD 917- Riverside	36.2%	4%	15.5%	.6%	43.7%
SSD 6 (South St. Paul)	6.5%	0.7%	25%	2.0%	58.9%
ISD 191 (Burnsville)	21.6%	0.6%	17.1%	8.3%	45.6%
ISD 192 (Farmington)	2.8%	0.4%	5.2%	4.6%	83.3%
ISD 194 (Lakeville)	3.2%	0.3%	5.6%	4.4%	82.6%
ISD 195 (Randolph)	0.8%	0.0%	1.5%	1.1%	94.3%
ISD 197 (West St. Paul)	8.7%	0.4%	26.3%	4.6%	54.0%
ISD 199 (Inver Grove Heights)	8.8%	0.3%	22.5%	4.3%	57.1%
ISD 200 (Hastings)	2.0%	0.6%	4.1%	1.0%	89.0%
ISD 271 (Bloomington)	16.8%	0.6%	16.9%	8.0%	52.3%

Based on 2015-2016 statewide enrollment data provided through the MDE website white students were enrolled at a lower rate than state and member district enrollments would predict. African American students were enrolled at a higher rate than would be predicted.

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

Source: [http://www.nimh.nih.gov/statistics/1AUT\\_CHILD.shtml](http://www.nimh.nih.gov/statistics/1AUT_CHILD.shtml)

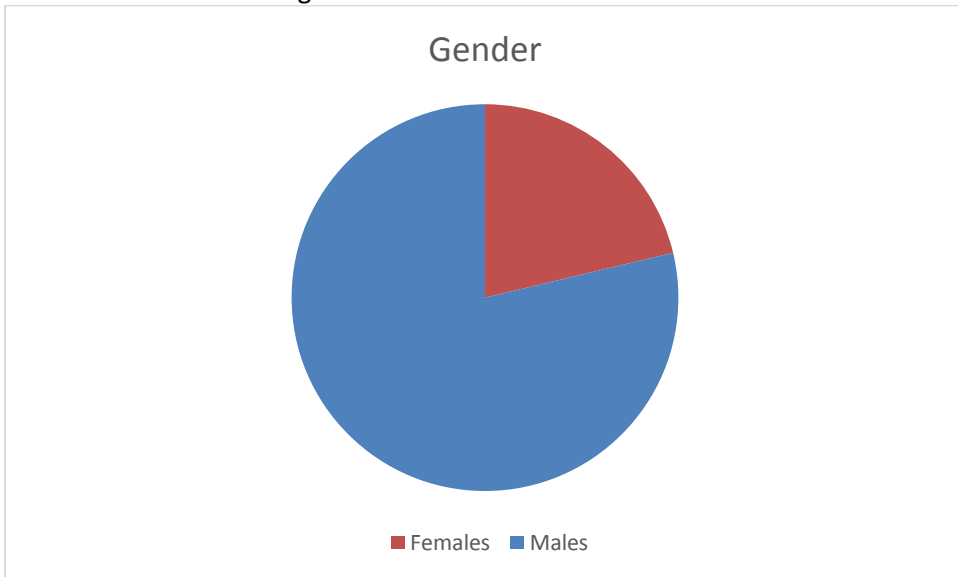
- Gender for New Chance Program



100% of the students in the New Chance program are male. The county only has male day treatment programming available at New Chance.

Source: MARSS Edit Summary Report

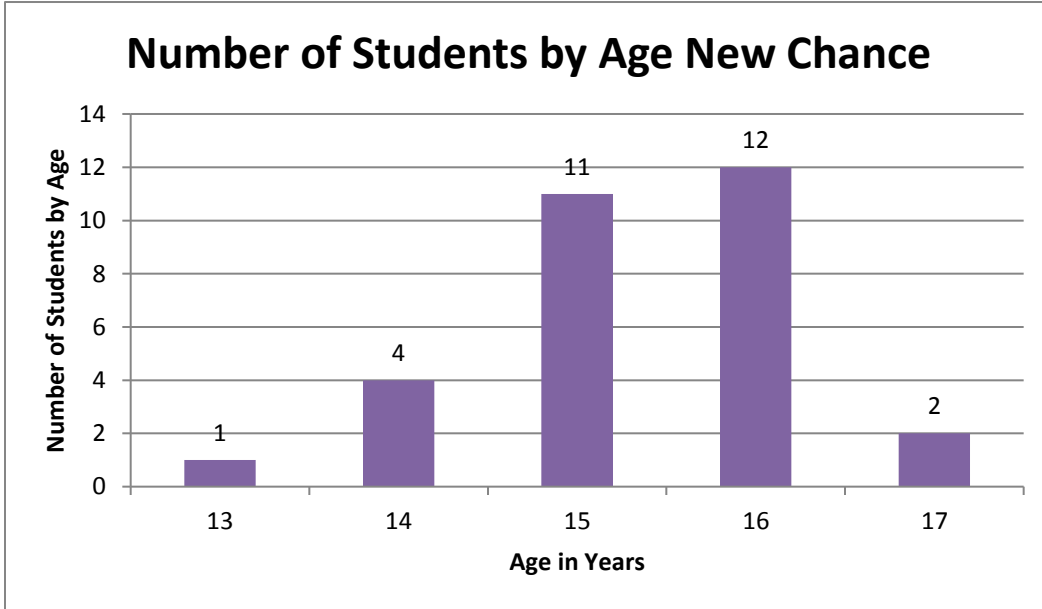
- Gender for Riverside Program



Male students outnumber female students at the Riverside program. There are a total of 108 males and 27 females that were enrolled for the 2015-2016 school year.

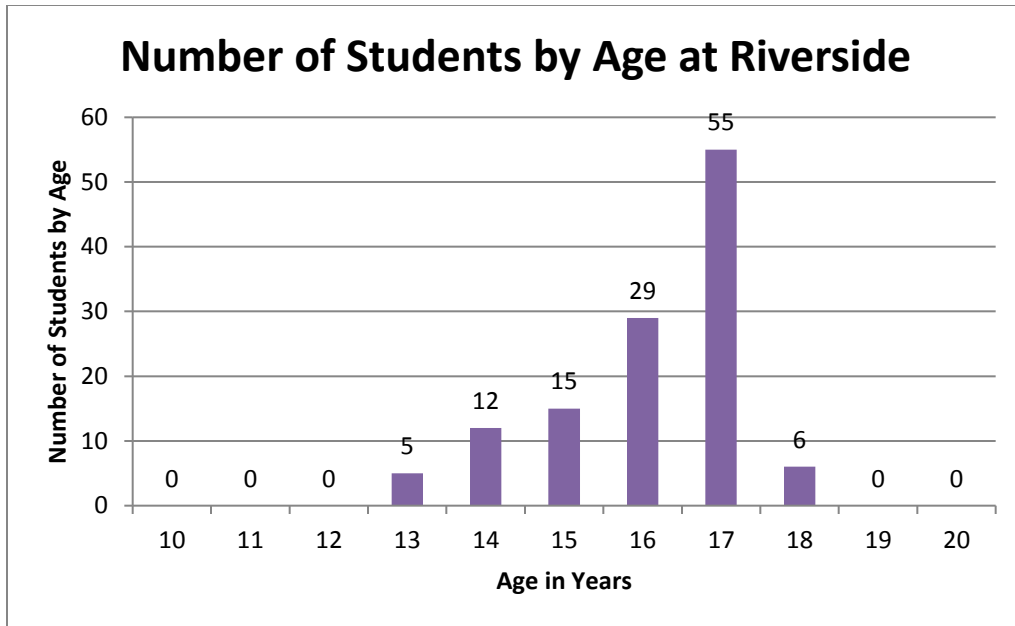
- Age of students for New Chance Program

Age in Years	Number of Students by Age
13	1
14	4
15	11
16	12
17	2



- Age of students for Riverside Program

Age in Years	Number of Students by Age
13	3
14	10
15	15
16	29
17	53
18	25



The majority of students in Riverside and New Chance were High School Age.

Source: MARRS 15-16 enrollments with address

- Mobility rate New Chance
  - Average length of enrollment for the New Chance program is 47 days.
  - The average daily attendance rate across the New Chance program was 85%.

Source: MARRS New Chance Record 15-16

- Mobility rate Riverside
  - Average length of enrollment for Riverside is 28 days.
  - The average daily attendance rate at Riverside is 100%.

Source: MARRS Riverside Record 15-16

- Graduation rate
- During the 2015-2016 school thirty-two 12<sup>th</sup> grade students attended the Juvenile Service Center Programs. All thirty-two students transitioned back to his/her home school prior to the end of the school year.

Source: Site Secretary Graduates list

- Characteristics of New Chance Program  
Outside Diagnosis

Diagnosis	Total Number	Percent of Students	Percent of Students with Individualized Education Plans (IEPs)
Attention Deficit Hyper Activity Disorder (ADHD)	14	47	74
Anxiety	2	6	11
Depression	4	13	21
Oppositional Defiant Disorder (ODD)	5	17	26

During the 2015-2016 school year, the most prevalent diagnoses were Attention Deficit Hyper Activity Disorder ADHD (47%) and Oppositional Defiant Disorder (ODD) (17%). The average number of diagnosis per student was one. There were 14 students in the program with 1 diagnosis. There were nine students with two diagnoses. There were two students with three diagnoses and one student with four diagnoses. The most diagnoses a student had was four.

Source: Student Record Review

- Characteristics of Riverside Program  
Outside Diagnosis

Diagnosis	Total Number	Percent of Students	Percent of Students with Individualized Education Plans (IEPs)
Attention Deficit Hyper Activity Disorder (ADHD)	35	26	51
Anxiety	10	7	15
Bipolar	3	2	4
Chemical Dependency	3	2	4
Depression	11	8	16
Oppositional Defiant Disorder (ODD)	14	10	20
Post-Traumatic Stress Disorder (PTSD)	6	4	8
Reactive Attachment Disorder (RAD)	5	4	7

During the 2015-2016 school year, the most prevalent diagnoses were Attention Deficit Hyper Activity Disorder, (51%) and Oppositional Defiant Disorder, (20%). The average number of diagnosis per student was 1. There were 45 students in the program with 1 diagnosis. There were 15 students with 2 diagnoses. There were 4 students with 3 diagnoses. The most diagnoses a student had was 3.

- Primary Disabilities for New Chance

Disability	Total Number of Students	Percent of Students	Percent of Students with Disabilities
Emotional Behavior Disorders	12	40	63
Specific Learning Disability	1	3	5
Other Health Disability	6	20	32
General Education	11	37	63

63% (19) of the students enrolled in the New Chance program during the 2015-2016 school year had a disability, 37% (11) of the students received general education instruction. 40% of the overall student population has a primary disability of Emotional Behavior Disorders. Combined, Specific Learning Disability and Other Health Disabilities account for 23% percent of the student population.

Source: MARRS New Chance Record 15-16

- Primary Disabilities for Riverside

Disability	Total Number of Students	Percent of Students	Percent of Students with Disabilities
Emotional Behavior Disorders	49	36	72
Specific Learning Disability	6	4	8
Other Health Disability	10	7	16
Traumatic Brain Injury	3	2	4
General Education	67	50	

50% (68) of the students enrolled in the Riverside program during the 2015-2016 school year had a disability, 50% (67) of the students received general education instruction. 36% of the overall student population has a primary disability of Emotional Behavior Disorders. Combined, Specific Learning Disability, Traumatic Brain Injury and Other Health Disabilities account for 13% percent of the student population.

Source: MARRS New Chance Record 15-16

- **Related Services**  
No students had related service needs while at the New Chance program or Riverside programs.

Source: TIES student service minutes

- **Special Education Services**  
During the 2015-2016 school year, the average special education service minutes at New Chance Program was 212 minutes per day. The range of minutes per student was 45 minutes to 265 minutes per day.
- **Special Education Services**  
During the 2015-2016 school year, the average special education service minutes was 190 minutes per day. The range of minutes per student was 45 minutes to 207 minutes per day.
- **Transition services**  
Students transition from the New Chance Program when they have completed the treatment portion of the program or a Judge decides they have served their court sentence. Once treatment is discontinued or completed the staff at New Chance informs the teaching staff and the student. The school contacts the home districts and a meeting is set to ensure the student's success in their next education placement.
- **Transition services**  
Students transition from the Juvenile Services Center when they have completed the treatment portion of the program or a Judge decides they have served their court sentence. Once treatment is discontinued or completed the staff at New Chance informs the teaching staff and the student. The school contacts the home districts and a meeting is set to ensure the student's success in their next education placement.

#### Staff

- **Teachers at the Juvenile Services Center**  
For the 2015-2016 school year, there were 4.5 teachers in the Juvenile Service Center Program programs. Two teachers at New Chance and two teachers at Riverside program and a .5 Physical Education teacher. The teachers have an average of 10 years of experience teaching. Teacher education levels range from BA to MA+10. Each teacher teaches in their core academic subject area and they rotate between New Chance and Riverside. Each teacher has an Innovative Program

Teacher 1: License: Life Sciences, Emotional Behavior Disorders, Learning Disabilities and an Experimental Program Waiver for Science.

Teacher 2: License: Emotional Behavior Disorders, Learning Disabilities and an Experimental Program Waiver for Reading and Language Arts.

Teacher 3: License: Emotional Behavior Disorders, Mild to Moderate Mentally Handicap and an Experimental Program Waiver for Mathematics

Teacher 4: License: Emotional Behavior Disorders, Elementary Education and an Experimental Program Waiver for History.

Teacher 5: License: Physical Education, Health Education and Developmental/Adapted Physical Education.

Source: The TIES SMASG screen and the Teachers-Licensed 2015-2016 Tenured Probationary Seniority list

- Sample Daily Schedule New Chance

9:00 - 9:52	Classroom- Math
9:52 - 10:45	Classroom- Science
10:45 - 11:35	Classroom- English
11:35 - 12:15	County Group
12:15 - 12:45	Lunch
12:45 - 1:31	Classroom – Social Studies
1:31 - 2:17	Physical Education

- Sample Daily Schedule Riverside

7:45-8:30	Classroom- Math
8:30-9:15	Classroom- Science
9:15-10:45	County Group
10:45-11:30	Classroom – Social Studies
11:30 - 12:00	Lunch
12:00-12:45	County Group
12:45 - 1:30	Gym- Physical Education
1:30 - 2:15	Classroom – English

- Paraprofessionals

For the 2015-2016 school year, there were four paraprofessionals working within Intermediate School District 917's New Chance and Riverside programs. The paraprofessionals had an average of four years working with Intermediate School District 917. The program assistants move with the teachers between the New Chance Program and the Riverside Program each day.

### ***Program Evaluation***

Site evaluation

Intermediate School District 917 has been providing education Services to Dakota County at the New Chance program since 1995.

Intermediate School District 917 has been providing education services to Dakota County at the Riverside program since 1998.

Curriculum Utilized

**Reading**

The primary curriculum used at New Chance and Riverside to teach Reading is Read 180. Teachers use the Scholastic Reading Inventory (SRI) which monitors a student’s Lexile level, to determine intervention and appropriate supports for each student. Read 180 is designed for students with a basic level of phonemic awareness. The following is a chart that indicates Lexile scores and the proficiency level according to grade:

Grade	At-Risk	Basic	Proficient	Advanced
1	N/A	99 and below	100-400	401 and above
2	99 and below	100- 299	300-600	601 and above
3	249 and below	250- 499	500- 800	801 and above
4	349 and below	350- 599	600-900	901 and above
5	449 and below	450- 699	700-1000	1001 and above
6	499 and below	500-799	800-1050	1051 and above
7	549 and below	550-849	850-1100	1101 and above
8	599 and below	600-899	900-1150	1151 and above
9	649 and below	650-999	1000-1200	1201 and above
10	699 and below	700-1024	1025-1250	1251 and above
11	799 and below	800-1049	1050-1300	1301 and above

For students who do not have the basic phonemic awareness to do the Read 180 program, there is a program also through Scholastic called System 44 that students also have access to. With this program, students take a test called the Scholastic Phonics Inventory. Instead of being issued a score like the SRI does, it instead highlights students specific phonemic need areas and addresses those.

In both Scholastic programs, Read 180 and System 44, there is a three tiered approach to intervention used with students. Students are taught in large group settings, small groups for specific skill

intervention, as well as given time to read books and complete computer software at an individualized level.

### **Science**

New Chance and Riverside began using The Pearson Science curriculum in the 2013 school year. Each grade is aligned with state Science standards and offers teachers and students an opportunity to learn material through reading in text books, workbooks, and hands-on experiments. Teachers are able to individualize their approach to student learning via Pearson resources that level instruction for all learners. Students are presented Biology, Chemistry, Physics and Earth Science on a rotating basis.

### **Math**

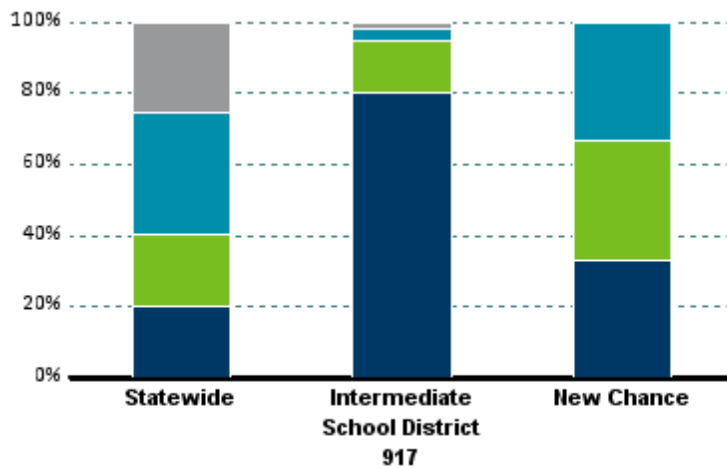
New Chance and Riverside began using Pearson’s Math curriculum in the 2014 school year. The Math teacher assesses where the student is at in Mathematics when the student enters the program and then places them in the correct Math series; Geometry, Algebra I and II or Calculus.

### **Social Studies**

Intermediate School District 917 adopted social studies curriculum starting in the 2014-2015 school year. Grade six is using the Northern Lights curriculum from the Minnesota Historical Society, grade seven is using McGraw Hill, grade eight is using National Geographic, while grades nine through twelve use McGraw Hill. This past year the high school covered World History and Modern Times.

### Performance Measures New Chance **MCA Data for New Chance Program 2015-2016**

Math MCA-III Results 2015-2016 New Chance:

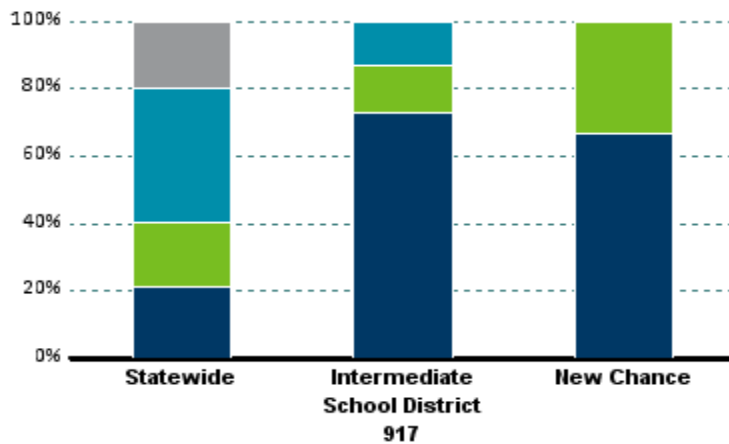




Organization	Percent Proficient	Number Tested
Statewide	59.4%	435,136
Intermediate School District 917	5.0%	101
New Chance	33.3%	3

Three students took the MCA in Math for the 205-2016 school year. One student met the standards one student partially met the standards and one student did not meet the standards.

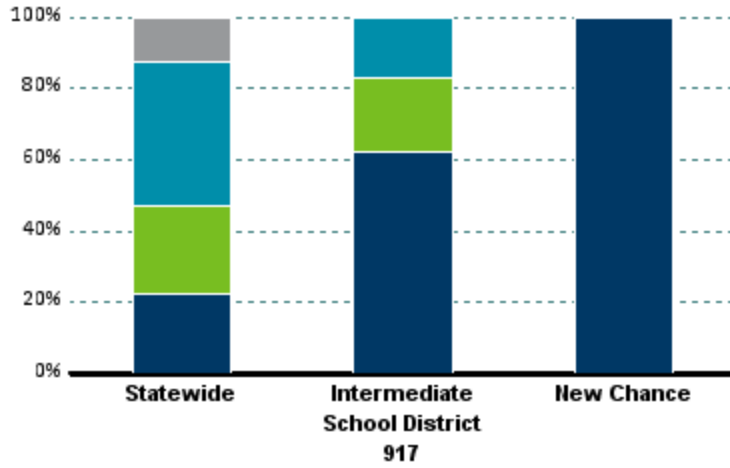
### Reading MCA-III Results 2015-2016 New Chance



Organization	Percent Proficient	Number Tested
Statewide	59.7%	439,176
Intermediate School District 917	12.9%	93
New Chance	0.0%	3

Three students took the MCA-III Reading exam 33.3% of the students partially met the standard and 66.7% of the students did not meet the standard. Overall the students at New Chance performed below the students in the state and the district on the Reading MCA-III.

Science MCA-III Results 2015-2016 New Chance



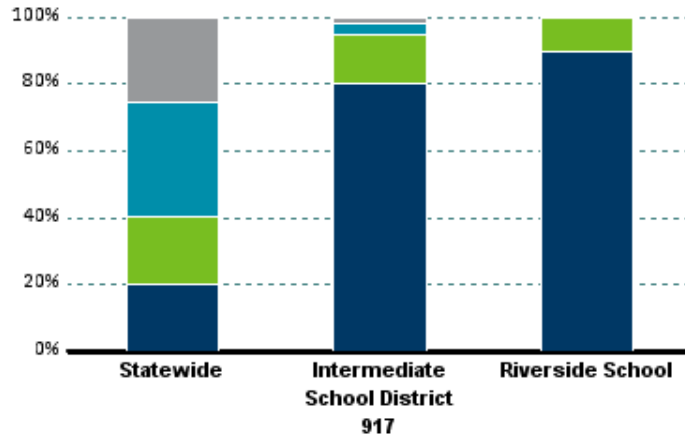
Measure	Exceeds	Meets	Partially Meets	Does Not Meet
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Organization	Percent Proficient	Number Tested
Statewide	53.0%	181,824
Intermediate School District 917	17.0%	53
New Chance	0.0%	1

One student took the Science MCA-III during the 2015-2016 school year. The student did not meet the standard. The student performed below the district and state averages on the MCA-III exam.

Performance Measures Riverside  
MCA Data for the Riverside Program 2015-2016 Summary

Math MCA-III Results 2015-2016 Riverside

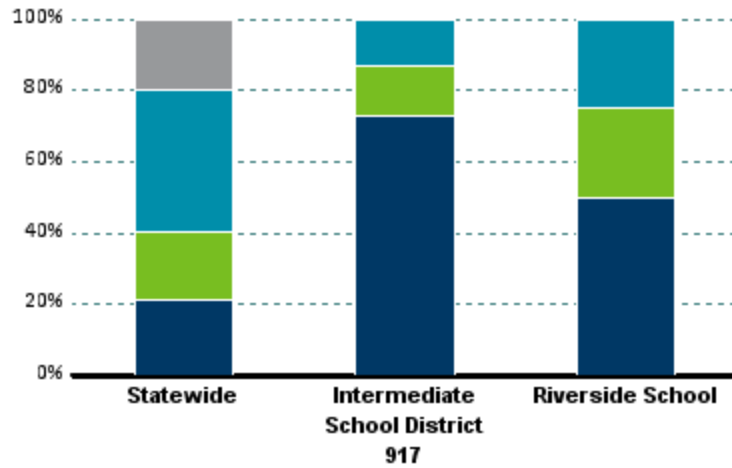


Measure	Exceeds	Meets	Partially Meets	Does Not Meet
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Organization	Percent Proficient	Number Tested
Statewide	59.4%	435,136
Intermediate School District 917	5.0%	101
Riverside School	0.0%	10

Ten students took the Math MCA at Riverside School one student partially met the standard and nine students did not meet the standard. Riverside school performed below the statewide and District 917 student results.

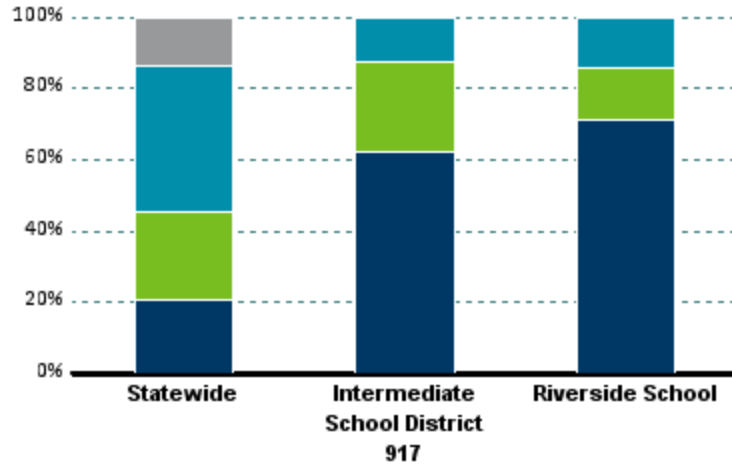
Reading MCA-III Results 2015-2016 Riverside



Organization	Percent Proficient	Number Tested
Statewide	59.7%	439,176
Intermediate School District 917	12.9%	93
Riverside School	25.0%	8

Eight students took the reading MCA-III during the 2015-2016 school year. Two students met the standard two students partially met the standard and four students did not meet the standard.

Science MCA-III Results 2015-2016 Riverside



Organization	Percent Proficient	Number Tested
Statewide	54.7%	180,511
Intermediate School District 917	12.5%	56
Riverside School	14.3%	7

Based on the comparison data, students enrolled at Riverside School are underperforming. One student met the standard, one student partially met the standard and five students did not meet the standard.

Source: Test Results Summary Report from Data Center, Secure Reports, MDE website

Behavioral Systems

Suspensions:

There are no suspensions for the New Chance or Riverside programs. There is no history of suspension from New Chance or Riverside. Due to both programs being court ordered the students do not get suspended. When students at the New Chance program have a suspendable behavior they may have the consequence of being enrolled at the Riverside program. When students at the Riverside program have suspendable behaviors they are expected to work with staff on their school work.

Source: TIES Comprehensive Discipline Report

#### Restrictive Procedures:

There were no restrictive procedures at the New Chance or Riverside programs for the 2015-2016 school year. There was no change in the number of restrictive procedures between the 2015-2016 and 2014-2015.

Source: 917 Year End Restrictive Procedure Summary Report for MDE

#### Behavior Management and Affective Education:

The New Chance and Riverside staff use a proactive approach to manage student behaviors. The staff focuses on what the student is doing well. The education staff used the Nurtured Heart Approach when working with students. There are consequence based strategies used: point sheets are used to provide the county staff with information on how each student performed during the school day. The students work individually or in small groups depending on the course and the activities. The low student-to-staff ratio allows for processing any issues on an as needed, immediate basis. The education staff at Riverside and New Chance process with County staff and develop plans to meet the individual needs of the students. Behavior management and affective education are effectively implemented at Riverside and New Chance.

#### Individualization and Personalization:

Each student is assessed upon arrival to the Riverside and New Chance programs. The staff individualizes the curriculum to meet the needs of each student. Due to the Riverside average length of stay being 28 days and the New Chance average length of stay being 47 days the teachers work to make sure the students are working at their level as soon as they enter program. Instruction is effectively individualized and personalized at Riverside and New Chance.

#### Academic Instruction and Support:

Students at the New Chance and Riverside programs are given standards-aligned curriculum and instruction. Students are given modifications, and accommodations to meet their individual needs. There is strong academic instruction and support at New Chance and Riverside.

#### Evaluation and Assessment:

Students are assessed upon their arrival to the program so they are accurately placed within the curriculum. The students are assessed as they work through the curriculum and then during the week of their discharge they are assessed again to evaluate the students' individual progress. The evaluation and assessment process at New Chance and Riverside effectively produces data on student's educational strengths and areas of need.

### Goals for 2017-2022

1. Increase parent involvement

Over the course of the five-year improvement cycle, the New Chance and Riverside education staff will increase the amount of parent contact from a level of having an average of 5% of students having a representative at conference evening and or open house to a level of having 75% of students having a representative attending conference evenings and open house.


2. Increase academic performance using mindfulness interventions

Over the course of the five-year improvement cycle, education staff at New Chance and Riverside will implement mindfulness interventions resulting in an increase in students' academic performance from a level of 68% of students reaching their expected Lexile growth while at New Chance and Riverside to a level of 80% of students reaching their expected Lexile growth as measured by the Reading Inventory.

### Next Steps

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

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



# BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Board Approved June 12, 2018

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**BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN  
INTERMEDIATE SCHOOL DISTRICT 917**

**A. EXPOSURE CONTROL PLAN – OVERVIEW**

Most school personnel can reasonably anticipate exposure to blood or other potentially infectious material during their day-to-day work duties. In general, school employees incur a very low risk of exposure to bloody fluids due to the nature of casual contact with individuals in the school environment. However, some employees, especially special education employees, should take extra caution when working with special needs children. Many of these students are more vulnerable to injury, likely to have extraordinary medical needs, be more dependent on adults for personal care, be more involved in risky behaviors, be self injurious and easily agitated and/or combative. It is imperative that all school employees understand the danger of exposure to bloodborne pathogens and ways to minimize their risk.

An exposure incident is defined as a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious body fluid that occurs during the performance of an employee's duties or tasks. Work practice controls are used to reduce the risk to the worker by minimizing or eliminating employee exposure incidents to bloodborne pathogens. The bloodborne pathogen (BBP) exposure control plan is the District's written policy for determination of exposure and implementation of procedures relating to control of infectious disease hazards. It is reviewed regularly by the BBP Exposure Control sub-committee and Health, Safety and Wellness committee. Intermediate School District 917's BBP Exposure Control Plan includes the following components:

- A. Exposure Control Plan Overview/Policy
- B. Program Administration
- C. Definitions
- D. Exposure Determination in the School Setting
- E. Engineering and Work Practice Controls
  - 1. Universal Precautions
  - 2. Hand washing
  - 3. Sharps handling
  - 4. Sharps containers
  - 5. Body fluid clean up
  - 6. Self management
  - 7. First Aid and Health Care
  - 8. Eating, Drinking and Smoking
- F. Personal Protective Equipment & Work Practice
- G. Housekeeping
- H. Hepatitis B Vaccine & Post Exposure
- I. Exposure Incident, Evaluation & Follow Up
- J. Information and Training
- K. Record Keeping
- L. Evaluation and Review of Exposure Control Plan
- M. Appendix
  - 1. OSHA (Occupational Safety and Health Act) Standard 29 CFR 1910.1030

2. Assessment Tool
3. Employee Instructions on Obtaining Hepatitis B Immunizations

## **POLICY**

Intermediate School District 917 is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens (BBPs) in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

### **B. PROGRAM ADMINISTRATION**

The Bloodborne Pathogen Exposure Control Committee, a sub-committee of the Health, Safety and Wellness Committee, will be appointed annually and will be responsible for the implementation of the ECP. They will maintain, review, update and monitor compliance with the ECP at least annually, and whenever necessary, to include new or modified tasks and procedures.

Supervisors are responsible for exposure control in their work areas. All supervisors work directly with the exposure control committee members and their employees to ensure that proper exposure control procedures are followed.

Committee members are responsible for the overall management and support of the ECP, including post exposure incidents.

The Exposure Control Committee will be responsible for training, documentation of training, maintenance of records and, when requested, making the training records available to OSHA representatives. They will also maintain records of Hepatitis B vaccination program and declination forms. Written copies of this ECP will be made available to all employees and, as requested, to OSHA representatives.

### **C. DEFINITIONS**

Blood: Human blood, human blood components and products made from human blood.

Other Potentially Infectious Materials (OPIM): The following human body fluids are to be considered potentially infectious: semen, vaginal secretions, cerebrospinal fluid, synovial (joints) fluid, peritoneal (abdominal) fluid, amniotic (pregnancy) fluid, saliva in dental procedures, and body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. OPIMs also include any unfixed tissue or organ other than intact skin from a human (living or dead).

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and body fluids that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C, Human Immunodeficiency (HIV), malaria, syphilis, and tuberculosis.

Personal Protective Equipment (PPE) and Supplies: Specialized clothing or equipment worn by an employee for protection against a hazard.

Contaminated: The presence or reasonably anticipated presence of blood or other potentially infectious human body fluids on an item or surface.

Decontamination: The use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on surfaces or objects to the point where they are no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use or disposal.

Engineering controls: Means a control that isolates or removes the bloodborne pathogen hazard from the workplace.

Parental: Piercing mucous membranes or skin barriers through such events as needle sticks, human bites, cuts and abrasions.

Universal Precautions: An approach to infection control where all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious material that results from the performance of an employee's duties. An exposure incident includes a human bite.

Occupational Exposure: Means reasonably anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Regulated Waste: Means liquid, semi-liquid or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious material and are capable of releasing these materials during handling; contaminated sharps; and pathological and micro biological wastes other potentially infectious materials.

SESIP: Sharps with engineered sharps injury protection, defined as a non-needle sharp or needle device used for withdrawing body fluids, or administering medications or other fluids, with a built-in safety feature that reduces the risk of exposure.

Needle-less systems: means a device that does not use needles for the collection or withdrawal of body fluids, the administration of medication or fluids, any other procedure involving the potential for occupational exposure to bloodborne pathogens due to injuries from contaminated sharps.

#### **D. EXPOSURE ASSESSMENT/ DETERMINATION**

When an employee is hired or an employee changes jobs within the District, the following assessment process takes place to ensure that they are assessed, and if necessary, trained in the appropriate work practice controls:

1. The employee's job classification and the tasks and the procedures he/she will perform are evaluated by the classification and tasks list which are identified in the ECP.

2. If the employee is transferring from one job to another within the District, the job classifications and tasks/procedures pertaining to the previous position are also checked against these lists.
3. Based on the assessment, the employees occupational exposure risk will be identified and documented. And necessary training will follow.

Those employees who are determined to have occupational exposure risk to blood or other potentially infectious materials (OPIM) **MUST COMPLY** with the procedures and work practices outlined in this Exposure Control Plan (ECP).

**Classification 1:** Employees who provide first aid or healthcare as a primary component of their position are potentially exposed to blood or other potentially infectious material (OPIM). It is recommended that employees in this classification receive a pre-exposure vaccination and comply with all components of the regulation. All employees in this job classification are covered under this regulation.

- Health Service Employees
- Nurses

**Classification 2:** Employees who provide first aid, healthcare or are required to clean up blood or other potentially infectious material (OPIM) as an auxiliary component of their position are potentially exposed to blood or other potentially infectious material (OPIM). It is recommended that employees in this classification receive a pre-exposure vaccination and comply with all components of the regulation. Identify specific employees in this job classification and the tasks they perform where potential exposure to blood or OPIM occurs. Also included are employees who have potential for other occupational exposure to bloodborne pathogens such as blood/OPIM contact with mucous membranes (eyes, nose, mouth) or blood/OPIM contact with skin or the piercing of mucous membranes of the skin barrier through such events as needle sticks, bites, cuts, abrasions, etc.

Employees identified under Classification 2 are fully covered under the Bloodborne Pathogen Standard.

Any other employee who reasonably expects exposure to blood or other potentially infectious materials should contact Human Resources immediately.

#### **E. ENGINEERING & WORK PRACTICES CONTROLS**

Work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following work practices shall be followed:

- Wear disposable gloves. Do not reuse disposable gloves and wash your hands with soap and water after removing gloves. If utility gloves are used, decontaminate them appropriately by washing with detergent and water and disinfecting according to procedure.
- Wear safety goggles if there is potential for contaminants splashing in the eyes.
- Wear a mask if there is potential for contaminants splashing in the mouth or nose.
- If your skin is not covered, wear additional protective clothing.
- Use an absorbent material as a barrier between you and the blood source.
- In the event you become exposed to any blood or OPIM, wash the area with soap and water or flush mucous membranes immediately and report it to the Nurse and/or appropriate Supervisor so an evaluation can be made and professional medical attention can be provided.

#### UNIVERSAL PRECAUTIONS

Universal precautions will be observed in the school district to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Any employee encountering blood or other body fluids is to treat them as being infectious, and use necessary personal protection and work practice controls listed in this section.

- Assume everyone is infected with HIV, Hepatitis B or other bloodborne pathogens.
- Avoid skin exposure to body fluids.
- Use a barrier to keep fluids from contact with your skin (i.e. gloves, masks, aprons, sleeves).
- Be careful with sharps and dispose of sharps such as needles, lancets or contaminated broken glass in a puncture-resistant container. Use tongs or other equipment to pick up broken glass contaminated with blood or OPIM. Use disposable equipment whenever possible.
- Dispose of items soiled with potentially infected fluids in leak-proof bags or containers.
- Wash hands thoroughly for 15-20 seconds, minimum, with soap and water.
- Clean up spills of potentially infected fluids with soap and water and disinfect spill area

#### HAND WASHING

Hand-washing facilities (running water, liquid soap, single use towels or air dryers) are readily accessible to all employees. In the event hand-washing facilities are not immediately available, antiseptic hand cleaner will be provided. Hand and/or skin will be washed with soap and water as soon as possible.

Hand washing is the first line of defense against infectious disease and is one of the universal precautions. Proper hand washing procedures include the use of warm water and soap, hands should be wetted and soap applied to hands and wrists, scrubbing between fingers and using a nail brush for fingernails, wash a minimum of 15 seconds. Air dry or single use towels should be used to dry hands.

#### SHARPS HANDLING

- The Bloodborne Pathogen Exposure Control Committee will maintain a sharps injury log and related documentation.
- The Bloodborne Pathogen Exposure Control Committee will annually review the need for safer needle devices as they become available and involve the employees (non-managerial) in identifying and choosing the devices.
- Intermediate School District 917, except in extraordinary circumstances, does not provide needles for student or staff use. The designation of an extraordinary circumstance will be determined by a Licensed School Nurse with approval of their supervisor. Students needing injections/blood testing will provide their own supplies to do their own testing/injections. Students with limitations that prevent them from self-administration may be provided assistance by district staff after appropriate staff training.
- Sharps will not be removed or recapped unless it is demonstrated that an alternative is not feasible (i.e. EpiPens) and approval from the Licensed School Nurse Lead is obtained. Needles and other contaminated sharps will not be bent, recapped or removed. Shearing or breaking of the contaminated needles is absolutely prohibited. As soon as possible after use, contaminated sharps should be placed in appropriate marked storage/disposal containers.

- Mechanical devices such as tongs or dustpan and broom will be available to pick up contaminated sharps to avoid any direct contact. Contaminated glass will not be picked up by hand. Appropriate gloves as provided by the employer should be used when handling any contaminated sharps.

#### SHARPS CONTAINERS

- Sharps containers are provided in the health office at each school.
- Contaminated needles or other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken unless it is demonstrated that an alternative is not feasible.
- Contaminated sharps are discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded. Containers are easily accessible and located in each health office. The containers are maintained upright throughout use and replaced when full and at the end of the school year.
- Licensed School Nurse will be responsible for sharps disposal.
- When sharps containers are filled, the Licensed School Nurse will be contacted for final disposal.
- When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport or shipping.
- All facility containers for reusable sharps are puncture-resistant, labeled with a biohazard label and are leak-proof.
- All full sharps containers are taken to a local health care facility for disposal.

#### BODY FLUID CLEAN UP

Body fluid clean up is to be performed as soon as possible. In the event a custodian is not available, body fluid clean up supplies are available to employees for clean up use.

- Use gloves. Do not reuse disposable gloves. If utility gloves are used, decontaminate after use with soap and water and appropriate disinfectant.
- Use disposable towels and other absorbent materials to absorb spill.
- Clean spill area with soap and water or approved cleaning agent. Immediately utilize proper Environmental Protection Agency (EPA) registered disinfectant.
- Clean, followed by disinfection, any contaminated object/items using approved solutions as already described.
- Dispose of waste in proper container.
- Discard contaminated items that cannot be cleaned into a lined container.
- If object is to be placed in mouth, e.g. mouth guard for football players, use applicable disinfectant and follow manufacturer's disinfectant directions
- Dispose of contaminated cleaning material in a lined container.

#### SELF MANAGEMENT

The principle of self management is that the person whose blood or other body fluids are exposed should themselves, where possible, manage treat, clean and dispose of the contaminated materials, to avoid contact and exposure to other parties involved in cleanup, treatment or help.

#### FIRST AID/HEALTHCARE

- Use gloves or other personal protective equipment.
- Use paper toweling or other absorbent material to wipe injury, if appropriate, allow person to rinse injury with running water.
- Place soiled materials into a lined waste container and direct person to perform as much of these procedures as possible.
- Soiled clothing should be removed and placed into a plastic bag for laundering, if feasible.
- Assist in cleaning affected area: use cotton swabs to apply medicine, if appropriate.
- Follow other procedures for care in minimizing direct contact with blood or body fluids.
- Wash hands thoroughly.

Note: If you do not have access to personal protective equipment (PPE) or exposure control kits, assist the injured person on self-care for him/herself where feasible. Place a barrier between yourself and the injury if you need to provide assistance.

- Mouth Pipetting and Suctioning of Blood or OPIM is prohibited by employees.

#### EATING, DRINKING, SMOKING

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or handle contact lenses. Food and beverages shall not be stored in close proximity to where blood or OPIM may be present.

#### **F. PERSONAL PROTECTIVE EQUIPMENT AND WORK PRACTICES**

All personal protective equipment used in District 917 will be provided without cost to employees. Personal protective equipment (PPE) will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. District 917 will ensure that employees use appropriate PPE through proper training and procurement. Under rare and extraordinary circumstances, an employee may decline to use PPE; these cases will be investigated and documented. We will repair, replace, clean and dispose of PPE at no costs to the employee. Hypoallergenic gloves and or cleansers shall be provided to employees that may be allergic/sensitive to materials normally provided.

PPE includes, but is not limited to:

GLOVES- used for first aid, cleanup, handling of the sharps, and when in contact with any blood or OPIM.

#### Disposable or single use gloves

If possible, before putting on gloves, wash your hands. After you have put gloves on, check for proper fit and punctures. Pull snug to ensure a good fit. To remove gloves, they shall be rolled down or pulled from the wrist to the fingers so that the glove is inside out. This minimizes contamination. Disposable gloves shall be placed in lined container and never reused.

#### Utility gloves

Can be used for blood clean up. They must be inspected prior to each use and discarded if their integrity is compromised. They must be cleaned and disinfected after use.

FACE SHIELD/ MASK- may be used during serious accident or clean up to prevent the splashing of fluids

to the mucous membranes including nose, mouth and eyes.

CPR MASKS/MOUTHPIECES- used for resuscitation; may be used to avoid direct contact with blood or saliva during resuscitation.

OTHER- AS APPROPRIATE for example

Disposable gowns/lab coats, shoe covering generally may be used to prevent potential contamination, in case of an accident is advisable where the potential for blood splashing exists or contamination from handling materials.

#### **G. HOUSEKEEPING**

Clean and sanitary conditions shall be maintained at the work site.

- All contaminated equipment, environmental and work surfaces, will be cleaned and disinfected after contact with blood or OPIM as already noted under “Body Fluid Clean Up”.
- Broken glass which may be contaminated will not be picked up directly with the hands. Tongs, forceps or a brush and dustpan will be used and the material disposed of in a sharps container. After contact with blood or OPIM this equipment will be cleaned and disinfected in “Body Fluid Clean Up”.
- In the event that clothing or other washable materials are contaminated with blood or OPIM, the following conditions are applicable:
  - Gloves are used throughout the handling process
  - Contaminated laundry is handled as little as possible and bagged immediately. If laundered at District 917, appropriate cleaning and disinfection process will be utilized.
  - Regulated Waste-

Few items in a school setting are deemed regulated waste. If a material is saturated to the point of dripping or would release fluid if compressed, then it would be considered regulated waste. All other contaminated items (gauze, Band-Aids, facial tissues) should be placed in a trash container designated for materials not meeting the definition of regulated waste.

Regulated waste shall be placed in containers that are closeable and constructed to contain all contents and prevent fluid leaks during handling, storage and transport.

Waste will be labeled or color coded and closed prior to removal. Disposal is done according to federal, state and local regulations. When possible, if 911 is called, the regulated waste will be sent with the ambulance.

#### **H. HEPATITIS B VACCINE AND POST-EXPOSURE AND FOLLOW UP**

Intermediate District 917 shall make available the Hepatitis B vaccine and vaccination series to all identified employees who have occupational exposure, and post exposure follow-up to employees who have had an exposure incident.

Intermediate District 917 shall ensure that all medical evaluations and procedures, including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis, are:

- a) Made available at no cost to the employee;
- b) Made available to the employee at a reasonable time and place;
- c) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional;
- d) Provided according to the recommendations of the U.S. Public Health Service; and
- e) Hepatitis B vaccine titer will be provided at no cost to Classification 1 Employees who receive their Hepatitis B vaccines after February 2000 and with ongoing exposure to blood and injuries from sharps. Titer needs to be drawn within two months after completion of the three vaccination series to be accurate.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B vaccination shall be made available to all identified employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

If the employee initially declines Hepatitis B vaccination, but at a later date, while still covered under the standard, decides to accept the vaccination, the vaccination shall then be made available.

Employees who decline the Hepatitis B vaccination are requested to sign a declination statement.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

#### **I. EXPOSURE INCIDENTS**

##### **Intermediate District 917 Bloodborne Incident Procedure:**

The employee will report all incidents to their supervisor. They will also call the Alaris Nurse Care Line at 1-844-847-8708 to determine if exposure occurred. The nurse care line will provide referral for further medical treatment per their protocol.

The employee will receive extensive counseling and necessary follow-up by the healthcare provider. Records will be maintained at the clinic site as per OSHA guidelines.

If a student is involved as the source person, either the student or the student's parent (if student is under age 18) will be contacted to have the source tested for HIV and Hepatitis B serological status. A consent form will also be requested.

A copy of the incident report is to be retained in a confidential file in the office of the employee designated to handle the Worker's Compensation Program.

##### **Post Exposure Evaluation and Follow-up**

The exposed employee shall immediately receive a confidential medical evaluation and follow-up done by the healthcare provider, including at least the following elements:

- a) Provision for a Hepatitis B Vaccination.
- b) Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- c) Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- d) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, Intermediate District 917 shall establish that legally required consent cannot be obtained.
- e) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- f) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collections and testing of blood for HBV and HIV serological status will comply with the following:

- a) The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.
- b) The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

Commented [1]: Done.

#### **Healthcare Professional's Written Opinion**

Within 15 days of the completion of the evaluation, the employee will provide Intermediate School District 917 a copy of the evaluating healthcare professional's written opinion for post-exposure follow-up. This information provided to the employer shall be limited to the following information:

- a) Whether Hepatitis B vaccination is indicated.
- b) Whether Hepatitis B vaccination was given.
- c) A statement that the employee has been informed of the results of the evaluation.
- d) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other information shall remain confidential and not be included in the written report to the employer.

#### **J. INFORMATION AND TRAINING**

Intermediate District 917 shall ensure that training is provided at the time of initial assignment to task where occupational exposure may occur, and that it shall be repeated annually. Training will be interactive and cover the following:

- a) An explanation of the standard and how to get a copy.
- b) A discussion of the epidemiology and symptoms of bloodborne disease.
- c) An explanation of the modes of transmission of bloodborne pathogen.
- d) An explanation of the District 917 Bloodborne Pathogen Exposure Control Plan and a method of obtaining a copy.
- e) The recognition of tasks that may involve exposure.
- f) An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- g) Information on the use of gloves.
- h) Information of the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
- i) Information on the appropriate action and persons to contact in an emergency involving blood or other potentially infectious materials.
- j) An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- k) Information on the evaluation and follow-up required after an employee exposure incident.
- l) An explanation of the signs and labels.

**K. RECORDKEEPING**

Medical Records

The employer shall establish and maintain an accurate record for each employee with occupational exposure in accordance with 29 CFR 1910.1020.

This record shall include:

- a) The name and social security number of the employee.
- b) A copy of the employee's Hepatitis B vaccination status including the dates of all Hepatitis B vaccinations.
- c) The employer's copy of the healthcare professional's written opinion.
- d) A copy of information provided to the healthcare professional.

This information cannot be released without written consent of the employee as required by OSHA regulations or by law.

The employer shall maintain this record for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.

Training Records

Intermediate District 917 is responsible for maintaining the following training records. Bloodborne pathogens training is done through SafeSchools Online courses. Linda Berg, Health and Safety Coordinator, maintains these records in the District Office. Training is done annually by all staff. These records will be kept by the Bloodborne Pathogen Exposure Control Committee and maintained in the District Office. Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a) The dates of the training session.
- b) An outline describing the material presented.

**Commented [2]:** Is this training for how to prevent exposure? We might want to add that if that's the case.

**Commented [3]:** I think that is the Safe Schools annual training. LB keeps these records.

- c) The names and qualifications of persons conducting the training.
- d) The names and job titles of all persons completing the training sessions.

**Transfer of Records**

If the employer ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify the Director, at least three months prior to their disposal and transmit them to the Director, if required by the Director to do so, within that three-month period.

**Sharps Injury Log**

The employer shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum:

- a) The type and brand of device involved in the incident.
- b) The department or work area where the exposure incident occurred, and,
- c) An explanation of how the incident occurred.

The requirement to establish and maintain a sharps injury log shall apply to any employer who is required to maintain a log of occupational injuries and illnesses under 29 CFR 1904. The sharps injury log shall be maintained for the period required by 29 CFR 1904.6.

**Availability**

A copy of this plan and the current OSHA standard will be available for review in the District Personnel Office, and the Health Office at Alliance Education Center and Dakota County Technical College. Also, each Special Education Assistant Director has a copy. The OSHA standard for bloodborne pathogens is also available at [www.osha.gov](http://www.osha.gov).

All employee records shall be made available to the employee, employee's representatives, the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health, or designated representative, upon request.

**L. EVALUATION AND REVIEW OF EXPOSURE CONTROL PLAN**

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

- a) Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens, if that technology is appropriate to tasks/procedures performed in Intermediate School District 917.
- b) Include documentation of annual consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure from tasks/procedures performed in ISD 917.

**Commented [4]:** Who keeps these logs?

**Commented [5]:** I don't keep this log. Wouldn't it be at the sites where the sharps container is? Do we need to track this for governmental regulations?

**Commented [6]:** Joan might have the answer. I don't know

- c) Non-managerial employees directly responsible for tasks/procedures that create a potential exposure for injuries from contaminated sharps shall be solicited for input. The input shall be utilized in the identification, evaluation and selection of effective engineering work practice controls and will be documented in the exposure control plan.

**M. Appendix**

- o Bloodborne Pathogens-Post-Exposure Incident Packet
- o Post-Exposure Instructions and Response Actions
- o BBP 1: Exposed Employee Declination of Medical Evaluation
- o BBP 2: Source Individual Consent/Declination for Blood Testing
- o BBP 3: Cleaning and Disinfection Procedures for Blood and Body Fluids

Board Approved May 6, 2008  
Board Approved May 5, 2009  
Board Approved May 4, 2010  
Board Approved May 1, 2012  
Board Approved May 7, 2013  
Board Approved May 6, 2014  
Board Approved May 5, 2015  
Board Approved May 3, 2016  
Board Approved May 2, 2017  
Board Approved \_\_\_\_\_

## Intermediate School District 917

### **Section 1: Bloodborne Pathogens-Post-Exposure to Incident Packet**

This packet has been developed as an informational guide on what to do when an employee is actually (or potentially) exposed to blood or other potentially infectious materials (OPIM). This packet contains the following important documents:

- BBP1: Exposed Employee Declination of Medical Evaluation
- BBP2: Source Individual consent/Declination for Blood Testing
- BBP3: Cleaning and Disinfection Procedures for Blood and Body Fluids

The injured employee will begin to use this packet by reading and working through the BBP Exposure Self-Assessment and Response Process.

For assistance with this packet or process, please seek help from the district OSHA consultant:

Amy Alexander  
651-423-8229  
amy.alexander@isd917.org

### **Section 2: Additional Post-Exposure Instructions and Response Actions**

Steps ISD 917 employees will take when there is potential BBP exposure:

1. Inform supervisor of incident.
2. Fill out First Report of Injury document and submit it to supervisor.
3. Call the Alaris Nurse Care Line (NCL)
4. NCL makes initial assessment for follow up which may include sending employee to healthcare provider.
5. NCL facilitates employee's appointment with healthcare provider.
6. Employee will obtain from healthcare provider written treatment given and any follow up plan (Healthcare Professional Written Opinion).
7. Employee will be responsible for all follow up treatment including additional testing.

Intermediate School District 917 (ISD 917) employees who experience a work-related exposure to blood or any other potentially infectious agent (OPIM) are encouraged to seek medical care immediately. Exposed employees are allowed to seek a medical evaluation through a provider of their choice, at no cost to the employee.

Additionally, ISD 917 has identified Apple Valley Medical Clinic as an optional, primary provider for post-exposure health care services.

Contact Information:

Apple Valley Medical Clinic  
14655 Galaxie Avenue  
Apple Valley, MN 55124  
952-432-6161

The purpose of medical care is to discuss the event with a qualified healthcare professional and obtain baseline blood antibody levels for Hepatitis B and HIV (Human Immunovirus). Based on the health care provider's recommendation, the exposed employee and source individual may be given an opportunity to accept or decline having their blood drawn and tested, or drawn and held for future testing. In addition, the exposed employee could be offered and provided with a hepatitis vaccine and/or gamma globulin to prevent development of hepatitis or medication to deter disease development, if deemed necessary.

**Form BBP1: Post Exposure: Exposed Employee Declination of Medical Evaluation**

The exposed employee must complete this form if she /he chooses not to receive medical care for a work-related exposure involving blood involving blood or OPIMs.

**Employee Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Date of Exposure:** \_\_\_\_\_ **School and Program Area:** \_\_\_\_\_

I understand that I have been involved in a workplace encounter with blood or body fluids that may place me at risk for HBV (Hepatitis B virus that causes liver disease) or HIV (Human Immunodeficiency Virus- the virus which causes AIDS).

I have been given the opportunity for a post-exposure follow up examination. Including testing of my blood for HBV and HIV.

I understand that I may have this examination through the physician/health care provider of my choice or at:

Apple Valley Medical Clinic  
14655 Galaxie Avenue  
Apple Valley, MN 55124  
952-432-6161

Medical services will provided at no cost to me for work related incidents involving exposure to blood or other potentially infectious material. I understand that I am eligible for this examination even if I have been previously vaccinated against HBV.

I have been offered the opportunity to have a sample of my blood drawn and preserved for 90 days in the event that I might choose to have that sample tested at some point within 90 days.

Understanding the written information above, I decline any post exposure medical evaluation, blood sampling, blood testing, or follow-up examination at this time.

\_\_\_\_\_  
**Employee signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

**Form BBP2: Source Individual Consent or Declination for Blood Testing**

Name of Source Individual: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

On the above date, an exposure incident as defined by the Federal and Minnesota State Bloodborne Pathogen Regulations occurred involving an employee performing his/her duties.

The regulation requires that a sample of blood be drawn as soon as possible from the source of the exposure and the exposed employee to determine if any infectious diseases (Hepatitis B and HIV) are present.

We are requesting to have your blood drawn and tested for HBV and HIV in order to provide the appropriate medical direction. If you are a minor, consent to have your blood drawn and tested must be given by your parent or guardian. You are not legally required to consent to having your blood drawn and tested. In the event that you decline to have your blood drawn and tested, however, we will not be able to determine whether you have been infected by either the Hepatitis B Virus (HBV) or the human immunodeficiency virus (HIV) or advise or counsel you on appropriate steps to take as a result of such infections.

**Please read the following and, if you consent, sign and date the form.** Directions will be provided on the location for the test and the cost, if not covered, will be paid by the district. You will be provided with the test results as soon as possible.

If you know you are infected with HBV or HIV and can provide medical records or documentation, no blood test is necessary.

1. I authorize and consent to testing of a sample of my blood for the following: (check only one)
  - Human Immunodeficiency Virus (HIV)
  - Hepatitis B Virus (HBV)
  - Both the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV)
  - Other: \_\_\_\_\_ (please indicate)
2. I understand that a positive HIV test does not necessarily mean a person has AIDS; testing can assist healthcare personnel in medical management and infectious disease control of the virus.
3. I understand that I should rely on my physician for information regarding the nature and purpose of the HIV/HBV test and the meaning and significance of the result of the test.
4. I understand that HIV/HBV testing is not always 100% accurate and that results may be "false negative" (negative results when the virus is actually present) or "false positive" (positive results when the virus is not present). If a positive result is obtained, additional tests will be done to attempt to confirm the test results.
5. I understand the results of the test will be confidential and will not be disclosed unless necessary for ISD # 917 to comply with the provisions of OSHA's Bloodborne Pathogen Regulation (29 CFR 1910.1030). If you are a source individual, disclosure will be made to the exposed employee and their healthcare professional.
6. I understand I can personally make arrangements to have my blood drawn, as authorized, or that arrangements will be made for me, with the assistance of district personnel or other designated parties.

**Commented [7]:** Here is states FORM BBP 5.....that is gone now so which form should it be? Also Forms BBP3 and BBP 6.....are these the correct ones?

**Commented [8]:** I've removed that box from the form. It seemed redundant.

7. I certify that this form has been fully explained to me, that I have read it or had it read to me, and that I understand its contents. I have been given an opportunity to ask questions about the test and I believe that I have sufficient information to give informed consent/declination.

<b>Section 1</b>		
<b>Name</b>	<b>Witness</b>	
_____	_____	
(Print Name/Other Legally Responsible Person)	(Print Name/Witness)	
<b>Signature</b>	<b>Signature</b>	
_____	_____	
<b>Date</b>	<b>Time</b>	<b>Date</b>
_____	_____	_____

<b>Section 2</b>		
<p>I HAVE READ ALL INFORMATION CONTAINED ON THIS FORM, HAVE ASKED QUESTIONS WHERE ADDITIONAL INFORMATION WAS NECESSARY AND FULLY UNDERSTAND THE ISSUES INVOLVED IN THIS MATTER.</p> <p>I REFUSE TO HAVE MY BLOOD DRAWN AND TESTED AT THIS TIME OR DRAWN AND STORED FOR UP TO 90 DAYS FOR POSSIBLE FUTURE TESTING, UPON MY WRITTEN CONSENT.</p>		
_____	_____	_____
Signature	Date	Time

**Form BBP3: Cleaning & Disinfecting Procedures for Blood and Body Fluids**

**Materials Needed**

- \_\_\_\_\_ “Caution Wet Floor” or “Do Not Enter” signs, as needed
- \_\_\_\_\_ Disposable vinyl or nitrile gloves.
- \_\_\_\_\_ Disposable cloth or paper towels or absorbent granules or disposable cardboard pieces.
- \_\_\_\_\_ Pail containing soap & water (or spray bottle of general cleaner).
- \_\_\_\_\_ Pail (or spray bottle) of rinse water.
- \_\_\_\_\_ EPA approved disinfectant (tuberculocidal disinfectant) or Lysol Brand II™ Spray Disinfectant  
(MUST use for all body fluid clean up involving possible blood)

1. **PROTECT YOURSELF AND THE AREA**

- Secure the area with “Wet Floor” or “Do Not Enter” signs.
- Put on the disposable gloves.

2. **REMOVE BODY FLUIDS SAFELY**

- Soak up liquids with absorbent, disposable towels.
- If there is a large volume, use absorbing granules. Pick up debris with cardboard pieces.
- For carpet, vacuum granular remains if necessary.
- Place debris and disposable materials used in plastic bag.

3. **CLEAN AND DISINFECT THE AREA**

- **CLEAN** the area with soap and water or general cleaning agent. Use disposable towels.
- **RINSE WITH CLEAR WATER**. Use disposable towels.
- **APPLY DISINFECTANT** \*\* and **allow to air dry (at least 10 minutes)**.
- **CARPET** Use the same process as above. Extra agitation, cleaning agent, and water may be necessary. Repeat wash until blood or body fluids are gone. Rinse and apply disinfectant. Allow to air dry.

**\*\*AN APPROPRIATE DISINFECTANT IS:**

- EPA APPROVED (Environmental Protection Agency Approved as “sterilant”) or
- Tuberculocidal (lists on the bottle that it is capable of killing tuberculosis) or Lysol Spray Disinfectant
- Bleach & Water Solution

To prepare bleach solution, mix 2 teaspoonfuls bleach to one quart water.

**BLEACH SOLUTION MUST BE MIXED DAILY.**

**DO NOT MIX BLEACH WITH ANY OTHER CHEMICALS OR PRODUCTS.**

**LABEL BLEACH SOLUTIONS AND KEEP OUT OF REACH OF CHILDREN.**

4. **FINISHING**

Clean and disinfect any mops, brooms, brushes, dust pans, etc. used in the cleaning process. Remove your gloves and dispose of in plastic trash bag and seal. Discard in regular trash.

**WASH YOUR HANDS COMPLETELY.**

**Board Policy 6.15 Wellness** states the Food Service Program Administrator/Business manager will annually inform the community about district progress in attaining the goals of the Wellness Policy. This Policy was reviewed and approved by the board on April 7, 2014 (copy of complete policy enclosed). ISD 917 has made progress in attaining goals within this policy and I would like to summarize by location the reports provided by our Assistant Directors supervising these locations.

**Goal 1 - Physical Activity:**

Don Budach, Assistant Director

**TESA:**

Students participate in recreation and leisure activities in the community as well as a part of our curriculum in Health and Fitness and Lifetime Recreation classes. Students are engaged in a variety of activities such as bowling, bocce ball, kickball, yoga, walking, seasonal outdoor activities and utilizing the DCTC fitness center.

**PACES:**

Students participate in a variety of motor related activities throughout the school day. Specialists such as DAPE and OT provide services related to students motor needs during DAPE and Occupational Therapy. In the elementary program recess is a part of the daily routine, allowing student's time to access playground equipment and interact with their non-disabled peers.

**DASH:**

Students participate in a variety of adapted motor related activities on a daily basis with the support of staff. Specialists such as DAPE, OT and PT also address the students motor needs based on their ability

Theresa Gulbransen, Assistant Director

**Alliance Education Center:**

Physical Education/DAPE is offered each day. A portion of the curriculum dedicated to educate students on the benefits of a healthy lifestyle and what a healthy lifestyle means. Short physical breaks are provided throughout the academic day. 20 minutes of recess is provided to each student daily as well.

Jennifer Hetland, Assistant Director

**Options and Anthony Louis:**

Teachers create opportunities for physical activity throughout the instructional day.

**Juvenile Service Center/New Chance:**

Physical Education/DAPE is offered each day/ a portion of the curriculum dedicated to educate students on the benefits of a healthy lifestyle and what a healthy lifestyle means. Short physical breaks are provided throughout the academic day.

**Youth Transition Program:**

Teachers create opportunities for physical activity throughout the instructional day.

Brooke Peterson, Assistant Director

**D/HH Preschool:**

Learners participate daily in physical activity in the DEC motor room, and then also with another planned physical activity session either outside on the playground, or in the DEC gym, depending on the weather. Some learners with motor delays additionally receive PT services to develop their balance, strength and coordination skills to be as physically active as they are able. In addition, the D/HH preschool has movement/sensory breaks provided throughout the school day per individual student's sensory/physical needs.

**D/HH Gideon Pond Elementary:**

Students participate in physical activity during their school day with regular physical education classes provided in the general education setting at Gideon Pond, which follows the District 191 PE curriculum. In addition, learners participate in physical activity by playing games and playing on playground equipment during daily recess. Staff promotes learners' participation during their supervision of students in both school PE classes and recess settings. Some learners with motor delays additionally receive PT and DAPE services to develop their balance, strength and coordination skills to be as physically active as they are able. In addition, movement/sensory breaks are provided throughout learners' school day per individual student's sensory/physical needs.

**D/HH Century Middle School:**

Students participate in physical activity during their school day with regular physical education classes provided in the general education setting at Century Middle School, which follows the District 194 PE curriculum.

**D/HH Lakeville North High School:**

Students participate in physical education classes per high school credit requirements. Some learners with motor delays additionally receive PT and DAPE services to develop their balance, strength and coordination skills to be as physically active as they are able.

David Stoll, Assistant Director

**Cedar School (SUN):**

Students in the group setting participate in a 30 Physical Education class each day. They also have breaks during the day for shorter periods (10-15 minutes) of physical activity such as walking, playing catch, shooting baskets in the gym, etc. Individual students participate in a Physical Education whenever possible and also have physical activity breaks incorporated into their schedule throughout the day.

**Lebanon Education Center (TEA and IDEA):**

Students in the group setting participate in a 30 Physical Education class each day. They also have breaks during the day for shorter periods (10-15 minutes) of physical activity such as walking, playing catch, shooting baskets in the gym, etc. Individual students participate in a Physical Education whenever possible and also have physical activity breaks incorporated into their schedule throughout the day. As part of the Physical Education class, students have participated in a cross fit program that was funded through a grant from Education Minnesota.

Eric Van Brocklin, Principal

DCALS (DCTC Campus):

Students are given the opportunity to participate in Physical Education class on quarter to quarter basis. We provide time during our daily advisory class for staff to get students involved in group activities such as dodge ball, kick ball, soccer and walking around the campus.

DCALS (North Campus):

Students are given the opportunity to participate in Physical Education class on quarter to quarter basis. We provide time during our daily advisory class for staff to get students involved in group activities such as dodge ball, kick ball, soccer and walking around the campus.

**Goal #2 - Nutritional Education and Promotion:**

Don Budach, Assistant Director

TESA:

Students are taught about healthy eating habits in Independent Living, Home Living Basics and Health and Fitness. Students also learn about serving sizes, reading labels, planning balanced meals and healthy food choices.

PACES:

Students have an opportunity for a healthy snack during break time. Students also learn about healthy eating through curriculum accessed in both special education and general education classrooms.

DASH:

Student's nutritional needs are met per their individualized plan.

Theresa Gulbransen, Assistant Director

Alliance Education Center:

Life skills curriculum includes nutrition education, students participate in creating healthy meals. Teachers are encouraged to incorporate nutritional information into subject lessons when appropriate. The school offers appropriate foods and snacks at the student store. Students also have the opportunity to participate in a mobile pantry program that provides healthy groceries 2 times per month to our students and their families at no cost.

Jennifer Hetland, Assistant Director

Options and Anthony Louis:

Teachers incorporate nutritional information into subject lessons when appropriate. Students are encouraged to bring healthy lunches to program.

Juvenile Service Center/New Chance:

Teachers incorporate nutritional information into subject lessons when appropriate.

Youth Transition Program:

Teachers incorporate nutritional information into subject lessons when appropriate. Students are encouraged to bring healthy snacks and lunches to program.

Brooke Peterson, Assistant Director

D/HH Preschool:

The parents of learners are encouraged by staff to provide healthy snacks and lunches for their preschool-age children, and staff educates the young preschool learners about healthy food choices within the context of instruction during snack and lunch time.

D/HH Elementary (Gideon Pond):

Students are taught about healthy eating habits and making healthy food choices through the District 191 general education health education curriculum, through District 191's very proactive guidance of good nutrition through their breakfast and lunch programs, as well as District 191's deliberate instruction about this area in general education classrooms through special in-services. Staff encourages students to make healthy food choices.

D/HH Middle School (Century Middle School):

Students are taught about healthy eating habits and making healthy food choices through the general education health education curriculum, and District 194's food service programs. Staff encourages students to make healthy food choices.

D/HH High School (Lakeville North High School):

Students are taught about healthy eating habits and making healthy food choices through the general education health education curriculum, and District 194's food service programs. Staff encourages students to make healthy food choices.

David Stoll, Assistant Director

Cedar (SUN): Group classrooms taught healthy eating as part of the Life Skills class and students learned to make healthy meals and snacks. Students also have the opportunity to participate in a mobile pantry program that provides healthy groceries 2 times per month to our students and their families at no cost.

Lebanon Education Center (TEA and IDEA): Students learned about healthy eating as part of their Life Skills classes. Cooking activities focused on healthy eating and snacks offered to students also focused on healthy items. Students also have the opportunity to participate in a mobile pantry program that provides healthy groceries 2 times per month to our students and their families at no cost.

Eric Van Brocklin, Principal

DCALS (DCTC Campus):

Students are provided the opportunity to enroll in a Health class throughout the year. Staff addresses healthy living choices during daily advisory class. Students are periodically involved in cooking activities that promote healthy choices in foods.

DCALS (North Campus):

Students are provided the opportunity to enroll in a Health class throughout the year. Staff addresses healthy living choices during daily advisory class. Students are periodically involved in cooking activities that promote healthy choices in foods.

To: School Board Members  
Superintendent John Christiansen

From: Nicolle Roush

Date: June 12, 2018

Subject: Levy Allocation for 2018 payable 2019

**Pertinent Facts:**

1. Intermediate School District #917 will be leasing space at three locations for Special Education Cedar, Lebanon Education Center and Concord Education Center. In addition, we will be requesting the annual building levy cost for Alliance Education Center in Rosemount. The total requested lease-levy amount for inclusion in fiscal year 2019 is \$1,804,036. This is a \$684,545 increase over fiscal year 2018 due to adding the new Concord Education Center lease. The basis of the distribution for the lease-levy is a formula that weights four components equally between the member school districts as follows; Total Net Tax Capacity (TNTC), Adjusted Cost Pupil Units (ACPU's), 5 year average tuition and student F.T.E.'s by building (see attached for further details).
2. The 2018 payable 2019 safe schools levy request will be \$829,073.45 This is a (\$6,085.65) decrease over fiscal year 2018. Intermediate School District 917 is proposing to utilize \$12.50 of the \$15 dollar per APU's and four of our member district's we will utilize \$2.50 for 360 community contracts (see attached for further details).
3. The 2018 payable 2019 LTFM for fiscal year 2019-20 levy request will be \$69,200. A separate board resolution is required to approve the LTMF levy request and a ten year maintenance plan each year. This is a \$44,350 increase over fiscal year 2019 with replacement of Alliance Education Center's gym floor. The basis of the distribution for the LTFM levy is a formula that weights two components equally between the member school districts as follows; Total Net Tax Capacity (TNTC) and Adjusted Pupil Units (APU's) (see attached for further details).

**Recommendation:** Requesting board approval for the 2018 payable 2019 levies in the amount of \$2,702,309.45 as outlined.

**Intermediate School District 917 Estimated Lease Expenditures for FY19**  
 Estimate of

LEASED PROPERTY	ADDRESS	CONTRACT EXPIRATION DATE	SQ FOOTAGE OCCUPIED	BASE RENT PER SQ FT	CAMS PER SQ FT EXCLUDING TAX	TAX PER SQ FT	TOTAL ELIGIBLE LEVY AMOUNT (BASE RENT AND TAX)	TOTAL ANNUAL COSTS
Cedar - ISD 191		6/30/2022	21629	\$ 9.60	\$ 4.75	\$ -	\$ 207,638.40	\$ 310,376.15
02-051-810-000-	starts 7-1-15						\$ 207,600.00	
Lebanon	5800 149th Street Apple Valley, MN	8/1/2030	23000	\$ 11.50	\$ 2.99	\$ 3.40	\$ 342,700.00	\$ 411,470.00
02-700-810-000-370-000		Over 10 yrs	additional base rent for improvements	\$ 3.48			\$ 80,040.00	\$ 80,040.00
							\$ 422,500.00	\$ 491,510.00
Concord	Inver Grove	15 yr lease	56202	\$ 11.58	\$ 1.83	\$ 1.67	\$ 682,620.20	\$ 777,397.31
02-400-810-000-370-000		8/1/2018					\$ 682,000.00	
		first year only 11 months						

Rounded down

Rounded down

\$ 1,312,100.00 \$ 1,579,283.46  
 \$ (30,764.20) ISD 191 portion of lease  
**FY19 Proposed**  
**\$ 1,281,335.80 operating levy**

District #	FY 19 Proposed Operating Levy Amounts 2018 payable 2019	FY20 Proposed Building Levy Amount (25 yrs) 2018 payable 2019	Proposed Total Levy Amounts Payable 2019
6	\$ 68,939.42	\$ 38,889.59	\$ 107,829.01
191	\$ 156,923.61	\$ 75,660.36	\$ 232,583.97
192	\$ 180,095.46	\$ 70,576.02	\$ 250,671.48
194	\$ 220,221.17	\$ 90,473.93	\$ 310,695.10
195	\$ 12,133.09	\$ 4,039.53	\$ 16,172.62
197	\$ 162,412.76	\$ 53,703.02	\$ 216,115.78
199	\$ 114,588.31	\$ 39,363.29	\$ 153,951.60
200	\$ 125,266.19	\$ 59,184.24	\$ 184,450.43
271	\$ 240,755.79	\$ 90,810.02	\$ 331,565.81
	<b>\$ 1,281,335.80</b>	<b>\$ 522,700.00</b>	<b>\$ 1,804,035.80</b>

Total Levy Amounts Payable 2018	% change from prior year	\$ change fr prior year
\$ 67,806.07	59.03%	\$ 40,022.94
\$ 124,574.80	86.70%	\$ 108,009.17
\$ 154,315.15	62.44%	\$ 96,356.33
\$ 200,257.66	55.15%	\$ 110,437.44
\$ 8,913.58	81.44%	\$ 7,259.04
\$ 120,921.05	78.72%	\$ 95,194.73
\$ 91,426.87	68.39%	\$ 62,524.73
\$ 135,872.11	35.75%	\$ 48,578.32
\$ 215,403.48	53.93%	\$ 116,162.33
<b>\$ 1,119,490.77</b>	<b>61.15%</b>	<b>\$ 684,545.03</b>

FY19 Proposed Levy Amount	\$	1,281,335.80
FY20 Proposed AEC Building Levy	\$	522,700.00
<b>Estimated Total Annual Levy Amount</b>	<b>\$</b>	<b>1,804,035.80</b>

<b>Methodology for distributing the lease levy in Fiscal Year 2019</b>	
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Based on four

- Variables
- \*Total Net Tax Capacity (TNTC)
  - \*Adjusted Pupil Units (APU's)
  - \*5 Year Average Special Ed Tuition Utilization
  - \*Prior Yr Student FTE's by building

District #	APU's AS OF 3-12-18	Allowable Levy Authority (\$65.00 per APU's)	Proposed Operating Levy Amounts	Proposed AEC Building Levy Amount (25 yrs)	Proposed Total Levy Amounts	Remaining Unused Levy Amounts
6	3937.74	\$ 255,953.10	\$ 68,939.42	\$ 38,889.59	\$ 107,829.01	\$ 148,124.09
191	9755.60	\$ 634,114.00	\$ 156,923.61	\$ 75,660.36	\$ 232,583.97	\$ 401,530.03
192	7498.20	\$ 487,383.00	\$ 180,095.46	\$ 70,576.02	\$ 250,671.48	\$ 236,711.52
194	11952.60	\$ 776,919.00	\$ 220,221.17	\$ 90,473.93	\$ 310,695.10	\$ 466,223.90
195	731.40	\$ 47,541.00	\$ 12,133.09	\$ 4,039.53	\$ 16,172.62	\$ 31,368.38
197	5346.90	\$ 347,548.50	\$ 162,412.76	\$ 53,703.02	\$ 216,115.78	\$ 131,432.72
199	4243.98	\$ 275,858.70	\$ 114,588.31	\$ 39,363.29	\$ 153,951.60	\$ 121,907.10
200	4762.00	\$ 309,530.00	\$ 125,266.19	\$ 59,184.24	\$ 184,450.43	\$ 125,079.57
271	11260.40	\$ 731,926.00	\$ 240,755.79	\$ 90,810.02	\$ 331,565.81	\$ 400,360.19
	59488.82	\$ 3,866,773.30	\$ 1,281,335.80	\$ 522,700.00	\$ 1,804,035.80	\$ 2,062,737.50

2017 payable Taxable Net Tax Capacity Prepared by Springsted 4-12-17		
(dakota,scott,goodhue, washin		Percent of Total
6	13,705,535	3.0407%
191	70,842,432	15.7173%
192	30,822,083	6.8383%
194	71,818,113	15.9337%
195	5,067,566	1.1243%
197	63,213,216	14.0246%
199	28,758,244	6.3804%
200	33,305,949	7.3893%
271	133,197,087	29.5514%
TOTAL	450,730,225	100.000%

Updated

MN Department APU's provided by MDE (Kelly Wosika) as of 5-10-18			
		APU est 2018-19	Percent of Total
6		3937.74	6.6193%
191		9755.60	16.3990%
192		7498.20	12.6044%
194		11952.60	20.0922%
195		731.40	1.2295%
197		5346.90	8.9881%
199		4243.98	7.1341%
200		4762.00	8.0049%
271		11260.40	18.9286%
TOTAL		59488.82	100.00%

Updated

Site counts Updated 4/18/2017	Alliance Education Center	%	Lebanon Education Center	%	Cedar School	%	New Site	%
6	12	12.50%	1	1.89%	2	4.26%	2	4.76%
191	15	15.63%	10	18.87%	8	17.02%	5	11.90%
192	14	14.58%	9	16.98%	4	8.51%	7	16.67%
194	14	14.58%	5	9.43%	6	12.77%	6	14.29%
195	0	0.00%	1	1.89%	0	0.00%	0	0.00%
197	9	9.38%	8	15.09%	9	19.15%	8	19.05%
199	7	7.29%	9	16.98%	5	10.64%	4	9.52%
200	15	15.63%	2	3.77%	7	14.89%	4	9.52%
271	10	10.42%	8	15.09%	6	12.77%	6	14.29%
TOTAL	96	100.00%	53	100.00%	47	100.00%	42	100.00%

updated

District Wide 5 Year Tuition History - Updated 3/6/17							
	FY13 Tuition	FY14 Tuition	FY15 Tuition	FY16 Tuition	FY17 Tuition	5 Year average	Percent of Total
6	1318626.24	1379618.31	1513887.83	966361.55	1060246.16	1247748.018	7.60%
191	1727006.96	1957379.15	1952750.71	1181409.35	1519731.33	1667655.5	10.16%
192	3396000.22	3801617.26	3973158.1	2604221.24	2619336.74	3278866.712	19.98%
194	3198080.44	3417769.95	3453303.13	2352443.05	2867694.67	3057858.248	18.63%
195	86487.3	121014.49	101330.62	159261.11	137271.89	121073.082	0.74%
197	1342649.75	1619338.8	1698918.24	1231774.48	1247673.96	1428071.046	8.71%
199	1924074.67	1772324.84	1743064.5	1065071.22	1143089.82	1529525.01	9.32%
200	2892006.69	2881483.55	2759514.2	1472306.61	1709571.04	2342976.418	14.27%
271	1520739.5	1699617.9	2098643.1	1658522.08	1736720.23	1742848.562	10.62%
TOTAL	0	0	0	0	0	0	
excel:levy03	17405671.77	18650164.25	19294570.43	12691370.69	14041335.84	16416622.6	100.00%

Updated

Cedar School Distribution of Levy by member district

Distribution Methodology based on TNTC, APU's, Five Year Average Special Education Tuition Costs, and Student Utilization

District #	TNTC	est. 16-17 APU'S	5 yr ave. Special Ed Tuition	Student Counts 15-16 by building	District % based on split 1/4 each TNTC, APU's, Special Ed tuition and FTE's	Use to distribute allowable levies
6	3.04%	6.62%	7.60%	4.26%	5.3790%	6.3147%
191	15.72%	16.40%	10.16%	17.02%	14.8190%	
192	6.84%	12.60%	19.98%	8.51%	11.9840%	14.0689%
194	15.93%	20.09%	18.63%	12.77%	16.8546%	19.7868%
195	1.12%	1.23%	0.74%	0.00%	0.7728%	0.9073%
197	14.02%	8.99%	8.71%	19.15%	12.7176%	14.9301%
199	6.38%	7.13%	9.32%	10.64%	8.3674%	9.8231%
200	7.39%	8.00%	14.27%	14.89%	11.1399%	13.0780%
271	29.55%	18.93%	10.62%	12.77%	17.9656%	21.0911%
	100.00%	100.00%	100.00%	100.00%	100.0000%	100.00%
					85.1810%	

Estimated Annual Levy excluding ISD 191 portion which is not allowable to 1 \$ 176,835.80  
 Estimated Annual Levy Amount for Cedar. \$ 207,600.00 updated

District #	District % based on split 1/4 each TNTC, APU's, Special Ed tuition and FTE's	Cedar School Levy amount
6	5.3790%	\$ 11,166.75
191	14.8190%	\$ 30,764.20
192	11.9840%	\$ 24,878.85
194	16.8546%	\$ 34,990.18
195	0.7728%	\$ 1,604.37
197	12.7176%	\$ 26,401.82
199	8.3674%	\$ 17,370.76
200	11.1399%	\$ 23,126.53
271	17.9656%	\$ 37,296.54
	100.00%	\$ 207,600.00

\*\*\*responsible for their share of lease not included in levy

District #	District % based on split 1/4 each TNTC, APU's, Special Ed tuition	Cedar School Levy amount
6	6.3147%	\$ 11,166.75
191	0.0000%	
192	14.0689%	\$ 24,878.85
194	19.7868%	\$ 34,990.18
195	0.9073%	\$ 1,604.37
197	14.9301%	\$ 26,401.82
199	9.8231%	\$ 17,370.76
200	13.0780%	\$ 23,126.53
271	21.0911%	\$ 37,296.54
	100.00%	\$ 176,835.80

\*\*\*responsible for their share of lease not included in levy

actual levy

LEC Distribution of Levy by member district

Distribution Methodology based on TNTC, APU's, Five Year Average Special Education Tuition Costs, and St

District #	TNTC	est. 15-16 APU'S	5 yr ave. Special Ed Tuition	Student Counts 15- 16 by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
6	3.04%	6.62%	7.60%	1.89%	4.7868%
191	15.72%	16.40%	10.16%	18.87%	15.2856%
192	6.84%	12.60%	19.98%	16.98%	14.1017%
194	15.93%	20.09%	18.63%	9.43%	16.0216%
195	1.12%	1.23%	0.74%	1.89%	1.2445%
197	14.02%	8.99%	8.71%	15.09%	11.7040%
199	6.38%	7.13%	9.32%	16.98%	9.9531%
200	7.39%	8.00%	14.27%	3.77%	8.3599%
271	29.55%	18.93%	10.62%	15.09%	18.5427%
	100.00%	100.00%	100.00%	100.00%	100.000%

Estimated Annual Levy Amount for the Lebanon

\$ 422,500.00 updated

District #	% based on split 1/4 each TNTC,AMCP U's, Special Ed tuition	Lebanon Education Center Levy amount
6	4.7868%	\$ 20,224.39
191	15.2856%	\$ 64,581.83
192	14.1017%	\$ 59,579.49
194	16.0216%	\$ 67,691.33
195	1.2445%	\$ 5,258.09
197	11.7040%	\$ 49,449.37
199	9.9531%	\$ 42,051.96
200	8.3599%	\$ 35,320.74
271	18.5427%	\$ 78,342.80
	100.00%	\$ 422,500.00

New Site Distribution of Levy by member district

Distribution Methodology based on TNTC, APU's, Five Year Average Special Education Tuition Costs, and Student Utilization

District #	TNTC	est. 16-17 APU'S	5 yr ave. Special Ed Tuition	Student Counts 15- 16 by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
6	3.04%	6.62%	7.60%	4.76%	5.5056%
191	15.72%	16.40%	10.16%	11.90%	13.5399%
192	6.84%	12.60%	19.98%	16.67%	14.0230%
194	15.93%	20.09%	18.63%	14.29%	17.2346%
195	1.12%	1.23%	0.74%	0.00%	0.7728%
197	14.02%	8.99%	8.71%	19.05%	12.6923%
199	6.38%	7.13%	9.32%	9.52%	8.0888%
200	7.39%	8.00%	14.27%	9.52%	9.7975%
271	29.55%	18.93%	10.62%	14.29%	18.3455%
	100.00%	100.00%	100.00%	100.00%	100.0000%

Estimated Annual Levy Amount for Concord.

\$ 682,000.00 updated

District #	District % based on split 1/4 each TNTC,AMCPU' s, Special Ed tuition and FTE's	Concord School Levy amount
6	5.5056%	\$ 37,548.29
191	13.5399%	\$ 92,341.78
192	14.0230%	\$ 95,637.12
194	17.2346%	\$ 117,539.66
195	0.7728%	\$ 5,270.63
197	12.6923%	\$ 86,561.57
199	8.0888%	\$ 55,165.59
200	9.7975%	\$ 66,818.92
271	18.3455%	\$ 125,116.44
	100.00%	\$ 682,000.00

Alliance Education Distribution of Levy by member district

Distribution Methodology based on TNTC, APU's, Five Year Average Special Education Tuition Costs, and Student Utilization

District #	TNTC	est. 16-17 APU'S	5 yr ave. Special Ed Tuition	Student Counts 15- 16 by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
6	3.04%	6.62%	7.60%	12.50%	7.4401%
191	15.72%	16.40%	10.16%	15.63%	14.4749%
192	6.84%	12.60%	19.98%	14.58%	13.5022%
194	15.93%	20.09%	18.63%	14.58%	17.3090%
195	1.12%	1.23%	0.74%	0.00%	0.7728%
197	14.02%	8.99%	8.71%	9.38%	10.2742%
199	6.38%	7.13%	9.32%	7.29%	7.5308%
200	7.39%	8.00%	14.27%	15.63%	11.3228%
271	29.55%	18.93%	10.62%	10.42%	17.3733%
	100.00%	100.00%	100.00%	100.00%	100.0000%

Estimated Annual Levy Amount for Alliance.

\$ 522,700.00 Updated

District #	District % based on split 1/4 each TNTC,AMCPU 's, Alliance Special Ed Education Center tuition Building Levy and FTE's	Building Levy amount
6	7.4401%	\$ 38,889.59
191	14.4749%	\$ 75,660.36
192	13.5022%	\$ 70,576.02
194	17.3090%	\$ 90,473.93
195	0.7728%	\$ 4,039.53
197	10.2742%	\$ 53,703.02
199	7.5308%	\$ 39,363.29
200	11.3228%	\$ 59,184.24
271	17.3733%	\$ 90,810.02
	100.00%	\$ 522,700.00

Intermediate School district #917  
 Safe Schools Levy Estimate for FY19 Expenditure Budget  
 2018 payable 2019  
 Up dated as of 6-1-18

1.0 Guidance Counselor 01-071-211-342-165-000	\$	80,474.00	
	\$	-	
360 community contract 01-080-211-342-311-000	\$	20,835.00	
.8 Family Support Social Worker 02-350-420-342-156-000	\$	97,295.00	
2.0 FTE Licensed School Nurse 02-350-420-342-158-000	\$	201,040.00	
DCTC School Nurse .60 FTE	\$	76,298.00	
2.0 School Psychologist 02-350-420-342-157-000	\$	105,585.00	
	\$	92,641.00	
0.375 FTE School Liaison Office DCTC	\$	45,000.00	
.75 FTE School Liaison Officer Alliance Education Center	(covers .40 of contract) ISD 917 Internal Expenditures	\$ 25,875.25 \$745,043.25	\$ 745,043.25 FY19 \$ 718,481.35 FY17 \$ 26,561.90 change

Family Support Social Worker Note: only covering a portion of contract under Safe Schools Levy 3.70% fr prior

ISD 6	\$	9,733.95	(Est total contract cost is 65617)
ISD 192	\$	18,745.50	(Est total contract cost is \$127790)
ISD 194	\$	29,881.50	(Est total contract cost is 119102)
ISD 197	\$	13,622.75	(Est total contract cost is \$111228)
ISD 200	\$	12,046.50	(Est totalcontract cost is \$42312)
	\$	-	
Contracts on behalf of Members		\$84,030.20	466049
10-005-740-342-305-000	OR 10-005-730-342-362-000		
Total FY18 Safe Schools Levy request		\$829,073.45	

School District #	2019-20 EST. APU's as reported on 3/12/18 by MDE	Maximum levy authority based on \$15 per APU's	\$ Amount per APU's	Levy payable 2019 on behalf of ISD 917 for FY19 Expenditures	ADDT'L \$2.50 LEVY FOR FAMILY SUPPORT CONTRACTS
6	3893.58	\$ 58,403.70	\$ 15.00	\$ 58,403.70	\$ 9,733.95
191	9755.60	\$ 146,334.00	\$ 12.50	\$ 121,945.00	
192	7498.20	\$ 112,473.00	\$ 15.00	\$ 112,473.00	\$ 18,745.50
194	11952.60	\$ 179,289.00	\$ 15.00	\$ 179,289.00	\$ 29,881.50
195	731.40	\$ 10,971.00	\$ 12.50	\$ 9,142.50	
197	5449.10	\$ 81,736.50	\$ 15.00	\$ 81,736.50	\$ 13,622.75
199	4243.98	\$ 63,659.70	\$ 12.50	\$ 53,049.75	
200	4818.60	\$ 72,279.00	\$ 15.00	\$ 72,279.00	\$ 12,046.50
271	11260.4	\$ 168,906.00	\$ 12.50	\$ 140,755.00	
<b>TOTAL</b>	<b>59603.46</b>	<b>\$ 894,051.90</b>		<b>\$ 829,073.45</b>	<b>\$ 84,030.20</b>

\*Estimated amount we would need to meet FY19 expenditures would be \$12.50  
 \$2.50 will be added in addition to the \$11.50 for addtl family support social worker needs based on member district requests. ISD 917 will bill for the full levy and set any money in reserve over levy.  
 This would be a \$1.0 increase per APU's over last years

**Intermediate School District No. 917**  
**Levy by Member District, 2018 Payable 2019**

**Exhibit B**

Participating Districts (9):

ISD #	Name	Pay 2018 Taxable Net Tax Capacity					Combined Total	District %	District's Portion	NTC Rate
		Dakota (19)	Scott (70)	Goodhue (25)	Washington (82)	Hennepin (27)				
6	South St. Paul	13,705,535	-	-	-	-	13,705,535	3.04%	2,104.19	0.01535%
191	Burnsville	53,157,632	17,684,800	-	-	-	70,842,432	15.72%	10,876.34	0.01535%
192	Farmington	30,822,083	-	-	-	-	30,822,083	6.84%	4,732.07	0.01535%
194	Lakeville	58,844,645	12,973,468	-	-	-	71,818,113	15.93%	11,026.14	0.01535%
195	Randolph	4,409,519	-	658,047	-	-	5,067,566	1.12%	778.02	0.01535%
197	West St. Paul	63,213,216	-	-	-	-	63,213,216	14.02%	9,705.04	0.01535%
199	Inver Grove Heights	28,758,244	-	-	-	-	28,758,244	6.38%	4,415.21	0.01535%
200	Hastings	29,246,519	0	34,841	4,024,589	-	33,305,949	7.39%	5,113.42	0.01535%
271	Bloomington	-	101,770	-	-	133,095,317	133,197,087	29.55%	20,449.57	0.01535%
		282,157,393	30,760,038	692,888	4,024,589	133,095,317	450,730,225	100.00%	69,200.00	

Note: The Taxable Net Tax Capacity (TNTC) consists of net tax capacity, less captured tax increment and fiscal disparities contribution.

FY20 Levy: \$69,200.00

ISD #	Name	APU Est 2018-19	APU District %	Combined TNTC	NTC District %	50/50	District's Portion	NTC Rate
						Blended %	LTFM Levy	
6	South St. Paul	3,937.74	6.62%	13,705,535	3.04%	4.83%	3,342.37	0.02439%
191	Burnsville	9,755.60	16.40%	70,842,432	15.72%	16.06%	11,112.24	0.01569%
192	Farmington	7,498.20	12.60%	30,822,083	6.84%	9.72%	6,727.16	0.02183%
194	Lakeville	11,952.60	20.09%	71,818,113	15.93%	18.01%	12,464.96	0.01736%
195	Randolph	731.40	1.23%	5,067,566	1.12%	1.18%	814.41	0.01607%
197	West St. Paul	5,346.90	8.99%	63,213,216	14.02%	11.51%	7,962.39	0.01260%
199	Inver Grove Heights	4,243.98	7.13%	28,758,244	6.38%	6.76%	4,676.00	0.01626%
200	Hastings	4,762.00	8.00%	33,305,949	7.39%	7.70%	5,326.39	0.01599%
271	Bloomington	11,260.40	18.93%	133,197,087	29.55%	24.24%	16,774.08	0.01259%
		59,488.82	100.0%	450,730,225	100.0%	100.0%	69,200.00	

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING INTERMEDIATE DISTRICT 917'S LONG TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY MAINTENANCE PROGRAM REVENUE**

BE IT RESOLVED by the School Board of Intermediate District 917, State of Minnesota as follows:

1. The School Board of Intermediate District 917 hereby approves a long term facility maintenance program budget for its facilities for the 2019-20 school year in an amount not to exceed \$69,200. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference and District administration is directed to apply to the Commissioner of the Department of Education for approval.
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate district's long term facility maintenance budget is approved by the school boards of each of the intermediate's member districts, each member district may include its proportionate share of the costs of the intermediate program in its long term facility maintenance revenue application.
3. It is proposed that the proportionate share of the costs of the Intermediate's long term facility maintenance program for each member district to be included in its application shall be determined by multiplying the total cost of the Intermediate long term facility maintenance program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted pupil units attached as Exhibit B. The long term facility maintenance costs are funded through annual levy.
4. Upon receipt of the proportionate share of long term facility maintenance program revenue attributable to the Intermediate program, a member district shall promptly pay to the Intermediate the applicable levy proceeds.

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

\_\_\_\_\_ and the following voted against the same:  
\_\_\_\_\_.

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA


COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of Intermediate School District No. 917, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Intermediate School District No. 917 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District 917's long term facility maintenance program budget and authorizing the inclusion of the Intermediate School District's long term facility maintenance projects in the district's application for long term facility revenue.

WITNESS MY HAND officially as such Clerk this 12th day of June,  
2018.

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Clerk  
Intermediate School District 917

	Division of School Finance 1900 Highway 36 West Roseville, MN 55113-4266	Long-Term Facility Maintenance Revenue Application – Ten-Year Expenditure	ED - 02478-03
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**INSTRUCTIONS:** Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided.

**EXHIBIT A**

District Name: ool District 917	District #	\$917
		Date: 6/12/2018
District Contact for Questions on this Spreadsheet:		E-mail: nicolle.roush@isd917.k12.mn.us
Name:		Phone #: ( 651) 423 -8227

Fiscal Year, Ending June 30th -->

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
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		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
<b>ESTIMATED EXPENDITURES:</b>											
<b>Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing &gt; \$100,000 per Site</b>											
Finance	Category										
347	Physical Hazards	\$2,000	\$2,000	\$2,060	\$2,122	\$2,185	\$2,251	\$2,319	\$2,388	\$2,460	\$2,534
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
352	Environmental Health & Safety Management	\$22,850	\$23,500	\$24,205	\$24,931	\$25,679	\$26,449	\$27,243	\$28,060	\$28,902	\$29,769
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects</b>	<b>\$24,850</b>	<b>\$25,500</b>	<b>\$26,265</b>	<b>\$27,053</b>	<b>\$27,865</b>	<b>\$28,700</b>	<b>\$29,561</b>	<b>\$30,448</b>	<b>\$31,362</b>	<b>\$32,303</b>
<b>Health and Safety, Projects Costing &gt; \$100,000 per Site</b>											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Remodeling for Pre-K instruction approved under M.S. 124D.151</b>											
Finance	Category										
355	Remodeling for Pre-K instruction approved by the commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Accessibility</b>											
Finance	Category										
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Deferred Capital Expenditures and Maintenance Projects</b>											
Finance	Category										
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical (LED lighting)	\$0	\$0	\$0	\$0	\$0	\$0	\$272,250	\$0	\$0	\$0
379	Interior Surfaces (Gym floor & front entrance Vestibule Fy27)	\$0	\$43,700	\$0	\$0	\$0	\$0	\$0	\$0	\$119,063	\$0
380	Mechanical Systems (roof top units)	\$0	\$0	\$0	\$0	\$276,000	\$0	\$290,400	\$297,600	\$304,800	\$0
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$420,000	\$0	\$0	\$0	\$542,500	\$0	\$0
384	Site Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$0</b>	<b>\$43,700</b>	<b>\$0</b>	<b>\$420,000</b>	<b>\$276,000</b>	<b>\$0</b>	<b>\$562,650</b>	<b>\$840,100</b>	<b>\$423,863</b>	<b>\$0</b>
<b>Total Annual 10 Year Plan Expenditures</b>		<b>\$24,850</b>	<b>\$69,200</b>	<b>\$26,265</b>	<b>\$447,053</b>	<b>\$303,865</b>	<b>\$28,700</b>	<b>\$592,211</b>	<b>\$870,548</b>	<b>\$455,225</b>	<b>\$32,303</b>

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING INTERMEDIATE DISTRICT 917'S LONG TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY MAINTENANCE PROGRAM REVENUE**

BE IT RESOLVED by the School Board of Intermediate District 917, State of Minnesota as follows:

1. The School Board of Intermediate District 917 hereby approves a long term facility maintenance program budget for its facilities for the 2019-20 school year in an amount not to exceed \$69,200. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference and District administration is directed to apply to the Commissioner of the Department of Education for approval.
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate district's long term facility maintenance budget is approved by the school boards of each of the intermediate's member districts, each member district may include its proportionate share of the costs of the intermediate program in its long term facility maintenance revenue application.
3. It is proposed that the proportionate share of the costs of the Intermediate's long term facility maintenance program for each member district to be included in its application shall be determined by multiplying the total cost of the Intermediate long term facility maintenance program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted pupil units attached as Exhibit B. The long term facility maintenance costs are funded through annual levy.
4. Upon receipt of the proportionate share of long term facility maintenance program revenue attributable to the Intermediate program, a member district shall promptly pay to the Intermediate the applicable levy proceeds.

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

And the following voted against the same:

\_\_\_\_\_  
Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA COUNTY OF

HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of Intermediate School District No. 917, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Intermediate School District No. 917 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District 917's long term facility maintenance program budget and authorizing the inclusion of the Intermediate School District's long term facility maintenance projects in the district's application for long term facility revenue.

WITNESS MY HAND officially as such Clerk this 12th day of June,  
2018.

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Clerk  
Intermediate School District 917



## Intermediate School District #917

### Proposed Adopted Budget

2018 -2019

June 12, 2018

**ISD 917 Hours and Rate Comparison Secondary Education & Special Education Programs**

**Secondary Technical Center Programs:**

	<b>2017-18 Est. Hrly Rates</b>		<b>2018-19 Est. Hrly Rates</b>	<b>% change</b>
* Secondary Career and Technical Programs Average Rate	\$ 12.07	\$	12.61	4.50%
Career Exploration Program Rate	\$ 8.57	\$	9.05	5.64%
Food Industry Careers Program Rate	\$ 7.32	\$	7.69	5.09%

	<b>2017-18 Est. Billable Hours</b>		<b>2018-19 Est. Billable Hours</b>	<b>% change</b>
Secondary Vocational Student Billable Hours	119712		119,712	0.00%
DCALS South Student Billable Hours (unweighted)	151380		151,380.00	0.00%
DCALS North Student Billable Hours (unweighted)	55332		55,332.00	0.00%
DCALS Ext. Day Student Billable Hours (unweighted)	34452		34,452.00	0.00%
<b>Total Student Billable Hours</b>	<b>360,876</b>		<b>360,876</b>	<b>0.00%</b>

**Special Education Programs:**

	<b>2017-18 Est. Hrly Rates</b>		<b>2018-19 Est. Hrly Rates</b>	<b>% change</b>
Special Education Resource Program Average Rate	\$ 51.20	\$	52.18	1.91%
Purchase of Services Agreements Average Cost per F.T.E.	\$ 100,804.76	\$	101,972.00	1.16%

	<b>2017-18 Est. Billable Hours</b>		<b>2018-19 Est. Billable Hours</b>	<b>% change</b>
Special Education Resource Student Billable Hours	461,176		540,062	17.11%
Special Education Purchase of Service Billable Hrs	41,810		41,810	0.00%
<b>Total Student Billable Hours</b>	<b>502,986</b>		<b>581,871</b>	<b>15.68%</b>

## Intermediate School District 917

2018-2019

### Overview of Proposed Adopted Budget as of

Fund #	Fund Name	Projected Fund Balance 6/30/2018	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2019
1	Secondary	1,916,509	3,607,907	3,526,920	1,997,496
2	Special Education	5,592,573	35,242,177	35,660,549	5,174,201
5	Gen Capital Exp.	0	529,500	529,500	0
10	Institutional Support	0	506,999	506,999	0
13	Secondary Resale	9,436	40,100	42,748	6,788
14	Special Ed Resale	4,884	9,100	11,500	2,484
15	917 Support Services	671	0	0	671
	<b>Total Operating Fund</b>	<b>7,524,073</b>	<b>39,935,783</b>	<b>40,278,216</b>	<b>7,181,640</b>
3	Food and Nutrition	0	164,665	164,665	0
6	Capital Projects (Bldg)	0	0	0	0
7	Debt Service	0	0	0	0
8	Trust Fund	2,001	0	2,001	0
9	Agency Funds	0	0	0	0
*20	Internal Service Fund	-876,548	146,951	231,800	-961,397
21	Self Funded Dental Ins. Plan	305,280	371,000	390,000	286,280
22	Self Funded Health Ins. Plan	1,120,021	3,627,570	3,355,449	1,392,142
	<b>Total Funds</b>	<b>8,074,827</b>	<b>44,245,969</b>	<b>44,422,131</b>	<b>7,898,665</b>

The general funds projected reserved/unassigned fund balance as of 6/30/19

Preliminary operating fund balance

\$ 7,181,640

Preliminary operating fund balance as a percentage of expenditures

17.83%

Excluding restricted fund balance (fund 5)

18.07%

**Intermediate School District 917  
Balance Sheet - GASB 54 Fund Balances  
Governmental Funds as of June 30, 2019**

6/7/2018

	General Fund										Food Service	Capitol Projects	Debt Service	Trust Fund	Agency Fund	Internal Service Fund	Self Funded Dental	Self Funded Medical
	Fund 1	Fund 2	Fund 5	Fund 10	Fund 13	Fund 14	Fund 15	Fund 3	Fund 6	Fund 7	Fund 8	Fund 9	Fund 20	Fund 21	Fund 22			
<b>Nonspendable:</b>																		
Inventories																		
Prepaid Expenses																		
<b>Restricted for:</b>																		
health and safety																		
basic skills																		
compensatory																		
deferred maintenance projects																		
operating capitol/Bond payment				0														
safe schools levy																		
OPEB																		
other fund activities																		
<b>Committed for:</b>																		
fund balance for next year operations																		
<b>Assigned for:</b>																		
next year severance pay																		
next year retiree health insurance																		
school carryover budgets																		
Scholarships																		
encumbrances																		
<b>Unassigned for:</b>																		
unassigned	1,997,496	5,174,201	0	0	6,788	2,484	671				0		-961,397	286,280	1,392,142			
18-19 Projected Fund Balance	\$ 1,997,496	5,174,201	0	0	6,788	2,484	671	0	0	0	0	0	-961,397	286,280	1,392,142	7,898,665		
17-18 Projected Fund Balance	\$ 1,916,509	5,592,573	0	0	9,436	4,884	671	0	0	0	2,001	0	-876,548	305,280	1,120,021	8,074,827		
Change	80,987	-418,372	0	0	-2,648	-2,400	0	0	0	0	-2,001	0	-84,849	-19,000	272,121	-176,162		

# Intermediate School District 917

## Expenditure Comparison

### 2017-18 Revised Budget and 2018-19 Adopted Budget

Fund #	Description	FY 17-18 Exp. Budget	FY 18-19 Exp. Budget	Difference	Percent Change
1	Secondary	3,476,456	3,526,920	50,464	1.45%
2	Special Ed.	30,185,889	35,660,549	5,474,660	18.14%
5	Capital Improvements	626,796	529,500	-97,296	-15.52%
10	Institutional Support	504,036	506,999	2,963	0.59%
13	Secondary Resale	43,038	42,748	-290	-0.67%
14	Special Ed Resale	11,800	11,500	-300	-2.54%
15	917 Support Services	0	0	0	0.00%
	<b>Total Operating Fund</b>	<b>34,848,015</b>	<b>40,278,216</b>	<b>5,430,201</b>	<b>15.58%</b>
3	Food and Nutrition	150,831	164,665	13,834	9.17%
6	Building Fund	0	0	0	0.00%
7	Debt Redemption	0	0	0	0.00%
8	Trust Fund	1,536	2,001	465	30.27%
9	Agency Funds	0	0	0	0.00%
20	Internal Service Fund	237,700	231,800	-5,900	-2.48%
21	Self Funded Dental Ins. Plan	370,000	390,000	20,000	5.41%
22	Self Funded Health Ins. Plan	3,048,060	3,355,449	307,389	10.08%
	<b>Total Funds</b>	<b>38,656,142</b>	<b>44,422,131</b>	<b>5,765,989</b>	<b>14.92%</b>

**Highlight of significant changes between 2017-18 revised vs. 2018-19 adopted:**

- Fund 1 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 2 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 5 FY19 decrease due to no capitol project expenditures as compared to in FY18.
- Fund 3 Increased participation in our nutrition program with projected growth in students.
- Fund 21 & 22 With the proposed increase in staffing needs anticipate increase benefit participation in Dental and Medical insurance plans. In addition, est. 3% medical premium increase.

**FY19 Intermediate School District 917 Revised Budget Assumptions**

**2% increase in General Ed formula per ADM**

**2018-20 Contracts unsettled: FY19 costs**

- Classified School year costs for salary and benefits
- Classified Full year costs for salary and benefits
- Clerical costs for salary and benefits
- Custodians costs for salary and benefits
- Health Assoc. costs for salary and benefits
- Interpreters cost for salary and benefits
- Program Assistant cost for salary and benefits

3.75% Est. Average

**2018-20 Contracts settled**

- Executive Assistant costs for salary and benefits
- Teachers
- Administrators (includes Superintendent, Bus. Mgmt., Sp. Ed Director, Asst Directors/Principals and IT)

3.50% Average

**Enrollment Assumptions: See Detailed attachment**

Secondary Vocational Programs	Enrollment no change	0	ADMs
DCALS South	Enrollment no change	0	ADMs
DCALS North	Enrollment no change	0	ADMs
Ext Year On-line	Enrollment no change	0	ADMs
Special Education	Enrollment increasing	86	ADMs

**Total ADM Changes**

**86**

**FY18 vs. FY19 staffing and budget comparison**

**Fund 1**

District Wide

Decrease in ISD 917 overhead allocation which includes supt, HR, business office, IT depts (\$39,900)

**Total Changes in Fund 1** -\$39,900

**Fund 2**

CASE Program	Increase .5 teachers, 10 para,	11.5	FTE's	\$345,560
DASH Program	Decrease 4 paras,	-4	FTE's	(\$125,680)
DCALS Program	Increase 1 teacher,	1	FTE	\$62,720
D/HH Program	Increase 1 Dean	1	FTE	\$110,900
IDEA Program	Increase 1 teacher, 2 paras,	3	FTE's	\$125,560
Options	Increase 1 teacher, 1 para	2	FTE's	\$94,140
PACES Program	Decrease 1 teacher, 3 paras,	-4	FTE	(\$185,680)
SUN program	Increase 7 teachers, 27 paras, 1 DAPE, 1 school nurse, 1 OT, 1 speech path., 1 BCBA, 1 school social worker, 1 psychologist, 1 assist. dir. and additional supplies/equip, 1.5 custodian and F&E, telecommunication and utilities	43.5	FTE's	\$2,399,500

TEA Programs	Increase 1 teacher, 1 school social worker, 1 mental health pract., .96 admin. asst. and 13 para, and additional supplies/equip	16.96	FTE's	\$702,000
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TEA EC Programs	2 teachers and 2 mental health pract.	4	FTE's	\$263,540
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District Wide Increases

Increase in overhead allocation				\$137,600
Increase in Workers Compensation due to staffing growth and new mod. factor				\$61,250
Increase in Van purchases due to new site				\$25,000
Increase in overall leases due to increased rent and new site lease				\$791,281
Increase in 1 benefit specialist and .98 computer network specialis		1.98	FTE's	\$133,360
Increase remodeling for new lease				\$490,000
Decrease due to expenditures from Case build out in FY18				<u>(\$278,694)</u>

**Total Changes in Fund 2** **76.94** **\$5,152,357**

**Net Changes** **76.94** **\$5,112,457**

**ISD 917 Levies FY18 vs. FY19**

District	FY18 Lease Levy payable 2018	FY19 Lease Levy payable 2019	FY19 AEC Levy payable 2018	FY20 AEC Levy payable 2019	FY18 Safe School Levy payable 2018	FY19 Safe School Levy payable 2019	FY18 Health and Safety payable 2017	FY19 Health and Safety payable 2018	\$ Change from prior year levies	% Change from prior year levies
6	\$29,124.02	<b>\$68,939.42</b>	\$38,683.97	<b>\$38,889.59</b>	\$59,023.08	<b>\$58,403.70</b>	\$1,190.32	<b>\$3,342.37</b>	\$41,553.69	32.46%
191	\$49,105.62	<b>\$156,923.61</b>	\$75,472.93	<b>\$75,660.36</b>	\$104,199.04	<b>\$121,945.00</b>	\$3,951.15	<b>\$11,112.24</b>	\$132,912.47	57.11%
192	\$78,565.15	<b>\$180,095.46</b>	\$75,753.76	<b>\$70,576.02</b>	\$125,767.24	<b>\$112,473.00</b>	\$2,388.09	<b>\$6,727.16</b>	\$87,397.40	30.94%
194	\$111,275.91	<b>\$220,221.17</b>	\$88,986.17	<b>\$90,473.93</b>	\$202,525.84	<b>\$179,289.00</b>	\$4,495.37	<b>\$12,464.96</b>	\$95,165.77	23.37%
195	\$4,843.58	<b>\$12,133.09</b>	\$4,070.20	<b>\$4,039.53</b>	\$9,112.78	<b>\$9,142.50</b>	\$300.69	<b>\$814.41</b>	\$7,802.28	42.57%
197	\$68,501.39	<b>\$162,412.76</b>	\$52,422.27	<b>\$53,703.02</b>	\$75,954.02	<b>\$81,736.50</b>	\$2,813.02	<b>\$7,962.39</b>	\$106,123.97	53.14%
199	\$52,642.67	<b>\$114,588.31</b>	\$38,786.13	<b>\$39,363.29</b>	\$44,890.96	<b>\$53,049.75</b>	\$1,645.07	<b>\$4,676.00</b>	\$73,712.52	53.43%
200	\$80,084.92	<b>\$125,266.19</b>	\$55,789.96	<b>\$59,184.24</b>	\$71,165.85	<b>\$72,279.00</b>	\$1,933.33	<b>\$5,326.39</b>	\$53,081.76	25.40%
271	\$121,847.51	<b>\$240,755.79</b>	\$93,560.61	<b>\$90,810.02</b>	\$142,520.29	<b>\$140,755.00</b>	\$6,132.96	<b>\$16,774.08</b>	\$125,033.52	34.34%
<b>Totals</b>	<b>\$595,990.77</b>	<b>\$1,281,335.80</b>	<b>\$523,526.00</b>	<b>\$522,700.00</b>	<b>\$835,159.10</b>	<b>\$829,073.45</b>	<b>\$24,850.00</b>	<b>\$69,200.00</b>	<b>\$722,783.38</b>	<b>36.51%</b>

\$2,702,309.25



# Revenue

## Proposed Adopted

### Budget

June 12, 2018

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
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CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >				REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18				
000 000 000 01								
000 GENERAL	67779	58378.14	60796	63679	0.00	63679.00	115151	
*** 000 GENERAL	67779	58378.14	60796	63679	0.00	63679.00	115151	
*** *** 000 GENERAL	67779	58378.14	60796	63679	0.00	63679.00	115151	
000 GENERAL	1078011	1067876.18	1076800	1137107	688857.04	448249.96	1136600	
*** 000 GENERAL	1078011	1067876.18	1076800	1137107	688857.04	448249.96	1136600	
*** *** 071 DCALS	1078011	1067876.18	1076800	1137107	688857.04	448249.96	1136600	
000 GENERAL	120408	156334.59	120400	198673	0.00	198673.00	198000	
*** 000 GENERAL	120408	156334.59	120400	198673	0.00	198673.00	198000	
*** *** 078 DCALS EDOP	120408	156334.59	120400	198673	0.00	198673.00	198000	
000 GENERAL	0	47895.12	0	0	0.00	0.00		
*** 000 GENERAL	0	47895.12	0	0	0.00	0.00		
*** *** 079 WHAL EXT DAY	0	47895.12	0	0	0.00	0.00		
000 GENERAL	381160	422314.05	391400	391400	232761.12	158638.88	391400	
080 ROTARY INT DIST 5960	0	0.00	0	0	0.00	0.00		
*** 000 GENERAL	381160	422314.05	391400	391400	232761.12	158638.88	391400	
*** *** 080 WHAL	381160	422314.05	391400	391400	232761.12	158638.88	391400	
000 GENERAL	1557502	1490584.28	1564850	1520871	991812.41	529058.59	1615637	
011 PRIOR YR FED AWARDS	0	0.00	0	0	0.00	0.00		
200 E-BAY/INTERNET SALES	0	0.00	0	0	0.00	0.00		
400 WORK BASED LEARNING MINI GRANT	3000	2863.29	0	0	0.00	0.00		
614 MEDICAL CAREERS	0	0.00	0	0	0.00	0.00		
873 GRAPHIC COMMUNICATION	0	0.00	0	0	0.00	0.00		

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SERIES TOTALS: <None Selected>  
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CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707				REMAINING	NEXT YEAR
995 000 300 01	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18		ON 06/30/18	BUDGET	
995 FOOD INDUSTRY CAREER	0	0.00	0	0	0.00	0.00		
*** 000 GENERAL	1560502	1493447.57	1564850	1520871	591812.41	529058.59	1615637	
545 COMPUTER	0	0.00	0	0	0.00	0.00		
*** 311 DISTRIBUTIVE ED	0	0.00	0	0	0.00	0.00		
614 MEDICAL CAREERS	0	0.00	0	0	0.00	0.00		
*** 321 HEALTH OCC ED	0	0.00	0	0	0.00	0.00		
000 GENERAL	0	0.00	0	0	0.00	0.00		
817 AUTO SVC OCCUPATIONS	0	0.00	0	0	0.00	0.00		
833 CONSTR TRADES	0	0.00	0	0	0.00	0.00		
873 GRAPHIC COMMUNICATION	0	0.00	0	0	0.00	0.00		
*** 361 TRADE & INDUSTRIAL	0	0.00	0	0	0.00	0.00		
908 FUND CHEF TRAINING	0	0.00	0	0	0.00	0.00		
*** 365 SERVICES OCCUPATION/OCCUPATI	0	0.00	0	0	0.00	0.00		
800 DAKOTA CTY STW PARTNERSHIP	0	0.00	0	0	0.00	0.00		
822 SCHOOL-TO-WORK CAREER PLANNIN	0	0.00	0	0	0.00	0.00		
*** 371 RELATED SUBJ/DIVERS & INTERR	0	0.00	0	0	0.00	0.00		
000 GENERAL	152065	129955.21	155240	155240	45061.44	110178.56	144619	
011 PRIOR YR FED AWARDS	6880	6880.24	6000	7221	0.00	7221.00	6500	
967 WORK EXP HANDI MRC	0	0.00	0	0	0.00	0.00		

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TC 22-999  
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CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >				REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18				
995 380 300 01								
995 FOOD INDUSTRY CAREER	0	0.00	0	0	0.00	0.00		
*** 380 SPECIAL NEEDS	158945	136835.45	161240	162461	45061.44	117399.56	151119	
000 GENERAL	0	0.00	0	0	0.00	0.00		
*** 397 EXT DAY, EXT YEAR	0	0.00	0	0	0.00	0.00		
000 GENERAL	0	0.00	0	0	0.00	0.00		
*** 398 DCALS	0	0.00	0	0	0.00	0.00		
*** ** 300 SECONDARY EDUCATION	1719447	1630283.02	1726090	1683332	1036873.85	646458.15	1766756	
*** ** ** 01 SECONDARY ED	3366805	3383081.10	3375486	3474191	1958492.01	1515698.99	3607907	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
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CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707			REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18			
000 000 000 02							
000 GENERAL	483893	394784.90	441129	694558	416371.51	278186.49	517124
213 EARLY CHILDHOOD-PARENT SUPPORT	0	0.00	0	0	0.00	0.00	
421 CTIC	0	0.00	0	0	0.00	0.00	
*** 000 GENERAL	483893	394784.90	441129	694558	416371.51	278186.49	517124
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 642 PECI GRANT	0	0.00	0	0	0.00	0.00	
*** *** 000 GENERAL	483893	394784.90	441129	694558	416371.51	278186.49	517124
000 GENERAL	11000	8951.61	15000	9000	0.00	9000.00	10000
*** 110 BUSINESS SERVICES	11000	8951.61	15000	9000	0.00	9000.00	10000
*** *** 005 DISTRICT WIDE	11000	8951.61	15000	9000	0.00	9000.00	10000
000 GENERAL	0	625.00	0	0	0.00	0.00	
*** 000 GENERAL	0	625.00	0	0	0.00	0.00	
*** *** 030 TESA	0	625.00	0	0	0.00	0.00	
000 GENERAL	0	0.00	0	0	0.00	0.00	
803 SATELLITES	0	0.00	0	0	0.00	0.00	
*** 000 GENERAL	0	0.00	0	0	0.00	0.00	
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 850 CAPITAL FACILITIES	0	0.00	0	0	0.00	0.00	
*** *** 051 IDEA	0	0.00	0	0	0.00	0.00	
000 GENERAL	75065	67377.50	75100	76065	27810.10	48254.90	75000
*** 000 GENERAL	75065	67377.50	75100	76065	27810.10	48254.90	75000
*** *** 060 DHOH	75065	67377.50	75100	76065	27810.10	48254.90	75000
000 GENERAL	400	520.00	300	300	70.00	230.00	
*** 000 GENERAL	400	520.00	300	300	70.00	230.00	
*** *** 061 PACES	400	520.00	300	300	70.00	230.00	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN SRC  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >			REMAINING	NEXT YEAR
150 000 100 02	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18		ON 06/30/18	BUDGET
150 STUDENT MEALS DONATION	2000	3665.00	1600	900	11870.01	10970.01-	
*** 000 GENERAL	2000	3665.00	1600	900	11870.01	10970.01-	
*** *** 100 YTF	2000	3665.00	1600	900	11870.01	10970.01-	
000 GENERAL	75	75.18	0	0	0.00	0.00	
*** 000 GENERAL	75	75.18	0	0	0.00	0.00	
*** *** 104 NEW CHANCE	75	75.18	0	0	0.00	0.00	
000 GENERAL	25425875	25081663.32	29714263	29278210	21454893.26	7823316.74	33658512
110 LEVEL IV STAFF DEV GRANT	373547	105821.08	0	267725	181473.81	86251.19	
120 LEVEL IV STAFF DEV GR-YR 2	0	0.00	0	0	0.00	0.00	379960
806 L.C.T.S	14929	14929.01	17567	17965	18928.00	963.00-	16942
*** 000 GENERAL	25814351	25202413.41	29731830	29563900	21655295.07	7908604.93	34055414
050 THIRD PARTY/MA BILLING	674087	519178.34	677267	454130	515854.63	61724.63-	548866
*** 030 LINE ADMINISTRATION	674087	519178.34	677267	454130	515854.63	61724.63-	548866
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 035 MASE AREA G	0	0.00	0	0	0.00	0.00	
809 TITLE I PREV & INTVNT DELINQUE	57800	57800.00	72817	40000	18373.91	21626.09	35773
*** 216 TITLE I OF IASA	57800	57800.00	72817	40000	18373.91	21626.09	35773
203 SCHOOL TO WORK - TESA	0	0.00	0	0	0.00	0.00	
*** 402 MILD MMI	0	0.00	0	0	0.00	0.00	
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 413 AUTISTIC CONSULTANT	0	0.00	0	0	0.00	0.00	
000 GENERAL	0	0.00	0	0	0.00	0.00	

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 SERIES TOTALS: <None Selected>  
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CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >				REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18				
421 420 350 02								
421 CTIC	16000	15993.71	16000	16000	0.00		16000.00	
*** 420 INIEGRATION SPECIALIST	16000	15993.71	16000	16000	0.00		16000.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 645 CIMP GRANT	0	0.00	0	0	0.00		0.00	
000 GENERAL	4000	3589.06	0	4000	3992.88		7.12	
*** 650 METRO ECSU GRANT	4000	3589.06	0	4000	3992.88		7.12	
*** *** 350 SPECIAL EDUCATION	26566238	25798974.52	30497914	30078030	22193516.49		7884513.51	34640053
000 GENERAL	16757	19280.26	16757	22130	0.00		22130.00	
*** 000 GENERAL	16757	19280.26	16757	22130	0.00		22130.00	
*** *** 352 SP ED SUMMER SCHOOL	16757	19280.26	16757	22130	0.00		22130.00	
000 GENERAL	0	78.57	0	0	0.00		0.00	
*** 000 GENERAL	0	78.57	0	0	0.00		0.00	
*** *** 400 SUN	0	78.57	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 000 GENERAL	0	0.00	0	0	0.00		0.00	
*** *** 500 DASH	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 000 GENERAL	0	0.00	0	0	0.00		0.00	
*** *** 700 TEA	0	0.00	0	0	0.00		0.00	
*** *** *** 02 SPECIAL ED	27155428	26294332.54	31047800	30880983	22649638.11		8231344.89	35212177

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707			< - - - - - >	
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18		REMAINING ON 06/30/18	NEXT YEAR BUDGET
000 770 005 03							
000 GENERAL	33985	35240.30	41135	35516	0.00	35516.00	31000
*** 770 FOOD SERVICES	33985	35240.30	41135	35516	0.00	35516.00	31000
*** *** 005 DISTRICT WIDE	33985	35240.30	41135	35516	0.00	35516.00	31000
000 GENERAL	23250	19524.42	23000	23000	16564.27	6435.73	23200
*** 770 FOOD SERVICES	23250	19524.42	23000	23000	16564.27	6435.73	23200
*** *** 030 TESA	23250	19524.42	23000	23000	16564.27	6435.73	23200
000 GENERAL	21400	24838.64	26200	23590	21962.51	1627.49	26700
*** 770 FOOD SERVICES	21400	24838.64	26200	23590	21962.51	1627.49	26700
*** *** 051 IDEA	21400	24838.64	26200	23590	21962.51	1627.49	26700
000 GENERAL	29250	36145.71	39600	33200	27296.88	5903.12	41065
*** 770 FOOD SERVICES	29250	36145.71	39600	33200	27296.88	5903.12	41065
*** *** 400 SUN	29250	36145.71	39600	33200	27296.88	5903.12	41065
000 GENERAL	21375	23971.29	26450	28000	19450.85	8549.15	32000
*** 770 FOOD SERVICES	21375	23971.29	26450	28000	19450.85	8549.15	32000
*** *** 700 T.E.A	21375	23971.29	26450	28000	19450.85	8549.15	32000
000 GENERAL	0	0.00	8900	7525	5650.88	1874.12	10700
*** 770 FOOD SERVICES	0	0.00	8900	7525	5650.88	1874.12	10700
*** *** 900 C.A.S.E	0	0.00	8900	7525	5650.88	1874.12	10700
*** *** *** 03 FOOD SERVICE FND	129260	139720.36	165285	150831	90925.39	59905.61	164665

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >		REMAINING	NEXT YEAR
000 000 000 05	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ON 06/30/18	BUDGET
000 GENERAL	0	0.00	0	0	0.00	0.00
*** 000 GENERAL	0	0.00	0	0	0.00	0.00
*** *** 000 GENERAL	0	0.00	0	0	0.00	0.00
000 GENERAL	4500	21185.05	0	0	0.00	0.00
*** 000 GENERAL	4500	21185.05	0	0	0.00	0.00
*** *** 005 DISTRICT WIDE	4500	21185.05	0	0	0.00	0.00
000 GENERAL	27000	23137.30	0	0	0.00	0.00
*** 000 GENERAL	27000	23137.30	0	0	0.00	0.00
000 GENERAL	555220	555220.90	0	0	0.01	0.01-
*** 850 CAPITOL FACILITIES	555220	555220.90	0	0	0.01	0.01-
*** *** 051 IDEA	582220	578357.30	0	0	0.01	0.01-
000 GENERAL	8313668	2237315.82	557640	506000	506090.74	90.74-
*** 850 CAPITOL FACILITIES	8313668	2237315.82	557640	506000	506090.74	90.74-
*** *** 900 C.A.S.E.	8313668	2237315.82	557640	506000	506090.74	90.74-
*** *** *** 05 CAP EQ - DISTR-WIDE	8900388	2836858.17	557640	506000	506090.75	90.75-

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >				NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	REMAINING ON 06/30/18		
000 000 005 06							
000 GENERAL	0	0.00	0	0	0.00		0.00
*** 000 GENERAL	0	0.00	0	0	0.00		0.00
000 GENERAL	0	0.00	0	0	0.00		0.00
*** 870 SEC BLDG CONSTRUCTION	0	0.00	0	0	0.00		0.00
*** *** 005 DISTRICT WIDE	0	0.00	0	0	0.00		0.00
*** *** *** 06 SPED BLDG CONST FD	0	0.00	0	0	0.00		0.00

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN SRC  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
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CRS	PRG	ORG	FD	< - - PRIOR YEAR - - >	ADOPTED	REVISED	FISCAL YEAR 201707	REMAINING	NEXT YEAR
				BUDGET	BUDGET	BUDGET THRU 06/30/18		ON 06/30/18	BUDGET
000	910	005	07						
000	GENERAL			0	0.00	0	0	0.00	0.00
***	910	SEC	DEBT REDEMPTION	0	0.00	0	0	0.00	0.00
***	***	005	DISTRICT WIDE	0	0.00	0	0	0.00	0.00
***	***	***	07 SPED DEBT REDEMPT FD	0	0.00	0	0	0.00	0.00

ACCT STATUS: Active Accounts Only      ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN SRC  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
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CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >				REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18				
000 000 000 08								
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 000 GENERAL	0	0.00	0	0	0.00		0.00	
*** *** 000 GENERAL	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 960 OTHER NONRECURRING ITEMS	0	0.00	0	0	0.00		0.00	
*** *** 005 DISTRICT WIDE	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	8.39	0	0	0.00		0.00	
*** 321 HEALTH OCC ED	0	8.39	0	0	0.00		0.00	
300 DCALS	0	0.00	936	936	0.00		936.00	
*** 398 DCALS	0	0.00	936	936	0.00		936.00	
399 K OBRIEN STUDENT ORG	544	100.00	0	0	0.00		0.00	
*** 399 CAREER AND TECH GENERAL	544	100.00	0	0	0.00		0.00	
*** *** 300 SECONDARY VOCATIONAL	544	108.39	936	936	0.00		936.00	
015 HETLAND DONATIONS	0	0.00	0	0	0.00		0.00	
020 BUDACH DONATIONS	0	0.00	600	600	0.00		600.00	
*** 400 SPECIAL ED NON REIMB	0	0.00	600	600	0.00		600.00	
*** *** 350 SPECIAL EDUCATION	0	0.00	600	600	0.00		600.00	
*** *** *** 08 TRUST FUND	544	108.39	1536	1536	0.00		1536.00	

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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >				REMAINING	NEXT YEAR
000 850 051 09	BUDGET	ACTUAL	ADOPTED	REVISED	BUDGET THRU 06/30/18	ON 06/30/18	BUDGET	
000 GENERAL	0	0.00	0	0	0.00	0.00	0.00	
*** 850 CAPITAL FACILITIES	0	0.00	0	0	0.00	0.00	0.00	
*** *** 051 IDEA	0	0.00	0	0	0.00	0.00	0.00	
*** *** *** 09 AGENCY FUND	0	0.00	0	0	0.00	0.00	0.00	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN SRC  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >			REMAINING	NEXT YEAR
000 000 000 10	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ON 06/30/18	BUDGET
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 000 GENERAL	0	0.00	0	0	0.00	0.00	
*** *** 000 GENERAL	0	0.00	0	0	0.00	0.00	
000 GENERAL	457232	457232.00	457682	481852	340419.16	141432.84	490899
*** 000 GENERAL	457232	457232.00	457682	481852	340419.16	141432.84	490899
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 010 SCHOOL BOARD	0	0.00	0	0	0.00	0.00	
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 020 OFFICE OF SUPT	0	0.00	0	0	0.00	0.00	
000 GENERAL	3700	205.00	1300	1000	22.50	977.50	800
*** 022 PERSONNEL	3700	205.00	1300	1000	22.50	977.50	800
000 GENERAL	0	0.00	0	0	51731.49	51731.49-	
*** 111 BUSINESS SERVICES 917 ONLY	0	0.00	0	0	51731.49	51731.49-	
000 GENERAL	19189	5257.30	22750	15184	15184.07	0.07-	9300
*** 120 HEALTH & WELLNESS PROG	19189	5257.30	22750	15184	15184.07	0.07-	9300
000 GENERAL	15000	5976.93	15000	6000	0.00	6000.00	6000
*** 140 MGMT INFO SYSTEM	15000	5976.93	15000	6000	0.00	6000.00	6000
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 960 OTHER NONRECURRING ITEMS	0	0.00	0	0	0.00	0.00	
*** *** 005 DISTRICT WIDE	495121	468671.23	496732	504036	407357.22	96678.78	506999
*** *** *** 10 INSTIT. SUPPORT	495121	468671.23	496732	504036	407357.22	96678.78	506999

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 SERIES TOTALS: <None Selected>  
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CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707			REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18		
300 215 071 13							
300 DCALS SCHOOL STORE	0	0.00	0	0	0.00	0.00	
*** 215 BUSINESS	0	0.00	0	0	0.00	0.00	
*** *** 071 DCALS	0	0.00	0	0	0.00	0.00	
310 DWHALC	0	0.00	0	0	0.00	0.00	
*** 215 BUSINESS	0	0.00	0	0	0.00	0.00	
*** *** 080 WHAL	0	0.00	0	0	0.00	0.00	
545 COMPUTER	0	0.00	0	0	0.00	0.00	
*** 311 DISTRIBUTIVE ED	0	0.00	0	0	0.00	0.00	
816 AUTO BODY	1500	0.00	0	0	0.00	0.00	
833 CONSTR TRADES	9000	2750.00	9000	9000	0.00	9000.00	4000
873 GRAPHIC COMMUNICATION	0	0.00	0	0	0.00	0.00	
*** 361 TRADE & INDUSTRIAL	10500	2750.00	9000	9000	0.00	9000.00	4000
908 FUND CHEF TRAINING	26500	18944.33	26500	26500	16227.90	10272.10	28200
995 FOOD INDUSTRY CAREER	7000	5688.12	7000	7000	6337.99	662.01	7900
*** 365 SERVICES OCCUPATION/OCCUPATI	33500	24632.45	33500	33500	22565.89	10934.11	36100
*** *** 300 SECONDARY EDUCATION	44000	27382.45	42500	42500	22565.89	19934.11	40100
*** *** *** 13 SECONDARY RESALE ACTI	44000	27382.45	42500	42500	22565.89	19934.11	40100

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	[< - - PRIOR YEAR - - >]		FISCAL YEAR 201707				]>	
201 215 350 14	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18		REMAINING ON 06/30/18	NEXT YEAR BUDGET	
201 RED BRICK RESALE	6000	6066.85	4000	4000	6128.98	2128.98-	7200	
202 LAKEVILL TESA RESALE	0	0.00	0	0	0.00	0.00		
203 TESA WORKS RESALE	500	874.59	500	500	324.85	175.15	200	
204 BOOKSTORE RESALES	5000	1861.29	2000	2000	1254.56	745.44	1700	
205 PD WORKS RESALE	0	1833.80	0	0	329.80	329.80-		
206 SUNNY SIDE MARKET	600	0.00	0	0	80.00	80.00-		
*** 215 BUSINESS	12100	10636.53	6500	6500	8118.19	1618.19-	9100	
*** *** 350 SPECIAL EDUCATION	12100	10636.53	6500	6500	8118.19	1618.19-	9100	
*** *** *** 14 SPECIAL ED RESALE ACT	12100	10636.53	6500	6500	8118.19	1618.19-	9100	

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 ZERO BALANCES: Print Zero Balances  
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 SERIES TOTALS: <None Selected>  
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CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707		REMAINING	NEXT YEAR
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18		
000	GENERAL			0	0.00	0	0	0.00	0.00
***	000	GENERAL		0	0.00	0	0	0.00	0.00
000	GENERAL			0	0.00	0	0	0.00	0.00
***	113	LEGAL SERVICES		0	0.00	0	0	0.00	0.00
***	***	005 DISTRICT WIDE		0	0.00	0	0	0.00	0.00
***	***	*** 15 917 SUPPORT SERVICES		0	0.00	0	0	0.00	0.00

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
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 SERIES TOTALS: <None Selected>  
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CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >			REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18			
000 000 005 20							
000 GENERAL	145000	107160.91	145000	129543	129543.00	0.00	146951
*** 000 GENERAL	145000	107160.91	145000	129543	129543.00	0.00	146951
*** *** 005 DISTRICT WIDE	145000	107160.91	145000	129543	129543.00	0.00	146951
*** *** *** 20 INTERNAL SERVICE FUND	145000	107160.91	145000	129543	129543.00	0.00	146951

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN SRC  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

				FISCAL YEAR 201707						
CRS	PRG	ORG	FD	< - - PRIOR YEAR - - >	ADOPTED	REVISED	REMAINING	NEXT YEAR		
				BUDGET	BUDGET	BUDGET THRU 06/30/18	ON 06/30/18	BUDGET		
250	110	005	21							
250	SFI	DENTAL PROGRAM		366000	386511.35	371000	371000	338206.31	32793.69	371000
***	110	BUSINESS SERVICES		366000	386511.35	371000	371000	338206.31	32793.69	371000
***	***	005 DISTRICT WIDE		366000	386511.35	371000	371000	338206.31	32793.69	371000
***	***	*** 21 SELF FUNDED INS PROGR		366000	386511.35	371000	371000	338206.31	32793.69	371000

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN SRC  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >			REMAINING	NEXT YEAR
000 110 005 22	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ON 06/30/18	BUDGET	
000 GENERAL	1200	2740.46	1200	2500	0.00	2500.00	3000
001 BR SHARE PREMIUMS	2531097	2179949.72	2379000	2633184	2056280.07	576903.93	2982570
002 BE SHARE PREMIUMS	668073	727109.54	728000	736203	608060.45	128142.55	608000
003 RETIRE & COBRA PREMIUMS	24000	22505.81	24000	24000	9979.62	14020.38	24000
004 WELLNESS CREDIT	0	0.00	0	0	0.00	0.00	
*** 110 BUSINESS SERVICES	3224370	2932305.53	3132200	3395887	2674320.14	721566.86	3627570
*** *** 005 DISTRICT WIDE	3224370	2932305.53	3132200	3395887	2674320.14	721566.86	3627570
*** *** *** 22 SFI HEALTH PROGRAM	3224370	2932305.53	3132200	3395887	2674320.14	721566.86	3627570
*** REPORT TOTALS:	43839016	36586768.56	39341679	39463007	28785257.01	10677749.99	44245969

# Expenditure

## Proposed Adopted

### Budget

June 12, 2018

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707		REMAINING	NEXT YEAR		
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET			THRU 06/30/18	THRU 06/30/18
000	GENERAL			0	2627.00	0	2700	0.00	2700.00	2700	
***	050	SCHOOL ADMIN		0	2627.00	0	2700	0.00	2700.00	2700	
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	110	BUSINESS SUPPORT SERVICES		0	0.00	0	0	0.00	0.00		
000	GENERAL			0	8321.00	0	8400	0.00	8400.00	8400	
***	211	EDUC - SEC GEN		0	8321.00	0	8400	0.00	8400.00	8400	
000	GENERAL			0	4797.00	0	4800	0.00	4800.00	4800	
***	396	GEN'L VOC		0	4797.00	0	4800	0.00	4800.00	4800	
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	920	RETIRE OF NONBONDED OBLIGATI		0	0.00	0	0	0.00	0.00		
***	***	005 DISTR WIDE		0	15745.00	0	15900	0.00	15900.00	15900	
000	GENERAL			134588	116096.42	122750	122247	108011.72	410.34	13824.94	124551
***	050	SCHOOL ADMIN		134588	116096.42	122750	122247	108011.72	410.34	13824.94	124551
000	GENERAL			895635	899042.01	892832	903710	673535.73	12347.87	217826.40	914044
***	211	EDUC - SEC GEN		895635	899042.01	892832	903710	673535.73	12347.87	217826.40	914044
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	610	CURRICULUM DEVELOPMENT		0	0.00	0	0	0.00	0.00		
000	GENERAL			2000	410.17	2000	2000	528.06	1471.94	2000	
***	640	STAFF DEVELOPMENT		2000	410.17	2000	2000	528.06	1471.94	2000	
***	***	071 DCALS		1032223	1015548.60	1017582	1027957	782075.51	12758.21	233123.28	1040595
000	GENERAL			13843	6434.37	9613	5647	7144.40	1497.40	8404	
***	211	EDUC - SEC GEN		13843	6434.37	9613	5647	7144.40	1497.40	8404	
***	***	078 DCALS EDOP		13843	6434.37	9613	5647	7144.40	1497.40	8404	
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	050	SCHOOL ADMIN		0	0.00	0	0	0.00	0.00		

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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000 211 079 01								
000 GENERAL	10171	6306.25	3553	4606	0.00		4606.00	
*** 211 EDUC - SEC GEN	10171	6306.25	3553	4606	0.00		4606.00	
*** *** 079 WHAL EXT DAY	10171	6306.25	3553	4606	0.00		4606.00	
000 GENERAL	42188	39538.37	43575	43500	33769.63	157.02	9573.35	45940
*** 050 SCHOOL ADMIN	42188	39538.37	43575	43500	33769.63	157.02	9573.35	45940
000 GENERAL	324969	343991.53	344302	355127	282496.66	9725.00	62905.34	363283
080 ROTARY INT DIST 5960	0	0.00	0	0	0.00		0.00	
*** 211 EDUC - SEC GEN	324969	343991.53	344302	355127	282496.66	9725.00	62905.34	363283
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 610 CURRICULUM DEVELOPMENT	0	0.00	0	0	0.00		0.00	
000 GENERAL	500	91.15	500	500	450.00		50.00	500
*** 640 STAFF DEVELOPMENT	500	91.15	500	500	450.00		50.00	500
000 GENERAL	70125	61625.76	67200	72854	3578.33	63195.17	6080.50	72854
*** 810 OPERATIONS AND MAINTENANCE	70125	61625.76	67200	72854	3578.33	63195.17	6080.50	72854
*** *** 080 WHAL	437782	445246.81	455577	471981	320294.62	73077.19	78609.19	482577
431 OVERHEAD-ADMIN	17350	16167.08	16134	16385	16134.00		251.00	10632
*** 010 SCHOOL BOARD	17350	16167.08	16134	16385	16134.00		251.00	10632
431 OVERHEAD-ADMIN	64651	64109.20	60787	56908	60787.05		3879.05-	39777
*** 020 OFFICE OF SUPT	64651	64109.20	60787	56908	60787.05		3879.05-	39777
431 OVERHEAD-ADMIN	26986	26982.77	25518	26555	26513.35		36.65	29592
*** 022 PERSONNEL	26986	26982.77	25518	26555	26513.35		36.65	29592
433 ADMIN-GEN VOC	857	495.00	857	143171	128629.46	102.58	14438.96	146691
*** 030 LINE ADMIN	857	495.00	857	143171	128629.46	102.58	14438.96	146691

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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >				NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	
310 050 300 01							
310 DWHALC	0	0.00	0	0	0.00		0.00
*** 050 SCHOOL ADMIN	0	0.00	0	0	0.00		0.00
431 OVERHEAD-ADMIN	117350	114580.06	108218	112869	108218.10		4650.90
*** 110 BUSINESS SUPPORT SERVICES	117350	114580.06	108218	112869	108218.10		4650.90
431 OVERHEAD-ADMIN	50541	48894.85	45310	47078	45309.96		1768.04
*** 140 MGMT INFC SYSTEMS	50541	48894.85	45310	47078	45309.96		1768.04
545 COMPUTER	85749	82808.44	74466	72570	68642.98		3927.02
*** 311 DISTR ED	85749	82808.44	74466	72570	68642.98		3927.02
608 PUBLIC SAFETY	0	0.00	0	0	0.00		0.00
614 MEDICAL	112505	105194.34	114668	114001	80895.34		33105.66
*** 321 HEALTH OCC ED	112505	105194.34	114668	114001	80895.34		33105.66
817 VEHICLE SERVICE	107666	107276.86	106955	105444	81701.37	1097.49	22645.14
833 CONSTR TRADES	93791	93696.40	96974	99410	75564.86	1251.17	22593.97
851 HVY DUTY TRUCK	105232	103640.41	108549	106542	80615.72	77.50	25848.78
873 GRAPHIC	136577	134586.44	119081	118529	92474.71		26054.29
*** 361 TRADE & IND ED	443266	439200.11	431559	429925	330356.66	2426.16	97142.18
908 FUND CHEF	127466	126150.84	131752	130087	102996.02		27090.98
*** 365 SERVICE OCCUPATIONS	127466	126150.84	131752	130087	102996.02		27090.98
819 WORK EXP SEC PRG	36667	36316.70	37999	37888	29117.33		8770.67
*** 371 GENERAL STUDIES	36667	36316.70	37999	37888	29117.33		8770.67

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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18		
000 GENERAL	152065	129955.21	155240	155241	58526.68	8715.56	87998.76	144619
011 PRIOR YR FED AWARDS	6880	6880.24	6000	7221	6837.84	1600.00	1216.84-	6500
971 CAREER EXPLOR	120041	119854.07	115319	114072	89384.79	251.65	24435.56	116087
994 TECHNICAL TUTORS	122482	91519.43	104443	143186	108076.41		35109.59	148107
995 FOOD INDUSTRY	80060	79188.44	82845	80745	62656.76	1962.79	16125.45	82000
*** 380 SPECIAL NEEDS	481528	427397.39	463847	500465	325482.48	12530.00	162452.52	497313
200 E-BAY/INTERNET SALES	0	0.00	0	0	0.00		0.00	
432 OVERHEAD ALLOC DCTC	0	0.00	0	0	0.00		0.00	
433 ADMIN-GEN VOC	133047	117340.52	80576	74102	65109.99	12699.76	3707.75-	81800
*** 396 GEN'L VOC	133047	117340.52	80576	74102	65109.99	12699.76	3707.75-	81800
310 DWHALC	0	0.00	0	0	0.00		0.00	
*** 398 EDUC-SEC GENERAL	0	0.00	0	0	0.00		0.00	
400 WORKED BASED LEARNING MINI GRA	3000	2863.29	0	0	0.00		0.00	
*** 399 MENTOR CONNECTION	3000	2863.29	0	0	0.00		0.00	
545 COMPUTER	0	0.00	0	0	0.00		0.00	
614 MEDICAL	0	0.00	0	0	0.00		0.00	
*** 610 CURRICULUM DEVELOPMENT	0	0.00	0	0	0.00		0.00	
000 GENERAL	2000	570.18	2000	2000	450.00		1550.00	2000
*** 640 STAFF DEVELOPMENT	2000	570.18	2000	2000	450.00		1550.00	2000

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
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 SERIES TOTALS: <None Selected>  
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CRS	PRG	ORG	FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707 - - - - - >				NEXT YEAR BUDGET	
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18		REMAINING ON 06/30/18
995	760	300	01								
995	FOOD INDUSTRY			0	0.00	0	0	0.00			0.00
***	760 PUPIL TRANSPORTATION			0	0.00	0	0	0.00			0.00
000	GENERAL			0	0.00	0	0	0.00			0.00
432	OVERHEAD ALLOC DCTC			165946	156599.70	171754	176617	88308.72	88308.72	0.44-	180135
995	FOOD INDUSTRY			0	0.00	0	0	0.00			0.00
***	810 OPERATIONS AND MAINTENANCE			165946	156599.70	171754	176617	88308.72	88308.72	0.44-	180135
000	GENERAL			9300	9176.22	9500	9500	8662.81			837.19
***	940 FIXED CHARGES			9300	9176.22	9500	9500	8662.81			837.19
10000											10000
000	GENERAL			0	0.00	0	0	0.00			0.00
***	960 OTHER EMPL BENEFITS			0	0.00	0	0	0.00			0.00
***	*** 300 SECONDARY EDUCATION			1878209	1774846.69	1774945	1950121	1485619.25	116067.22	348434.53	1979444
000	GENERAL			0	0.00	0	0	0.00			0.00
***	810 OPERATIONS AND MAINTENANCE			0	0.00	0	0	0.00			0.00
***	*** 301 SEC CAREER ACADEMY			0	0.00	0	0	0.00			0.00
***	*** ** 01 SECONDARY ED			3372228	3264127.72	3261270	3476212	2595133.78	201902.62	679175.60	3526920

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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	PRIOR YEAR		FISCAL YEAR 201707				REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18		
000 GENERAL	0	517.00	0	1000	0.00		1000.00	1000
*** 110 BUSINESS SUPPORT SERVICES	0	517.00	0	1000	0.00		1000.00	1000
000 GENERAL	0	69502.00	0	75000	0.00		75000.00	85000
*** 400 SPECIAL ED NON REIMB	0	69502.00	0	75000	0.00		75000.00	85000
000 GENERAL	0	878.00	0	1200	0.00		1200.00	1200
*** 640 STAFF DEVELOPMENT	0	878.00	0	1200	0.00		1200.00	1200
000 GENERAL	0	75.00	0	150	0.00		150.00	225
*** 810 OPERATIONS AND MAINTENANCE	0	75.00	0	150	0.00		150.00	225
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 920 RETIRE OF NONBONDED OBLIGATI	0	0.00	0	0	0.00		0.00	
*** *** 005 DISTR WIDE SVC	0	70972.00	0	77350	0.00		77350.00	87425
000 GENERAL	5500	5250.32	5000	5000	4243.05		756.95	5100
619 NON REIMB SPED EXP - FED	6000	11349.46	6600	8600	7117.08	1170.00	312.92	8600
*** 400 SPECIAL ED NON REIMB	11500	16599.78	11600	13600	11360.13	1170.00	1069.87	13700
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 401 SPL	0	0.00	0	0	0.00		0.00	
000 GENERAL	665250	633375.60	848250	703937	600078.31	3513.32	100345.37	582801
*** 402 DCD MILD-MOD	665250	633375.60	848250	703937	600078.31	3513.32	100345.37	582801
000 GENERAL	276833	268241.12	278962	505614	204914.58		300699.42	582894
*** 403 DCD/SP	276833	268241.12	278962	505614	204914.58		300699.42	582894
000 GENERAL	0	0.00	0	976	2371.57		1395.57-	1101
*** 404 PI	0	0.00	0	976	2371.57		1395.57-	1101

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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS	PRG	ORG	FD	< - - PRIOR YEAR - - >	ADOPTED	REVISED	FISCAL YEAR 201707		NEXT YEAR	
				BUDGET	BUDGET	BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	BUDGET
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	405	DHOH		0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	406	VISUALLY IMPAIRED		0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	407	SLD		0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	408	EBD		0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	409	DEAF-BLIND		0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	167488
***	410	OHD		0	0.00	0	0	0.00	0.00	167488
000	GENERAL			462755	447076.15	481302	382886	387511.50	4625.50-	378023
***	411	AUTISTIC		462755	447076.15	481302	382886	387511.50	4625.50-	378023
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	412	DD/EC		0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	414	TBI		0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	416	SMI		0	0.00	0	0	0.00	0.00	
000	GENERAL			112357	100273.10	124002	100958	73123.68	1638.00	26196.32
***	420	SPEC ED AGGREGATE		112357	100273.10	124002	100958	73123.68	1638.00	26196.32

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 640 STAFF DEVELOPMENT	0	0.00	0	0	0.00		0.00	
000 GENERAL	66359	58352.43	68198	70500	37114.67	31940.69	1444.64	70860
*** 810 OPERATIONS AND MAINTENANCE	66359	58352.43	68198	70500	37114.67	31940.69	1444.64	70860
*** ** 030 TESA	1595054	1523918.18	1812314	1778471	1316474.44	38262.01	423734.55	1893884
000 GENERAL	500	669.11	500	1200	1165.70		34.30	750
619 NON REIMB SPED EXP - FED	15000	12522.82	16500	14500	11887.20		2612.80	14500
803 IDEA/SUN	0	0.00	0	0	0.00		0.00	
*** 400 SPECIAL ED NON REIMB	15500	13191.93	17000	15700	13052.90		2647.10	15250
000 GENERAL	0	0.00	0	0	0.00		0.00	
803 IDEA/SUN	0	0.00	0	0	0.00		0.00	
*** 401 SPL	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	95.46	150	150	125.35		24.65	150
803 IDEA/SUN	0	0.00	0	0	0.00		0.00	
*** 402 DCD MILD-MOD	0	95.46	150	150	125.35		24.65	150
000 GENERAL	0	0.00	0	0	0.00		0.00	
803 IDEA/SUN	0	0.00	0	0	0.00		0.00	
*** 403 DCD/SP	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
803 IDEA/SUN	0	0.00	0	0	0.00		0.00	
*** 404 PI	0	0.00	0	0	0.00		0.00	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - - PRIOR YEAR - - - >		< - - - - - FISCAL YEAR 201707 - - - - - >					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 405 DRCH	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 406 VISUALLY IMPAIRED	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
803 IDEA/SUN	0	0.00	0	0	0.00		0.00	
*** 407 SLD	0	0.00	0	0	0.00		0.00	
000 GENERAL	1252998	1137302.95	1427335	1109166	831601.02	17879.48	259685.50	1054431
618 NON REIMB SPED EXP - FED	0	0.00	0	0	0.00		0.00	
803 IDEA/SUN	3650	2396.67	3650	3650	1077.01	26.51	2546.48	
*** 408 EBD	1256648	1139699.62	1430985	1112816	832678.03	17905.99	262231.98	1054431
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 409 DEAF-BLIND	0	0.00	0	0	0.00		0.00	
000 GENERAL	2500	0.00	0	106508	83557.68		22950.32	221355
618 NON REIMB SPED EXP - FED	0	0.00	0	0	0.00		0.00	
803 IDEA/SUN	0	0.00	0	0	0.00		0.00	
*** 410 OHD	2500	0.00	0	106508	83557.68		22950.32	221355
000 GENERAL	500	0.00	0	0	20.13		20.13	10476
803 IDEA/SUN	0	0.00	0	0	0.00		0.00	
*** 411 AUTISTIC	500	0.00	0	0	20.13		20.13	10476

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	PRIOR YEAR		FISCAL YEAR 201707		ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18			
000 GENERAL	0	0.00	0	0	0.00	0.00	
803 IDEA/SUN	0	0.00	0	0	0.00	0.00	
*** 412 DD/EC	0	0.00	0	0	0.00	0.00	
000 GENERAL	0	0.00	0	0	0.00	0.00	
803 IDEA/SUN	0	0.00	0	0	0.00	0.00	
*** 414 TBI	0	0.00	0	0	0.00	0.00	
000 GENERAL	0	0.00	0	0	0.00	0.00	
803 IDEA/SUN	0	0.00	0	0	0.00	0.00	
*** 416 SMI	0	0.00	0	0	0.00	0.00	
000 GENERAL	141027	94109.23	218785	293575	183642.23	2077.95	107854.82
618 NON REIMB SPED EXP - FED	0	0.00	0	0	0.00		0.00
803 IDEA/SUN	850	460.16	850	850	244.62	120.00	485.38
*** 420 SPEC ED AGGREGATE	141877	94569.39	219635	294425	183886.85	2197.95	108340.20
000 GENERAL	0	0.00	0	343	0.00	343.00	0.00
*** 640 STAFF DEVELOPMENT	0	0.00	0	343	0.00	343.00	0.00
000 GENERAL	134376	111143.36	134351	135045	104895.51	11973.05	18176.44
803 IDEA/SUN	74953	72632.01	55270	59170	53509.10	5178.73	482.17
*** 810 OPERATIONS AND MAINTENANCE	209329	183775.37	189621	194215	158404.61	17151.78	18658.61
000 GENERAL	0	0.00	0	0	0.00		0.00
*** 850 CAPITAL FACILITIES	0	0.00	0	0	0.00		0.00

ACCT STATUS: Active Accounts Only  
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 SERIES TOTALS: <None Selected>  
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ACCOGNT RANGES: 01 TO 22-999

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000 865 051 02								
000 GENERAL	0	0.00	0	16350	16348.95		1.05	
*** 865 LTFM <100,000	0	0.00	0	16350	16348.95		1.05	
*** ** 051 IDEA	1626354	1431331.77	1857391	1740507	1288074.50	37598.72	414833.78	1789753
000 GENERAL	76265	67918.36	75000	75000	52368.75	22706.25	75.00-	75100
619 NON REIMB SPED EXP - FED	7364	5982.19	1000	3700	2756.87		943.13	4200
*** 400 SPECIAL ED NON REIMB	83629	73900.55	76000	78700	55125.62	22706.25	868.13	79300
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 401 SPL	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	5.73	0	0	0.00		0.00	
*** 402 DCD MILD-MOD	0	5.73	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 403 DCD/EP	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 404 PI	0	0.00	0	0	0.00		0.00	
000 GENERAL	1603305	1589706.57	1676657	1732425	1347802.25	4450.49	380172.26	1824650
*** 405 DHOH	1603305	1589706.57	1676657	1732425	1347802.25	4450.49	380172.26	1824650
000 GENERAL	0	0.00	0	0	331.07		331.07-	
*** 406 VISUALLY IMPAIRED	0	0.00	0	0	331.07		331.07-	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 407 SLD	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 408 EBD	0	0.00	0	0	0.00		0.00	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
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CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707		ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	NEXT YEAR BUDGET
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18			
000	GENERAL			208919	214541.55	258535	191340	139202.98	52137.02	218721
***	409 DEAF-BLIND			208919	214541.55	258535	191340	139202.98	52137.02	218721
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	410 OHD			0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	411 AUTISTIC			0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	412 DD/EC			0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	414 TBI			0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	416 SMI			0	0.00	0	0	0.00	0.00	
000	GENERAL			80667	79341.76	82452	136926	106314.25	502.43	190950
***	420 SPEC ED AGGREGATE			80667	79341.76	82452	136926	106314.25	502.43	190950
000	GENERAL			38733	38187.76	34820	36625	33475.46		3149.54
***	810 OPERATIONS AND MAINTENANCE			38733	38187.76	34820	36625	33475.46		3149.54
***	*** 060 DHOH			2015253	1995683.92	2128464	2176016	1682251.63	27659.17	466105.20
000	GENERAL			0	123.71	0	0	27.10		27.10
619	NON REIMB SPED EXP - FED			5000	4534.59	300	4300	4062.48		237.52
***	400 SPECIAL ED NON REIMB			5000	4658.30	300	4300	4089.58		210.42
000	GENERAL			0	0.00	0	0	0.00		0.00
***	401 SPL			0	0.00	0	0	0.00		0.00

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >				NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000 GENERAL	300	311.52	350	350	212.85	137.15	75
*** 402 DCD MILD-MOD	300	311.52	350	350	212.85	137.15	75
000 GENERAL	398990	385989.36	453022	539322	375220.25	164101.75	394491
908 PSA INDIVIDUAL PROG	0	0.00	0	0	0.00	0.00	
*** 403 DCD/SP	398990	385989.36	453022	539322	375220.25	164101.75	394491
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 404 PI	0	0.00	0	0	0.00	0.00	
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 405 DHOH	0	0.00	0	0	0.00	0.00	
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 406 VISUALLY IMPAIRED	0	0.00	0	0	0.00	0.00	
000 GENERAL	600	0.00	0	0	0.00	0.00	
*** 407 SLD	600	0.00	0	0	0.00	0.00	
000 GENERAL	150	143.22	0	0	0.00	0.00	
*** 408 EBD	150	143.22	0	0	0.00	0.00	
000 GENERAL	1659	1681.29	1641	7396	10043.99	2647.99	7008
*** 409 DEAF-BLIND	1659	1681.29	1641	7396	10043.99	2647.99	7008
000 GENERAL	229324	199417.70	223244	146020	94932.99	51087.01	138632
*** 410 OHD	229324	199417.70	223244	146020	94932.99	51087.01	138632
000 GENERAL	811626	817446.05	1035626	988782	751091.75	232415.03	1011126
*** 411 AUTISTIC	811626	817446.05	1035626	988782	751091.75	232415.03	1011126
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 412 DD/EC	0	0.00	0	0	0.00	0.00	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG ED	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000 414 061 02								
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 414 TBI	0	0.00	0	0	0.00		0.00	
000 GENERAL	81534	74695.19	38723	30971	23077.76		7893.24	58839
*** 416 SMI	81534	74695.19	38723	30971	23077.76		7893.24	58839
000 GENERAL	103848	93544.67	102483	121927	90233.36	330.77	31362.87	135732
*** 420 SPEC ED AGGREGATE	103848	93544.67	102483	121927	90233.36	330.77	31362.87	135732
000 GENERAL	0	0.00	0	270	0.00	269.50	0.50	
*** 640 STAFF DEVELOPMENT	0	0.00	0	270	0.00	269.50	0.50	
000 GENERAL	34101	34100.27	34820	34868	36975.84		2107.84-	38100
*** 810 OPERATIONS AND MAINTENANCE	34101	34100.27	34820	34868	36975.84		2107.84-	38100
*** *** 061 PACES	1667132	1611987.57	1890209	1874206	1385878.37	5875.49	482452.14	1789003
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 400 SPECIAL ED NON REIMB	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 401 SPL	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 402 DCD MILD-MOD	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 403 DCD/SP	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 404 PI	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 405 DHOH	0	0.00	0	0	0.00		0.00	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18		
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 406 VISUALLY IMPAIRED	0	0.00	0	0	0.00		0.00	
000 GENERAL	30837	29879.86	31110	53159	41239.83		11919.17	80522
*** 407 SLD	30837	29879.86	31110	53159	41239.83		11919.17	80522
000 GENERAL	99324	97985.46	100637	47809	35532.89	226.10	12050.01	70056
*** 408 EBD	99324	97985.46	100637	47809	35532.89	226.10	12050.01	70056
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 409 DEAF-BLIND	0	0.00	0	0	0.00		0.00	
000 GENERAL	25366	25518.44	26215	59571	48648.47		10922.53	95433
*** 410 OHD	25366	25518.44	26215	59571	48648.47		10922.53	95433
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 411 AUTISTIC	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 412 DD/EC	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 414 TBI	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 416 SMI	0	0.00	0	0	0.00		0.00	
000 GENERAL	22232	22618.28	23698	2750	171.17		2578.83	33142
*** 420 SPEC ED AGGREGATE	22232	22618.28	23698	2750	171.17		2578.83	33142
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 810 OPERATIONS AND MAINTENANCE	0	0.00	0	0	0.00		0.00	
*** *** 071 DCALS	177759	176002.04	181660	163289	125592.36	226.10	37470.54	279153

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SERIES TOTALS: <None Selected>  
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CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707				NEXT YEAR	
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18		BUDGET
000	GENERAL			16094	14393.33	22245	27902	27306.97	659.68	64.65-	46199
***	050	SCHOOL ADMIN		16094	14393.33	22245	27902	27306.97	659.68	64.65-	46199
000	GENERAL			328489	352673.20	348285	343275	254388.21	5.70	88881.09	289478
***	211	EDUC - SEC.GEN		328489	352673.20	348285	343275	254388.21	5.70	88881.09	289478
000	GENERAL			0	0.00	0	0	0.00		0.00	
150	STUDENT MEALS DONATION			2000	559.40	1440	1440	1706.56	193.44	460.00-	2000
619	NON REIMB SPED EXP - FED			6000	0.00	6600	6600	11620.50		5020.50-	12000
***	400	SPECIAL ED NON REIMB		8000	559.40	8040	8040	13327.06	193.44	5480.50-	14000
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	401	SPL		0	0.00	0	0	0.00		0.00	
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	402	DCD MILD-MOD		0	0.00	0	0	0.00		0.00	
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	405	DHGH		0	0.00	0	0	0.00		0.00	
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	407	SLD		0	0.00	0	0	0.00		0.00	
000	GENERAL			324367	324216.99	349474	341593	265975.18	6.42	75611.40	375845
***	408	EBD		324367	324216.99	349474	341593	265975.18	6.42	75611.40	375845
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	409	DEAF-BLIND		0	0.00	0	0	0.00		0.00	
000	GENERAL			56600	49980.39	55590	55560	40952.55		14607.45	70210
***	410	OWD		56600	49980.39	55590	55560	40952.55		14607.45	70210

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SERIES TOTALS: <None Selected>  
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CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000 GENERAL	0	0.00	0	0	23.54		23.54-	50
*** 411 AUTISTIC	0	0.00	0	0	23.54		23.54-	50
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 414 TBI	0	0.00	0	0	0.00		0.00	
000 GENERAL	161525	97010.89	108526	158450	98173.12	1395.90	58880.98	130468
*** 420 SPEC ED AGGREGATE	161525	97010.89	108526	158450	98173.12	1395.90	58880.98	130468
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 610 CURR-STAFF DEVELOPMENT	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	270	0.00	269.50	0.50	
*** 640 STAFF DEVELOPMENT	0	0.00	0	270	0.00	269.50	0.50	
000 GENERAL	2070	2216.66	14070	15373	14914.45		458.55	6400
*** 810 OPERATIONS AND MAINTENANCE	2070	2216.66	14070	15373	14914.45		458.55	6400
*** *** 100 YTP	897145	841050.86	906230	950463	715061.08	2530.64	232871.28	932650
000 GENERAL	4576	4216.26	4283	4806	4168.07	239.21	398.72	4713
*** 050 SCHOOL ADMIN	4576	4216.26	4283	4806	4168.07	239.21	398.72	4713
000 GENERAL	54234	47390.10	60193	73908	55551.70	25.89	18330.41	80328
*** 211 EDUC - SEC.GEN	54234	47390.10	60193	73908	55551.70	25.89	18330.41	80328
000 GENERAL	0	0.00	0	0	0.00		0.00	
619 NON REIMB SPED EXP - FED	1200	8471.22	4000	4000	0.00		4000.00	4000
*** 400 SPECIAL ED NON REIMB	1200	8471.22	4000	4000	0.00		4000.00	4000
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 407 SLD	0	0.00	0	0	0.00		0.00	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
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CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707		REMAINING ON 06/30/18	NEXT YEAR BUDGET		
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18			ENCUMBERED THRU 06/30/18	
000	GENERAL			124063	119147.09	128439	172216	99011.61	66.56	73137.83	150630
***	408	EBD		124063	119147.09	128439	172216	99011.61	66.56	73137.83	150630
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	409	DEAF-BLIND		0	0.00	0	0	0.00		0.00	
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	410	OHD		0	0.00	0	0	0.00		0.00	
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	414	TBI		0	0.00	0	0	0.00		0.00	
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	416	SMI		0	0.00	0	0	0.00		0.00	
000	GENERAL			14993	10127.32	14565	19397	16651.87	1048.00	1697.13	2844
***	420	SPEC ED AGGREGATE		14993	10127.32	14565	19397	16651.87	1048.00	1697.13	2844
000	GENERAL			0	0.00	0	270	0.00	269.50	0.50	
***	640	STAFF DEVELOPMENT		0	0.00	0	270	0.00	269.50	0.50	
000	GENERAL			0	0.00	0	0	0.00		0.00	2106
***	810	OPERATIONS AND MAINTENANCE		0	0.00	0	0	0.00		0.00	2106
***	***	104 NEW CHANCE		199066	189351.99	211480	274597	175383.25	1649.16	97564.59	244621
000	GENERAL			9801	9634.70	9814	10664	9131.76	363.90	1168.34	8832
***	050	SCHOOL ADMIN		9801	9634.70	9814	10664	9131.76	363.90	1168.34	8832
000	GENERAL			118539	114816.77	129297	125290	97824.24	36.98	27428.78	131850
***	211	EDUC - SEC GEN		118539	114816.77	129297	125290	97824.24	36.98	27428.78	131850
000	GENERAL			0	0.00	0	0	0.00		0.00	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >					NEXT YEAR
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	BUDGET
619 400 105 02								
619 NON REIMB SPED EXP - FED	12000	7687.40	12000	20000	23193.70		3193.70-	20000
*** 400 SPECIAL ED NON REIMB	12000	7687.40	12000	20000	23193.70		3193.70-	20000
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 401 SPL	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 402 DCD MILD-MOD	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 403 DCD/SP	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 404 PI	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 405 DROH	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 406 VISUALLY IMPAIRED	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 407 SLD	0	0.00	0	0	0.00		0.00	
000 GENERAL	180618	173050.20	192153	185064	138970.07	55.49	46038.44	191771
*** 408 EBD	180618	173050.20	192153	185064	138970.07	55.49	46038.44	191771
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 409 DRAF-BLIND	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 410 OHD	0	0.00	0	0	0.00		0.00	

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 SERIES TOTALS: <None Selected>  
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CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707		REMAINING	NEXT YEAR		
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18			ENCUMBERED THRU 06/30/18	ON 06/30/18
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	411	AUTISTIC		0	0.00	0	0	0.00	0.00		
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	412	DD/EC		0	0.00	0	0	0.00	0.00		
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	414	TBI		0	0.00	0	0	0.00	0.00		
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	416	SMI		0	0.00	0	0	0.00	0.00		
000	GENERAL			32990	16262.58	30568	46836	19836.92	1186.00	25813.08	43095
***	420	SPEC ED AGGREGATE		32990	16262.58	30568	46836	19836.92	1186.00	25813.08	43095
000	GENERAL			0	0.00	0	270	0.00	269.50	0.50	
***	640	STAFF DEVELOPMENT		0	0.00	0	270	0.00	269.50	0.50	
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	810	OPERATIONS AND MAINTENANCE		0	0.00	0	0	0.00		0.00	
***	***	105 RIVERSIDE		353948	321451.65	373632	388124	288956.69	1911.87	97255.44	395548
000	GENERAL			5320	5300.62	5463	5606	5007.90		598.10	5141
***	050	SCHOOL ADMIN		5320	5300.62	5463	5606	5007.90		598.10	5141
000	GENERAL			139327	143572.09	142920	147922	117966.24	681.40	29274.36	194178
***	211	EDUC - SEC.GEN		139327	143572.09	142920	147922	117966.24	681.40	29274.36	194178
000	GENERAL			0	100.00	0	0	266.35		266.35	
619	NON REIMB SPED EXP - FED			1000	4839.35	4000	4000	2600.04		1399.96	4000
***	400	SPECIAL ED NON REIMB		1000	4939.35	4000	4000	2866.39		1133.61	4000

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CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707			NEXT YEAR	
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18		ENCUMBERED THRU 06/30/18
000	GENERAL			0	0.00	0	0	0.00		0.00
***	401 SPI			0	0.00	0	0	0.00		0.00
000	GENERAL			0	0.00	0	0	0.00		0.00
***	402 DCD MILD-MOD			0	0.00	0	0	0.00		0.00
000	GENERAL			0	0.00	0	0	0.00		0.00
***	403 DCD/SP			0	0.00	0	0	0.00		0.00
000	GENERAL			0	0.00	0	0	0.00		0.00
***	404 PI			0	0.00	0	0	0.00		0.00
000	GENERAL			0	0.00	0	0	0.00		0.00
***	405 DHOH			0	0.00	0	0	0.00		0.00
000	GENERAL			0	0.00	0	0	0.00		0.00
***	406 VISUALLY IMPAIRED			0	0.00	0	0	0.00		0.00
000	GENERAL			3000	0.00	0	0	0.00		0.00
***	407 SLD			3000	0.00	0	0	0.00		0.00
000	GENERAL			87673	81143.43	88002	92322	76622.41	0.01	15699.58
***	408 EBD			87673	81143.43	88002	92322	76622.41	0.01	15699.58
000	GENERAL			0	0.00	0	0	0.00		0.00
***	409 DEAF-BLIND			0	0.00	0	0	0.00		0.00
000	GENERAL			0	0.00	0	0	0.00		0.00
***	410 OHD			0	0.00	0	0	0.00		0.00
000	GENERAL			0	0.00	0	0	0.00		0.00
***	411 AUTISTIC			0	0.00	0	0	0.00		0.00

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CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707			NEXT YEAR		
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18		REMAINING ON 06/30/18	BUDGET
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	412 DD/EC			0	0.00	0	0	0.00	0.00		
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	414 TBI			0	0.00	0	0	0.00	0.00		
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	416 SMI			0	0.00	0	0	0.00	0.00		
000	GENERAL			35934	21300.06	12964	29251	23520.45	1178.25	4552.30	32639
619	NON REIMB SPED EXP - FED			0	0.00	0	0	0.00		0.00	
***	420 SPEC ED AGGREGATE			35934	21300.06	12964	29251	23520.45	1178.25	4552.30	32639
000	GENERAL			0	0.00	0	270	0.00	269.50	0.50	
***	640 STAFF DEVELOPMENT			0	0.00	0	270	0.00	269.50	0.50	
000	GENERAL			3500	2466.40	0	134	133.26		0.74	2800
***	810 OPERATIONS AND MAINTENANCE			3500	2466.40	0	134	133.26		0.74	2800
***	*** 300 OPTIONS			275754	258721.95	253349	279505	226116.65	2129.16	51259.19	397365
000	GENERAL			5779	4818.10	4929	5093	4470.72		622.28	4239
***	050 SCHOOL ADMIN			5779	4818.10	4929	5093	4470.72		622.28	4239
000	GENERAL			48865	47670.46	2242	10352	5596.89		4755.11	63351
***	211 EDUC - SEC GEN			48865	47670.46	2242	10352	5596.89		4755.11	63351
000	GENERAL			0	325.00	0	0	0.00		0.00	
619	NON REIMB SPED EXP - FED			500	0.00	0	0	365.76		365.76-	
***	400 SPECIAL ED NON REIMB			500	325.00	0	0	365.76		365.76-	
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	401 SPL			0	0.00	0	0	0.00		0.00	

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CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707			NEXT YEAR	
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18		ENCUMBERED THRU 06/30/18
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	402	DCD	MILD-MOD	0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	403	DCD	SP	0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	404	PI		0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	405	DHCH		0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	406	VISUALLY	IMPAIRED	0	0.00	0	0	0.00	0.00	
000	GENERAL			50	0.00	50	50	0.00	50.00	
***	407	SLD		50	0.00	50	50	0.00	50.00	
000	GENERAL			53791	18932.73	59113	63120	52972.14	10147.86	16609
***	408	EBD		53791	18932.73	59113	63120	52972.14	10147.86	16609
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	409	DEAF-BLIND		0	0.00	0	0	0.00	0.00	
000	GENERAL			1731	1319.02	1284	1284	869.16	414.84	108
***	410	OHD		1731	1319.02	1284	1284	869.16	414.84	108
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	411	AUTISTIC		0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
***	412	DD/EC		0	0.00	0	0	0.00	0.00	

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CRS PRG ORG FD	PRIOR YEAR		FISCAL YEAR 201707				REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18		
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 414 TBI	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 416 SMI	0	0.00	0	0	0.00		0.00	
000 GENERAL	21990	14846.66	8064	14583	9687.75	733.00	4162.25	7548
619 NON REIMB SPED EXP - FED	0	0.00	0	0	0.00		0.00	
*** 420 SPEC ED AGGREGATE	21990	14846.66	8064	14583	9687.75	733.00	4162.25	7548
000 GENERAL	0	0.00	0	147	0.00	147.00	0.00	
*** 640 STAFF DEVELOPMENT	0	0.00	0	147	0.00	147.00	0.00	
*** *** 305 ANTHONY LOUIS CENTER	132706	87911.97	75682	94629	73962.42	880.00	19786.58	91855
000 GENERAL	78728	73650.05	91426	92843	91426.00		1417.00	81820
*** 010 SCHOOL BOARD	78728	73650.05	91426	92843	91426.00		1417.00	81820
000 GENERAL	294523	292053.05	344460	322478	344459.95		21981.95-	306110
*** 020 OFFICE OF SUPT	294523	292053.05	344460	322478	344459.95		21981.95-	306110
000 GENERAL	122938	122921.53	150271	150478	150270.65		207.35	227730
*** 022 PERSONNEL	122938	122921.53	150271	150478	150270.65		207.35	227730
000 GENERAL	0	0.00	0	0	0.00		0.00	
050 THIRD PARTY BILLING	0	0.00	0	0	0.00		0.00	
432 OVERHEAD PYMT TO DCTC	1519	1165.79	1680	889	444.45	444.45	0.10	985
*** 030 LINE ADMINISTRATION	1519	1165.79	1680	889	444.45	444.45	0.10	985
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 035 MASE AREA G	0	0.00	0	0	0.00		0.00	

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 SERIES TOTALS: <None Selected>  
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 ACCOUNT RANGES: 01 TO 22-999

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707				NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	
000 110 350 02							
000 GENERAL	580167	559420.27	613236	639586	613235.90		26350.10
*** 110 BUSINESS SUPPORT SERVICES	580167	559420.27	613236	639586	613235.90		26350.10
000 GENERAL	174116	208446.47	206412	214464	206412.04		8051.96
*** 140 MGMT INFO SYSTEMS	174116	208446.47	206412	214464	206412.04		8051.96
802 YTP	0	0.00	0	0	0.00		0.00
*** 211 EDUC - SEC.GEN	0	0.00	0	0	0.00		0.00
809 TITLE I PREVENTION	57800	60617.43	72817	40000	31052.97		8947.03
*** 216 TITLE I OF IASA	57800	60617.43	72817	40000	31052.97		8947.03
000 GENERAL	195300	170585.09	219700	240700	611911.35	111362.20	482573.55-
050 THIRD PARTY BILLING	130669	110760.44	105645	108185	83774.90		24410.10
617 NON REIMB SPED EXP - FED	0	0.00	0	0	0.00		0.00
619 NON REIMB SPED EXP - FED	60000	54034.83	40000	60000	12500.00		47500.00
*** 400 SPECIAL ED NON REIMB	385969	335380.36	365345	408885	708186.25	111362.20	410663.45-
420 SP ED AGGR PUR OF SERV	0	0.00	0	0	0.00		0.00
502 DHOH PURCH SERV	0	0.00	0	0	0.00		0.00
*** 401 SPL	0	0.00	0	0	0.00		0.00
908 PSA INDIVIDUAL PROG	24648	40624.03	52182	24133	9887.36		14245.64
*** 402 DCD MILD-MOD	24648	40624.03	52182	24133	9887.36		14245.64
908 PSA INDIVIDUAL PROG	51943	48701.81	24650	19100	5446.92		13653.08
*** 403 DCD/SP	51943	48701.81	24650	19100	5446.92		13653.08

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ACCOUNT RANGES: 01 TO 22-999

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000 GENERAL	0	0.00	0	0	0.00		0.00	
401 PI PURCH SERV	317420	319970.59	434213	357854	271637.35		86215.65	382118
402 PT PURCH SERV	370336	366357.29	377282	410705	306850.26		103854.74	394733
908 PSA INDIVIDUAL PROG	28450	24366.29	29370	0	0.00		0.00	
*** 404 PI	716206	710694.17	840865	768559	578487.61		190071.39	776851
000 GENERAL	0	0.00	0	0	0.00		0.00	
502 DHOH PURCH SERV	535660	517326.72	546009	581536	482715.03	1147.16	97673.81	542903
503 AUDIO PURCH SERV	374659	370484.38	383897	387032	324276.22	2876.92	59878.86	406022
504 INTERPRETERS	226139	224429.98	269170	245644	188088.57		57555.43	205664
908 PSA INDIVIDUAL PROG	82539	64401.05	87171	32427	22351.93		10075.07	34236
*** 405 DHOH	1218997	1176642.13	1286247	1246639	1017431.75	4024.08	225183.17	1188875
601 VI PURCH SERV	518698	504241.17	611768	599529	451165.63	390.35	147973.02	583972
*** 406 VISUALLY IMPAIRED	518698	504241.17	611768	599529	451165.63	390.35	147973.02	583972
908 PSA INDIVIDUAL PROG	0	0.00	0	0	0.00		0.00	
*** 407 SLD	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
806 L.C.T.S.	14929	15375.44	17567	17965	7742.09		10222.91	16942
908 PSA INDIVIDUAL PROG	43534	37891.44	74316	63558	14915.41		48642.59	34381
*** 408 EBD	58463	53266.88	91883	81523	22657.50		58865.50	51323

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CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					!
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	NEXT YEAR BUDGET
908 409 350 02	37928	44371.68	48211	69266	41383.34		27882.66	
*** 409 DEAF-BLIND	37928	44371.68	48211	69266	41383.34		27882.66	
908 PSA INDIVIDUAL PROG	24234	13781.93	26561	8795	32489.20		23694.20-	34381
*** 410 OHD	24234	13781.93	26561	8795	32489.20		23694.20-	34381
908 PSA INDIVIDUAL PROG	0	20963.19	0	100140	76196.39		23943.61	142337
*** 411 AUTISTIC	0	20963.19	0	100140	76196.39		23943.61	142337
908 PSA INDIVIDUAL PROG	4	0.00	0	1080	966.36		113.64	
*** 412 DD/EC	4	0.00	0	1080	966.36		113.64	
908 PSA INDIVIDUAL PROG	3650	0.00	3910	3910	0.00		3910.00	
*** 416 SMI	3650	0.00	3910	3910	0.00		3910.00	
000 GENERAL	2439057	2168771.87	2627330	2394128	2036198.11	39954.63	317975.26	2649652
050 THIRD PARTY BILLING	543418	408417.90	571622	345945	218652.36	825.00	126467.64	455730
100 SPECIAL ED ADMIN	280836	256797.82	297595	288993	237793.21	539.24	50660.55	313163
420 SP ED AGGR PUR OF SERV	97181	97061.03	110245	149806	109735.34		40070.66	136451
421 CTIC	16000	15993.71	16000	16000	2511.86		13388.14	16000
617 NON REIMB SPED EXP - FED	0	0.00	0	0	0.00		0.00	
*** 420 SPEC ED AGGREGATE	3376492	2947042.33	3622792	3194872	2604990.88	41318.87	548562.25	3571001
401 PI PURCH SERV	11764	12306.28	11945	12949	10567.01	89.85	2292.14	10281
402 PT PURCH SERV	23909	24768.16	23699	25829	21155.01	166.84	4507.15	20246

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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

ACCOUNT RANGES: 01 TO 22-999

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18		
502 DHOH PURCH SERV	24622	24597.44	24019	24820	21153.01	129.70	3537.29	20645
503 AUDIO PURCH SERV	23867	24597.44	23447	25579	21120.63	124.84	4333.53	19986
601 VI PURCH SERV	37467	37270.52	35630	38913	31796.19	291.62	6825.19	30588
*** 605 GEN INSTRUCTIONAL SUPPORT	121629	123539.84	118740	128090	105791.85	802.85	21495.30	101746
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 610 CURR-STAFF DEVELOPMENT	0	0.00	0	0	0.00		0.00	
000 GENERAL	3500	2948.65	3500	3662	7975.53		4313.53-	4000
110 LEVEL IV STAFF DEV GRANT	373547	105821.08	0	267725	205598.11	6311.40	55815.49	
120 LEVEL IV STAFF DEV GR-YR 2	0	0.00	0	0	0.00	990.00	990.00-	379960
*** 640 STAFF DEVELOPMENT	377047	108769.73	3500	271387	213573.64	7301.40	50511.96	383960
000 GENERAL	4000	3594.65	0	4000	3992.88		7.12	
*** 650 METRO ECSU GRANT	4000	3594.65	0	4000	3992.88		7.12	
000 GENERAL	262300	126949.32	150000	278694	273693.98		5000.02	
*** 810 OPERATIONS AND MAINTENANCE	262300	126949.32	150000	278694	273693.98		5000.02	
000 GENERAL	46360	45850.78	48000	48000	48069.19	0.01	69.20-	60000
*** 940 INSURANCE	46360	45850.78	48000	48000	48069.19	0.01	69.20-	60000
000 GENERAL	31985	35240.30	41135	41135	0.00		41135.00	40000
*** 950 TRANSFERS	31985	35240.30	41135	41135	0.00		41135.00	40000
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 960 OTHER EMPL BENEFITS	0	0.00	0	0	0.00		0.00	
*** *** 350 SPECIAL EDUCATION	8570344	7657928.89	8816091	8758475	7631712.69	165644.21	961118.10	9435255

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707				NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
802 YTP	0	0.00	0	5373	5371.08	1.92	5560
804 NEW CHANCE	16757	19286.57	16757	16757	7110.92	9646.08	7660
805 RIVERSIDE	0	0.00	0	0	0.00	0.00	
*** 211 BDOC - SEC GEN	16757	19286.57	16757	22130	12482.00	9648.00	13220
000 GENERAL	0	0.00	200	200	0.00	200.00	
*** 400 SPECIAL ED NON REIMB	0	0.00	200	200	0.00	200.00	
000 GENERAL	19502	17773.74	18788	13370	13398.22	28.22-	16000
*** 402 DCD MILD-MOD	19502	17773.74	18788	13370	13398.22	28.22-	16000
000 GENERAL	31970	33512.09	31992	39563	39834.13	271.13-	41120
*** 403 DCD/SP	31970	33512.09	31992	39563	39834.13	271.13-	41120
000 GENERAL	0	0.00	0	759	765.89	6.89-	795
*** 404 PI	0	0.00	0	759	765.89	6.89-	795
000 GENERAL	37418	29129.28	36301	18909	19200.21	291.21-	20600
*** 405 DHOH	37418	29129.28	36301	18909	19200.21	291.21-	20600
000 GENERAL	9698	11926.03	10301	14753	15078.60	325.60-	14645
*** 406 VISUALLY IMPAIRED	9698	11926.03	10301	14753	15078.60	325.60-	14645
000 GENERAL	2041	5417.05	2041	1823	1946.96	123.96-	2085
*** 407 SLD	2041	5417.05	2041	1823	1946.96	123.96-	2085
000 GENERAL	74586	54945.44	73503	81548	90948.06	9400.05-	88880
908 PSA INDIVIDUAL PROG	0	0.00	0	0	0.00	0.00	
*** 408 EBD	74586	54945.44	73503	81548	90948.06	9400.06-	88880

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CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707				NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000 409 352 02							
000 GENERAL	11138	10802.44	11952	10877	10904.52	27.52-	11310
*** 409 DEAF-BLIND	11138	10802.44	11952	10877	10904.52	27.52-	11310
000 GENERAL	8785	11626.73	9639	7733	8001.39	268.39-	8305
*** 410 OHD	8785	11626.73	9639	7733	8001.39	268.39-	8305
000 GENERAL	63453	62495.03	61917	65917	66441.98	524.98-	72650
*** 411 AUTISTIC	63453	62495.03	61917	65917	66441.98	524.98-	72650
000 GENERAL	0	0.00	0	987	0.00	987.00	
*** 412 DD/EC	0	0.00	0	987	0.00	987.00	
000 GENERAL	0	518.17	0	1661	1666.84	5.84-	1805
*** 414 TBI	0	518.17	0	1661	1666.84	5.84-	1805
000 GENERAL	24560	18817.22	24364	15933	15997.84	64.84-	16475
*** 416 SMI	24560	18817.22	24364	15933	15997.84	64.84-	16475
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 420 SPEC ED AGGREGATE	0	0.00	0	0	0.00	0.00	
000 GENERAL	0	0.00	0	0	0.00	0.00	
*** 610 CURR-STAFF DEVELOPMENT	0	0.00	0	0	0.00	0.00	
*** *** 352 SP ED SUMMER SCHL	299908	276249.79	297755	296163	296666.64	503.64-	307890
000 GENERAL	700	1935.81	700	1150	1242.50	92.50-	1000
618 NON REIMB SPED EXP - FED	0	0.00	0	0	0.00	0.00	
619 NON REIMB SPED EXP - FED	10000	31090.76	24000	29000	22402.80	6597.20	25000
801 TEA/SUN	0	0.00	0	0	0.00	0.00	

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CRS PRG ORG FD	< - - PRIOR YEAR - - >	ADOPTED	REVISED	FISCAL YEAR 201707		ENCUMBERED	REMAINING	NEXT YEAR
803 400 400 02	BUDGET ACTUAL	BUDGET	BUDGET	THRU 06/30/18	THRU 06/30/18	ON 06/30/18	BUDGET	
803 IDEA/SUN	0 0.00	0	0	0.00			0.00	
*** 400 SPECIAL ED NON REIMB	10700 33026.57	24700	30150	23645.30			6504.70	26000
000 GENERAL	341845 332508.12	358065	276279	204687.34			71591.66	2150
618 NON REIMB SPED EXP - FED	0 0.00	0	0	0.00			0.00	
801 TEA/SUN	0 0.00	0	0	0.00			0.00	
803 IDEA/SUN	0 0.00	0	0	0.00			0.00	
*** 402 DCD MILD-MOD	341845 332508.12	358065	276279	204687.34			71591.66	2150
000 GENERAL	39286 38973.84	40498	34970	24768.84			10201.16	36231
618 NON REIMB SPED EXP - FED	0 0.00	0	0	0.00			0.00	
801 TEA/SUN	0 0.00	0	0	0.00			0.00	
803 IDEA/SUN	0 0.00	0	0	0.00			0.00	
*** 403 DCD/SP	39286 38973.84	40498	34970	24768.84			10201.16	36231
000 GENERAL	0 0.00	0	0	0.00			0.00	
801 TEA/SUN	0 0.00	0	0	0.00			0.00	
803 IDEA/SUN	0 0.00	0	0	0.00			0.00	
*** 404 PI	0 0.00	0	0	0.00			0.00	
000 GENERAL	0 0.00	0	0	1401.24			1401.24-	
*** 405 DHOH	0 0.00	0	0	1401.24			1401.24-	

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 SERIES TOTALS: <None Selected>  
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CRS	PRG	ORG	FD	PRIOR YEAR		ADOPTED		REVISED		FISCAL YEAR 201707		NEXT YEAR
				BUDGET	ACTUAL	BUDGET	BUDGET	THRU 06/30/18	THRU 06/30/18	ENCUMBERED	REMAINING	
000	406	400	02									
000	GENERAL			0	0.00	0	0	0	0	0.00		0.00
***	406	VISUALLY IMPAIRED		0	0.00	0	0	0	0	0.00		0.00
000	GENERAL			0	0.00	0	0	0	0	0.00		0.00
801	TEA/SUN			0	0.00	0	0	0	0	0.00		0.00
803	IDEA/SUN			0	0.00	0	0	0	0	0.00		0.00
***	407	SLD		0	0.00	0	0	0	0	0.00		0.00
000	GENERAL			1163654	1004226.66	1092710	1067259	783573.44			283685.56	1293826
618	NON REIMB SPED EXP - FED			0	0.00	0	0	0.00			0.00	
801	TEA/SUN			0	0.00	0	0	0.00			0.00	
803	IDEA/SUN			0	0.00	0	0	0.00			0.00	
***	408	EBD		1163654	1004226.66	1092710	1067259	783573.44			283685.56	1293826
000	GENERAL			0	0.00	0	0	0.00			0.00	
***	409	DEAF-BLIND		0	0.00	0	0	0.00			0.00	
000	GENERAL			7280	158.72	0	208341	139076.33			69264.67	554574
801	TEA/SUN			0	0.00	0	0	0.00			0.00	
803	IDEA/SUN			0	0.00	0	0	0.00			0.00	
***	410	OHJ		7280	158.72	0	208341	139076.33			69264.67	554574
000	GENERAL			2843582	2792503.63	3046513	2878283	2240064.65		2440.64	635777.71	4451289

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 SERIES TOTALS: <None Selected>  
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CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707 - - - - - >					NEXT YEAR
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	BUDGET
618 411 400 02								
618 NON REIMB SPED EXP - FED	0	0.00	0	0	0.00		0.00	
801 TEA/SUN	0	0.00	0	0	0.00		0.00	96900
803 IDEA/SUN	35220	26131.49	32950	37110	27380.48	778.59	8950.93	45200
*** 411 AUTISTIC	2878802	2818635.12	3079463	2915393	2267445.13	3219.23	644728.64	4593389
000 GENERAL	0	0.00	0	0	0.00		0.00	
801 TEA/SUN	0	0.00	0	0	0.00		0.00	
803 IDEA/SUN	0	0.00	0	0	0.00		0.00	
*** 412 DD/EC	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
801 TEA/SUN	0	0.00	0	0	0.00		0.00	
803 IDEA/SUN	0	0.00	0	0	0.00		0.00	
*** 414 TBI	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
801 TEA/SUN	0	0.00	0	0	0.00		0.00	
803 IDEA/SUN	0	0.00	0	0	0.00		0.00	
*** 416 SMI	0	0.00	0	0	0.00		0.00	
000 GENERAL	332195	299192.68	392480	494437	333829.90	2301.66	158305.44	636930
618 NON REIMB SPED EXP - FED	0	0.00	0	0	0.00		0.00	

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CRS PRG ORG FD	PRIOR YEAR		FISCAL YEAR 201707				REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18		
801 TEA/SUN	0	0.00	0	0	0.00	0.00	34500	
803 IDEA/SUN	5490	5255.77	5250	6250	2655.04	1475.58	6000	
*** 420 SPEC ED AGGREGATE	337685	304448.45	397730	500687	336484.94	3777.24	677430	
000 GENERAL	0	0.00	0	0	0.00	0.00		
*** 610 CURR-STAFF DEVELOPMENT	0	0.00	0	0	0.00	0.00		
000 GENERAL	0	0.00	0	343	0.00	343.00	0.00	
*** 640 STAFF DEVELOPMENT	0	0.00	0	343	0.00	343.00	0.00	
000 GENERAL	177404	163166.53	185294	177841	138664.62	15182.97	164379	
801 TEA/SUN	0	0.00	0	0	0.00	0.00	1193947	
803 IDEA/SUN	404600	385674.54	354690	353160	265078.65	63045.81	360400	
*** 810 OPERATIONS AND MAINTENANCE	582004	548841.07	539984	531001	403743.27	78228.78	1718726	
000 GENERAL	0	0.00	0	0	0.00	0.00		
*** 850 CAPITAL FACILITIES	0	0.00	0	0	0.00	0.00		
000 GENERAL	0	0.00	0	18436	18651.05		215.05-	
*** 865 LTFM <100,000	0	0.00	0	18436	18651.05		215.05-	
*** *** 400 SUN	5361256	5080818.55	5533150	5582859	4203476.88	85568.25	8902326	
000 GENERAL	0	0.00	0	0	0.00	0.00		
619 NON REIMB SPED EXP - FED	8000	7784.14	6000	6000	6116.75		116.75-	
*** 400 SPECIAL ED NON REIMB	8000	7784.14	6000	6000	6116.75		116.75-	
000 GENERAL	0	0.00	0	0	0.00	0.00		
*** 401 SPL	0	0.00	0	0	0.00	0.00		

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CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707			NEXT YEAR		
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18		ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18
000	GENERAL			0	0.00	0	0	0.00	0.00		
***	402	DCD	MILD-MOD	0	0.00	0	0	0.00	0.00		
000	GENERAL			534146	502226.70	568967	514604	393638.16	174.00	120791.84	440418
908	PSA		INDIVIDUAL PROG	0	0.00	0	0	0.00		0.00	
***	403	DCD/SP		534146	502226.70	568967	514604	393638.16	174.00	120791.84	440418
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	404	PI		0	0.00	0	0	0.00		0.00	
000	GENERAL			2386	73.80	100	100	0.00		100.00	100
***	405	DHOH		2386	73.80	100	100	0.00		100.00	100
000	GENERAL			0	0.00	0	0	1324.65		1324.65-	
***	406	VISUALLY IMPAIRED		0	0.00	0	0	1324.65		1324.65-	
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	407	SLD		0	0.00	0	0	0.00		0.00	
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	408	EBD		0	0.00	0	0	0.00		0.00	
000	GENERAL			48820	49709.20	50605	52111	934.56		51176.44	7924
***	409	DEAF-BLIND		48820	49709.20	50605	52111	934.56		51176.44	7924
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	410	OHD		0	0.00	0	0	0.00		0.00	
000	GENERAL			0	0.00	0	0	14.61		14.61-	
***	411	AUTISTIC		0	0.00	0	0	14.61		14.61-	
000	GENERAL			2948	797.78	250	250	0.00		250.00	30537
***	412	DD/EC		2948	797.78	250	250	0.00		250.00	30537

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		< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR
CRS	PRG ORG FD	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	BUDGET	
000	GENERAL	0	0.00	0	0	0.00	0.00		
***	414 TBI	0	0.00	0	0	0.00	0.00		
000	GENERAL	592277	608590.62	650193	734703	522279.33	25212.78	650237	
***	416 SMI	592277	608590.62	650193	734703	522279.33	25212.78	650237	
000	GENERAL	101472	77016.60	102748	121544	75415.16	675.50	96839	
619	NON REIMB SPED EXP - FED	0	0.00	0	0	0.00	0.00		
***	420 SPEC ED AGGREGATE	101472	77016.60	102748	121544	75415.16	675.50	96839	
000	GENERAL	0	0.00	0	0	0.00	0.00		
***	640 STAFF DEVELOPMENT	0	0.00	0	0	0.00	0.00		
000	GENERAL	24114	24113.50	24840	25160	24869.84	290.16	25400	
***	810 OPERATIONS AND MAINTENANCE	24114	24113.50	24840	25160	24869.84	290.16	25400	
***	*** 500 DASH	1314163	1270312.34	1403703	1454472	1024593.06	26062.28	1256455	
000	GENERAL	60	302.93	100	100	144.21	44.21-	200	
619	NON REIMB SPED EXP - FED	8000	22365.29	20000	20000	11468.10	8531.90	15000	
801	TEA/SUN	0	0.00	0	0	0.00	0.00		
***	400 SPECIAL ED NON REIMB	8060	22668.22	20100	20100	11612.31	8487.69	15200	
000	GENERAL	0	0.00	0	0	0.00	0.00		
801	TEA/SUN	0	0.00	0	0	0.00	0.00		
***	401 SEL	0	0.00	0	0	0.00	0.00		
000	GENERAL	2500	1528.53	0	0	45.00	45.00-		

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707		ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	NEXT YEAR BUDGET
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18			
801	TEA/SUN			0	0.00	0	0	0.00	0.00	
***	402 DCD MILD-MOD			2500	1528.53	0	0	45.00	45.00-	
000	GENERAL			0	10.00	0	0	0.00	0.00	
801	TEA/SUN			0	0.00	0	0	0.00	0.00	
***	403 DCD/SP			0	10.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
801	TEA/SUN			0	0.00	0	0	0.00	0.00	
***	404 PT			0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
801	TEA/SUN			0	0.00	0	0	0.00	0.00	
***	405 DHOH			0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	0.00	0.00	
801	TEA/SUN			0	0.00	0	0	0.00	0.00	
***	406 VISUALLY IMPAIRED			0	0.00	0	0	0.00	0.00	
000	GENERAL			0	0.00	0	0	3395.00	7271.25	10666.25-
801	TEA/SUN			0	0.00	0	0	0.00	0.00	
***	407 SLD			0	0.00	0	0	3395.00	7271.25	10666.25-
000	GENERAL			1052007	1063767.60	1311935	1190978	923392.02	962.99	266622.99
801	TEA/SUN			0	0.00	0	0	0.00	0.00	
***	408 EBD			1052007	1063767.60	1311935	1190978	923392.02	962.99	266622.99

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	PRIOR YEAR		FISCAL YEAR 201707				REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18			
000 GENERAL	0	0.00	0	0	0.00	0.00	304806	
801 TEA/SUN	0	0.00	0	0	0.00	0.00		
*** 409 DEAF-BLIND	0	0.00	0	0	0.00	0.00		
000 GENERAL	0	0.00	0	0	0.00	0.00	304806	
801 TEA/SUN	0	0.00	0	0	0.00	0.00		
*** 410 OHD	0	0.00	0	0	0.00	0.00		
000 GENERAL	681654	760756.08	639895	785564	562571.75	222992.25	392473	
801 TEA/SUN	0	0.00	0	0	0.00	0.00		
*** 411 AUTISTIC	681654	760756.08	639895	785564	562571.75	222992.25	392473	
000 GENERAL	0	0.00	0	0	0.00	0.00		
801 TEA/SUN	0	0.00	0	0	0.00	0.00	14550	
*** 412 DD/EC	0	0.00	0	0	0.00	0.00	14550	
000 GENERAL	0	0.00	0	0	0.00	0.00		
801 TEA/SUN	0	0.00	0	0	0.00	0.00		
*** 414 TBI	0	0.00	0	0	0.00	0.00		
000 GENERAL	0	0.00	0	0	0.00	0.00		
801 TEA/SUN	0	0.00	0	0	0.00	0.00		
*** 416 SMI	0	0.00	0	0	0.00	0.00		
000 GENERAL	358058	327597.20	468650	634761	597950.82	1817.55	899320	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG ED	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18			
619 420 700 02									
619 NON REIMB SPED EXP - FED	0	0.00	0	0	0.00		0.00		
801 TEA/SUN	0	0.00	0	0	0.00		0.00	800	
*** 420 SPEC ED AGGREGATE	358058	327597.20	468650	634761	597950.82	1817.55	34992.63	900120	
000 GENERAL	0	0.00	0	270	0.00	269.50	0.50		
801 TEA/SUN	0	0.00	0	0	0.00		0.00		
*** 640 STAFF DEVELOPMENT	0	0.00	0	270	0.00	269.50	0.50		
000 GENERAL	582097	529091.24	615880	574980	554912.28	53633.77	33566.05-	667500	
801 TEA/SUN	0	0.00	0	0	0.00		0.00	28030	
*** 810 OPERATIONS AND MAINTENANCE	582097	529091.24	615880	574980	554912.28	53633.77	33566.05-	695530	
*** *** 700 T.E.A.	2684376	2705418.87	3056460	3206653	2653879.18	63953.06	488818.76	4309184	
000 GENERAL	0	0.00	0	228683	145349.62		83333.38	719134	
*** 408 EBD	0	0.00	0	228683	145349.62		83333.38	719134	
000 GENERAL	0	0.00	1351710	445663	316049.32	2156.98	127456.70	297364	
*** 411 AUTISTIC	0	0.00	1351710	445663	316049.32	2156.98	127456.70	297364	
000 GENERAL	0	0.00	0	0	0.00		0.00		
803 IDEA/SUN	0	0.00	0	0	0.00		0.00		
*** 412 DD/EC	0	0.00	0	0	0.00		0.00		
000 GENERAL	0	0.00	0	0	0.00		0.00		
*** 414 TBI	0	0.00	0	0	0.00		0.00		
000 GENERAL	0	0.00	0	0	0.00		0.00		
*** 416 SMI	0	0.00	0	0	0.00		0.00		

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707						NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18			
000 GENERAL	0	0.00	147772	143580	118166.41	2694.00	22719.59	132597	
*** 420 SPEC ED AGGREGATE	0	0.00	147772	143580	118166.41	2694.00	22719.59	132597	
000 GENERAL	0	0.00	127263	97353	79840.55	3605.95	13906.50	45466	
*** 810 OPERATIONS AND MAINTENANCE	0	0.00	127263	97353	79840.55	3605.95	13906.50	45466	
000 GENERAL	0	0.00	0	0	0.00		0.00		
*** 865 LTFM <100,000	0	0.00	0	0	0.00		0.00		
*** *** 900 C.A.S.E	0	0.00	1626745	915279	659405.90	8456.93	247416.17	1194561	
*** *** *** 02 SPECIAL ED	27170218	25499112.34	30424515	30011058	23747485.74	468409.05	5795163.21	35660549	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000 770 030 03								
000 GENERAL	25035	22095.52	25765	23862	17022.50	881.25	5958.25	23862
*** 770 FOOD SERVICES	25035	22095.52	25765	23862	17022.50	881.25	5958.25	23862
*** *** 030 TESA	25035	22095.52	25765	23862	17022.50	881.25	5958.25	23862
000 GENERAL	24375	31505.11	33730	32518	24994.02	881.25	6642.73	32518
*** 770 FOOD SERVICES	24375	31505.11	33730	32518	24994.02	881.25	6642.73	32518
*** *** 051 IDEA	24375	31505.11	33730	32518	24994.02	881.25	6642.73	32518
000 GENERAL	12050	12362.93	13200	12525	10643.04	276.00	1605.96	12525
*** 770 FOOD SERVICES	12050	12362.93	13200	12525	10643.04	276.00	1605.96	12525
*** *** 100 YTP	12050	12362.93	13200	12525	10643.04	276.00	1605.96	12525
000 GENERAL	42500	47272.15	51580	43830	33310.85	881.25	9637.90	50460
*** 770 FOOD SERVICES	42500	47272.15	51580	43830	33310.85	881.25	9637.90	50460
*** *** 400 SUN	42500	47272.15	51580	43830	33310.85	881.25	9637.90	50460
000 GENERAL	25300	26484.65	29710	30206	23607.02	881.25	5717.73	37410
*** 770 FOOD SERVICES	25300	26484.65	29710	30206	23607.02	881.25	5717.73	37410
*** *** 700 T.E.A.	25300	26484.65	29710	30206	23607.02	881.25	5717.73	37410
000 GENERAL	0	0.00	11300	7890	5406.84		2483.16	7890
*** 770 FOOD SERVICES	0	0.00	11300	7890	5406.84		2483.16	7890
*** *** 900 C.A.S.E.	0	0.00	11300	7890	5406.84		2483.16	7890
*** *** *** 03 FOOD SERVICE FND	129260	139720.36	165285	150831	114984.27	3801.00	32045.73	164665

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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707				NEXT YEAR	
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18		REMAINING ON 06/30/18
000	850	005	05								
000	GENERAL			0	0.00	0	0	0.00			0.00
***	850	CAPITOL FACILITIES		0	0.00	0	0	0.00			0.00
***	***	005 DISTRICT-WIDE BUS		0	0.00	0	0	0.00			0.00
000	GENERAL			858173	1404612.83	6677472	0	0.00			0.00
***	850	CAPITOL FACILITIES		858173	1404612.83	6677472	0	0.00			0.00
***	***	051 IDEA		858173	1404612.83	6677472	0	0.00			0.00
000	GENERAL			2639296	2590573.78	896692	626796	623057.26	18280.00	14541.26-	529500
***	850	CAPITOL FACILITIES		2639296	2590573.78	896692	626796	623057.26	18280.00	14541.26-	529500
000	GENERAL			0	0.00	0	0	0.00			0.00
***	950	TRANSFERS		0	0.00	0	0	0.00			0.00
***	***	900 C.A.S.E.		2639296	2590573.78	896692	626796	623057.26	18280.00	14541.26-	529500
***	***	*** 05 CAP EQ - DISTR-WIDE		3497469	3995186.61	7574164	626796	623057.26	18280.00	14541.26-	529500

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

		< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >				
CRS	PRG ORG FD	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	NEXT YEAR BUDGET
000	850 005 06							
000	GENERAL	0	0.00	0	0	0.00	0.00	
***	850 CAPITOL FACILITIES	0	0.00	0	0	0.00	0.00	
000	GENERAL	67051	67050.75	0	0	0.00	0.00	
***	870 BUILDING CONSTRUCTION	67051	67050.75	0	0	0.00	0.00	
***	*** 005 DISTRICT WIDE	67051	67050.75	0	0	0.00	0.00	
***	*** ** 06 SPED BLDG CONST FD	67051	67050.75	0	0	0.00	0.00	

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS	PRG	ORG	FD	PRIOR YEAR		ADOPTED		REVISED		FISCAL YEAR 201707		NEXT YEAR
				BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	BUDGET	
000	960	005	08									
000	GENERAL			0	0.00	0	0	0	0	0.00		0.00
***	960	FLEX BENEFIT		0	0.00	0	0	0	0	0.00		0.00
***	***	003 DISTRICT WIDE		0	0.00	0	0	0	0	0.00		0.00
000	GENERAL			355	0.00	0	0	0	0	0.00		0.00
***	321	HEALTH OCC ED		355	0.00	0	0	0	0	0.00		0.00
300	DCALS			936	0.00	936	936	936	936	0.00		936.00
***	398	EDUC-SEC GENERAL		936	0.00	936	936	936	936	0.00		936.00
399	K OBRIEN STUDENT ORG			0	0.00	0	0	0	0	0.00		0.00
***	399	CAREER AND TECH GENERAL		0	0.00	0	0	0	0	0.00		0.00
***	***	300 SECONDARY VOCATIONAL		1291	0.00	936	936	936	936	0.00		936.00
015	HETLAND DONATIONS			0	0.00	0	0	0	0	0.00		0.00
020	BUDACH DONATIONS			712	73.76	600	600	600	600	0.00		600.00
***	400	SPECIAL ED NON REIMB		712	73.76	600	600	600	600	0.00		600.00
***	***	350 SPECIAL EDUCATION		712	73.76	600	600	600	600	0.00		600.00
***	***	*** 08 TRUST FUND		2003	73.76	1536	1536	1536	1536	0.00		1536.00

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 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707				NEXT YEAR
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000	850	051	09							
000	GENERAL			0	0.00	0	0	0.00		0.00
***	850	CAPITAL FACILITIES		0	0.00	0	0	0.00		0.00
***	***	051	IDEA	0	0.00	0	0	0.00		0.00
***	***	***	09 AGENCY FUND	0	0.00	0	0	0.00		0.00

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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707				NEXT YEAR	
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18		REMAINING ON 06/30/18
000	GENERAL			0	0.00	0	0	38249.08-	8836.29	29412.79	
***	010	SCHOOL BOARD		0	0.00	0	0	38249.08-	8836.29	29412.79	
000	GENERAL			0	0.00	0	0	64433.56-	38.10	64395.46	
***	020	OFFICE OF SUPT		0	0.00	0	0	64433.56-	38.10	64395.46	
000	GENERAL			3700	204.95	1300	1000	13468.23-	403.30	14064.93	800
***	022	PERSONNEL		3700	204.95	1300	1000	13468.23-	403.30	14064.93	800
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	110	BUSINESS SERVICES SHARED		0	0.00	0	0	0.00		0.00	
000	GENERAL			0	0.00	0	0	54031.61-	21045.77	32985.84	
***	111	BUSINESS SERVICES 917 ONLY		0	0.00	0	0	54031.61-	21045.77	32985.84	
000	GENERAL			19189	5257.30	22750	15184	6649.00	401.60	8133.40	9300
***	120	RESEARCH SPECIALIST		19189	5257.30	22750	15184	6649.00	401.60	8133.40	9300
000	GENERAL			15000	5976.93	15000	6000	4411.02-	1280.44	9130.58	6000
***	140	MGMT INFO SYSTEMS		15000	5976.93	15000	6000	4411.02-	1280.44	9130.58	6000
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	730	PSYCH & MENTAL HEALTH SERVIC		0	0.00	0	0	0.00		0.00	
000	GENERAL			432832	432832.00	432832	457002	457002.00		0.00	466049
***	740	SOCIAL WORK SERVICES		432832	432832.00	432832	457002	457002.00		0.00	466049
000	GENERAL			0	0.00	0	0	0.00		0.00	
***	850	CAPITAL FACILITIES		0	0.00	0	0	0.00		0.00	
000	GENERAL			0	24400.00	0	24850	21451.79	766.67	2631.54	24850
***	865	LTFM <100,000		0	24400.00	0	24850	21451.79	766.67	2631.54	24850

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 SERIES TOTALS: <None Selected>  
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CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	
000 866 005 10								
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 866 LTFM >100,000	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 920 RETIRE OF NONBONDED OBLIGATI	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 930 EMPLOYEE BENEFITS	0	0.00	0	0	0.00		0.00	
000 GENERAL	0	0.00	0	0	0.00		0.00	
*** 960 FLEX BENEFIT	0	0.00	0	0	0.00		0.00	
*** *** 005 DISTRICT WIDE	470721	468671.18	471882	504036	310509.29	32772.17	160754.54	506999
*** *** *** 10 INSTIT. SUPPORT	470721	468671.18	471882	504036	310509.29	32772.17	160754.54	506999

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
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CRS PRG ORG FD	PRIOR YEAR		FISCAL YEAR 201707				REMAINING ON 06/30/18	NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	THRU 06/30/18		
300 215 071 13								
300 DCALS SCHOOL STORE	0	548.75	1300	1300	50.00		1250.00	1250
*** 215 BUSINESS	0	548.75	1300	1300	50.00		1250.00	1250
*** ** 071 DCALS	0	548.75	1300	1300	50.00		1250.00	1250
310 DWHALC	995	1059.77	0	0	0.00		0.00	
*** 215 BUSINESS	995	1059.77	0	0	0.00		0.00	
*** ** 080 WHAL	995	1059.77	0	0	0.00		0.00	
545 COMPUTER	1000	0.00	220	220	0.00		220.00	220
*** 311 DISTR ED	1000	0.00	220	220	0.00		220.00	220
816 AUTO BODY	1000	457.34	1178	1178	162.00		1016.00	1178
833 CONSTR TRADES	4000	0.00	4000	4000	0.00		4000.00	4000
873 GRAPHIC	0	0.00	0	0	0.00		0.00	
*** 361 TRADE & IND ED	5000	457.34	5178	5178	162.00		5016.00	5178
908 FUND CHEF	26500	19461.42	26500	28940	17127.22	11300.00	512.78	28200
995 FOOD INDUSTRY	7000	3430.05	7000	7400	3918.04	3575.15	93.19	7400
*** 365 SERVICE OCCUPATIONS	33500	22891.47	33500	36340	21045.26	14875.15	419.59	36100
*** ** 300 SECONDARY VOCATIONAL	39500	23348.81	38898	41738	21207.26	14875.15	5655.59	41498
*** ** ** 13 SECONDARY RESALE ACTI	40495	24957.33	40198	43038	21257.26	14875.15	6905.59	42748

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS	PRG	ORG	FD	PRIOR YEAR		FISCAL YEAR 201707			NEXT YEAR		
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18		REMAINING ON 06/30/18	BUDGET
201	RED BRICK	RESALE		6000	7533.46	7000	7000	5198.17	1800.12	1.71	7000
202	LAKEVILLE	TESA RESALE		0	95.69	500	500	1064.75	29.79	594.54-	200
203	TESA WORKS	RESALE		500	466.44	800	800	788.07		11.93	800
204	AEC	RESALE		3000	2862.43	3000	3000	1818.09	129.76	1052.15	3000
205	CEDAR	RESALE		0	1652.58	0	0	452.27	150.00	602.27-	
206	LEC	RESALE		600	118.13	500	500	243.98		256.02	500
***	215	BUSINESS		10100	12728.73	11800	11800	9565.33	2109.67	125.00	11500
***	***	350 SPECIAL EDUCATION		10100	12728.73	11800	11800	9565.33	2109.67	125.00	11500
***	***	*** 14 SPECIAL ED RESALE ACT		10100	12728.73	11800	11800	9565.33	2109.67	125.00	11500

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS	PRG	ORG	FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707 - - - - - >				NEXT YEAR
				BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	
000	113	005	15	0	0.00	0	0	0.00		0.00
***	113	LEGAL SERVICES		0	0.00	0	0	0.00		0.00
***	***	005 DISTRICT WIDE		0	0.00	0	0	0.00		0.00
***	***	*** 15 917 SUPPORT SERVICES		0	0.00	0	0	0.00		0.00

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >				NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	THRU 06/30/18	ENCUMBERED THRU 06/30/18	
220 OPEB/ SEV.RESERVES	0	0.00	0	0	0.00		0.00
*** 020 OFFICE OF SUPT	0	0.00	0	0	0.00		0.00
220 OPEB/ SEV.RESERVES	0	0.00	0	0	0.00		0.00
*** 030 LINE ADMINISTRATION	0	0.00	0	0	0.00		0.00
220 OPEB/ SEV.RESERVES	214470	154346.54	214470	208200	218200.43		10000.43-
*** 110 BUSINESS SERVICES SHARED	214470	154346.54	214470	208200	218200.43		10000.43-
220 OPEB/ SEV.RESERVES	16000	0.00	16000	6000	0.00		6000.00
*** 211 EDUC - SEC.GEN	16000	0.00	16000	6000	0.00		6000.00
220 OPEB/ SEV.RESERVES	9600	3449.85	23500	23500	9690.45		13809.55
*** 420 SPEC ED AGGREGATE	9600	3449.85	23500	23500	9690.45		13809.55
*** *** 005 DISTR WIDE SVC	240070	157796.39	253970	237700	227890.88		9809.12
000 GENERAL	0	0.00	0	0	0.00		0.00
*** 001 CENTRAL OFFICE	0	0.00	0	0	0.00		0.00
*** *** 500 DASH - DO NOT USE	0	0.00	0	0	0.00		0.00
*** *** *** 20 INTERNAL SERVICE FUND	240070	157796.39	253970	237700	227890.88		9809.12

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
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 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		FISCAL YEAR 201707					NEXT YEAR
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18	BUDGET	
250 110 005 21								
250 SFI DENTAL PROGRAM	365000	368903.76	380000	370000	300830.31		69169.69	390000
*** 110 BUSINESS SUPPORT SERVICES	365000	368903.76	380000	370000	300830.31		69169.69	390000
*** ** 005 DISTR WIDE SVC	365000	368903.76	380000	370000	300830.31		69169.69	390000
*** ** ** 21 SELF FUNDED INS PROGR	365000	368903.76	380000	370000	300830.31		69169.69	390000

ACCT STATUS: Active Accounts Only ACCOUNT RANGES: 01 TO 22-999  
 ZERO BALANCES: Print Zero Balances  
 SORTED BY: ACCOUNT FD ORG PRG CRS FIN OBJ  
 SUBTOTALLED BY: ACCOUNT FD ORG PRG CRS  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

CRS PRG ORG FD	< - - PRIOR YEAR - - >		< - - - - - FISCAL YEAR 201707 - - - - - >					NEXT YEAR BUDGET
	BUDGET	ACTUAL	ADOPTED BUDGET	REVISED BUDGET THRU 06/30/18	ENCUMBERED THRU 06/30/18	REMAINING ON 06/30/18		
000 110 005 22								
000 GENERAL	2662509	2728624.85	3032815	3048060	2089658.06	958401.94	3355449	
*** 110 BUSINESS SUPPORT SERVICES	2662509	2728624.85	3032815	3048060	2089658.06	958401.94	3355449	
*** *** 005 DISTR WIDE SVC	2662509	2728624.85	3032815	3048060	2089658.06	958401.94	3355449	
*** *** *** 22 SFI HEALTH PROGRAM	2662509	2728624.85	3032815	3048060	2089658.06	958401.94	3355449	
*** REPORT TOTALS:	38027124	36726953.78	45617435	38481067	30040372.18	742149.66	7698545.16	44422131

**301 SCHOOL DISTRICT ADMINISTRATION**

**I. PURPOSE**

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

**II. GENERAL STATEMENT OF POLICY**

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district, the school board also recognizes the direct responsibility of all district administrators for educational results and effective administration, supervisory, and instructional leadership at all our sites and programs.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)

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

**302 SUPERINTENDENT**

**I. PURPOSE**

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

**II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

**III. GENERAL RESPONSIBILITIES**

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall be responsible for the supervision and evaluation of those staff reporting directly to the superintendent.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)

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

### **303 SUPERINTENDENT SELECTION**

#### **I. PURPOSE**

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

#### **II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

#### **III. QUALIFICATIONS**

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

#### **IV. SELECTION**

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Rules, Chapter 3512

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

**304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION**

**I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

**II. GENERAL STATEMENT OF POLICY**

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.

*Legal References:* Minn. Stat. § 123B.143 (Superintendent)

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

**305 POLICY IMPLEMENTATION**

**I. PURPOSE**

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

**II. GENERAL STATEMENT OF POLICY**

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. Administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

*Legal References:* Minn. Stat. § 123B.143 (Superintendent)

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

## **306 ADMINISTRATOR CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

### **II. GENERAL STATEMENT OF POLICY**

- A. An educational administrator's professional behavior must conform to a code of ethics. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
1. Makes the well-being of students the fundamental value of all decision-making and actions.
  2. Fulfills professional responsibilities with honesty and integrity.
  3. Supports the principle of due process and protects the civil and human rights of all individuals.
  4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
  5. Implements the school board's policies.
  6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
  7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
  8. Accepts academic degrees or professional certification only from duly accredited institutions.
  9. Maintains the standards and seeks to improve the effectiveness of the

profession through research and continuing professional development.

10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

***Legal References:*** Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

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

Chair Jill Lewis asked for a motion to introduce the following resolution and waive the reading:

Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION PERTAINING TO THE TERMINATION OF EMPLOYMENT OF  
SUPPORT SERVICE EMPLOYEES

WHEREAS, the School Board of Intermediate School District 917 had received on June 12, 2018, from the administration, recommendations on termination of support service employees:

Nicole Myers, Classroom Assistant  
Shanna Hanson, Classroom Assistant  
Lindsey Jackson, Classroom Assistant  
Barbara Masters, Classroom Assistant  
Jessica Frankovich, Sign Language Interpreter

BE IT RESOLVED, by the School Board of Intermediate School District 917, as follows:

That the following listed employees (Nicole Myers, Classroom Assistant; Shanna Hanson, Classroom Assistant; Lindsey Jackson, Classroom Assistant; Barbara Masters, Classroom Assistant, Jessica Frankovich, Sign Language Interpreter) be terminated from their position/employment with Intermediate School District 917 effective at the end of the 2017-2018 school year.

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

\_\_\_\_\_ and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

TO: School Board

FROM: John Christiansen

DATE: June 7, 2018

RE: Clerical Union Contract, Custodial Terms and Conditions, and Individual Terms and Conditions

I have a tentative agreement with the clerical union, proposed custodial terms and conditions, and proposed individual terms and conditions for the following positions for consideration at our board meeting: Buyer, Payroll Assistant, Personnel Assistant, Executive Assistant, Board Certified Behavior Analysts, Licensed Psychologist, Licensed Independent Clinical Social Worker, Mental Health Coordinator, Computer Network Specialist, and Human Resources Specialist.

Each of the agreements and the clerical union contract are consistent with our teacher union total package settlement of 7.99%. Please keep in mind that when an agreement is for one person or a small group like the custodial group with two-full-time FTE and one part-time FTE, the dollar differences can cause the percentage differences to seem more significant than on a union group with 200 FTE. Another additional factor to note is none of the individual terms and conditions have salary step schedules or longevity factors. Because of these types of variables in the cost factors, we use the total package percent of increase to compare equitable treatment from group to group or individual to individual agreements.

The following are the financial or language changes for the union contract and individual terms and conditions:

**Clerical Union Tentative Agreement 2018-2020**

1. Salary schedule increase year 1 - 1.65% and year 2 - 1.65%.  
Last step of schedule year 1 – 3.3% and year 2 – 3.3%
2. Medical district contribution  
Current Single \$580 July 2018-June 2020 = \$605  
Current Family \$1485 July 2018- June 2020 = \$1510
3. Dental – no change
4. 403b current:

			Year 1	Year2
4 to 9 years	\$250		\$275	\$275
10-14 years	\$250		\$300	\$300
15+ years	\$300		\$325	\$325
5. For staff with 215 or more work days, add one additional floating holiday current 7, proposed 8.

LANGUAGE CHANGES:

1. Add language to vacation section to allow carry over to a maximum of 10 days with provision to be paid for unused days upon resignation from the district.

Current vacation structure: Work days:

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

2. Add word continuous to phrase “years of employment” for clauses referring to years of employment.

**Board Certified Behavior Analyst 2018-2019**

1. Salary based on teacher salary schedule plus 2.5%
2. Medical - \$20 increase single, no change family
3. Dental – no change
4. No change language

**Mental Health Services Support Team: Licensed Independent Clinical Social Worker, Licensed Psychologist, and Mental Health Coordinator 2018-2019**

1. Salary based on teacher salary schedule plus 2.5%
2. Medical - \$20 increase single, no change family
3. Dental – no change
4. No change language

**Buyer 2018-2020**

1. Language change: add Martin Luther King Day to holidays
2. Salary 3.5% year 1 and 3.5% year 2
3. Medical single \$20 increase January of Year 1 and year 2
4. Dental – single \$11 and Family \$28
5. 403b - \$550 increase for 2018/2019

**Payroll Assistant 2018-2020**

1. Language change: add Martin Luther King Day to holidays
2. Salary 3.5% year 1 and 3.5% year 2
3. Medical single \$20 increase January of Year 1 and year 2
4. Dental – single \$11 and Family \$28
5. 403b - \$400 increase for 2018/2019

**Personnel Assistant 2018-2020**

1. Language change: add Martin Luther King Day to holidays
2. Salary 3.5% year 1 and 3.3% year 2
3. Medical Single \$70 increase January 2019-June 2020
4. Dental – no change
5. 403b - \$300 increase for 2018-2019

### **Executive Assistant 2018-2020**

1. Language change: add Martin Luther King Day to holidays
2. Salary 3.5% year 1 and 3.5% year 2
3. Medical single \$30 increase January 2019 to December 2019/\$20 increase January 2020 to June 2020
4. Dental Single \$11 and Family \$28
5. 403b - \$600 increase for 18/19 and 19/20

### **Custodial/Delivery 2018-2020**

1. Language change: add Martin Luther King Day to holidays
2. Salary schedule 1.6% increase year 1 and 1.6% increase year 2
3. Medical \$30 increase single, \$40 increase family Jan. to December 2019/\$20 increase single/\$50 increase family Jan-June 2020
4. Dental – no change
5. 403b – \$300 increase 18/19 and 19/20

### **Computer Network Specialist 2018-2020**

1. Status change from .77 FTE to 1.0 FTE
2. Language changed to 1.0 FTE status
3. Salary 3.5% year 1 and 3.5% year 2
4. Medical single \$10 increase January 2019 to December 2019  
Medical single \$20 increase January 2020 to June 2020
5. Dental – single/no change. Family add \$28 January 2019 to June 2020
6. 403b – increase \$200 18/19 and 19/20

### **Human Resource Specialist 2018-2020**

1. Language change: add Martin Luther King Day to holidays
2. Salary 3.5% year 1 and 3.5% year 2
3. Medical single and family increase \$20 for January 2019 to December 2019 and increase of \$20 for January 2020 to June 2020.
4. Dental single/no change. Family add \$28 for January 2019 to June 2020.
5. 403b match – add \$500 for 2018-2019
6. Term life insurance increase of \$20,000

I recommend approval of the clerical union contract, custodial terms and conditions and the individual terms and conditions. The program assistants' union contract is in process and the classified school year (tech tutors) terms and conditions will need to be completed before the start of the 2018-2019 school year.

JC:ljb

# AGREEMENT

between

INTERMEDIATE SCHOOL DISTRICT NO. 917

and

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

Effective July 1, 2018, through June 30, 2020

Board Approved June 12, 2018

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ARTICLE I  
PURPOSE

Section 1. Parties: This Agreement is entered into between the Intermediate School District No. 917, Rosemount, Minnesota, (hereinafter referred to as the School District) and the Office and Professional Employees International Union, Local 12, AFL-CIO, CLC (hereinafter referred to as the union) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as PELRA) to provide the terms and conditions of employment for office and clerical employees during the duration of this Agreement.

ARTICLE II  
RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA the School District recognizes the Office and Professional Employees International Union, Local 12, AFL-CIO, CLC as the exclusive representative for office and clerical employees employed by the School District of Intermediate School District No. 917, which exclusive representative shall have those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

ARTICLE III  
APPROPRIATE UNIT

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

ARTICLE IV  
DEFINITIONS

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

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the appropriate unit shall mean office and clerical employees employed by the School District, excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed fourteen (14) hours per week or thirty-five percent (35%) of the work week in the employee bargaining unit whichever is lesser, employees who hold the positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

Section 3. School District: Any reference to the School District in this Agreement shall mean the School District or its designated officials or representatives.

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

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

## ARTICLE V SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, policy, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives, policy and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives, policy and orders are not inconsistent with the terms of this Agreement, and recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the state. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE VI  
EMPLOYEE RIGHTS

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

Section 2. Rights to Dues Check-Off:

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

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

Section 3. Fair Share Fee:

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

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

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

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

ARTICLE VII  
HOURS OF SERVICE

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

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

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

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

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

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

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

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

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

Subd. 1: Notwithstanding any other provisions of this Article, in the event of energy shortage, severe weather or other exigency, the School District may modify the duty day or duty week as appropriate, but with the understanding that the total number of hours shall not be increased, i.e., a four (4) day week with increased hours per day, but the total weekly hours not more than the regular five (5) day week.

Subd. 2. Prior to modifying the scheduled length of the duty day pursuant to Subd. 1 hereof, the School District shall afford to the union the opportunity to meet and confer on such matters.

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

ARTICLE VIII  
COMPENSATION

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

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

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

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

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

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

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

Subd. 2. Regular part-time employees shall be compensated on salary Schedule A, effective July 1, 2018, and on Salary Schedule B, effective July 12018. Part-time employees shall advance one (1) step on the effective salary schedule after completion of 940 paid hours. A step advancement may occur on July 1 or January 1 of the fiscal year. A regular part-time employee may not advance more than two (2) steps during the two-year contract period.

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

Section 3. Successor Agreement: In the event a successor agreement is not entered into prior to July 1, 2020, an employee shall remain at the same step as compensated during the

2019-2020 contract year until a successor agreement is reached. The successor agreement shall govern step advancement.

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

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

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

ARTICLE IX  
403B MATCHING CONTRIBUTION

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must have completed three years of employment and thus will be eligible for contribution in the employee's fourth year of service. Further, to be eligible for this contribution, an employee must be regularly employed at least 940 hours during the fiscal year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

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

<u>Year of Employment</u>	<u>Contribution</u>	
	2018-2019	2019-2020
4-9	\$275	\$275

10-14	\$300	\$300
15+	\$325	\$325

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

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

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

ARTICLE X  
GROUP INSURANCE

Section 1. Health and Hospitalization Insurance:

Subd. 1. Individual Coverage: Effective July 1, **2018**, the School District shall contribute a sum not to exceed ~~\$540~~ per month for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. Effective January 1, **2019**, the school district contribution will be ~~\$555~~ per month. Effective January 1, **2020**, the school district contribution will be ~~\$580~~ per month.

Subd. 2. Dependent Coverage: Effective July 1, **2018**,- the School District shall contribute a sum not to exceed ~~\$1400~~ per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for dependent coverage. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4. Effective January 1, **2019**, the school district contribution will be ~~\$1435~~ per month. Effective January 1, **2020**, the school district contribution will be ~~\$1485~~ per month.

Subd. 3. Individual High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district’s health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of

1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account (“HSA”) of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the “Flex Choice Plan”). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$540 beginning July 1, **2018**. Effective January 1, this amount shall not exceed \$555 per month. Effective January 1, **2020**, this amount shall not exceed \$580 per month.

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

Subd. 4. Family High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district’s health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health

savings account (“HSA”) of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the “Flex Choice Plan”). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1400 beginning July 1, **2018**. Effective January 1, **2019**, this amount shall not exceed \$1435 per month. Effective January 1, **2020**, this amount shall not exceed \$1485 per month.

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

Subd. 5. Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district’s health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district’s contribution to the employee’s HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 2. Dental Insurance:

Subd. 1. Individual Coverage: Effective July 1, ~~2016~~, **2018**, the School District shall contribute a sum not to exceed \$42 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Subd. 2. Dependent Coverage: Effective July 1, **2018**, the School District shall contribute a sum not to exceed \$95 per month toward the cost of the premium for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Section 3. Life Insurance: Effective September 1, **2018**, the School District will provide a \$50,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

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

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

Section 5. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

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

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

ARTICLE XI  
FLOATING HOLIDAYS

Section 1. Floating Holidays: Effective July 1, ~~2016~~, **2018**, those employees who have five (5) or more years of employment with the School District and who work 215 or more days per year, will receive seven (7) floating holidays as part of their assigned number of duty days. The employee shall request, in writing, the specific days to be used as floating holidays, which request shall be subject to approval by the employee's supervisor, based upon the needs of the School District. Days shall be based on the daily hours of the employee.

ARTICLE XII  
LEAVES OF ABSENCE

Section 1. Sick Leave:

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

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

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

Subd. 4. Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness, which prevented his/her attendance and performance of duties on that day or days. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is under eighteen (18) years old or under age 20 and still attending secondary school, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. Up to twenty (20) days accumulated sick leave in any 12-month period will be granted for the illness or injury of the following: employee's spouse, parent, adult child, sibling, grandparent, step-

parents, grandchild or spouse's mother or father (Minn. Stat. 181.9413) for reasonable periods of time as the employee's attendance with the respective relative may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury. Additional absence for severe illness may be granted at the sole discretion of the superintendent, whose decision is final and binding and is not subject to the grievance procedure.

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

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

Subd. 8. Each school year, it shall be the option of each bargaining unit member to contribute one (1) personal leave day to establish and maintain a paid sick leave bank up to 150 days. On or before June 1, the business office will electronically prompt bargaining unit members to indicate whether or not they wish to contribute to the sick leave bank. The paid sick leave bank shall be administered by the President of the Association and the Superintendent. Paid sick leave days shall be available only for serious illness or injury of bargaining unit members who have exhausted all of their paid leave options. No bargaining unit member may be granted from the pool of sick leave days more than is needed to become eligible for long-term disability. Eligibility decisions are not subject to the grievance procedure.

## Section 2. Worker's Compensation:

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

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

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

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

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

Section 3. Bereavement:

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

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

Section 4. Medical Leave:

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

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

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

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

Section 5. Jury Duty: An employee who is called for jury duty will be reimbursed for the difference between the amount paid for such services and his/her straight time hourly rate for his/her regular scheduled hours of work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

Section 6. Parental Leave:

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

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

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

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

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

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

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

Section 7. Maternity/Adoption Leave

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

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

commencement date and return date. The time periods provided herein can be modified by the employee's physician.

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

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

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

Section 9. General Leave:

Subd. 1. Full-time and regular part-time employees in the School District may apply in writing for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the School Board.

Subd. 2. Such leave may be granted by the School Board for extended illness of the employee, extended illness of the employee's family, additional education, or other reasons acceptable to the School Board.

Section 10. Personal Leave

Subd. 1. Effective July 1, **2018**, employees who are in their first year of employment with the school district shall be eligible for one (1) day of personal leave. Employees in their second year of employment with the School District and thereafter shall be eligible for two (2) days of personal leave per year. Personal leave shall be allowed to accumulate to a total of four (4) days.

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

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

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

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

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

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

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

Section 12. Insurance Application:

Subd. 1. An employee shall be eligible for insurance contributions as provided in Article X of this Agreement during any month that the employee provides regular service at least one (1) day during the month, or during any month that such employee is continuously on paid sick leave pursuant to Section 1, Subd. 1, of this Article.

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

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

Subd. 3. An employee being compensated pursuant to Section 11, hereof, may, however, continue to participate in group insurance plans if permitted under the insurance policy provisions, but shall pay the entire premium for such program as he/she wishes to retain during such period of employment relationship. It is the responsibility of the employee to make arrangements with the school business office to pay to the School

District the monthly premium amounts in advance and on such date as determined by the School District. The right to continue participation in such group insurance programs, however, will discontinue upon termination of employment.

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

Section 14. Accrued Benefits - Unpaid Leaves: An employee on an unpaid leave pursuant to this Article shall retain such amounts of experience credit for pay purposes and other accrued benefits, if any, which he/she had accrued at the time he/she went on leave for use upon his/her return. No additional experience credit for pay purposes or other benefits shall accrue for the period of time that an employee is on leave under this section.

Section 15. Accrued Benefits - Paid Leaves: An employee on an extended leave where compensation is involved, including sick leave and worker's compensation shall be eligible for normal accruals for sick leave during any month in which the employee actually performs services. However, an employee shall not be eligible for accrual of sick leave during any month in which the employee does not perform services because of absence on paid sick leave or during the entire month the employee is being compensated by worker's compensation or long-term disability insurance.

### ARTICLE XIII VACATION LEAVE

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

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

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

ARTICLE XIV  
DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD

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

Section 2. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay, discharged or disciplined only for just cause by the School District, subject to the grievance procedure.

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

ARTICLE XV  
VACANCIES AND JOB POSTING

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

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

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

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

Section 5. Filling of Vacancies: In filling a vacancy within the appropriate unit, the School District will first consider the applications of qualified employees of the unit who have made application. Determination and assessment of qualifications shall be as determined by the School District. In cases of promotion, the seniority of the employee shall be considered and

applied, along with other relevant factors. If qualifications are substantially equal, as determined by the School District, the senior employee shall be given preference. An unsuccessful candidate may seek review of the matter providing a written appeal is made to the superintendent within ten (10) days after notice has been posted. However, the decision of the superintendent shall be final and binding and such decision shall not be subject to the grievance procedure.

Section 6. Voluntary Administrative Transfers: Seniority and posting shall not apply in voluntary transfers involving permanent employees in the union within the same position description category. Position description categories are Information Management I, Information Management II, Information Management III, Administrative Assistant I, Administrative Assistant II, and Administrative Assistant III. Transfers of this nature will be discussed with the union prior to final disposition.

Section 7. Involuntary Administrative Transfers:

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

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

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

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

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

Section 9. Notifications. Notwithstanding Article VIII, Section 4 of the Agreement, the School District will not hire union bargaining unit members who are new to the District above the lowest paid employee in the classification within the salary schedule without notifying the Union Business Representative with a copy to the ISD 917 Steward by US Mail, facsimile or e-

mail prior to making the wage offer. Initial compensation for a new employee hire of this nature within the union will be discussed with the union prior to final disposition.

## ARTICLE XVI SENIORITY AND LAYOFF

### Section 1. Recognition:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## ARTICLE XVII SEVERANCE/RETIREMENT

Section 1. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous service with the School District, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 2. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days.

Section 3. Method of Pay-out:

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

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

## ARTICLE XVIII GRIEVANCE PROCEDURE

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

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

### Section 3. Definitions and Interpretations:

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

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

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

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred or within twenty (20) days of the date the employee(s) through use of reasonable diligence, should have had knowledge of such event. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

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

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

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

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

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

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

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level 11 or School Board review, whichever is applicable, of the grievance procedure.

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

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator, pursuant to Minn Stat. § 179A.21, Subd. 2, providing such request is made within twenty (20) days after the request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, the parties shall provide the arbitrator the submission of the grievance which shall include the following:

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

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such a person or persons they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the PELRA.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party or if the request is mutual, the cost shall be shared. The parties shall share equally fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement, nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters limited or excluded by PELRA.

Subd. 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this

Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

## ARTICLE XIX MISCELLANEOUS

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

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

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

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

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

## ARTICLE XX DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect from July 1, **2018**, through June 30, **2020**. It is understood that in the event Agreement negotiations extend beyond June 30, **2020**, salary increases shall be held in abeyance until ratification of a new Agreement occurs. If either party desires to modify or amend this Agreement commencing on July 1, **2020**, it shall give written notice of such intent no later than May 1, 2018. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) calendar days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School Board policies, rules or regulations, concerning terms and conditions of employment inconsistent with these provisions.

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

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

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

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

INTERMEDIATE SCHOOL DISTRICT  
NO. 917

\_\_\_\_\_  
Negotiating Committee

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Business Representative

\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**2018-2019 Account Clerk Salary Schedule**

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

**2019-2020 Account Clerk Salary Schedule**

	Acct. Payable Clerk	Acct. Receivable Clerk
SAFE Points	141-181	223-263
Step 1	19.54	21.32
Step 2	19.93	21.75
Step 3	20.33	22.19
Step 4	20.73	22.63
Step 5	21.15	23.08
Step 6	21.57	23.54
Step 7	22.00	24.01
Step 8	22.44	24.49
Step 9	22.89	24.98
Step 10	23.35	25.48
Step 11	23.82	25.99
Step 12	24.29	26.51
Step 13	24.78	27.04
Step 14	25.27	27.58
Step 15	25.78	28.14
Step 16	26.30	28.70
Step 17	26.82	29.27
Step 18	27.36	29.86
Step 19	27.90	30.45
Step 20	28.47 <sup>28</sup>	31.06

**2018-2019 Information Management Salary Schedule**

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

**2019-2020 Information Management Salary Schedule**

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

**2018-2019 Admin. Assistant Salary Schedule**

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

**2019-2020 Admin. Assistant Salary Schedule**

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

**INTERMEDIATE SCHOOL DISTRICT 917**

**COMPENSATION INFORMATION/TERMS AND CONDITIONS OF  
EMPLOYMENT FOR BOARD CERTIFIED BEHAVIOR ANALYST**

**July 1, 2018 – June 30, 2019**

**FOR**

**LISA OTT**

**APPROVED BY THE SCHOOL BOARD**

**June 12, 2018**

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## **BOARD CERTIFIED BEHAVIOR ANALYST AGREEMENT**

The School Board of Intermediate District 917, Rosemount, Minnesota (School District) enters into this agreement with Lisa Ott, who agrees to serve in the public schools of said district in the position of Board Certified Behavior Analyst, beginning July 1, 2018. The agreement calls for 195 work days to be scheduled with the Director of Special Education. This contract will continue through the week of June 30, 2019 or until otherwise amended.

### **ARTICLE I DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who are employed as a Board-Certified Behavior Analyst.

### **ARTICLE II LEAVES OF ABSENCE**

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use and paid child care leave. Personal Time Off does not include such absences as jury duty (Section 3), FMLA and unpaid child care leave.

Subd. 1. All full-time employees as defined in Article I shall be credited with thirteen (13) days of Personal Time Off (PTO) per contract. The credit shall be made at the beginning of each school year. Part-time and job share employees shall accrue PTO days on a pro-rata basis. If an employee leaves the district having used more PTO days than he/she earned, the District shall reduce the employee's final paycheck for any unearned PTO days on a pro-rata basis.

Subd. 2. At the end of each contract year, unused PTO days will be processed as follows:

- a. Five (5) unused PTO days will be sold back at the rate of one hundred forty (\$140) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time), if an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year. Any remaining PTO days beyond the 5 days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.
- b. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

Subd. 3. At the end of each contract year, unused PTO days will accrue as sick days without limit.

Subd. 4. The first three (3) days used for illness each contract will be deducted from that year's PTO days. Subsequent days used for illness will be deducted from an employee's accrued sick leave balance unless the employee wishes to have them taken from the current year's PTO days. An employee may use PTO days and accumulated sick leave for illness of the employee, and the employee's child under 18. For purposes of this subdivision, "child" includes stepchild, biological, adopted and foster child. The employee may also use PTO days and accumulated sick leave not to exceed twenty (20) days per 12-month period for illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent or stepparent. In extenuating circumstances, an employee may make an additional request for use of Accumulated Sick Leave to the Superintendent/designee.

Subd. 5. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending physician indicating such absence was due to illness or disability. The district may require certification by the attending physician stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd. 6. When current PTO days and any accrued sick leave days have been exhausted, the Superintendent/designee shall be authorized to grant an extended leave of absence without pay as per Policy 410 – Family and Medical Leave (FMLA). In addition to other leaves and benefits provided for in this contract, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this contract. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 7. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator. For reasons of illness or bereavement, a three-day notice is not required. In the situation of a request for use of PTO with less than a three (3) day notice, an explanation of why a three (3) day notice was not possible and the reason for the absence is required. For reasons other than illness or bereavement, employees must receive pre-approval from their program administrator.

Subd. 8. PTO shall be granted in one hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days typically shall not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year except for reasons of illness or bereavement. PTO days shall not be granted during parent conference days or inservice days except for reasons of illness or bereavement. PTO requests may be denied on a particular day if other employees at the educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program.

Subd. 9. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness and bereavement.

Subd.10. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd. 11. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated sick leave shall be reinstated.

## Section 2. Parental Leave

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

Subd. 2. The superintendent, after consultation with the employee, shall notify the employee in writing of the effective beginning date of such leave and its duration.

Subd. 3. The beginning date and duration of such leaves may be adjusted by mutual agreement between the superintendent and the employee.

Subd. 4. An employee returning from a parental leave shall be reemployed in a position for which the employee is qualified provided that the employee returns on the date as provided in the leave of absence.

Subd. 5. Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the school district.

Subd. 6. A parental leave of absence granted pursuant to this section shall be a leave without pay.

## Section 3. Maternity/Adoption Leave

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

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

Subd. 3. An employee's maternity absence may encompass school holidays and/or school vacations. Holidays and/or vacations that fall during the period of disability

do not cause the disability period to be extended. These days would not be deducted from the PTO or sick leave.

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

Section 4. Jury Duty Leave: An employee summoned for jury duty shall receive the employee's regular salary but shall remit to the school district any jury duty fees received. The employee shall retain any expenses or mileage allowances paid by the court.

Section 5. General Leave:

Subd. 1. Employees in the school district may apply for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the school board.

Subd. 2. Such leave may be granted by the school board for extended illness of the employee, extended illness of the employee's family, additional education, or other reasons acceptable to the school board.

Subd. 3. An employee on general leave of absence shall provide notice to the school district in writing no later than April 1 of the employee's intention concerning return to employment at the end of the general leave.

See also Board Policy 464 for additional unpaid leave provisions.

Section 6. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for leave not covered under the Family Medical Leave Act for such programs as the employee wishes to retain. It is the responsibility of the employee to make arrangements with the school business office to pay to the school district the monthly premium amounts in advance and on such date as determined by the school district. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment, except as otherwise provided by law.

Section 7. Accrued Benefits: An employee on unpaid leave under this Article shall retain such number of leave days, experience credit for pay purposes, and other accrued benefits, if any, at the time the employee went on leave for use upon said employee's return. No additional leave, experience credit for pay purposes, or other benefits shall accrue for the period of time that an employee is on leave.

Section 8. Eligibility: Leave benefits as outlined in this Article shall apply only to employees regularly employed at least 195 days per year and at least forty (40) hours per week. Employees regularly employed for a lesser period of time, but at least an average of fourteen (14) hours per week and 65 days per year, shall be entitled to leave benefits on a pro rata basis. Employees employed less than an average of fourteen (14) hours per week and 65 days per year, shall not be eligible for the benefits of this Article.

**ARTICLE III  
403B MATCHING CONTRIBUTION**

Section 1. Eligibility

To be eligible for contribution under this Article, an employee must have completed one year of service and thus will be eligible for contribution in the employee's second year of service. Further, to be eligible for this contribution, an employee must be regularly employed at least 185 days during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution

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

<u>Year of Service</u>	<u>Contribution</u>
2-4	\$210
5	\$420
6-9	\$735
10 – 15	\$945
16-20	\$1155
21+	\$1365

Section 3. Authorization

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

Section 4. Unpaid Leaves

Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement

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

**ARTICLE IV  
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$720 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

#### Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1575 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

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

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$720.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access

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

#### Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1575.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

#### Section 2. Group Income Protection

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

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

### Section 3. Life Insurance

The School District will pay each month all of the life insurance premium for an \$100,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

### Section 4. Dental Insurance

#### Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$56 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

#### Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

### Section 5. Professional Liability Insurance

The School District provides the insurance coverage for professional liability for the Board-Certified Behavior Analyst employees.

## **ARTICLE V OTHER BENEFITS**

### Section 1: Mileage

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

### Section 2: Trainer/Inservice Presenter:

An employee who is assigned to train, teach, or otherwise inservice other staff members in addition to their regular job responsibilities shall be compensated at the hourly rate pro rata of the employee's contract. For each hour of training or teaching, one hour of preparation shall also be compensated. (Example: teaching a

three-hour in-service session will be compensated at six hours.) Subsequent training of the same content within three (3) months shall be compensated for the actual hours of training with no additional time allowed for preparation. All such training assignments must be made in writing by the appropriate director or by the superintendent.

**ARTICLE VI  
RENEWAL AND TERMINATION OF CONTRACT**

Section 1: Renewal

This contract is for a term of one year, and unless otherwise required by Minn. Stat. section 122A.40 for employees required to be licensed by the Minnesota Board of Teaching, the Employee shall have no right to continued employment beyond the term of this contract. The parties shall provide notice to the other by April 1 that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract. If the Employer does not provide notice of renewal, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

Section 2: Termination

During the term of this contract, either party may terminate the contract by 30 days' written notice to the other party. Upon termination, the parties will have no further obligation to the other.

**ARTICLE VII  
SALARIES**

Section 1.

Employee shall receive a salary of \$58,670 for the duration of this contract.

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

\_\_\_\_\_  
Lisa Ott

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
School Board Clerk

Dated: \_\_\_\_\_

**INTERMEDIATE SCHOOL DISTRICT 917**

**COMPENSATION INFORMATION/TERMS AND CONDITIONS OF  
EMPLOYMENT FOR BOARD CERTIFIED BEHAVIOR ANALYST**

**July 1, 2018 – June 30, 2019**

**FOR**

**KELLY HANKES**

**APPROVED BY THE SCHOOL BOARD**

**June 12, 2018**

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## **BOARD CERTIFIED BEHAVIOR ANALYST AGREEMENT**

The School Board of Intermediate District 917, Rosemount, Minnesota (School District) enters into this agreement with Kelly Hankes, who agrees to serve in the public schools of said district in the position of Board Certified Behavior Analyst, beginning July 1, 2018. The agreement calls for 195 work days to be scheduled with the Director of Special Education. This contract will continue through the week of June 30, 2019 or until otherwise amended.

### **ARTICLE I DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who are employed as a Board-Certified Behavior Analyst.

### **ARTICLE II LEAVES OF ABSENCE**

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use and paid child care leave. Personal Time Off does not include such absences as jury duty (Section 3), FMLA and unpaid child care leave.

Subd. 1. All full-time employees as defined in Article I shall be credited with thirteen (13) days of Personal Time Off (PTO) per contract. The credit shall be made at the beginning of each school year. Part-time and job share employees shall accrue PTO days on a pro-rata basis. If an employee leaves the district having used more PTO days than he/she earned, the District shall reduce the employee's final paycheck for any unearned PTO days on a pro-rata basis.

Subd. 2. At the end of each contract year, unused PTO days will be processed as follows:

- a. Five (5) unused PTO days will be sold back at the rate of one hundred forty (\$140) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time), if an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year. Any remaining PTO days beyond the 5 days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.
- b. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

Subd. 3. At the end of each contract year, unused PTO days will accrue as sick days without limit.

Subd. 4. The first three (3) days used for illness each contract will be deducted from that year's PTO days. Subsequent days used for illness will be deducted from an employee's accrued sick leave balance unless the employee wishes to have them taken from the current year's PTO days. An employee may use PTO days and accumulated sick leave for illness of the employee, and the employee's child under 18. For purposes of this subdivision, "child" includes stepchild, biological, adopted and foster child. The employee may also use PTO days and accumulated sick leave not to exceed twenty (20) days per 12-month period for illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent or stepparent. In extenuating circumstances, an employee may make an additional request for use of Accumulated Sick Leave to the Superintendent/designee.

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Subd. 6. When current PTO days and any accrued sick leave days have been exhausted, the Superintendent/designee shall be authorized to grant an extended leave of absence without pay as per Policy 410 – Family and Medical Leave (FMLA). In addition to other leaves and benefits provided for in this contract, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this contract. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 7. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator. For reasons of illness or bereavement, a three-day notice is not required. In the situation of a request for use of PTO with less than a three (3) day notice, an explanation of why a three (3) day notice was not possible and the reason for the absence is required. For reasons other than illness or bereavement, employees must receive pre-approval from their program administrator.

Subd. 8. PTO shall be granted in one-hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days typically shall not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year except for reasons of illness or bereavement. PTO days shall not be granted during parent conference days or inservice days except for reasons of illness or bereavement. PTO requests may be denied on a particular day if other employees at the educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program.

Subd. 9. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness and bereavement.

Subd.10. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

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Subd. 2. The superintendent, after consultation with the employee, shall notify the employee in writing of the effective beginning date of such leave and its duration.

Subd. 3. The beginning date and duration of such leaves may be adjusted by mutual agreement between the superintendent and the employee.

Subd. 4. An employee returning from a parental leave shall be reemployed in a position for which the employee is qualified provided that the employee returns on the date as provided in the leave of absence.

Subd. 5. Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the school district.

Subd. 6. A parental leave of absence granted pursuant to this section shall be a leave without pay.

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

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

Subd. 3. An employee's maternity absence may encompass school holidays and/or school vacations. Holidays and/or vacations that fall during the period of disability

do not cause the disability period to be extended. These days would not be deducted from the PTO or sick leave.

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

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Subd. 1. Employees in the school district may apply for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the school board.

Subd. 2. Such leave may be granted by the school board for extended illness of the employee, extended illness of the employee's family, additional education, or other reasons acceptable to the school board.

Subd. 3. An employee on general leave of absence shall provide notice to the school district in writing no later than April 1 of the employee's intention concerning return to employment at the end of the general leave.

See also Board Policy 464 for additional unpaid leave provisions.

Section 6. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for leave not covered under the Family Medical Leave Act for such programs as the employee wishes to retain. It is the responsibility of the employee to make arrangements with the school business office to pay to the school district the monthly premium amounts in advance and on such date as determined by the school district. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment, except as otherwise provided by law.

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Section 1. Eligibility

To be eligible for contribution under this Article, an employee must have completed one year of service and thus will be eligible for contribution in the employee's second year of service. Further, to be eligible for this contribution, an employee must be regularly employed at least 185 days during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

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10 – 15	\$945
16-20	\$1155
21+	\$1365

Section 3. Authorization

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

Section 4. Unpaid Leaves

Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement

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

**ARTICLE IV  
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$720 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

#### Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1575 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

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

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$720.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access

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

#### Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1575.
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#### Section 2. Group Income Protection

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

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

### Section 3. Life Insurance

The School District will pay each month all of the life insurance premium for an \$100,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

### Section 4. Dental Insurance

#### Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$56 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

#### Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

### Section 5. Professional Liability Insurance

The School District provides the insurance coverage for professional liability for the Board-Certified Behavior Analyst employees.

## **ARTICLE V OTHER BENEFITS**

### Section 1: Mileage

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

### Section 2: Trainer/Inservice Presenter:

An employee who is assigned to train, teach, or otherwise inservice other staff members in addition to their regular job responsibilities shall be compensated at the hourly rate pro rata of the employee's contract. For each hour of training or teaching, one hour of preparation shall also be compensated. (Example: teaching a

three-hour in-service session will be compensated at six hours.) Subsequent training of the same content within three (3) months shall be compensated for the actual hours of training with no additional time allowed for preparation. All such training assignments must be made in writing by the appropriate director or by the superintendent.

**ARTICLE VI  
RENEWAL AND TERMINATION OF CONTRACT**

Section 1: Renewal

This contract is for a term of one year, and unless otherwise required by Minn. Stat. section 122A.40 for employees required to be licensed by the Minnesota Board of Teaching, the Employee shall have no right to continued employment beyond the term of this contract. The parties shall provide notice to the other by April 1 that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract. If the Employer does not provide notice of renewal, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

Section 2: Termination

During the term of this contract, either party may terminate the contract by 30 days' written notice to the other party. Upon termination, the parties will have no further obligation to the other.

**ARTICLE VII  
SALARIES**

Section 1.

Kelly Hankes shall receive a salary of \$53,870 for the duration of this contract.

\_\_\_\_\_  
Kelly Hankes

\_\_\_\_\_  
Dated

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

\_\_\_\_\_  
Dated

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Dated

**INTERMEDIATE SCHOOL DISTRICT 917**

**COMPENSATION INFORMATION/TERMS AND CONDITIONS OF  
EMPLOYMENT FOR BOARD CERTIFIED BEHAVIOR ANALYST**

**July 1, 2018 – June 30, 2019**

**FOR**

**JERYN WALDERA**

**APPROVED BY THE SCHOOL BOARD**

**April 10, 2018**

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## **BOARD CERTIFIED BEHAVIOR ANALYST AGREEMENT**

The School Board of Intermediate District 917, Rosemount, Minnesota (School District) enters into this agreement with Jeryn Waldera, who agrees to serve in the public schools of said district in the position of Board Certified Behavior Analyst, beginning July 1, 2018. The agreement calls for 195 work days to be scheduled with the Director of Special Education. This contract will continue through the week of June 30, 2019 or until otherwise amended.

### **ARTICLE I DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who are employed as a Board-Certified Behavior Analyst.

### **ARTICLE II LEAVES OF ABSENCE**

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use and paid child care leave. Personal Time Off does not include such absences as jury duty (Section 3), FMLA and unpaid child care leave.

Subd. 1. All full-time employees as defined in Article I shall be credited with thirteen (13) days of Personal Time Off (PTO) per contract. The credit shall be made at the beginning of each school year. Part-time and job share employees shall accrue PTO days on a pro-rata basis. If an employee leaves the district having used more PTO days than he/she earned, the District shall reduce the employee's final paycheck for any unearned PTO days on a pro-rata basis.

Subd. 2. At the end of each contract year, unused PTO days will be processed as follows:

- a. Five (5) unused PTO days will be sold back at the rate of one hundred forty (\$140) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time), if an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year. Any remaining PTO days beyond the 5 days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.
- b. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

Subd. 3. At the end of each contract year, unused PTO days will accrue as sick days without limit.

Subd. 4. The first three (3) days used for illness each contract will be deducted from that year's PTO days. Subsequent days used for illness will be deducted from an employee's accrued sick leave balance unless the employee wishes to have them taken from the current year's PTO days. An employee may use PTO days and accumulated sick leave for illness of the employee, and the employee's child under 18. For purposes of this subdivision, "child" includes stepchild, biological, adopted and foster child. The employee may also use PTO days and accumulated sick leave not to exceed twenty (20) days per 12-month period for illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent or stepparent. In extenuating circumstances, an employee may make an additional request for use of Accumulated Sick Leave to the Superintendent/designee.

Subd. 5. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending physician indicating such absence was due to illness or disability. The district may require certification by the attending physician stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd. 6. When current PTO days and any accrued sick leave days have been exhausted, the Superintendent/designee shall be authorized to grant an extended leave of absence without pay as per Policy 410 – Family and Medical Leave (FMLA). In addition to other leaves and benefits provided for in this contract, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this contract. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 7. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator. For reasons of illness or bereavement, a three-day notice is not required. In the situation of a request for use of PTO with less than a three (3) day notice, an explanation of why a three (3) day notice was not possible and the reason for the absence is required. For reasons other than illness or bereavement, employees must receive pre-approval from their program administrator.

Subd. 8. PTO shall be granted in one-hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days typically shall not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year except for reasons of illness or bereavement. PTO days shall not be granted during parent conference days or inservice days except for reasons of illness or bereavement. PTO requests may be denied on a particular day if other employees at the educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program.

Subd. 9. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness and bereavement.

Subd.10. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd. 11. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated sick leave shall be reinstated.

## Section 2. Parental Leave

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

Subd. 2. The superintendent, after consultation with the employee, shall notify the employee in writing of the effective beginning date of such leave and its duration.

Subd. 3. The beginning date and duration of such leaves may be adjusted by mutual agreement between the superintendent and the employee.

Subd. 4. An employee returning from a parental leave shall be reemployed in a position for which the employee is qualified provided that the employee returns on the date as provided in the leave of absence.

Subd. 5. Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the school district.

Subd. 6. A parental leave of absence granted pursuant to this section shall be a leave without pay.

## Section 3. Maternity/Adoption Leave

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

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

Subd. 3. An employee's maternity absence may encompass school holidays and/or school vacations. Holidays and/or vacations that fall during the period of disability

do not cause the disability period to be extended. These days would not be deducted from the PTO or sick leave.

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

Section 4. Jury Duty Leave: An employee summoned for jury duty shall receive the employee's regular salary but shall remit to the school district any jury duty fees received. The employee shall retain any expenses or mileage allowances paid by the court.

Section 5. General Leave:

Subd. 1. Employees in the school district may apply for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the school board.

Subd. 2. Such leave may be granted by the school board for extended illness of the employee, extended illness of the employee's family, additional education, or other reasons acceptable to the school board.

Subd. 3. An employee on general leave of absence shall provide notice to the school district in writing no later than April 1 of the employee's intention concerning return to employment at the end of the general leave.

See also Board Policy 464 for additional unpaid leave provisions.

Section 6. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions but shall pay the entire premium for leave not covered under the Family Medical Leave Act for such programs as the employee wishes to retain. It is the responsibility of the employee to make arrangements with the school business office to pay to the school district the monthly premium amounts in advance and on such date as determined by the school district. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment, except as otherwise provided by law.

Section 7. Accrued Benefits: An employee on unpaid leave under this Article shall retain such number of leave days, experience credit for pay purposes, and other accrued benefits, if any, at the time the employee went on leave for use upon said employee's return. No additional leave, experience credit for pay purposes, or other benefits shall accrue for the period of time that an employee is on leave.

Section 8. Eligibility: Leave benefits as outlined in this Article shall apply only to employees regularly employed at least 195 days per year and at least forty (40) hours per week. Employees regularly employed for a lesser period of time, but at least an average of fourteen (14) hours per week and 65 days per year, shall be entitled to leave benefits on a pro rata basis. Employees employed less than an average of fourteen (14) hours per week and 65 days per year, shall not be eligible for the benefits of this Article.

**ARTICLE III  
403B MATCHING CONTRIBUTION**

Section 1. Eligibility

To be eligible for contribution under this Article, an employee must have completed one year of service and thus will be eligible for contribution in the employee's second year of service. Further, to be eligible for this contribution, an employee must be regularly employed at least 185 days during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution

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

<u>Year of Service</u>	<u>Contribution</u>
2-4	\$210
5	\$420
6-9	\$735
10 – 15	\$945
16-20	\$1155
21+	\$1365

Section 3. Authorization

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

Section 4. Unpaid Leaves

Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement

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

**ARTICLE IV  
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Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$720 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1575 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

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- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective July 1, 2018, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$720.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
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#### Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective July 1, 2018, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1575.
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Section 2: Termination

During the term of this contract, either party may terminate the contract by 30 days' written notice to the other party. Upon termination, the parties will have no further obligation to the other.

**ARTICLE VII  
SALARIES**

Section 1.

Jeryn Waldera shall receive a salary of \$54,877 for the duration of this contract.

\_\_\_\_\_  
Jeryn Waldera

\_\_\_\_\_  
Dated

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

\_\_\_\_\_  
Dated

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Dated

**INTERMEDIATE SCHOOL DISTRICT 917**

**COMPENSATION INFORMATION/TERMS AND CONDITIONS OF  
EMPLOYMENT FOR BOARD CERTIFIED BEHAVIOR ANALYST**

**July 1, 2018 – June 30, 2019**

**FOR**

**ADRIENNE TURZYNSKI**

**APPROVED BY THE SCHOOL BOARD**

**June 12, 2018**

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## **BOARD CERTIFIED BEHAVIOR ANALYST AGREEMENT**

The School Board of Intermediate District 917, Rosemount, Minnesota (School District) enters into this agreement with Adrienne Turzynski, who agrees to serve in the public schools of said district in the position of Board Certified Behavior Analyst, beginning July 1, 2018. The agreement calls for 156 work days (0.8 FTE of the full-time 195 work day contract) to be scheduled with the Director of Special Education. This contract will continue through the week of June 30, 2019 or until otherwise amended.

### **ARTICLE I DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who are employed as a Board-Certified Behavior Analyst.

### **ARTICLE II LEAVES OF ABSENCE**

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use and paid child care leave. Personal Time Off does not include such absences as jury duty (Section 3), FMLA and unpaid child care leave.

Subd. 1. All full-time employees as defined in Article I shall be credited with thirteen (13) days of Personal Time Off (PTO) per contract. The credit shall be made at the beginning of each school year. Part-time and job share employees shall accrue PTO days on a pro-rata basis. If an employee leaves the district having used more PTO days than he/she earned, the District shall reduce the employee's final paycheck for any unearned PTO days on a pro-rata basis.

Subd. 2. At the end of each contract year, unused PTO days will be processed as follows:

- a. Five (5) unused PTO days will be sold back at the rate of one hundred forty (\$140) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time), if an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year. Any remaining PTO days beyond the 5 days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.
- b. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

Subd. 3. At the end of each contract year, unused PTO days will accrue as sick days without limit.

Subd. 4. The first three (3) days used for illness each contract will be deducted from that year's PTO days. Subsequent days used for illness will be deducted from an employee's accrued sick leave balance unless the employee wishes to have them taken from the current year's PTO days. An employee may use PTO days and accumulated sick leave for illness of the employee, and the employee's child under 18. For purposes of this subdivision, "child" includes stepchild, biological, adopted and foster child. The employee may also use PTO days and accumulated sick leave not to exceed twenty (20) days per 12-month period for illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent or stepparent. In extenuating circumstances, an employee may make an additional request for use of Accumulated Sick Leave to the Superintendent/designee.

Subd. 5. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending physician indicating such absence was due to illness or disability. The district may require certification by the attending physician stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd. 6. When current PTO days and any accrued sick leave days have been exhausted, the Superintendent/designee shall be authorized to grant an extended leave of absence without pay as per Policy 410 – Family and Medical Leave (FMLA). In addition to other leaves and benefits provided for in this contract, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this contract. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 7. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator. For reasons of illness or bereavement, a three-day notice is not required. In the situation of a request for use of PTO with less than a three (3) day notice, an explanation of why a three (3) day notice was not possible and the reason for the absence is required. For reasons other than illness or bereavement, employees must receive pre-approval from their program administrator.

Subd. 8. PTO shall be granted in one-hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days typically shall not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year except for reasons of illness or bereavement. PTO days shall not be granted during parent conference days or inservice days except for reasons of illness or bereavement. PTO requests may be denied on a particular day if other employees at the educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program.

Subd. 9. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness and bereavement.

Subd.10. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd. 11. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated sick leave shall be reinstated.

## Section 2. Parental Leave

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

Subd. 2. The superintendent, after consultation with the employee, shall notify the employee in writing of the effective beginning date of such leave and its duration.

Subd. 3. The beginning date and duration of such leaves may be adjusted by mutual agreement between the superintendent and the employee.

Subd. 4. An employee returning from a parental leave shall be reemployed in a position for which the employee is qualified provided that the employee returns on the date as provided in the leave of absence.

Subd. 5. Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the school district.

Subd. 6. A parental leave of absence granted pursuant to this section shall be a leave without pay.

## Section 3. Maternity/Adoption Leave

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

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

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

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

Section 4. Jury Duty Leave: An employee summoned for jury duty shall receive the employee's regular salary but shall remit to the school district any jury duty fees received. The employee shall retain any expenses or mileage allowances paid by the court.

Section 5. General Leave:

Subd. 1. Employees in the school district may apply for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the school board.

Subd. 2. Such leave may be granted by the school board for extended illness of the employee, extended illness of the employee's family, additional education, or other reasons acceptable to the school board.

Subd. 3. An employee on general leave of absence shall provide notice to the school district in writing no later than April 1 of the employee's intention concerning return to employment at the end of the general leave.

See also Board Policy 464 for additional unpaid leave provisions.

Section 6. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for leave not covered under the Family Medical Leave Act for such programs as the employee wishes to retain. It is the responsibility of the employee to make arrangements with the school business office to pay to the school district the monthly premium amounts in advance and on such date as determined by the school district. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment, except as otherwise provided by law.

Section 7. Accrued Benefits: An employee on unpaid leave under this Article shall retain such number of leave days, experience credit for pay purposes, and other accrued benefits, if any, at the time the employee went on leave for use upon said employee's return. No additional leave, experience credit for pay purposes, or other benefits shall accrue for the period of time that an employee is on leave.

Section 8. Eligibility: Leave benefits as outlined in this Article shall apply only to employees regularly employed at least 195 days per year and at least forty (40) hours per week. Employees regularly employed for a lesser period of time, but at least an average of fourteen (14) hours per week and 65 days per year, shall be entitled to leave benefits on a pro rata basis. Employees employed less than an average of fourteen (14) hours per week and 65 days per year, shall not be eligible for the benefits of this Article.

**ARTICLE III  
403B MATCHING CONTRIBUTION**

Section 1. Eligibility

To be eligible for contribution under this Article, an employee must have completed one year of service and thus will be eligible for contribution in the employee's second year of service. Further, to be eligible for this contribution, an employee must be regularly employed at least 185 days during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution

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

<u>Year of Service</u>	<u>Contribution</u>
2-4	\$210
5	\$420
6-9	\$735
10 – 15	\$945
16-20	\$1155
21+	\$1365

Section 3. Authorization

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

Section 4. Unpaid Leaves

Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement

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

**ARTICLE IV  
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$720 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

#### Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1575 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

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

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$720.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access

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

#### Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1575.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

#### Section 2. Group Income Protection

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

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

Section 3. Life Insurance

The School District will pay each month all of the life insurance premium for an \$100,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance

Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$56 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Section 5. Professional Liability Insurance

The School District provides the insurance coverage for professional liability for the Board-Certified Behavior Analyst employees.

**ARTICLE V  
OTHER BENEFITS**

Section 1: Mileage

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

Section 2: Trainer/Inservice Presenter:

An employee who is assigned to train, teach, or otherwise inservice other staff members in addition to their regular job responsibilities shall be compensated at the hourly rate pro rata of the employee's contract. For each hour of training or teaching, one hour of preparation shall also be compensated. (Example: teaching a

three-hour in-service session will be compensated at six hours.) Subsequent training of the same content within three (3) months shall be compensated for the actual hours of training with no additional time allowed for preparation. All such training assignments must be made in writing by the appropriate director or by the superintendent.

**ARTICLE VI  
RENEWAL AND TERMINATION OF CONTRACT**

Section 1: Renewal

This contract is for a term of one year, and unless otherwise required by Minn. Stat. section 122A.40 for employees required to be licensed by the Minnesota Board of Teaching, the Employee shall have no right to continued employment beyond the term of this contract. The parties shall provide notice to the other by April 1 that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract. If the Employer does not provide notice of renewal, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

Section 2: Termination

During the term of this contract, either party may terminate the contract by 30 days' written notice to the other party. Upon termination, the parties will have no further obligation to the other.

**ARTICLE VII  
SALARIES**

Section 1.

Employee shall receive a salary of \$66,426 annually for the duration of this contract.

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

\_\_\_\_\_  
Adrienne Turzynski

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
School Board Clerk

Dated: \_\_\_\_\_

**INTERMEDIATE SCHOOL DISTRICT 917**

**COMPENSATION INFORMATION/TERMS AND CONDITIONS OF  
EMPLOYMENT FOR BOARD CERTIFIED BEHAVIOR ANALYST**

**July 1, 2018 – June 30, 2019**

**FOR**

**MATTHEW NEWQUIST**

**APPROVED BY THE SCHOOL BOARD**

**June 12, 2018**

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## **BOARD CERTIFIED BEHAVIOR ANALYST AGREEMENT**

The School Board of Intermediate District 917, Rosemount, Minnesota (School District) enters into this agreement with Matthew Newquist, who agrees to serve in the public schools of said district in the position of Board Certified Behavior Analyst, beginning July 1, 2018. The agreement calls for 195 work days to be scheduled with the Director of Special Education. This contract will continue through the week of June 30, 2019 or until otherwise amended.

### **ARTICLE I DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who are employed as a Board-Certified Behavior Analyst.

### **ARTICLE II LEAVES OF ABSENCE**

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use and paid child care leave. Personal Time Off does not include such absences as jury duty (Section 3), FMLA and unpaid child care leave.

Subd. 1. All full-time employees as defined in Article I shall be credited with thirteen (13) days of Personal Time Off (PTO) per contract. The credit shall be made at the beginning of each school year. Part-time and job share employees shall accrue PTO days on a pro-rata basis. If an employee leaves the district having used more PTO days than he/she earned, the District shall reduce the employee's final paycheck for any unearned PTO days on a pro-rata basis.

Subd. 2. At the end of each contract year, unused PTO days will be processed as follows:

- a. Five (5) unused PTO days will be sold back at the rate of one hundred forty (\$140) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time), if an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year. Any remaining PTO days beyond the 5 days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.
- b. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

Subd. 3. At the end of each contract year, unused PTO days will accrue as sick days without limit.

Subd. 4. The first three (3) days used for illness each contract will be deducted from that year's PTO days. Subsequent days used for illness will be deducted from an employee's accrued sick leave balance unless the employee wishes to have them taken from the current year's PTO days. An employee may use PTO days and accumulated sick leave for illness of the employee, and the employee's child under 18. For purposes of this subdivision, "child" includes stepchild, biological, adopted and foster child. The employee may also use PTO days and accumulated sick leave not to exceed twenty (20) days per 12-month period for illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent or stepparent. In extenuating circumstances, an employee may make an additional request for use of Accumulated Sick Leave to the Superintendent/designee.

Subd. 5. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending physician indicating such absence was due to illness or disability. The district may require certification by the attending physician stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd. 6. When current PTO days and any accrued sick leave days have been exhausted, the Superintendent/designee shall be authorized to grant an extended leave of absence without pay as per Policy 410 – Family and Medical Leave (FMLA). In addition to other leaves and benefits provided for in this contract, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this contract. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 7. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator. For reasons of illness or bereavement, a three-day notice is not required. In the situation of a request for use of PTO with less than a three (3) day notice, an explanation of why a three (3) day notice was not possible and the reason for the absence is required. For reasons other than illness or bereavement, employees must receive pre-approval from their program administrator.

Subd. 8. PTO shall be granted in one-hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days typically shall not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year except for reasons of illness or bereavement. PTO days shall not be granted during parent conference days or inservice days except for reasons of illness or bereavement. PTO requests may be denied on a particular day if other employees at the educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program.

Subd. 9. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness and bereavement.

Subd.10. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd. 11. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated sick leave shall be reinstated.

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

Subd. 2. The superintendent, after consultation with the employee, shall notify the employee in writing of the effective beginning date of such leave and its duration.

Subd. 3. The beginning date and duration of such leaves may be adjusted by mutual agreement between the superintendent and the employee.

Subd. 4. An employee returning from a parental leave shall be reemployed in a position for which the employee is qualified provided that the employee returns on the date as provided in the leave of absence.

Subd. 5. Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the school district.

Subd. 6. A parental leave of absence granted pursuant to this section shall be a leave without pay.

## Section 3. Maternity/Adoption Leave

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

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

Subd. 3. An employee's maternity absence may encompass school holidays and/or school vacations. Holidays and/or vacations that fall during the period of disability

do not cause the disability period to be extended. These days would not be deducted from the PTO or sick leave.

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

Section 4. Jury Duty Leave: An employee summoned for jury duty shall receive the employee's regular salary but shall remit to the school district any jury duty fees received. The employee shall retain any expenses or mileage allowances paid by the court.

Section 5. General Leave:

Subd. 1. Employees in the school district may apply for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the school board.

Subd. 2. Such leave may be granted by the school board for extended illness of the employee, extended illness of the employee's family, additional education, or other reasons acceptable to the school board.

Subd. 3. An employee on general leave of absence shall provide notice to the school district in writing no later than April 1 of the employee's intention concerning return to employment at the end of the general leave.

See also Board Policy 464 for additional unpaid leave provisions.

Section 6. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for leave not covered under the Family Medical Leave Act for such programs as the employee wishes to retain. It is the responsibility of the employee to make arrangements with the school business office to pay to the school district the monthly premium amounts in advance and on such date as determined by the school district. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment, except as otherwise provided by law.

Section 7. Accrued Benefits: An employee on unpaid leave under this Article shall retain such number of leave days, experience credit for pay purposes, and other accrued benefits, if any, at the time the employee went on leave for use upon said employee's return. No additional leave, experience credit for pay purposes, or other benefits shall accrue for the period of time that an employee is on leave.

Section 8. Eligibility: Leave benefits as outlined in this Article shall apply only to employees regularly employed at least 195 days per year and at least forty (40) hours per week. Employees regularly employed for a lesser period of time, but at least an average of fourteen (14) hours per week and 65 days per year, shall be entitled to leave benefits on a pro rata basis. Employees employed less than an average of fourteen (14) hours per week and 65 days per year, shall not be eligible for the benefits of this Article.

**ARTICLE III  
403B MATCHING CONTRIBUTION**

Section 1. Eligibility

To be eligible for contribution under this Article, an employee must have completed one year of service and thus will be eligible for contribution in the employee's second year of service. Further, to be eligible for this contribution, an employee must be regularly employed at least 185 days during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution

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

<u>Year of Service</u>	<u>Contribution</u>
2-4	\$210
5	\$420
6-9	\$735
10 – 15	\$945
16-20	\$1155
21+	\$1365

Section 3. Authorization

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

Section 4. Unpaid Leaves

Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement

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

**ARTICLE IV  
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$720 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

#### Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1575 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

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

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$720.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access

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

#### Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1575.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

#### Section 2. Group Income Protection

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

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

Section 3. Life Insurance

The School District will pay each month all of the life insurance premium for an \$100,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance

Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$56 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Section 5. Professional Liability Insurance

The School District provides the insurance coverage for professional liability for the Board-Certified Behavior Analyst employees.

**ARTICLE V  
OTHER BENEFITS**

Section 1: Mileage

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

Section 2: Trainer/Inservice Presenter:

An employee who is assigned to train, teach, or otherwise inservice other staff members in addition to their regular job responsibilities shall be compensated at the hourly rate pro rata of the employee's contract. For each hour of training or teaching, one hour of preparation shall also be compensated. (Example: teaching a

three-hour in-service session will be compensated at six hours.) Subsequent training of the same content within three (3) months shall be compensated for the actual hours of training with no additional time allowed for preparation. All such training assignments must be made in writing by the appropriate director or by the superintendent.

**ARTICLE VI  
RENEWAL AND TERMINATION OF CONTRACT**

Section 1: Renewal

This contract is for a term of one year, and unless otherwise required by Minn. Stat. section 122A.40 for employees required to be licensed by the Minnesota Board of Teaching, the Employee shall have no right to continued employment beyond the term of this contract. The parties shall provide notice to the other by April 1 that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract. If the Employer does not provide notice of renewal, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

Section 2: Termination

During the term of this contract, either party may terminate the contract by 30 days' written notice to the other party. Upon termination, the parties will have no further obligation to the other.

**ARTICLE VII  
SALARIES**

Section 1.

Employee shall receive a salary of \$63,458 annually for the duration of this contract.

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

\_\_\_\_\_  
Matthew Newquist

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
School Board Clerk

Dated: \_\_\_\_\_

**INTERMEDIATE SCHOOL DISTRICT 917**

**COMPENSATION INFORMATION/TERMS AND CONDITIONS OF  
EMPLOYMENT FOR LICENSED INDEPENDENT CLINICAL SOCIAL WORKER (LICSW)**

**July 1, 2018 – June 30, 2019**

**FOR**

**Patricia Arneson**

**APPROVED BY THE SCHOOL BOARD**

**June 12, 2018**

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## **MENTAL HEALTH PROFESSIONAL AGREEMENT**

The School Board of Intermediate District 917, Rosemount, Minnesota (School District) enters into this agreement with Patricia Arneson, who agrees to serve in the public schools of said district in the position of Licensed Independent Clinical Social Worker, beginning July 1, 2018. The agreement calls for 185 work days to be scheduled with the Director of Special Education. This contract will continue through the week of June 30, 2019 or until otherwise amended.

### **ARTICLE I DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who are employed as a Mental Health Professional.

### **ARTICLE II LEAVES OF ABSENCE**

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use and paid child care leave. Personal Time Off does not include such absences as jury duty (Section 3), FMLA and unpaid child care leave.

Subd. 1. All full time employees as defined in Article I shall be credited with thirteen (13) days of Personal Time Off (PTO) per contract. The credit shall be made at the beginning of each school year. Part-time and job share employees shall accrue PTO days on a pro-rata basis. If an employee leaves the district having used more PTO days than he/she earned, the District shall reduce the employee's final paycheck for any unearned PTO days on a pro-rata basis.

Subd. 2. At the end of each contract year, unused PTO days will be processed as follows:

- a. Five (5) unused PTO days will be sold back at the rate of one hundred forty (\$140) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time), if an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year. Any remaining PTO days beyond the 5 days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.
- b. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

Subd. 3. At the end of each contract year, unused PTO days will accrue as sick days without limit.

Subd. 4. The first three (3) days used for illness each contract will be deducted from that year's PTO days. Subsequent days used for illness will be deducted from an employee's accrued sick leave balance unless the employee wishes to have them taken from the current year's PTO days. An employee may use PTO days and accumulated sick leave for illness of the employee, and the employee's child under 18. For purposes of this subdivision, "child" includes stepchild, biological, adopted and foster child. The employee may also use PTO days and accumulated sick leave not to exceed twenty (20) days per 12 month period for illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent or stepparent. In extenuating circumstances, an employee may make an additional request for use of Accumulated Sick Leave to the Superintendent/designee.

Subd.5. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending physician indicating such absence was due to illness or disability. The district may require certification by the attending physician stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd.6. When current PTO days and any accrued sick leave days have been exhausted, the Superintendent/designee shall be authorized to grant an extended leave of absence without pay as per Policy 410 – Family and Medical Leave (FMLA). In addition to other leaves and benefits provided for in this contract, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this contract. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd.7. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator. For reasons of illness or bereavement, a three-day notice is not required. In the situation of a request for use of PTO with less than a three (3) day notice, an explanation of why a three (3) day notice was not possible and the reason for the absence is required. For reasons other than illness or bereavement, employees must receive pre-approval from their program administrator.

Subd.8. PTO shall be granted in one hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days typically shall not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year except for reasons of illness or bereavement. PTO days shall not be granted during parent conference days or inservice days except for reasons of illness or bereavement. PTO requests may be denied on a particular day if other employees at the educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program. Requests for exceptions to the restricted days for use of PTO, if denied by the immediate supervisor, may be made to the superintendent for further review.

Subd.9. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness and bereavement.

Subd.10. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an

amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd. 11. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated sick leave shall be reinstated.

## Section 2. Parental Leave

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

Subd. 2. The superintendent, after consultation with the employee, shall notify the employee in writing of the effective beginning date of such leave and its duration.

Subd. 3. The beginning date and duration of such leaves may be adjusted by mutual agreement between the superintendent and the employee.

Subd. 4. An employee returning from a parental leave shall be reemployed in a position for which the employee is qualified provided that the employee returns on the date as provided in the leave of absence.

Subd. 5. Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the school district.

Subd. 6. A parental leave of absence granted pursuant to this section shall be a leave without pay.

## Section 3. Maternity/Adoption Leave

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

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

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

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

Section 4. Jury Duty Leave: An employee summoned for jury duty shall receive the employee's regular salary but shall remit to the school district any jury duty fees received. The employee shall retain any expenses or mileage allowances paid by the court.

Section 5. General Leave:

Subd. 1. Employees in the school district may apply for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the school board.

Subd. 2. Such leave may be granted by the school board for extended illness of the employee, extended illness of the employee's family, additional education, or other reasons acceptable to the school board.

Subd. 3. An employee on general leave of absence shall provide notice to the school district in writing no later than April 1 of the employee's intention concerning return to employment at the end of the general leave.

See also Board Policy 464 for additional unpaid leave provisions.

Section 6. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for leave not covered under the Family Medical Leave Act for such programs as the employee wishes to retain. It is the responsibility of the employee to make arrangements with the school business office to pay to the school district the monthly premium amounts in advance and on such date as determined by the school district. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment, except as otherwise provided by law.

Section 7. Accrued Benefits: An employee on unpaid leave under this Article shall retain such number of leave days, experience credit for pay purposes, and other accrued benefits, if any, at the time the employee went on leave for use upon said employee's return. No additional leave, experience credit for pay purposes, or other benefits shall accrue for the period of time that an employee is on leave.

Section 8. Eligibility: Leave benefits as outlined in this Article shall apply only to employees regularly employed at least 185 days per year and at least forty (40) hours per week. Employees regularly employed for a lesser period of time, but at least an average of fourteen (14) hours per week and 65 days per year, shall be entitled to leave benefits on a pro rata basis. Employees employed less than an average of fourteen (14) hours per week and 65 days per year, shall not be eligible for the benefits of this Article.

**ARTICLE III  
403B MATCHING CONTRIBUTION**

Section 1. Eligibility: To be eligible for contribution under this Article, an employee must have completed one year of service and thus will be eligible for contribution in the employee's second year of service. Further, to be eligible for this contribution, an employee must be regularly employed at least 185 days during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

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

<u>Year of Service</u>	<u>Contribution</u>
2-4	\$210
5	\$420
6-9	\$735
10 – 15	\$945
16-20	\$1155
21+	\$1365

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

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

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

**ARTICLE IV  
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$720 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

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Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1575 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3: Individual High Deductible Coverage

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district’s health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the

meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account (“HSA”) of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the “Flex Choice Plan”). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$720.

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

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contribution identified in subsection (c) and the monthly HSA administrative fees.

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Effective July 1, 2018, the School District shall contribute a sum not to exceed \$56 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

##### Subd. 2: Family Coverage

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Section 5: Professional Liability Insurance: The School District provides the insurance coverage for professional liability for the Mental Health Professional employees.

**ARTICLE V  
OTHER BENEFITS**

Section 1: Mileage: Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

Section 2: Trainer/Inservice Presenter: An employee who is assigned to train, teach, or otherwise inservice other staff members in addition to their regular job responsibilities shall be compensated at the hourly rate pro rata of the employee's contract. For each hour of training or teaching, one hour of preparation shall also be compensated. (Example: teaching a three-hour in-service session will be compensated at six hours.) Subsequent training of the same content within three (3) months shall be compensated for the actual hours of training with no additional time allowed for preparation. All such training assignments must be made in writing by the appropriate director or by the superintendent.

Section 3. Longevity Stipend: After 20 years of employment with the district (year 21 through 25), the employee will receive \$3,000 added to their contract salary and after 25 years (year 26 and beyond), \$3,500 will be added to the employee's contract salary.

Section 4. Reimbursement for Additional Certification: The employee will be awarded an annual stipend of \$250 to help offset their additional expenses for CEUs and/or certification and licensing fees.

**ARTICLE VI  
RENEWAL AND TERMINATION OF CONTRACT**

Section 1: Renewal: This contract is for a term of one year, and unless otherwise required by Minn. Stat. section 122A.40 for employees required to be licensed by the Minnesota Board of Teaching, the Employee shall have the right at the end of the term of this contract to return to an assignment with the School District as a licensed social worker and will be credited with a year of seniority. The parties shall provide notice to the other by April 1 that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract.

**ARTICLE VII  
SEVERANCE/RETIREMENT**

Section 1. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous service with the School District, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 2. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days. The amount of

severance payment under this Article shall be reduced by the amount of the School District matching 403B contributions made under Article IV, Section 2.

Section 3. Method of Pay-out:

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

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

**ARTICLE VIII  
SALARIES**

Section 1. Employee shall receive a salary of \$80,825 annually (plus \$250 for the additional certification stipend) for the duration of this contract. Non-work day training shall be compensated at the hourly or daily prorated rate of this contract.

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

\_\_\_\_\_  
Patricia Arneson

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
School Board Clerk

Dated: \_\_\_\_\_

**INTERMEDIATE SCHOOL DISTRICT 917**

**COMPENSATION INFORMATION/TERMS AND CONDITIONS OF  
EMPLOYMENT FOR MENTAL HEALTH COORDINATOR**

**July 1, 2018 – June 30, 2019**

**FOR**

**Tara Blackert**

**APPROVED BY THE SCHOOL BOARD**

**June 12, 2018**

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## LICENSED PSYCHOLOGIST AGREEMENT

The School Board of Intermediate District 917, Rosemount, Minnesota (School District) enters into this agreement with Tara Blackert who agrees to serve in the public schools of said district in the position of Mental Health Coordinator, beginning July 1, 2018. The agreement calls for 195 work days to be scheduled with the Director of Special Education. This contract will continue through the week of June 30, 2019 or until otherwise amended.

### ARTICLE I DEFINITION OF ELIGIBLE EMPLOYEES

These terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who are employed as a Mental Health Professional.

### ARTICLE II LEAVES OF ABSENCE

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use and paid child care leave. Personal Time Off does not include such absences as jury duty (Section 3), FMLA and unpaid child care leave.

Subd. 1. All full-time employees as defined in Article I shall be credited with thirteen (13) days of Personal Time Off (PTO) per contract. The credit shall be made at the beginning of each school year. Part-time and job share employees shall accrue PTO days on a pro-rata basis. If an employee leaves the district having used more PTO days than he/she earned, the District shall reduce the employee's final paycheck for any unearned PTO days on a pro-rata basis.

Subd. 2. At the end of each contract year, unused PTO days will be processed as follows:

- a. Five (5) unused PTO days will be sold back at the rate of one hundred forty (\$140) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time), if an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year. Any remaining PTO days beyond the 5 days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.
- b. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

Subd. 3. At the end of each contract year, unused PTO days will accrue as sick days without limit.

Subd. 4. The first three (3) days used for illness each contract will be deducted from that year's PTO days. Subsequent days used for illness will be deducted from an employee's accrued sick leave balance unless the employee wishes to have them taken from the current year's PTO days. An employee may use PTO days and accumulated sick leave for illness of the employee, and the employee's child under 18. For purposes of this subdivision, "child" includes stepchild, biological, adopted and foster child. The employee may also use PTO days and accumulated sick leave not to exceed twenty (20) days per 12-month period for illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent or stepparent. In extenuating circumstances, an employee may make an additional request for use of Accumulated Sick Leave to the Superintendent/designee.

Subd. 5. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending physician indicating such absence was due to illness or disability. The district may require certification by the attending physician stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd. 6. When current PTO days and any accrued sick leave days have been exhausted, the Superintendent/designee shall be authorized to grant an extended leave of absence without pay as per Policy 410 – Family and Medical Leave (FMLA). In addition to other leaves and benefits provided for in this contract, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this contract. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 7. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator. For reasons of illness or bereavement, a three-day notice is not required. In the situation of a request for use of PTO with less than a three (3) day notice, an explanation of why a three (3) day notice was not possible and the reason for the absence is required. For reasons other than illness or bereavement, employees must receive pre-approval from their program administrator.

Subd. 8. PTO shall be granted in one-hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days typically shall not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year except for reasons of illness or bereavement. PTO days shall not be granted during parent conference days or inservice days except for reasons of illness or bereavement. PTO requests may be denied on a particular day if other employees at the educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program.

Subd.9. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness and bereavement.

Subd. 10. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd.11. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated sick leave shall be reinstated.

## Section 2. Parental Leave

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

Subd. 2. The superintendent, after consultation with the employee, shall notify the employee in writing of the effective beginning date of such leave and its duration.

Subd. 3. The beginning date and duration of such leaves may be adjusted by mutual agreement between the superintendent and the employee.

Subd. 4. An employee returning from a parental leave shall be reemployed in a position for which the employee is qualified provided that the employee returns on the date as provided in the leave of absence.

Subd. 5. Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the school district.

Subd. 6. A parental leave of absence granted pursuant to this section shall be a leave without pay.

## Section 3. Maternity/Adoption Leave

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

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

Subd. 3. An employee's maternity absence may encompass school holidays and/or school vacations. Holidays and/or vacations that fall during the period of

disability do not cause the disability period to be extended. These days would not be deducted from the PTO or sick leave.

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

Section 4. Jury Duty Leave: An employee summoned for jury duty shall receive the employee's regular salary but shall remit to the school district any jury duty fees received. The employee shall retain any expenses or mileage allowances paid by the court.

Section 5. General Leave:

Subd. 1. Employees in the school district may apply for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the school board.

Subd. 2. Such leave may be granted by the school board for extended illness of the employee, extended illness of the employee's family, additional education, or other reasons acceptable to the school board.

Subd. 3. An employee on general leave of absence shall provide notice to the school district in writing no later than April 1 of the employee's intention concerning return to employment at the end of the general leave.

See also Board Policy 464 for additional unpaid leave provisions.

Section 6. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for leave not covered under the Family Medical Leave Act for such programs as the employee wishes to retain. It is the responsibility of the employee to make arrangements with the school business office to pay to the school district the monthly premium amounts in advance and on such date as determined by the school district. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment, except as otherwise provided by law.

Section 7. Accrued Benefits: An employee on unpaid leave under this Article shall retain such number of leave days, experience credit for pay purposes, and other accrued benefits, if any, at the time the employee went on leave for use upon said employee's return. No additional leave, experience credit for pay purposes, or other benefits shall accrue for the period of time that an employee is on leave.

Section 8. Eligibility: Leave benefits as outlined in this Article shall apply only to employees regularly employed at least 185 days per year and at least forty (40) hours per week. Employees regularly employed for a lesser period of time, but at least an average of fourteen (14) hours per week and 65 days per year, shall be entitled to leave benefits on a pro rata basis. Employees employed less than an average of fourteen (14) hours per week and 65 days per year, shall not be eligible for the benefits of this Article.

**ARTICLE III  
403B MATCHING CONTRIBUTION**

Section 1. Eligibility

To be eligible for contribution under this Article, an employee must have completed one year of service and thus will be eligible for contribution in the employee's second year of service. Further, to be eligible for this contribution, an employee must be regularly employed at least 185 days during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution

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

<u>Year of Service</u>	<u>Contribution</u>
2-4	\$210
5	\$420
6-9	\$735
10 – 15	\$945
16-20	\$1155
21+	\$1365

Section 3. Authorization

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

Section 4. Unpaid Leaves

Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement

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

**ARTICLE IV  
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$720 per month for individual coverage of each eligible employee employed by

the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

#### Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1575 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

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

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$720.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited

Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1575.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Section 2. Group Income Protection

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

- a. Benefits begin after ninety (90) calendar days of total disability.

- b. The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

### Section 3. Life Insurance

The School District will pay each month all of the life insurance premium for an \$100,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code 79.

### Section 4. Dental Insurance

#### Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$56 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

#### Subd. 2: Family Coverage

Effective July 1, 2019, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

### Section 5. Professional Liability Insurance

The School District provides the insurance coverage for professional liability for the Mental Health Practitioner employees.

## **ARTICLE V OTHER BENEFITS**

### Section 1: Mileage

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

### Section 2: Trainer/Inservice Presenter:

An employee who is assigned to train, teach, or otherwise inservice other staff members in addition to their regular job responsibilities shall be compensated at the hourly rate pro rata of the employee's contract. For each hour of training or teaching, one hour of preparation shall also be compensated. (Example: teaching a three-hour in-service session will be compensated at six hours.) Subsequent training of the same content within three (3) months shall be compensated for the actual hours of training with no additional time allowed for preparation. All such

training assignments must be made in writing by the appropriate director or by the superintendent.

**ARTICLE VI  
RENEWAL AND TERMINATION OF CONTRACT**

Section 1: Renewal

This contract is for a term of one year, and unless otherwise required by Minn. Stat. section 122A.40 for employees required to be licensed by the Minnesota Board of Teaching, the Employee shall have no right to continued employment beyond the term of this contract. The parties shall provide notice to the other by April 1 that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract. If the Employer does not provide notice of renewal, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

Section 2: Termination

During the term of this contract, either party may terminate the contract by 30 days' written notice to the other party. Upon termination, the parties will have no further obligation to the other.

**ARTICLE VII  
SALARIES**

Section 1.

Employee shall receive a salary of \$83,030 annually for the duration of this contract.

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

\_\_\_\_\_  
Tara Blackert

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
School Board Clerk

Dated: \_\_\_\_\_

**INTERMEDIATE SCHOOL DISTRICT 917**

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

**July 1, 2018 – June 30, 2019**

**FOR**

**Anne Byer**

**APPROVED BY THE SCHOOL BOARD**

**June 12, 2018**

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## LICENSED PSYCHOLOGIST AGREEMENT

The School Board of Intermediate District 917, Rosemount, Minnesota (School District) enters into this agreement with Anne Byer who agrees to serve in the public schools of said district in the position of Licensed Psychologist, beginning July 1, 2018. The agreement calls for 195 work days to be scheduled with the Director of Special Education. This contract will continue through the week of June 30, 2019 or until otherwise amended.

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These terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who are employed as a Licensed Psychologist.

### ARTICLE II LEAVES OF ABSENCE

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use and paid child care leave. Personal Time Off does not include such absences as jury duty (Section 3), FMLA and unpaid child care leave.

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- a. Five (5) unused PTO days will be sold back at the rate of one hundred forty (\$140) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time), if an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year. Any remaining PTO days beyond the 5 days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.
- b. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

Subd. 3. At the end of each contract year, unused PTO days will accrue as sick days without limit.

Subd. 4. The first three (3) days used for illness each contract will be deducted from that year's PTO days. Subsequent days used for illness will be deducted from an employee's accrued sick leave balance unless the employee wishes to have them taken from the current year's PTO days. An employee may use PTO days and accumulated sick leave for illness of the employee, and the employee's child under 18. For purposes of this subdivision, "child" includes stepchild, biological, adopted and foster child. The employee may also use PTO days and accumulated sick leave not to exceed twenty (20) days per 12-month period for illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent or stepparent. In extenuating circumstances, an employee may make an additional request for use of Accumulated Sick Leave to the Superintendent/designee.

Subd. 5. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending physician indicating such absence was due to illness or disability. The district may require certification by the attending physician stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd. 6. When current PTO days and any accrued sick leave days have been exhausted, the Superintendent/designee shall be authorized to grant an extended leave of absence without pay as per Policy 410 – Family and Medical Leave (FMLA). In addition to other leaves and benefits provided for in this contract, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this contract. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 7. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator. For reasons of illness or bereavement, a three-day notice is not required. In the situation of a request for use of PTO with less than a three (3) day notice, an explanation of why a three (3) day notice was not possible and the reason for the absence is required. For reasons other than illness or bereavement, employees must receive pre-approval from their program administrator.

Subd. 8. PTO shall be granted in one-hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days typically shall not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year except for reasons of illness or bereavement. PTO days shall not be granted during parent conference days or inservice days except for reasons of illness or bereavement. PTO requests may be denied on a particular day if other employees at the educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program.

Subd.9. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness and bereavement.

Subd. 10. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd.11. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated sick leave shall be reinstated.

## Section 2. Parental Leave

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

Subd. 2. The superintendent, after consultation with the employee, shall notify the employee in writing of the effective beginning date of such leave and its duration.

Subd. 3. The beginning date and duration of such leaves may be adjusted by mutual agreement between the superintendent and the employee.

Subd. 4. An employee returning from a parental leave shall be reemployed in a position for which the employee is qualified provided that the employee returns on the date as provided in the leave of absence.

Subd. 5. Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the school district.

Subd. 6. A parental leave of absence granted pursuant to this section shall be a leave without pay.

## Section 3. Maternity/Adoption Leave

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

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

Subd. 3. An employee's maternity absence may encompass school holidays and/or school vacations. Holidays and/or vacations that fall during the period of

disability do not cause the disability period to be extended. These days would not be deducted from the PTO or sick leave.

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

Section 4. Jury Duty Leave: An employee summoned for jury duty shall receive the employee's regular salary but shall remit to the school district any jury duty fees received. The employee shall retain any expenses or mileage allowances paid by the court.

Section 5. General Leave:

Subd. 1. Employees in the school district may apply for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the school board.

Subd. 2. Such leave may be granted by the school board for extended illness of the employee, extended illness of the employee's family, additional education, or other reasons acceptable to the school board.

Subd. 3. An employee on general leave of absence shall provide notice to the school district in writing no later than April 1 of the employee's intention concerning return to employment at the end of the general leave.

See also Board Policy 464 for additional unpaid leave provisions.

Section 6. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for leave not covered under the Family Medical Leave Act for such programs as the employee wishes to retain. It is the responsibility of the employee to make arrangements with the school business office to pay to the school district the monthly premium amounts in advance and on such date as determined by the school district. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment, except as otherwise provided by law.

Section 7. Accrued Benefits: An employee on unpaid leave under this Article shall retain such number of leave days, experience credit for pay purposes, and other accrued benefits, if any, at the time the employee went on leave for use upon said employee's return. No additional leave, experience credit for pay purposes, or other benefits shall accrue for the period of time that an employee is on leave.

Section 8. Eligibility: Leave benefits as outlined in this Article shall apply only to employees regularly employed at least 185 days per year and at least forty (40) hours per week. Employees regularly employed for a lesser period of time, but at least an average of fourteen (14) hours per week and 65 days per year, shall be entitled to leave benefits on a pro rata basis. Employees employed less than an average of fourteen (14) hours per week and 65 days per year, shall not be eligible for the benefits of this Article.

**ARTICLE III  
403B MATCHING CONTRIBUTION**

Section 1. Eligibility

To be eligible for contribution under this Article, an employee must have completed one year of service and thus will be eligible for contribution in the employee's second year of service. Further, to be eligible for this contribution, an employee must be regularly employed at least 185 days during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution

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

<u>Year of Service</u>	<u>Contribution</u>
2-4	\$210
5	\$420
6-9	\$735
10 – 15	\$945
16-20	\$1155
21+	\$1365

Section 3. Authorization

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

Section 4. Unpaid Leaves

Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement

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

**ARTICLE IV  
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$720 per month for individual coverage of each eligible employee employed by

the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1575 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3: Individual High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$720.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited

Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1575.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Section 2. Group Income Protection

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

- a. Benefits begin after ninety (90) calendar days of total disability.

- b. The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

### Section 3. Life Insurance

The School District will pay each month all of the life insurance premium for an \$100,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code 79.

### Section 4. Dental Insurance

#### Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$56 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

#### Subd. 2: Family Coverage

Effective July 1, 2019, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

### Section 5. Professional Liability Insurance

The School District provides the insurance coverage for professional liability for the Mental Health Practitioner employees.

## **ARTICLE V OTHER BENEFITS**

### Section 1: Mileage

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

### Section 2: Consultation

An employee who is assigned to consult with staff from other entities, such as member districts, in addition to their regular job responsibilities shall be compensated at the hourly rate pro rata of the employee's contract. (Example: Conducting a threat assessment for a student in a member district not enrolled in an ISD 917 program will be compensated for the time agreed for the consultation in addition to regular salary.) All such consultation agreements must be made in writing by the appropriate director or by the superintendent.

Section 3: Trainer/Inservice Presenter

An employee who is assigned to train, teach, or otherwise inservice staff other entities, such as member districts, in addition to their regular job responsibilities shall be compensated at the hourly rate pro rata of the employee's contract. For each hour of training or teaching, one hour of preparation shall also be compensated. (Example: Teaching a three-hour in-service session will be compensated at six hours in addition to regular salary.) Subsequent training of the same content within three (3) months shall be compensated for the actual hours of training with no additional time allowed for preparation. All such training assignments must be made in writing by the appropriate director or by the superintendent.

Section 4: Conference Presenter

An employee who is selected to present at conferences and for professional organizations in addition to their regular job responsibilities shall be compensated at the hourly rate pro rata of the employee's contract for preparation in increments to match the length of the presentation. All such presentations must be approved by the appropriate director or by the superintendent.

**ARTICLE VI  
RENEWAL AND TERMINATION OF CONTRACT**

Section 1: Renewal

This contract is for a term of one year, and unless otherwise required by Minn. Stat. section 122A.40 for employees required to be licensed by the Minnesota Board of Teaching, the Employee shall have no right to continued employment beyond the term of this contract. The parties shall provide notice to the other by April 1 that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract. If the Employer does not provide notice of renewal, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

Section 2: Termination

During the term of this contract, either party may terminate the contract by 30 days' written notice to the other party. Upon termination, the parties will have no further obligation to the other.

**ARTICLE VII  
SALARIES**

Section 1.

Employee shall receive a salary of \$92,300 annually for the duration of this contract.

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Anne Byer

Dated: \_\_\_\_\_

\_\_\_\_\_  
School Board Clerk

Dated: \_\_\_\_\_

**INTERMEDIATE SCHOOL DISTRICT 917**

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

**Buyer**

EFFECTIVE JULY 1, 2018 – JUNE 30, 2020

APPROVED BY THE SCHOOL BOARD

June 12, 2018

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**ARTICLE I**  
**DEFINITION OF ELIGIBLE EMPLOYEES**

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

**ARTICLE II**  
**LEAVES**

Section 1: Sick Leave

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

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

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

Section 2. Parental Leave:

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

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

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

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

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

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

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

### Section 3. Maternity/Adoption Leave:

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

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

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

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

### Section 4. Death and Illness:

Subd. 1. An employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child, sister, brother, grandparent, grandchild, parent-in-law or parent. Up to three (3) days absence may be granted with pay for the death of the employee's son or daughter-in-law, brother or sister-in-law, regular members of the

immediate household or significant person. The leave set forth in this section is nonaccumulative and shall not be deducted from sick leave.

Subd. 2. Upon approval of the superintendent or his/her designee, up to twenty (20) days sick leave per year will be granted for the illness or injury of the following: employee's spouse or parent or spouse's parent, or child over 18, or grandchild or sibling and/or grandparent and/or step-parent. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is less than eighteen (18) years old, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness (Minn. Stat. § 181.9413).

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

#### Section 5. Personal Leave

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

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

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

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

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

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

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

#### Section 1. Earned Vacation

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

Year 1	10 days per year (2.5 days per quarter)
Year 2-6	17 days per year (4.25 days per quarter)
Year 7-19	23 days per year (5.75 days per quarter)
Year 20 or more	24 days per year (6 days per quarter)

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

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

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

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

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving Day
5. Christmas Eve Day
6. Christmas Day
7. New Year's Day
8. Martin Luther King Day
9. Presidents' Day

10. Good Friday
11. Memorial Day

#### **ARTICLE IV 403B MATCHING CONTRIBUTION**

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

Section 2. Contribution. The School District will match eligible employee contributions up to a maximum of \$1600 each year of the agreement.

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

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

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

#### **ARTICLE V INSURANCE BENEFITS**

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

Subd. 1: Individual Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$700 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$720 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$740 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage. Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1525 per month for family coverage of each

eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$1525 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$1525 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3: Individual High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$700 effective July 1, 2018. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$720 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$740.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by

the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1525 effective July 1, 2018. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$1525 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$1525.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may

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

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

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

Section 3. Life Insurance The School District will pay each month all of the life insurance premium for an \$80,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance

Subd. 1: Individual Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$45 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$56 per month toward individual coverage. Effective January 1, 2020, the School District shall contribute \$56 per month toward individual coverage.

Subd. 2: Family Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$110 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$138 per month toward family coverage. Effective January 1, 2020, the School District shall contribute \$138 per month toward family coverage.

**ARTICLE VI  
OTHER BENEFITS**

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

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

**ARTICLE VII  
MISCELLANEOUS**

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

**ARTICLE VIII  
SEVERANCE/RETIREMENT**

Section 1. Eligibility: Full-time employees who have completed at least twelve (12) years of continuous service with the School District, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

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

Section 3. Method of Pay-out:

a. Subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403b vendor account. The retiree will not receive any direct payment from the school district for the severance pay.

b. The school district's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in

A exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.

c. The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.

d. The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the school district will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor agrees to calculate the maximum deferral limit.

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

Section 5. Cut Off Date: The benefits of Article VIII shall not apply to a member of this group employed after July 1, 2000.

## **ARTICLE IX SALARIES**

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, 2019, shall be eligible for a salary increase effective on July 1, 2019. An employee hired after January 1, 2019, shall not be eligible for a salary increase until July 1, 2020.) These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2. Hourly Rate.

2018-2019    \$32.69

2019-2020    \$33.83

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Barb Schmitz

Dated: \_\_\_\_\_

\_\_\_\_\_  
School Board Clerk

Dated: \_\_\_\_\_

**INTERMEDIATE SCHOOL DISTRICT 917**

**COMPENSATION INFORMATION/TERMS AND CONDITIONS OF  
EMPLOYMENT FOR DISTRICT  
CUSTODIAL/DELIVERY EMPLOYEES**

EFFECTIVE JULY 1, 2018, to JUNE 30, 2020

APPROVED BY THE SCHOOL BOARD

June 12, 2018

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**ARTICLE I  
DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment cover those employees of Intermediate School District 917 who are not included in any bargaining unit with an exclusive bargaining representative under the Minnesota Public Employment Labor Relations Act and who are employed as Lead Custodian, Custodian/Delivery, or regular part-time cleaner.

**ARTICLE II  
LEAVES**

Section 1: Sick Leave

Subd. 1: All employees as defined in Article I with 260 work days shall earn sick leave at the rate of twelve (12) days during each year of service in the employ of the School District, or a maximum of one (1) day per month of employment. Each employee shall be credited with twelve (12) days at the beginning of each year of employment, but not more than one (1) per month for time worked. Employees working 190 to 220 work days will earn six (6) days each year and employees working 221 to 259 work days will earn 8 days per year. In the event that an employee uses credited sick leave prior to completion of the year in which such credit is earned, the employee shall be liable to the School District for any sick leave pay advanced beyond actual accrual in the event the employee leaves the service of the School District.

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

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

Section 2: Maternity Disability and Child Care Leave

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

Subd. 2: A pregnant employee shall notify the superintendent in writing, not later than the end of the sixth month of the pregnancy, and also at such time provide a physician's statement indicating the estimated date of delivery of the child. A male employee or adoptive parent of a preschool child shall make a request for such leave not less than ninety (90) days in advance of usage. The employee shall submit a written request to the superintendent for a child care leave, including

commencement date and return date. A pregnant employee may also use accumulated sick leave for any period of disability, except for the period covered by an unpaid child care leave. The time periods provided herein may be adjusted in cases of emergency.

Subd. 3: The beginning date and duration of such leaves may be adjusted by mutual agreement between the superintendent and the employee.

Subd. 4: The superintendent, after consultation with the employee, shall notify the employee in writing of the effective beginning date of such leave and its duration.

Subd.5: An employee returning from a child care leave shall be re-employed in a position for which the employee is qualified provided that the employee returns on the date as provided in the leave of absence.

Subd. 6: Failure of the employee to return pursuant to the date determined in this section shall constitute grounds for termination in the School District.

Subd. 7: The parties agree that periods of time for which the employee is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 8: A child care leave of absence granted pursuant to this section shall be a leave without pay.

### Section 3: Bereavement and Family Illness Leave

Subd. 1: An employee may be granted absence with pay due to the death of a spouse, child, brother, sister, parent, grandparent, grandchild, or parent-in-law based on the following schedule: 190 to 220 work days – three (3) days per occurrence; 221 to 260 work days – five (5) days per occurrence. On the following schedule, days of absence with pay may be granted for the death of the employee's son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a regular member of the immediate household: 190 to 220 work days – one (1) day per occurrence; 221 to 260 work days – three (3) days per occurrence. Absence due to the death of a family member shall not be deducted from sick leave.

Subd. 2: An absence due to the illness of a spouse, child, adult child, brother, sister, parent, grandparent, parent-in-law, step parent, and grandchild will be granted up to twenty (20) days per year with the approval of the immediate supervisor, and shall be deducted from sick leave.

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

Section 4: Personal Leave

Subd. 1: Employees in their third year of employment with the school district and thereafter shall be eligible for personal leave based on their number of work days on the following schedule: 190 to 220 work days – one (1) day per year; 221 to 260 work days – two (2) days per year. Personal leave shall be allowed to accumulate to a total of four (4) days.

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

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

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

Subd. 5: Personal leave must be requested ten (10) duty days in advance of the commencement of the leave. In instances when emergency situations preclude the advance request for leave, the employee shall make the request as soon as practicable and must include the reason for the requested leave and why the ten (10) day notice was not possible. Personal leave will normally only be granted in increments of one full work day(s).

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

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

Section 7: Eligibility. To be eligible for provisions of this Article, an employee must be employed at least 600 hours during the contract year and such benefits shall not apply to employees employed for a lesser time or substitute employees.

**ARTICLE III  
VACATIONS AND HOLIDAYS**

Section 1. Earned Vacation

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

1 - 2 years	10 days per year (2.5 days per quarter)
3 - 4 years	13 days per year (3.25 days per quarter)
5 - 9 years	15 days per year (3.75 days per quarter)
10 - 14 years	17 days per year (4.25 days per quarter)
15 – 19 years	20 days per year (5 days per quarter)

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

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

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

Subd. 5: Only full-time employees shall be eligible for vacations provided in this article. For purpose of this Article full time shall mean an employee employed for twelve (12) months per year and forty (40) hours per week.

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

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

Holidays that fall on weekends will be observed on a day established by the school district. Employees required to work on holidays shall receive pay at the double time rate for hours worked.

**ARTICLE IV  
403B MATCHING CONTRIBUTION**

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

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

<u>Year of Service</u>	<u>Contribution</u>	
	18-19	19-20
4-5	\$700	\$1000
6-9	\$750	\$1050
10 – 14	\$800	\$1100
15 – 19	\$850	\$1150
20+	\$900	\$1250

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

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

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

**ARTICLE V  
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$710 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$740 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible

health plan described in Subdivision 3. Effective January 1, 2020, the District shall contribute a sum not to exceed \$760 per month.

Subd. 2: Family Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1385 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$1425 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$1425 per month.

Subd. 3: Individual High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee starting July 1, 2018, shall not exceed \$710. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$740 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$760 per month.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made.

Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution beginning July 1, 2018, by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1385. Beginning January 1, 2019, the amount shall not exceed \$1425. Beginning January 1, 2020, the amount shall not exceed \$1425.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice

Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

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

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

Section 3. Life Insurance The School District will pay each month all of the life insurance premium for a \$50,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance

Subd. 1: Individual Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$60 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$125 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$138 per month toward the cost of the premium for family coverage. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$138 per month toward the cost of the premium toward family coverage.

Section 5. Eligibility. To be eligible for provisions of this Article, an employee must be regularly employed at least 1110 hours during the contract year and such benefits shall not apply to employees employed for a lesser time or substitute employees.

**ARTICLE VI  
OTHER BENEFITS**

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

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

Section 3: Uniforms. The school district shall provide an annual stipend of \$300 for purchase of uniforms and outdoor clothing. Employees shall be required to launder their uniforms.

**ARTICLE VII  
MISCELLANEOUS**

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

Section 2: Call Back and Building Checks. The minimum time paid for an authorized call back or building check shall be two (2) hours. Authorized call backs or building checks shall be those as authorized by the appropriate supervisor.

**ARTICLE VIII  
SEVERANCE/RETIREMENT**

Section 1. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous service with the School District, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 2. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days.

Section 3. Method of Pay-out:

a. Subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403b vendor account. The retiree will not receive any direct payment from the school district for the severance pay.

b. The school district's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in A exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.

c. The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.

d. The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the school district will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor agrees to calculate the maximum deferral limit.

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

## **ARTICLE IX ADDITIONAL WORK ASSIGNMENT**

Section 1. Definition of additional work assignment: The Lead Custodian is assigned the additional duty to serve as coordinator of delivery services and maintenance and grounds for the district. In this capacity the Lead Custodian assists with coordinating vendors and soliciting service quotes for grounds care, snow removal, equipment maintenance and repair, facility maintenance and repair and remodeling of district owned buildings and leased spaces when appropriate.

Section 2. Stipend. The Lead Custodian shall be paid an annual stipend for the additional work assignment responsibilities for the period of July 1, 2018, to June 30, 2019, the amount of \$1,000 and for the period July 1, 2019, to June 30, 2020, the amount of \$1,000. The payments will be made on the regular pay schedule of twenty four payments for each twelve month period.

## **ARTICLE X SALARIES**

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1.

(Example: An employee hired prior to January 1, 2019, shall be eligible for a salary increase effective on July 1, 2019. An employee hired after January 1, 2019, shall not be eligible for a salary increase until July 1, 2020.) These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2.. Longevity: Employees shall receive a longevity salary increase beyond the salaries shown in Exhibit A of the agreement as follows; years of employment refer to years in the Custodial/Delivery group:

The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment. Further, to be eligible for this longevity salary, an employee must be regularly employed at least 1110 hours during the fiscal year.

	2018-2020
Start of the 10 <sup>th</sup> year of employment	.50
Start of the 15 <sup>th</sup> year of employment through 19 <sup>th</sup> year	.75
Start of the 20 <sup>th</sup> year of employment and beyond	1.00

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School Board Chair

Dated: June 12, 2018

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Employee Representative

Dated: June 12, 2018

**Exhibit A**

**Rates of Pay**

<b>2018-2019</b>					
	<b>Lane 1</b>		<b>Lane 2</b>		<b>Lane 3</b>
<b>Step</b>	<b>Lead Custodian</b>	<b>Step</b>	<b>Custodian/Delivery</b>	<b>Step</b>	<b>Part-Time Cleaner</b>
A	23.99	A	15.57	A	13.44
B	24.52	B	15.88	B	13.61
C	25.04	C	16.21	C	13.77
D	25.58	D	16.52	D	13.93
E	26.11	E	16.85	E	14.09
F	26.64	F	17.15	F	14.24
G	27.18	G	17.48	G	14.41
H	27.71	H	17.80	H	14.57
I	28.23	I	18.12	I	14.73
<b>2019-2020</b>					
	<b>Lane 1</b>		<b>Lane 2</b>		<b>Lane 3</b>
<b>Step</b>	<b>Lead Custodian</b>	<b>Step</b>	<b>Custodian/Delivery</b>	<b>Step</b>	<b>Part-Time Cleaner</b>
A	24.37	A	15.81	A	13.66
B	24.91	B	16.13	B	13.83
C	25.45	C	16.46	C	13.99
D	25.99	D	16.78	D	14.15
E	26.53	E	17.11	E	14.32
F	27.07	F	17.42	F	14.47
G	27.61	G	17.75	G	14.64
H	28.15	H	18.09	H	14.80
I	28.69	I	18.41	I	14.97

**INTERMEDIATE SCHOOL DISTRICT 917**

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

**HUMAN RESOURCES SPECIALIST**

**EFFECTIVE JULY 1, 2018 – JUNE 30, 2020**

**APPROVED BY THE SCHOOL BOARD**

Board Approved: June 12, 2018

**ARTICLE I  
DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment cover the Human Resources Specialist for Intermediate School District #917 (hereinafter, H.R. Specialist).

**ARTICLE II  
LEAVES**

Section 1: Sick Leave

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

Subd. 2: The H.R. Specialist may use one (1) day of accumulated sick leave for each day of illness or disability of the H.R. Specialist's child who is less than eighteen (18) years old or under age 20 and attending secondary school, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. (Minn. Stat. § 181.9413).

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

Section 2. Parental Leave:

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

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

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

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

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

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

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

### Section 3. Maternity/Adoption Leave:

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

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

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

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

### Section 4. Bereavement and Family Illness Leave

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

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

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

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

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

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

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

#### Section 1. Earned Vacation

Subd. 1: H.R. Specialist shall earn vacation as follows:

Year 1	15 days per year (3.75 days per quarter)
Year 2 -10	20 days per year (5 days per quarter)
Year 10+	24 days per year (6 days per quarter)

Subd. 2: Seven (7) days of vacation may be taken after the first six (6) months of employment. During the initial fiscal year of employment, employees who work less than a full year shall accrue vacation on a pro-rata basis. In subsequent years, an employee will earn vacation at the rate above and such vacation will be credited to the employee on a quarterly basis.

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

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

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

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

## **ARTICLE IV INSURANCE BENEFITS**

### Section 1. Health and Hospitalization Insurance

#### Subd. 1: Individual Coverage

Effective, July 1, 2018, the School District shall contribute a sum not to exceed \$700 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$720 per month and beginning January 1, 2020, the School district shall contribute a sum not to exceed \$740 per month.

#### Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1600 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

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

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$700. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$720 per month and beginning January 1, 2020, the School district shall contribute a sum not to exceed \$740 per month.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4 Family High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan

within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account (“HSA”) of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the “Flex Choice Plan”). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1600 per month.

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

Subd. 5 Changed in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district’s health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district’s contribution to the employee’s HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 2. Group Income Protection

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

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

Section 3. Life Insurance: The School District will pay the entire cost of the premiums for an \$100,000 term life insurance policy for the H.R. Specialist. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance

Subd. 1: Individual Coverage: Beginning July 1, 2018, the School District shall contribute a sum not to exceed \$45 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Beginning January 1, 2019, to June 30, 2020, the School District shall contribute a sum not to exceed \$56 toward the cost of the premium for individual coverage.

Subd. 2: Family Coverage: Beginning July 1, 2018, the School District shall contribute a sum not to exceed \$100 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Beginning January 1, 2019, to June 30, 2020, the School District shall contribute a sum not to exceed \$138 toward the cost of the premium for family coverage.

**ARTICLE V  
403B MATCHING CONTRIBUTION**

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

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

<u>Year of Employment</u>	2018-2019	2019-2020
2nd year and up	\$2,000	\$2,000

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

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

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

## **ARTICLE VI OTHER BENEFITS**

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

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

## **ARTICLE VII MISCELLANEOUS**

Section 1: Probationary Period: H.R. Specialist shall serve a probationary period from October 10, 2016, to June 30, 2017, during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee.

Section 2. Exempt Status. This position is exempt from the overtime provisions of the Fair Labor Standards Act, based on the following factors:

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

**ARTICLE VIII  
SALARIES**

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

Section 2. Salary for 2018-2020

July 1, 2018– June 30, 2019	\$68,890
July 1, 2019 – June 30, 2020	\$71,301

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

Dated: June 12, 2018

\_\_\_\_\_  
Lauren Kelly

Dated: June 12, 2018

**INTERMEDIATE SCHOOL DISTRICT 917**

**COMPENSATION INFORMATION/TERMS AND CONDITIONS OF  
EMPLOYMENT FOR COMPUTER NETWORK SPECIALIST  
2018-2020**

**APPROVED BY THE SCHOOL BOARD**

June 12, 2018

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## **COMPUTER NETWORK SPECIALIST**

The School Board of Intermediate District 917, Rosemount, Minnesota (School District) enters into this agreement with Pamela Garretson, who agrees to serve in the public schools of said district in the position of P.C. Technician beginning July 1, 2018. The agreement calls for 260 work days to be scheduled with the Coordinator of Technology. This contract will continue through June 30, 2020, or until otherwise amended.

### **ARTICLE I DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who are employed as a Computer Network Specialist.

### **ARTICLE II LEAVES**

#### Section 1: Sick Leave

Subd. 1: All eligible employees as defined in Article I shall earn sick leave at the rate of twelve (12) days during each year of service in the employ of the School District, or a maximum of one (1) day per month of employment. Each employee shall be credited with twelve (12) days at the beginning of each year of employment, but not more than one (1) per month for time worked. In the event that an employee uses credited sick leave prior to completion of the year in which such credit is earned, the employee shall be liable to the School District for any sick leave pay advanced beyond actual accrual in the event the employee leaves the service of the School District.

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

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

#### Section 2. Parental Leave:

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

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

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

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

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

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

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

### Section 3. Maternity/Adoption Leave:

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

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

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

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

### Section 4: Bereavement and Family Illness Leave

Subd. 1: An employee may be granted up to five (5) days absence with pay due to the death of a spouse, child, brother, sister, parent, grandparent, grandchild, or parent-in-law. Up to three (3) days absence with pay may be granted for the death of the employee's son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a regular member of the immediate household. Absence due to the

death of a family member shall not be deducted from sick leave.

Subd. 2: An absence due to the illness of a spouse, child, adult child, brother, sister, parent, grandparent, parent-in-law or grandchild will be granted up to 20 (twenty) days per year with the approval of the immediate supervisor, and shall be deducted from sick leave.

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

Section 5: Personal Leave

Personnel leave: The employee(s) may elect to take a maximum of three (3) prearranged, non-accumulative, days each contract period for personal leave for any reason. Personal leave will not be charged against sick leave, the days must be requested in writing and pre-approved by the Technology Coordinator.

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

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

**ARTICLE III  
403B MATCHING CONTRIBUTION**

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

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

<u>Years of Service</u>	2018-19	2019-20
	<u>Contribution</u>	
4-5	\$600	\$800
6-9	\$650	\$850
10 – 14	\$700	\$910
15 – 19	\$750	\$950
20+	\$850	\$1050

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

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

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

## **ARTICLE IV VACATIONS AND HOLIDAYS**

### Section 1. Earned Vacation

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

Year 1	12 days per year (3 days per quarter)
Year 2-6	15 days per year (3.75 days per quarter)
Year 7-19	18 days per year (4.5 days per quarter)
Year 20 or more	21 days per year (5.25 days per quarter)

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

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

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

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

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving Day
5. Christmas Eve Day
6. Christmas Day
7. New Year's Day
8. Martin Luther King Day
9. President's Day

9. Good Friday
10. Memorial Day

## **ARTICLE IV V INSURANCE BENEFITS**

### Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$710 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2019, the School District shall contribute \$720 per month for individual coverage through December 20, 2019. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. January 1, 2020, the School District shall contribute a sum not to exceed \$740 per month.

Subd. 2: Family Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1385 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2019, the School District shall contribute \$1425 per month for family coverage through June 30, 2020. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

### Subd. 3: Individual High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$710. Effective January 1, 2019, the total monthly contribution shall not exceed \$720. Effective January 1, 2020, the School district shall contribute a sum not to exceed \$740 per month.

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

Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1385. Effective January 1, 2019, the total monthly contribution shall not exceed \$1425 per month for family coverage through June 30, 2020.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly

HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

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

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

- a. Benefits begin after ninety (90) calendar days of total disability.
- b. The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source) but not to exceed \$3000 per month.

Section 3. Life Insurance The School District will pay each month all of the life insurance premium for an \$80,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance

Subd. 1: Individual Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$60 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$110 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid

by payroll deduction. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$138 per month toward the cost of the premium for family coverage.

## **ARTICLE V OTHER BENEFITS**

Section 1: Mileage Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

## **ARTICLE VI MISCELLANEOUS**

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

## **ARTICLE VII SEVERANCE/RETIREMENT**

Section 1. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous service with the School District, and who are at least fifty-five (55) years of age, or complete thirty (30) years of service to the School District, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 2. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days.

Section 3. Method of Pay-out:

- A. Subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403b vendor account. The retiree will not receive any direct payment from the school district for the severance pay.
- B. The school district's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in A exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.
- C. The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of

the severance pay.

- D. The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the school district will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor agrees to calculate the maximum deferral limit.

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

**ARTICLE VIII  
SALARIES**

Section 1. Employee shall receive an hourly rate of \$28.40 per hour for fiscal year 2018-2019 and \$29.39 for fiscal year 2019-2020.

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School Board Chair

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Pamela Garretson

Dated: June 12, 2018

Dated: June 12, 2018

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School Board Clerk

Dated: June 12, 2018

**INTERMEDIATE SCHOOL DISTRICT 917**

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

EFFECTIVE JULY 1, 2018 – JUNE 30, 2020

APPROVED BY THE SCHOOL BOARD

June 12, 2018

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**ARTICLE I**  
**DEFINITION OF ELIGIBLE EMPLOYEES**

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

**ARTICLE II**  
**LEAVES**

Section 1: Sick Leave

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

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

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

Section 2. Parental Leave:

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

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

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

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

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

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

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

### Section 3. Maternity/Adoption Leave:

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

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

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

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

### Section 4. Death and Illness:

Subd. 1. An employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child, sister, brother, grandparent, grandchild, parent-in-law or parent. Up to three (3) days absence may be granted with pay for the death of the employee's son or daughter-in-law, brother or sister-in-law, regular members of the

immediate household or significant person. The leave set forth in this section is nonaccumulative and shall not be deducted from sick leave.

Subd. 2. Upon approval of the superintendent or his/her designee, up to twenty (20) days sick leave per year will be granted for the illness or injury of the following: employee's spouse or parent or spouse's parent, or child over 18, or grandchild or sibling and/or grandparent and/or step-parent. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is less than eighteen (18) years old, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness (Minn. Stat. § 181.9413).

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

#### Section 5. Personal Leave

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

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

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

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

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

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

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

#### Section 1. Earned Vacation

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

Year 1	10 days per year (2.5 days per quarter)
Year 2-6	17 days per year (4.25 days per quarter)
Year 7-19	23 days per year (5.75 days per quarter)
Year 20 or more	24 days per year (6 days per quarter)

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

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

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

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

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving Day
5. Christmas Eve Day
6. Christmas Day
7. New Year's Day
8. Martin Luther King Day
9. Presidents' Day

10. Good Friday
11. Memorial Day

**ARTICLE IV**  
**403B MATCHING CONTRIBUTION**

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

Section 2. Contribution. The School District will match eligible employee contributions up to a maximum of \$1900 in the first year of this agreement and \$1900 in the second year.

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

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

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

**ARTICLE V**  
**INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$680 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$720 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$740 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage. Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1525 per month for family coverage of each eligible

employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$1525 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$1525 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3: Individual High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$680 effective July 1, 2018. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$720 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$740.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the

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

Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1525 effective July 1, 2018. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$1525 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$1525.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical

expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

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

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

Section 3. Life Insurance The School District will pay each month all of the life insurance premium for an \$80,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance

Subd. 1: Individual Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$45 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$56 per month toward individual coverage. Effective January 1, 2020, the School District shall contribute \$56 per month toward individual coverage.

Subd. 2: Family Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$110 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$138 per month toward family coverage. Effective January 1, 2020, the School District shall contribute \$138 per month toward family coverage.

**ARTICLE VI  
OTHER BENEFITS**

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

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

**ARTICLE VII  
MISCELLANEOUS**

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

**ARTICLE VIII  
SALARIES**

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, 2019, shall be eligible for a salary increase effective on July 1, 2019. An employee hired after January 1, 2019, shall not be eligible for a salary increase until July 1, 2020.) These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2. Hourly Rate.

2018-2019	\$31.89	2019-2020	\$33.00
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School Board Chair  
Dated: June 12, 2018

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Audrey Weiler  
Dated: June 12, 2018

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School Board Clerk  
Dated: June 12, 2018

**INTERMEDIATE SCHOOL DISTRICT 917**

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

**ADMINISTRATIVE ASSISTANT - PERSONNEL**

**EFFECTIVE JULY 1, 2018 – JUNE 30, 2020**

**APPROVED BY THE SCHOOL BOARD**

June 12, 2018

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**ARTICLE I  
DEFINITION OF ELIGIBLE EMPLOYEES**

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

**ARTICLE II  
LEAVES**

Section 1: Sick Leave

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

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

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

Section 2. Parental Leave:

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

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

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

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

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

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

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

### Section 3. Maternity/Adoption Leave:

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

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

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

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

### Section 4. Death and Illness:

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

Subd. 2. Upon approval of the superintendent or his/her designee, up to twenty (20) days sick leave per year will be granted for the illness or injury of the following: employee's spouse or parent or spouse's parent, or child over 18, or grandchild or sibling and/or grandparent and/or step-parent. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is less than eighteen (18) years old, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness (Minn. Stat. § 181.9413).

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

#### Section 5. Personal Leave

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

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

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

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

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

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

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

#### Section 1. Earned Vacation

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

Year 1	10 days per year (2.5 days per quarter)
Year 2-6	17 days per year (4.25 days per quarter)
Year 7-19	23 days per year (5.75 days per quarter)
Year 20 or more	24 days per year (6 days per quarter)

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

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

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

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

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

7. New Year's Day
8. Martin Luther King Day
9. Presidents' Day
10. Good Friday
11. Memorial Day

#### **ARTICLE IV 403B MATCHING CONTRIBUTION**

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

Section 2. Contribution. The School District will match eligible employee contributions up to a maximum of \$1800 in the first year of this agreement and \$1800 in the second year.

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

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

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

#### **ARTICLE V INSURANCE BENEFITS**

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

Subd. 1: Individual Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$680 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$750 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$750 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage. Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1525 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2019, the School District shall contribute a sum not to exceed per month \$1525 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$1525 per month. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3: Individual High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$680 effective July 1, 2018. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$750 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$750.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the

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

Subd. 4: Family High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1525 effective July 1, 2018. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$1525 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$1525.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly

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

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

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

Section 3. Life Insurance The School District will pay each month all of the life insurance premium for an \$80,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance

Subd. 1: Individual Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$45 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$56 per month toward individual coverage. Effective January 1, 2020, the School District shall contribute \$56 per month toward individual coverage.

Subd. 2: Family Coverage Effective July 1, 2018, the School District shall contribute a sum not to exceed \$110 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan.

Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$138 per month toward family coverage. Effective January 1, 2020, the School District shall contribute \$138 per month toward family coverage.

## **ARTICLE VI OTHER BENEFITS**

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

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

## **ARTICLE VII MISCELLANEOUS**

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

## **ARTICLE VIII SEVERANCE/RETIREMENT**

Section 1. Eligibility: Full-time employees who have completed at least twelve (12) years of continuous service with the School District, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

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

Section 3. Method of Pay-out:

a. Subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403b vendor account. The retiree will not receive any direct payment from the school district for the severance pay.

b. The school district's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in A exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.

c. The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.

d. The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the school district will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor agrees to calculate the maximum deferral limit.

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

Section 5. Cut Off Date: The benefits of Article VIII shall not apply to a member of this group employed after July 1, 2000.

## **ARTICLE IX SALARIES**

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, 2019, shall be eligible for a salary increase effective on July 1, 2019. An employee hired after January 1, 2019, shall not be eligible for a salary increase until July 1, 2020.) These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2. Hourly Rate.

2018-2019	\$31.86	2019-2020	\$32.91
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School Board Chair

Dated: June 12, 2018

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Diane Jeffries

Dated: June 12, 2018

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School Board Clerk

Dated: June 12, 2018

**INTERMEDIATE SCHOOL DISTRICT 917**

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

**EXECUTIVE ASSISTANT  
TO THE SUPERINTENDENT**

**EFFECTIVE JULY 1, 2018 – JUNE 30, 2020**

**APPROVED BY THE SCHOOL BOARD**

Board Approved: June 12, 2018

**ARTICLE I  
DEFINITION OF ELIGIBLE EMPLOYEES**

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

**ARTICLE II  
LEAVES**

Section 1: Sick Leave

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

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

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

Section 2. Parental Leave:

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

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

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

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

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

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

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

### Section 3. Maternity/Adoption Leave:

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

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

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

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

### Section 4. Bereavement and Family Illness Leave

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

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

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

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

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

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

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

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

#### Section 1. Earned Vacation

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

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

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

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

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

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

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

## **ARTICLE IV INSURANCE BENEFITS**

### Section 1. Health and Hospitalization Insurance

#### Subd. 1: Individual Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$710 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$740 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$760 per month.

#### Subd. 2: Family Coverage

Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1525 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4. Effective

January 1, 2018, the School District shall contribute a sum not to exceed \$1525 per month. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$1525 per month.

Subd. 3: Individual High Deductible Coverage

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$740. Effective January 1, 2019, the total monthly contribution shall not exceed \$740. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$760 per month.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4 Family High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1480 per month. Effective January 1, 2019 the total monthly contribution shall not exceed \$1525. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$1525 per month.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district, who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan, a monthly amount equal to the total monthly contribution identified in subsection (a) minus the HSA contribution identified in subsection (c) and the HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 5 Changed in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible

coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

## Section 2. Group Income Protection

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

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

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

## Section 4. Dental Insurance

Subd. 1: Individual Coverage: The School District shall contribute a sum not to exceed \$45 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Effective January 1, 2019, the School District shall contribute a sum not to exceed \$56 per month toward the cost of the premium for individual coverage. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$56 per month toward the individual coverage.

Subd. 2: Family Coverage: The School District shall contribute a sum not to exceed \$138 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Effective January 1, 2019, the School District shall contribute a sum not to exceed

\$138 per month toward the cost of the premium for family coverage. Effective January 1, 2020, the School District shall contribute a sum not to exceed \$138 per month toward the family coverage.

**ARTICLE V  
403B MATCHING CONTRIBUTION**

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

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

<u>Year of Employment</u>	2018-2019	2019-2020
4 <sup>th</sup> year and beyond	\$1,600	\$1,600

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

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

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

**ARTICLE VI  
OTHER BENEFITS**

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

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

**ARTICLE VII  
MISCELLANEOUS**

Section 1: Probationary Period: An employee, under the provisions of this Agreement, shall serve a probationary period of one year (12 months) of continuous employment during

which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee.

## **ARTICLE VIII SEVERANCE/RETIREMENT**

Section 1. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous service with the School District, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

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

Section 3. Method of Pay-out:

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

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

**ARTICLE VIX  
ADDITIONAL WORK ASSIGNMENTS**

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

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

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

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

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

Subd. 5. Organize and implement the online SafeSchools SDS (formally MSDS – Material Safety Data Sheets) to be in compliance with state and federal regulations.

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

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

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

Section 2. Stipend

Subd. 1. The Executive Assistant shall be paid in addition to the base salary an annual stipend for the additional work assignments in Section 1 for the period July 1, 2018 to June 30, 2020. The stipend of \$4400 will be paid on the regular pay schedule of twenty-four payments.

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

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

**ARTICLE X  
SALARIES**

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

Section 2. Salary for 2018-2020

July 1, 2018 – June 30, 2019

$\$82,086.08 + \$4400 = \$86,486.08$

July 1, 2019 – June 30, 2020

$\$84,959.09 + \$4400 = \$89,359.09$

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

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

Dated: June 12, 2018

Dated: June 12, 2018

TO: School Board Members

FROM: Nicolle Roush

DATE: June 12, 2018

RE: Review of School Nutrition Programs Contracts for Vended Meals

Pertinent Facts:

1. 2018-19 will have five 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 five sites are Lebanon TEA Program, Cedar SUN Program, Alliance IDEA/SUN, Concord SUN program and TESA at DCTC,
2. 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 higher than normal meal prices increases from ISD 196 for 2017-2018, we awarded the contract to Lancer Dining Services for 2017-18 school year.
3. Enclosed for your review is the 2018-19 Lancer Dining Services contract which proposes a 1.9% increase in Lunch and Breakfast meal prices compared to 2017-18. Lancer Dining Services is an approved vendor under Minnesota Department of Education with over 60 schools participating.
4. The next two attached Contract documents are from ISD 191 for Cedar and YTP for 2018-2019. The ISD 191 contract is different than the Lancer Dining Services 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 and YTP Programs is breakfast at \$.50 (11% increase) and lunch at \$1.35 (3.85% increase). Cedar and YTP contracts are below the \$100,000 bid versus quotes threshold statutory requirement Minn. Stat 123.37.



# LANCER

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## DINING SERVICES

May 12<sup>th</sup>, 2018

Teri Welch & Nicolle Roush  
Intermediate School District 917  
1300 145<sup>th</sup> Street East  
Rosemount, MN 55068

Dear Teri & Nicolle,

Lancer Dining Services welcomes the opportunity to present our food program for your consideration. We successfully provide healthy meals that kids love to eat to thousands of students across the Twin Cities every day.

At Lancer we believe that the simple act of breaking bread together is a celebration of human fellowship. Even at a young age, the ritual of sharing a meal with others is an essential component of a strong and vibrant social community. With this foundation, we are passionate about providing meals that will not only nurture the physical well-being of your students but will enhance the social fabric of your community.

Our goal is to nurture healthy eating habits for your students through our meal catering and nutrition education. Menus that feature many familiar favorites are sprinkled with exposure to new foods that we hope will support a lifetime of healthy eating habits. All of our menus are created under the watchful eye of our in-house executive chef who continually reviews ongoing research on child nutrition to guarantee our menus always meet or exceed standards set by the USDA and the Minnesota Department of Education.

Lancer's menus include seasonal fresh fruit and vegetables every day with an emphasis on local products and vendors whenever possible. We feature a variety of proteins including poultry, beef, cheese, and legumes and maintain a pork and nut-free kitchen. Whole grain breads, pastas, breakfast, snack items, and rBST free dairy products round out our offerings. Each of our menus is created to eliminate or minimize trans-fats, MSG, sucralose, high fructose corn sugar, and sulfites. Our ability to deliver on these objectives is why Lancer has become the local caterer of healthy meals that kids actually want to eat!

As your partner and expert in childcare food service Lancer will provide unparalleled customer service. In addition to providing guidance from a regulatory perspective, we will manage your commodity foods and provide assistance during your MDE administrative reviews giving you peace of mind.

Our proposed pricing for the 2018-2019 school year renewal including milk, disposable plates, and disposable utensils is:

School Lunch	\$3.06	Breakfast	\$1.83
Allergen/Vegetarian Meals	\$4.05	Individual Bag Lunch Add	\$0.25
Extra Milk	\$0.26		

Thank you for the opportunity to be your caterer. Please contact us if you have additional questions at (651) 646-2197 x 28 or [stobin@lancercatering.com](mailto:stobin@lancercatering.com).



Steve Craver  
Vice President



Scott Tobin  
General Manager

# School Nutrition Programs

## Renewal of Contract for Vended Meals

### School Year 2018-19

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. Program regulations (7 CFR 210.16) allow a contract to be renewed up to four times (total of five years). State law for public schools (Minnesota Statutes section 123B.52) allows an SNP Contract for Vended Meals to follow the federal rule for up to four renewals if federal program requirements are met.

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 Cyber-Linked Interactive Child Nutrition System (CLICS) Identification Number: 20000010011

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

Vendor: Lancer Dining Services

"Original contract" refers to the first year of the contract, which started on 07/01/2017.

#### 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. The contract may be renewed a maximum of four times (a total of five years including the original contract).

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

Start Date for Renewed Contract: 07/01/2018 End Date for Renewed Contract: 06/30/2019

#### 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 2017-18 meal price, the mutually agreed percentage increase, and the 2018-19 meal price (rounded to the nearest whole cent). **The percentage increase may not exceed 1.9 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 2017.)

SFA and Vendor mutually agree to the 2018-19 meal prices shown below:

Meal Type	2017-18 Price	Percentage Increase	2018-19 Price
Lunch	\$ 3.00	1.9 %	\$ 3.06
Breakfast	\$ 1.80	1.9 %	\$ 1.83
Snack	\$ N/A	— %	\$ N/A

**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.

SFA confirms that it has fully received credits for USDA Foods during 2017-18 before renewing the contract for 2018-19, as documented on the Reconciliation of Credits for USDA Foods form or other documentation.

**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)**

Meal Patterns: Vendor will provide SFSP meals that meet the requirements for the following meal patterns:

- Summer Food Service Meal Pattern
- Child and Adult Care Food Program Meal Pattern for Children Ages 1-6
- Child and Adult Care Food Program Meal Pattern for Infants
- National School Lunch and Breakfast Programs Meal Patterns

Unitized Meals: Vendor will provide unitized meals for all SFSP sites unless the box below is checked to request MDE approval of non-unitized / bulk meal service for one or more sites.

- Vendor will provide non-unitized meals for SFSP, with instructions on the planned portion size for each food component. MDE's approval of SFA's SFSP application approves SFA for a waiver from the SFSP requirement to provide unitized meals.
- Offer versus Serve (OVS): One or more sites receiving bulk food will use the OVS provision when serving SFSP meals. SFA and Vendor will coordinate regarding OVS requirements.

**7. Vendor Certification Statements**

Total estimated contract payments during the renewal year are: \$ 105,000.00

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: School District 917

Name of SFA's Authorized Representative: Nicolle Roush

Title: Business Manager

Signature of Authorized Representative: \_\_\_\_\_

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

Vendor Name: Lancer Dining Services

Name of Vendor's Authorized Representative: Steve Craver

Title: Vice President

Signature of Authorized Representative: 

Date: 5-14-18

Vendor Contact: Scott Tobin

Title: General Manager

Phone: 651.646.2197 x 28

Email: stobin@lancercatering.com

## **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: Lancer Dining Services

Award Number or Project Name: National School Lunch Program

Name of Authorized Vendor Representative: Steve Craver

Title: Vice President

Signature: 

Date: 5-14-18

## 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: Lancer Dining Services

Award Number or Project Name: National School Lunch Program

Name of Authorized Vendor Representative: Steve Craver

Title: Vice President

Signature: 

Date: 5-14-18





June 5, 2018

Intermediate School District 917  
Attn: Nicole Roush, Business Manager  
1300 East 145<sup>th</sup> Street  
Rosemount, MN 55068

**Addendum to School Nutrition Programs Joint Agreement**

We are pleased to have continued our partnership and have the opportunity to provide meals to students in Intermediate School District 917. Budget forecasting has caused us to increase breakfast and lunch meal prices for paid students by \$0.10 per meal, in addition to administrative costs related to providing meal services.

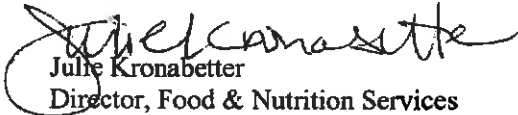
We are asking Intermediate School District 917 to pay additional administrative and operational surcharges of \$0.50 for each breakfast meal; \$1.35 for each lunch meal. These costs include, but are not limited to costs related to: processing meal applications, mailing notifications, maintaining client meal accounts, collecting data, processing state and federal claims, menu planning, completing production records, labor, and meal preparation supplies. The meal accounting software program has an annual \$395 support fee per site. These administrative costs apply to both sites.

At the end of each month, SFA will invoice Intermediate School District 917 for the designated fee per/meal based on the agreement between both parties.

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.

I have attached a contract for the 2018-19 school year. If you wish for District 191 to continue meal service, please print the agreement, sign it and return to me by May 31, 2018. If you are not able to meet this timeline, please let me know.

Please contact me at 952-707-2032 or [jkronabetter@isd191.org](mailto:jkronabetter@isd191.org) if you have any questions or concerns. Thank you.

  
Julie Kronabetter  
Director, Food & Nutrition Services



## School Nutrition Programs Joint Agreement

A joint agreement is required when a School Food Authority (SFA) will administer School Nutrition Programs (SNP), and any other child nutrition programs listed on page 2 of this agreement, for another school (referred to as "Site" in the joint agreement) that is legally separate from the SFA and is eligible to participate in SNP.

- This template must be used for the joint agreement.
- Meals served at the school qualify to be claimed for program reimbursement if (1) a joint agreement is in effect and (2) the school is an approved site on the SFA's application to the Minnesota Department of Education (MDE) to participate in the applicable child nutrition program(s).
- While this joint agreement is in effect, the school may not participate in or claim reimbursements for the program(s) independently from the SFA.

The SFA 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 SFA is responsible for fiscal and 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 program 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 SFA 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 SFA and Site must provide all requested information in Section I.

#### Identification of Parties, Term and Renewals, Cancellation

A. ISD 191 Burnsville-Eagan-Savage Food and Nutrition Services

Cyber-Linked Interactive Child Nutrition System (CLiCS) ID 100003550  
agrees to provide food service meeting SNP requirements, and meeting the requirements  
for any other child nutrition programs indicated on page 2 of this agreement to  
Intermediate School District 917 at LifeSpan Burnsville

CLiCS Site ID Number 100005385 for the period of  
7/1/18 through 6/30/19 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 for additional years, if mutually agreed to by SFA and Site, for up to four (4) program years following the initial agreement period indicated above. SFA must annually provide MDE with a copy of the renewal document for the agreement to document that Site continues to be eligible to be a site on SFA's program application.

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 to the meal pattern or milk requirements for the following 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

In bulk quantities, accompanied by 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:

F. 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)

G. 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**

H. 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

- I.  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.

Describe any additional requirements for meal counts:

### Collection of Meal Payments

- J.  SFA /  Site is responsible for the collection of money and/or the sale of meal pre-payments to students and adults.

- K. 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, cash and checks will be provided to the SFA food preparation site for deposit into a financial institution. SFA Manager is responsible for this deposit and will keep a record of all deposits. Refunds will follow SFA established procedures.

### Free and Reduced-Price Meals

- L. 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     SFA     Site

Approval and verification of free/reduced-price meal applications     SFA     Site

Providing administrative review appeal of termination or reduction of benefits     SFA     Site

Describe any additional requirements for free and reduced-price meals procedures:

Application for Educational Benefits will be made available online for parents/guardians of clients and will be encouraged as the primary method of applying.

### Health and Sanitation

- M. 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:

Site is responsible for maintaining proper food temperatures of food on site and during transport. Cooling units will have interior thermometers and Site will take and record temperatures a minimum of once per student contact day. Food safe transportation of meals is the responsibility of the Site.

### Record Keeping

- N. 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.
- O. SFA and Site agree to make books and records pertaining to SNP operations at Site available to representatives of MDE, the USDA, and the U.S. General Accounting Office at any reasonable time and place.

Describe any additional requirements for record keeping:

Site is responsible to provide required information to create an account for each client and to notify SFA of additions/deletions/changes to clients. Site staff will monitor account balances and inform guardians (verbally or written) when money is needed in the account. Clients are not allowed to order meals until sufficient funds are available. Negative balances are the responsibility of the Site.

## Monitoring

- P. 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

- Q. 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):

Ordering processes using Google Forms will be utilized. Telephone method will be used if online process is unavailable. Meals will be ordered by timeline established between Site and SFA.

- R. By 10:15 am each day food is prepared, meals will be:

Delivered by SFA to Site.

Ready for pickup at SFA's site.

Other – describe: \_\_\_\_\_

Site will provide a calendar of the days that meals are required.

Describe any additional procedures for ordering and delivery:

SFA Kitchen Manager will record quantity of meals shipped on the Meal Order Form and send a copy with the shipment. Site will be billed adult meal prices for ordering overages if there are discrepancies in the student meals purchased at the Site.

## Labor

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

SFA	Site	Labor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employee(s) for meal service—number of employees: 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Additional servers if necessary to accommodate meal schedules
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cashier
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervision
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clean-up of kitchen
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other—describe: Site provides labor for Clean up of serving area/cafeteria

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

**Equipment and Supplies**

T. Responsibility for equipment and supplies:

SFA	Site	Equipment and Supplies
<input type="checkbox"/>	<input type="checkbox"/>	Trays
<input type="checkbox"/>	<input type="checkbox"/>	Serving spoons and tongs
<input type="checkbox"/>	<input type="checkbox"/>	Eating utensils
<input type="checkbox"/>	<input type="checkbox"/>	Condiments
<input type="checkbox"/>	<input type="checkbox"/>	Disposable supplies
<input type="checkbox"/>	<input type="checkbox"/>	Safe transportation containers*
<input type="checkbox"/>	<input type="checkbox"/>	Equipment**

\*Specify SFA and/or Site responsibilities for cleaning and transportation of containers:

\* Site is responsible for providing food safe, insulated containers and transportation of containers.

\* SFA is responsible for cleaning and sanitizing insulated containers.

\*\*Specify equipment – oven, refrigerator, cooler, serving counter, etc. – and describe responsibilities for equipment:

Site is responsible for Site food cooling, heating, serving equipment and thermometers. Site responsible for providing computer, printer for meal accounting purposes and correspondence.

**Student and Adult Meal Prices**

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

Meal	Children Elementary/Secondary	Adult
Breakfast (paid)	\$1.50 / \$1.50	n/a - no adult meals provided
Lunch (paid)	\$2.70 / \$2.80	n/a - no adult meals provided
Lunch (reduced-price)	\$0.00 / \$0.00	n/a - no adult meals provided
Milk	\$0.50 / \$0.50	n/a - no adult a la carte sales
Other (describe)	/	

Meal charges may be updated as needed during the agreement.

V. Additional provisions at option of SFA and Site:

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

**SFA:** ISD 191 Burnsville-Eagan-Savage Food and Nutrition Services

Julie Kronabetter

Director, Food & Nutrition Services

Authorized Representative

Title of Authorized Representative

Telephone: (952) 707-2032

Signature: 

Date: 6/5/18

Site: Intermediate School Distict 917/YTP LifeSpan Burnsville

Nicolle Roush

Business Manager

Authorized Representative

Title of Authorized Representative

Telephone: (651) 423-8227

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



## School Nutrition Programs Joint Agreement

A joint agreement is required when a School Food Authority (SFA) will administer School Nutrition Programs (SNP), and any other child nutrition programs listed on page 2 of this agreement, for another school (referred to as "Site" in the joint agreement) that is legally separate from the SFA and is eligible to participate in SNP.

- This template must be used for the joint agreement.
- Meals served at the school qualify to be claimed for program reimbursement if (1) a joint agreement is in effect and (2) the school is an approved site on the SFA's application to the Minnesota Department of Education (MDE) to participate in the applicable child nutrition program(s).
- While this joint agreement is in effect, the school may not participate in or claim reimbursements for the program(s) independently from the SFA.

The SFA 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 SFA is responsible for fiscal and 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 program 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 SFA 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 SFA and Site must provide all requested information in Section I.

#### Identification of Parties, Term and Renewals, Cancellation

A. ISD 191 Burnsville-Eagan-Savage Food and Nutrition Services

Cyber-Linked Interactive Child Nutrition System (CLiCS) ID 1000003550  
agrees to provide food service meeting SNP requirements, and meeting the requirements  
for any other child nutrition programs indicated on page 2 of this agreement to  
Intermediate School District 917 at Cedar Building

CLiCS Site ID Number 90000012819 for the period of  
7/1/18 through 6/30/19 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 for additional years, if mutually agreed to by SFA and Site, for up to four (4) program years following the initial agreement period indicated above. SFA must annually provide MDE with a copy of the renewal document for the agreement to document that Site continues to be eligible to be a site on SFA's program application.

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 to the meal pattern or milk requirements for the following 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

In bulk quantities, accompanied by 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:

F. 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)

G. 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

H. 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

- I.  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.

Describe any additional requirements for meal counts:

### Collection of Meal Payments

- J.  SFA /  Site is responsible for the collection of money and/or the sale of meal pre-payments to students and adults.

- K. 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. Site staff provide cash and check payments to SFA who enters them into the meal accounting software program and deposits payments into a financial institution. SFA Manager is responsible for this deposit and will keep a record of all deposits. Refunds will follow SFA established procedures.

### Free and Reduced-Price Meals

- L. 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     SFA     Site

Approval and verification of free/reduced-price meal applications     SFA     Site

Providing administrative review appeal of termination or reduction of benefits     SFA     Site

Describe any additional requirements for free and reduced-price meals procedures:

Application for Educational Benefits will be made available online for parents/guardians of clients and will be encouraged as the primary method of applying.

### Health and Sanitation

- M. 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:

SFA and Site is responsible for maintaining proper food temperatures of food on site and during transport. Cooling units will have interior thermometers and SFA and Site will take and record temperatures a minimum of once per student contact day. Food safe transportation of meals is the responsibility of the SFA.

### Record Keeping

- N. 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.
- O. SFA and Site agree to make books and records pertaining to SNP operations at Site available to representatives of MDE, the USDA, and the U.S. General Accounting Office at any reasonable time and place.

Describe any additional requirements for record keeping:

Site is responsible to provide required information to create an account for each client and to notify SFA of additions/deletions/changes to clients. Site staff will monitor account balances and inform guardians (verbally or written) when money is needed in the account. Clients are not allowed to order meals until sufficient funds are available. Negative balances are the responsibility of the Site.

## Monitoring

- P. 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

- Q. 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):

Ordering processes using Google Forms will be utilized. Telephone method will be used if online process is unavailable. Meals will be ordered by timeline established between Site and SFA.

- R. By 10:15 am each day food is prepared, meals will be:

- Delivered by SFA to Site.  
 Ready for pickup at SFA's site.  
 Other – describe: Site staff will retrieve meals from serving area at designated meal times.

Site will provide a calendar of the days that meals are required.

Describe any additional procedures for ordering and delivery:

SFA Kitchen Manager will record quantity of meals shipped on the Meal Order Form and send a copy with the shipment. Site will be billed adult meal prices for ordering overages if there are discrepancies in the student meals purchased at the Site.

## Labor

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

SFA	Site	Labor
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Employee(s) for meal service—number of employees: 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Additional servers if necessary to accommodate meal schedules
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cashier
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervision
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clean-up of kitchen
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other—describe: Site provides labor for distributing meals to students

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

**Equipment and Supplies**

T. Responsibility for equipment and supplies:

SFA	Site	Equipment and Supplies
<input type="checkbox"/>	<input type="checkbox"/>	Trays
<input type="checkbox"/>	<input type="checkbox"/>	Serving spoons and tongs
<input type="checkbox"/>	<input type="checkbox"/>	Eating utensils
<input type="checkbox"/>	<input type="checkbox"/>	Condiments
<input type="checkbox"/>	<input type="checkbox"/>	Disposable supplies
<input type="checkbox"/>	<input type="checkbox"/>	Safe transportation containers*
<input type="checkbox"/>	<input type="checkbox"/>	Equipment**

\*Specify SFA and/or Site responsibilities for cleaning and transportation of containers:

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

\*\*Specify equipment – oven, refrigerator, cooler, serving counter, etc. – and describe responsibilities for equipment:

Site is responsible for Site food cooling, heating, serving equipment and thermometers. Site responsible for providing computer, printer for meal accounting purposes and correspondence.

**Student and Adult Meal Prices**

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

Meal	Children Elementary/Secondary	Adult
Breakfast (paid)	\$1.50 / \$1.50	n/a - no adult meals provided
Lunch (paid)	\$2.70 / \$2.80	n/a - no adult meals provided
Lunch (reduced-price)	\$0.00 / \$0.00	n/a - no adult meals provided
Milk	\$0.50 / \$0.50	n/a - no adult a la carte sales
Other (describe)	/	

Meal charges may be updated as needed during the agreement.

V. Additional provisions at option of SFA and Site:

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

**SFA:** ISD 191 Burnsville-Eagan-Savage Food and Nutrition Services

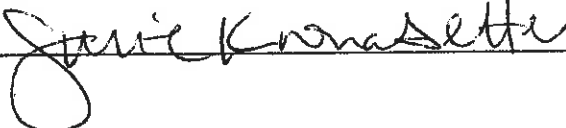
Julie Kronabetter

Director, Food & Nutrition Services

Authorized Representative

Title of Authorized Representative

Telephone: (952) 707-2032

Signature: 

Date: 6/5/18



Site: Intermediate School District 917 at Cedar Bldg Burnsville

Nicolle Roush

Business Manager

Authorized Representative

Title of Authorized Representative

Telephone: (651) 423-8227

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

To: ISD 917 School Board Members  
John Christiansen, Superintendent

From: Nicolle Roush, Business Manager

Date: June 12, 2018

Re: FY19 ISD 917 board approved meal prices

**Information:**

- Intermediate School District 917 has renewed our participation in the National School Lunch Program for FY19. Our Lunch Program operates at four of our locations: Alliance Education Center, Dakota County Technical College, Lebanon Education Center and Concord Education Center.
- Lancer Dining Services will again be contracting with us to provide our breakfast and lunch meals. The contract price per meal will increase by \$.03 to **\$1.83** per breakfast and by \$0.06 to **\$3.06** per lunch. ISD 917 FY18 breakfast prices were \$1.50 for students, \$2.50 for adults; lunch prices were \$2.85 for students and \$4.75 for adults with an additional milk charge of \$0.45.
- ISD #917 is required by the USDA under the Healthy, Hunger-Free Kids Act of 2010 to use a Paid Lunch Equity (PLE) price adjustment calculation. This calculation requires us to increase our lunch prices by at least \$.05 for FY19.
- Below are the comparison prices set by our member districts and ISD 196.  
\*Indicates pricing not yet updated for FY19

Member District	Student Breakfast Prices (Gr 9-12)	Student Lunch Prices (Gr 9-12)	Adult Breakfast	Adult Lunches	Additional milk
*6	\$ 0.00	\$ 2.00	\$ 1.80	\$ 3.70	\$ 0.35
*191	\$ 1.40	\$ 2.70	\$ 2.00	\$ 3.90	\$ 0.50
*192	\$ 1.40	\$ 2.90	\$ 1.80	\$ 3.70	\$ 0.40
194	\$ 1.65	\$ 2.65	\$ 2.20	\$ 3.85	\$ 0.50
195	\$ 1.80	\$ 2.90	\$ 2.10	\$ 3.50	\$ 0.50
196	\$ 1.60	\$ 2.65	\$ 2.05	\$ 3.70	\$ 0.40
197	\$ 1.75	\$ 3.10	\$ 2.00	\$ 3.90	\$ 0.50
*199	\$ 1.10	\$ 2.05	\$ 1.80	\$ 3.70	\$ 0.35
200	\$ 1.30	\$ 3.00	\$ 1.80	\$ 3.70	\$ 0.50
*271	\$ 1.55	\$ 2.90	\$ 2.25	\$ 3.85	\$ 0.50
<b>Average</b>	<b>\$ 1.36</b>	<b>\$ 2.69</b>	<b>\$ 1.98</b>	<b>\$ 3.75</b>	<b>\$ 0.45</b>

**Recommendation:** Taking into consideration the Dakota County averages, PLE calculation and contract prices ISD 917 pays to our food vendor, I am recommending the board approve the following FY19 pricing:

Student Breakfast **\$1.50**, Student Lunch **\$2.90 (.05 increase)**, Milk **\$0.45**  
Adult Breakfast **\$2.50**, Adult Lunch **\$4.75**

To: ISD 917 School Board Members  
John Christiansen, Superintendent

From: Nicolle Roush, Business Manager

Date: June 11, 2018

Re: Renewal agreement with Dakota County Sheriff's office

**Information:**

- Enclosed for your review is the current 2017-18 agreement with Dakota County Sheriff's office to provide a School Resource officer at Alliance Education Center.
- I.S.D. 917 obtained a copy of the 2018-19 agreement today. The new contract language will stay the same except it will be a two year agreement and the costs for 2018-19 is \$67,662 and 2019-20 will be \$71,045 or 5% increase each year.
- Dakota County Sheriff office uses the same cost formula calculated in the agreement with I.S.D. 196 School Resource Office located at Dakota Ridge.

**Recommendation:** Requesting board authorization for I.S.D 917 to enter into an agreement with Dakota County Sheriff's Office for two years with the proposed costs listed above with the existing 2017-18 contract language enclosed.

**JOINT POWERS AGREEMENT  
BETWEEN THE COUNTY OF DAKOTA AND ISD 917  
FOR THE PROVISION OF SCHOOL RESOURCE OFFICER SERVICES**

This Agreement is made and entered into by and between Intermediate School District 917, 1300 145th Street East, Rosemount, MN 55068-2999 ("School District"), and the County of Dakota, by and through the Dakota County Sheriff's Office, 1580 Highway 55, Hastings, Minnesota 55033 ("County").

**WHEREAS**, the County and School District are governmental units as that term is defined in Minn. Stat. § 471.54; and

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

**WHEREAS**, the School District offers services to local school districts for students with disabilities through the IDEA (Individuals with Disabilities Education Act) program and the SUN program (Students with Unique Needs); and

**WHEREAS**, the School District desires to implement programs for delinquency and crime prevention; and

**WHEREAS**, the County desires and is qualified to provide these programs; and

**WHEREAS**, the County and School District understand and agree that:

1. The County and the school resource officer, are not agents, servants, or employees of the School District and shall not make any such representations nor hold themselves out as such; and
2. The County and the school resource officer shall have no authority to bind the School District for the performance of any services or to otherwise obligate the School District, authority being specifically limited to the duties assigned under this Agreement; and
3. The County and the school resource officer shall not accrue any continuing contract rights for the services performed pursuant to this Agreement, including but not limited to those afforded by Minn. Stat. § 122A.40, and the County and the school resource officer specifically waive any and all rights thereto; and

**WHEREAS**, the County Board of Commissioners by Resolution No. 17-441 authorized the County to enter into an agreement with the School District for the provision of school resource officer services to the School District.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, it is agreed as follows:

**Article 1  
PURPOSE**

The purpose of this Agreement is for the County, through the Dakota County Sheriff's Office, to provide school resource services to the School District by providing a law enforcement officer to work at the IDEA Program at the Alliance Education Center, 14300 Biscayne Ave., Rosemount, MN 55068, and at other school locations throughout the County, in accordance with the Intermediate School District No. 917 Board Policy 497, School Resource Officer Duties, Section 6.3, Intermediate School District 917 Discipline Policy For Elementary and Secondary Students, and Section 6.39, Peace Officers and Special Education Students, all attached hereto as Exhibit 1 during the hours of 7:30 a.m. to 3:30 p.m.

The County agrees to provide to the School District one (1) full-time equivalent (FTE) law enforcement officer.

The recitals set forth in the "Whereas" clauses above are incorporated by reference as if fully set forth herein.

**Article 2  
COMPENSATION**

**Section 1. Hard Costs.**

The School District shall pay to the County for school year 2018-2019 sixty seven thousand six hundred sixty two dollars (\$67,662) for liaison services as provided in Article 1; and

The School District shall pay to the County for school year 2019-2020 seventy one thousand forty five dollars (\$71,045) for liaison services as provided in Article 1.

**Section 2. Soft Costs.**

The School District shall provide work space for the school resource officer including office furniture, telephone, utilities, computer access and clerical support and supplies. The County shall provide training for the school resource officer including minimum training required for peace officer licensing, uniforms, and the other supplies and services customarily provided for deputies in the Dakota County Sheriff's Office.

**Section 3. Invoices.**

For the school year 2018-2019 the County shall, within twenty (20) working days following the last day of each calendar quarter throughout the Term of this Agreement (for a total of 4 quarters), submit an invoice and request for payment on an invoice form acceptable to the School District for sixteen thousand nine hundred fifteen dollars and fifty-five cents (\$16,915.55).

For the school year 2019-2020 the County shall, within twenty (20) working days following the last day of each calendar quarter throughout the Term of this Agreement (for a total of 4 quarters), submit an invoice and request for payment on an invoice form acceptable to the School District for seventeen thousand seven hundred sixty-one dollars and twenty-five cents (\$17,761.25).

**Article 3  
TERM**

This Agreement shall begin September 1, 2018, and shall continue through August 31, 2020, or as soon thereafter as final payment is made unless earlier terminated by law or according to the provisions herein. This Agreement may be terminated with or without cause, by either party upon thirty (30) days written notice. This Agreement may be terminated for cause if the funds necessary for compensation are not appropriated by either party.

**Article 4  
MUTUAL INDEMNIFICATION**

Each party shall be liable for its own acts to the extent provided by law and hereby agrees, to the extent permitted by law, to indemnify, hold harmless, and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the party, its agents, or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that the County's liability shall be limited by the provisions of the Municipal Tort Claims Act, Minn. Ch. 466 or other applicable law.

**Article 5  
INDEPENDENT CONTRACTOR**

The County through the school resource officer is to be and shall remain an independent contractor with respect to any and all work performed under this Agreement. The County shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein.

The County and school resource officer acknowledge and agree that the County and school resource officer are not entitled to receive any of the benefits received by School District employees and are not eligible for workers' or unemployment compensation benefits under the School District. The County also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due to the County and that it is the County's sole obligation to comply with the applicable provisions of all federal and state tax laws. The person(s) designated as school resource officer(s) shall be and remain an employee of the County for any and all purposes.

**Article 6  
GENERAL**

**Section 1. Notices.**

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

To the School District:

Melissa Schaller  
Special Education Director  
1300 145th Street East  
Rosemount, MN 55068

To the County:

Chief Deputy Joe Leko  
Dakota County Sheriff's Office  
1580 Highway 55  
Hastings, MN 55033

## **Section 2. Amendments.**

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

## **Section 3. Severability.**

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

## **Section 4. Choice of Law.**

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

## **Section 5. Compliance with Laws/Standards.**

The School District and County agree to abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which either party is responsible.

## **Section 6. Data.**

The parties agree that any information and data received from the other party during the term of this Agreement shall be treated and maintained in accordance with all applicable federal, state, and local laws, rules and regulations governing same, including but not limited to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. The County and the School District agree to provide to each other data which is reasonably necessary to fulfill the purpose of this Agreement, provided such sharing of data is done in accordance with the Minnesota Government Data Practices Act and of the state and federal law regulating the dissemination of data.

## **Section 7. Non-Appropriation.**

Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated by either party in the event sufficient funds from the County, State, Federal or other sources are not appropriated, obtained and continued at least at the level relied on for the performance of this Agreement and the non-appropriation of funds did not result from any act of bad faith on the part of the terminating party.

**Section 8. Records, Disclosure/Retention, Audits.** Pursuant to Minnesota Statutes Section 16C. 05, subdivision. 5, any books, records, documents, and accounting procedures and practices of the County and the School District relevant to this Agreement are subject to examination by the County or the School District and either the Legislative Auditor or the State Auditor as appropriate. The County and the School District agree to maintain these records for a period of six years from the date of performance of all services covered under this Agreement.

## **Section 9. Entire Agreement.**

This Agreement is the entire agreement between the School District and the County and it supersedes all prior written or oral agreements. There are no covenants, promises, undertakings, or understandings outside of this Agreement other than those as specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain

any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

**IN WITNESS WHEREOF**, this Agreement was entered into on the date(s) set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to every provision, and hereby acknowledge receipt of a copy.

Approved as to form:

\_\_\_\_\_  
Assistant County Attorney/Date

Approved by Dakota County  
Board Resolution No. 17-441  
County Attorney File #: KS-18-248

COUNTY OF DAKOTA

By \_\_\_\_\_  
Tim Leslie  
Sheriff  
Date of Signature \_\_\_\_\_

INTERMEDIATE SCHOOL DISTRICT 917  
***(I represent and warrant that I am authorized  
by law to execute this contract and legally  
bind the Contractor).***

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date of Signature \_\_\_\_\_

**Resolution Authorizing Execution of Legal Documents  
Intermediate School District 917  
(TIES Dissolution, Sale of TIES Building, NJPA Closing)**

---

At a regular meeting of the School Board of the District on June 12, 2018, the following resolution was proposed and approved by the School Board:

RESOLVED:

*Whereas*, the District is a member of TIES (Technology and Information Educational Services);

*Whereas*, during a Special Meeting of the TIES Executive Committee on January 18, 2018, the Executive Committee adopted a resolution in which the Executive Committee recommended that the TIES Board vote in favor of dissolution at the upcoming Special Board Meeting on January 24, 2018;

*Whereas*, during the TIES Special Board Meeting on January 24, 2018, the TIES Board approved the resolution dated January 18, 2018 and voted in favor of dissolving TIES;

*Whereas*, the TIES resolution dated January 18, 2018 authorized the TIES Executive Committee to complete the dissolution process on or before June 30, 2019 (provided that the TIES Board voted in favor of dissolution on January 24) and to continue exploring potential business opportunities with third parties, e.g., an asset transfer or a similar business deal toward the goal of minimizing negative financial impact on the TIES 48 member school districts and to ensure continuation of essential services for the members;

*Whereas*, on January 23, 2018, the National Joint Powers Alliance ("NJPA")<sup>1</sup> presented TIES management with a Letter of Intent in which its intent to consider a possible transaction was outlined, subject to the completion of due diligence by March 30, 2018;

*Whereas*, NJPA and TIES completed due diligence by March 30, 2018;

*Whereas*, on April 19, 2018, the TIES Executive Committee adopted a resolution accepting a proposal from NJPA (as authorized by NJPA's governing board on April 17, 2018) to proceed with discussions and directed TIES management (including outside experts as needed, e.g., legal counsel) to draft, review and negotiate all necessary legal agreements between TIES and NJPA to close on the transaction (the "Transaction");

*Whereas*, the Transaction is expected to close effective July 1, 2018 (the beginning of Fiscal Year 2018-2019);

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<sup>1</sup> Effective June 1, 2018, NJPA will change its name to Sourcewell.

*Whereas*, the effective date for TIES dissolution has not been determined as of the date of this School Board meeting;

*Whereas*, the School Board has determined that it is in the best interests of the District to authorize the Superintendent (or another representative of the District with authority to legally bind the District, e.g, the Chair of the School Board) to execute legal documents on behalf of the District within his/her discretion necessary to close the Transaction and to complete TIES' dissolution, subject to and within the scope of each of the conditions set forth below in this resolution;

NOW THEREFORE, BE IT RESOLVED by the School Board as follows:

1. The School Board hereby authorizes the District Superintendent or another District representative with authority to legally bind the District to execute legal documents within his/her discretion on behalf of the District in its capacity as a member of TIES necessary to consummate the closing of the Transaction and complete TIES' dissolution, subject to and within the scope of each of the following conditions:

(a) District shall not be obligated to pay an amount in excess of \$20 per student to cover its proportionate share of TIES current liabilities;

(b) District shall not be obligated to pay an amount in excess of \$3 per student to cover its proportionate share of the cost to maintain and operate the TIES building (located at 1667, Snelling Ave. N., St. Paul, MN 55108) until the building is sold;

(c) District shall retain all legal rights to the TIES building in its proportionate share as a TIES member according to the TIES Bylaws and no such rights shall be assigned to NJPA; and

(d) District shall retain all legal rights to receive a proportionate share of any proceeds from the sale of the TIES building for an amount in excess of the debt owed to U.S. Bank according to the TIES Bylaws, and NJPA shall have no rights in any such proceeds.

2. The motion for adoption of this resolution was brought by School Board member \_\_\_\_\_, seconded by School Board member \_\_\_\_\_, and upon a roll call vote being taken, the following voted in favor thereof:

and the following voted against the same:

Whereupon, this resolution was declared duly passed and adopted.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: June 12, 2018

TO: School Board  
FROM: John Christiansen  
DATE: May 31, 2018  
RE: Lead in School Drinking Water

In 2017, state legislation was passed requiring public school districts and charter schools to test for the present of lead in water. Minnesota Statute, section 121A.335 Lead in School Drinking Water details the required testing.

In April 2018, the Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) jointly released the Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools. (<http://www.health.state.mn.us/divs/eh/water/schools/pbschoolguide.pdf>)

Intermediate School District 917 shall adopt the Model Plan for Lead in School Drinking Water developed by the Commissioner of Health and Education by July 1, 2018. The Model Plan ensures that 917 shall develop a testing schedule and require each 917 building to be tested at least once every five years. The District shall begin testing school buildings by July 1, 2018, and complete testing of all 917 owned buildings that serve students within five years. To date Alliance Education Center has been tested for lead in October of 2014.

Insert other sites to be tested here and the dates to be done.

All test results and corrective actions will be made available to the public for review on the District website at [www.isd917.org](http://www.isd917.org) under About, Health, Safety and Wellness.

917 will use the Long-Term Facilities Maintenance (LTFM) Revenue program to reimburse costs associated with drinking water testing and remediation. The Health and Safety Coordinator is responsible for compliance to the Lead in School Drinking Water program.

I recommend adopting the Model Plan for Lead in School Drinking Water as required by Minnesota Statute 121A.335.

JC:ljb

# Commissioner's Model Plan

## MODEL PLAN CHECKLIST

This form is to help schools document steps taken to meet the *minimum* requirements of Minnesota Statutes, section 121A.335. This template contains only the steps required to meet current legislation. Schools may choose to add the *optional* steps from the Commissioner's Model Plan: *Reducing Lead in Drinking Water A Technical Guidance and Model Plan for Minnesota Schools* such as Step 4 Interpreting Results; Step 5 Implementing Lead Hazard Reduction Options; and Step 6 Reassess depending on their knowledge of the school water distribution system and any historical lead in water test results.

**INSTRUCTIONS:** The checklist is formatted as a fillable form to allow for personalization. They are offered as examples of potential content. You may include additional steps to this form. You can adjust, delete or copy and paste any text to fit your needs.

- a) Begin by setting your cursor in the first checkbox option in Step 1 and insert or advance to the next option.
- b) Advance to the next fillable space by pressing the Tab key. Cursor must be in a fillable space to advance to the next fillable space.
- c) Continue pressing the Tab key to move to the next fillable space. Insert appropriate information.
- d) Save information for distribution.

## Step 1 (Required):

**School Boards must adopt a plan for testing drinking water for lead by July 1st, 2018.**

Choose and check the option adopted:

- Commissioner's Model Plan: Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools (<http://www.health.state.mn.us/divs/eh/water/schools/pbschoolguide.pdf>)
- Environmental Protection Agency: 3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities (<https://www.epa.gov/dwreginfo/3ts-reducing-lead-drinking-water-schools-and-child-care-facilities>)
- Create custom plan to accurately and efficiently test for lead. If this option is selected the school should attach a copy of the custom plan and ensure that it is based on the Environmental Protection Agency 3Ts guidance and the Minnesota Department of Health technical guidance.
- DATE READ BY SCHOOL BOARD: Click or tap to enter a date.
- DATE ADOPTED BY SCHOOL BOARD: Click or tap to enter a date.

## Step 2 (Required):

**Schools must begin testing for lead by July 1, 2018. Schools must test all taps used for cooking and drinking water serving kids in pre-kindergarten to 12th grade.**

## Commissioner's Model Plan Model Plan checklist

- **Develop A Sampling Program**
  - NAME will conduct or update the inventory of all taps used for cooking or drinking water.
  - The inventory will be completed by Click or tap to enter a date.
  - The inventory will be attached to the Model Plan Checklist form. The inventory should be updated if taps are added or removed.
  - NAME will set a sampling schedule so all taps identified in the inventory are tested within 5 years. Schedule will be completed Click or tap to enter a date.
  - Attach the schedule to the Model Plan Checklist form.
  
- **Conduct First Draw Tap Monitoring** – Monitoring must begin by July 1, 2018. Taps must be sampled within five years. Taps must be sampled once every five years.
  - NAME will conduct or coordinate hiring a contractor to complete first draw tap monitoring. Monitoring will follow the practices in the Commissioner's Model Plan. Monitoring began Click or tap to enter a date.
  - All first draw tap monitoring must be completed within 5 years. Monitoring will be completed by Click or tap to enter a date.
  - Taps must be sampled once every five years. Document the next testing date for each tap. NAME will document future testing dates.

### Step 3 (Required):

**A school district that has tested for lead in drinking water must make the results available for public review. Parents must be notified of the availability of the information.**

- Contact person is NAME.
- NAME will make all test results available for public review upon request.
- School District will make the availability of the information known to parents. Choose and check box/boxes that apply.
  - Providing notice in annual publication
  - Providing notice in quarterly publication
  - Providing notice in local newspaper or media outlet
  - Providing notice on school website (**preferred**)
  - Other (**describe**)
- Date notification completed: Click or tap to enter a date.
- Attach a copy of the document showing that notice was completed.

05/17/2018

## **SAMPLING PROGRAM AND TAP MONITORING FOR LEAD IN DRINKING WATER**

### **Sampling**

- Linda Berg will conduct an inventory of all taps used for cooking or drinking water.
- The inventory will be completed by November 1, 2018.
- The inventory will be attached to the Model Plan Checklist Form.
- Linda Berg will set a sampling schedule so all taps identified in the inventory are tested within five years. Schedule will be completed by December 1, 2018. (Attach this schedule to the Model Plan Checklist Form.)

### **Tap Monitoring**

- Monitoring must begin by July 1, 2018.
  - Alliance Education Center has been tested in October 2014 and passed.
- Linda Berg will coordinate with Scott Zehnder or a contractor to begin the monitoring in the other school buildings owned/leased by 917. Monitoring will follow the practices in the Commissioner's Model Plan. Monitoring will begin by January of 2019.
- Monitoring will be completed by June of 2019.
- Linda Berg will document the taps to be sure they are tested every five years.
- Linda Berg will document future testing dates for all taps.

### **Results**

- The contact person is Linda Berg, Health & Safety Coordinator.
- Linda Berg will make all test results available for public review on the website at [www.isd917.org](http://www.isd917.org); About; Health, Safety & Wellness.
- All test results will be dated when completed and posted on the website.