

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**SPECIAL SCHOOL BOARD MEETING**

**Tuesday, January 19, 2016**

**AGENDA:**

- I. Call to Order - Chair Lewis
- II. Conduct Pledge of Allegiance - Chair Lewis
- III. Communications Feedback Session
- IV. Approve Attachment G, Memorandum of Understanding, of the Teachers' Contract 2015-2017 - John Christiansen 2
- V. Approve Pay Equity Report for State of Minnesota as of December 31, 2015 - John Christiansen 3
- VI. Review revised budget 2015-2016 - Nicolle Roush 11

*Business Manager is still reviewing with the Department of Education. Adjustments may be coming.*

- VII. Goals update 2015-2016 - All 22

VIII. Adjournment

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

February 15, 2016 - No school for staff or students - Presidents' Day  
February 17, 2016 - 4:30 PM, Regular School Board Meeting, 917 Board Room  
March 8, 2016 - 5:00 PM - Regular School Board Meeting, 917 Board Room

**Memorandum of Understanding**

This memorandum shall be effective upon the approval of the 2015-2017 master agreement by the school board and shall expire on June 30, 2017.

The parties hereby agree that the IBCB issue of salary schedules/**benefits** and career earnings analysis is complex and would benefit from a study of ~~other~~ districts' salary schedule structures **and benefits of member districts 191, 194, 192, 197, 6, 199, and 200.**

The parties hereby agree to establish a salary schedule/**benefits and** career earnings study committee to analyze other schedules/**benefits** and make recommendations on options to consider for the 2017-2019 negotiated agreement. The school board will appoint four committee members and Local 3904 will appoint four committee members. The committee will hold an organizational meeting no later than April 1, 2016, to establish their research assignments and meeting dates. The committee will submit their findings and recommendations **which are nonbinding on either party** for consideration to the 2017-2019 negotiation teams no later than July 1, 2017.

IN WITNESS WHEREOF, the parties have executed this Letter of Understanding as follows:

Education Minnesota  
Intermediate School District #917  
Local 3904

Intermediate School District 917

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Employee Negotiator

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Part A: Jurisdiction Identification

Jurisdiction: ISD 917  
1300 145th St East  
Rosemount MN 55068

Jurisdiction Type: School

Contact: John Christiansen, Supt. Phone: 651.423.8226

E-Mail: john.christiansen@isd917.k12.mn.us

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Description:

Springstead Inc. SAFE Job Points: Systematic Analysis & Factor Evaluation System

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

**There is no difference and female classes are not at a disadvantage.**

- 3. An official notice has been posted at:

**Staff Bulletin Board**

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

**School Board-Intermediate Sch Dist 917**

(governing body)

**Jill Lewis**

(chief elected official)

**School Board Chair**

(title)

Part C: Total Payroll

**\$15,992,947.00**

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:

## Compliance Report

Jurisdiction: ISD No. 917 - Rosemount  
1300 - 145th Street East

Report Year: 2016  
Case: 1 - 2016 DATA (Private (Jur Only))

Rosemount MN 55068

Contact: John Christiansen

Phone: (651) 423-8226

E-Mail: john.christiansen@isd917.k12.mn

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	5	34	3	42
# Employees	5	391	10	406
Avg. Max Monthly Pay per employee	9,118.20	6,054.32		6,132.67

### II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = **92.73 \***

	Male Classes	Female Classes
a. # At or above Predicted Pay	2	12
b. # Below Predicted Pay	3	22
c. TOTAL	5	34
d. % Below Predicted Pay (b divided by c = d)	60.00	64.71

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 394	Value of T = 0.107
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- a. Avg. diff. in pay from predicted pay for male jobs = (\$90)  
b. Avg. diff. in pay from predicted pay for female jobs = (\$133)

III. SALARY RANGE TEST = **99.26** (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 13.50  
B. Avg. # of years to max salary for female jobs = 13.60

IV. EXCEPTIONAL SERVICE PAY TEST = **154.41** (Result is B divided by A)

- A. % of male classes receiving ESP 40.00 \*  
B. % of female classes receiving ESP 61.76

\*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Case: 2016 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
2	Administrative Assttiant I	0	2	F	105	\$3,008.00	\$4,384.00	17.00	0.00	Longevity
1	Custodian/Maintenance Le	1	1	B	115	\$2,589.00	\$3,014.00	9.00	0.00	
3	Spec Ed Prog Asst, CA & :	31	150	F	115	\$2,837.00	\$3,646.00	13.00	0.00	Longevity
11	Custodial/Maintenance Lev	1	0	M	132	\$3,991.00	\$4,698.00	9.00	0.00	
35	Info Mgmt Assistant I	0	1	F	135	\$3,040.00	\$4,428.00	17.00		
14	Brailist	0	1	F	145	\$2,870.00	\$4,429.00	14.00	0.00	
5	Administrative Assistant II	0	7	F	150	\$3,222.00	\$4,601.00	17.00	0.00	Longevity
4	Technical Tutor	1	3	F	155	\$2,721.00	\$3,946.00	14.00	0.00	Longevity
10	Interpreter-Sign Language	1	10	F	155	\$2,892.00	\$4,466.00	14.00	0.00	Longevity
36	Info Mgmt Assistant II	0	1	F	155	\$3,270.00	\$4,741.00	17.00		Longevity
6	Spec Ed Health Associate	0	9	F	160	\$3,426.00	\$4,558.00	12.00	0.00	Longevity
37	Accounts Payable Clerk	0	1	F	160	\$3,255.00	\$4,558.00	17.00		Longevity
44	Cued Language Transliter:	0	1	F	170	\$2,892.00	\$4,466.00	14.00	0.00	
8	Administrative Assistant III	0	2	F	180	\$3,482.00	\$4,972.00	17.00	0.00	Longevity
13	Admin Asst III to Business	0	1	F	180	\$4,592.00	\$4,684.00	2.00	0.00	Longevity
7	Administrative Asst-Persor	0	1	F	190	\$4,500.00	\$4,590.00	2.00	0.00	Longevity
9	Payroll Clerk	0	1	F	190	\$5,021.00	\$5,021.00	1.00	0.00	
15	Buyer	0	1	F	190	\$4,539.00	\$4,629.00	2.00	0.00	Longevity
12	Computer Network Specia	0	1	F	195	\$4,119.00	\$4,417.00	2.00	0.00	
38	Info Mgmt Assistant III	0	1	F	215	\$3,518.00	\$5,124.00	17.00		Longevity
39	Accounts Receivable Clerk	0	1	F	230	\$3,553.00	\$4,974.00	17.00		
16	Executive Admin Asst	0	1	F	265	\$6,312.00	\$6,505.00	2.00	0.00	Longevity
22	Occupational Therapist	0	4	F	320	\$4,327.00	\$9,256.00	18.00	0.00	Longevity
17	Teacher Secondary & Spe	22	94	F	323	\$4,327.00	\$9,256.00	18.00	0.00	Longevity
19	Social Worker	0	3	F	325	\$4,327.00	\$9,256.00	18.00	0.00	
20	Psychologist	0	3	F	330	\$4,327.00	\$9,256.00	18.00	0.00	
25	Counselor	1	0	M	330	\$4,327.00	\$9,256.00	18.00	0.00	
43	Mental Health Practitioner	0	6	F	335	\$4,686.00	\$6,752.00	0.00	6.00	
40	Lead Teacher	0	5	F	345	\$4,679.00	\$9,532.00	18.00		
26	Technology Coordinator	1	0	M	350	\$7,895.00	\$7,895.00	0.00	12.50	Longevity
18	Speech/Language Patholo	0	9	F	380	\$4,327.00	\$9,256.00	18.00	0.00	
42	Enrollment Coordinator	0	1	F	380	\$4,327.00	\$9,256.00	18.00		Longevity
21	Physical Therapist	0	6	F	385	\$4,327.00	\$9,256.00	18.00	0.00	Longevity
23	Nurse	0	3	F	385	\$4,327.00	\$9,256.00	18.00	0.00	
45	Behavior Specialist	1	2	B	405	\$5,000.00	\$7,419.00		1.50	
28	Audiologist	0	3	F	455	\$4,327.00	\$9,256.00	18.00	0.00	Longevity
29	Assistant Director Spec Ec	2	3	B	480	\$8,833.00	\$9,750.00	0.00	25.00	Longevity
32	Director Business Manage	0	1	F	480	\$10,781.00	\$10,781.00	0.00	17.00	Longevity
24	Mental Health Professiona	0	1	F	485	\$8,762.00	\$8,762.00	0.00	11.00	
31	Director Secondary	1	0	M	605	\$9,643.00	\$9,643.00	0.00	1.50	
33	Director Special Education	0	1	F	655	\$10,294.00	\$10,294.00	0.00	8.00	Longevity
34	Superintendent	1	0	M	860	\$14,099.00	\$14,099.00	0.00	10.00	Performance

Job Number Count: 42

Predicted Pay Report for ISD No. 917 - Rosemount

1/5/2016

Case : 2016 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
2	Administrative Assistant I	0	2	2	Female	105	\$4,384.00	\$4,293.78	\$90.22
1	Custodian/Maintenance Level 1	1	1	2	Balanced	115	\$3,014.00	\$4,473.61	(\$1,459.61)
3	Spec Ed Prog Asst, CA & SA	31	150	181	Female	115	\$3,646.00	\$4,473.61	(\$827.61)
11	Custodial/Maintenance Level II	1	0	1	Male	132	\$4,698.00	\$4,780.82	(\$82.82)
35	Info Mgmt Assistant I	0	1	1	Female	135	\$4,428.00	\$4,834.63	(\$406.63)
14	Brailist	0	1	1	Female	145	\$4,429.00	\$5,015.14	(\$586.14)
5	Administrative Assistant II	0	7	7	Female	150	\$4,601.00	\$5,105.74	(\$504.74)
4	Technical Tutor	1	3	4	Female	155	\$3,946.00	\$5,195.65	(\$1,249.65)
10	Interpreter-Sign Language	1	10	11	Female	155	\$4,466.00	\$5,195.65	(\$729.65)
36	Info Mgmt Assistant II	0	1	1	Female	155	\$4,741.00	\$5,195.65	(\$454.65)
6	Spec Ed Health Associate	0	9	9	Female	160	\$4,558.00	\$5,285.57	(\$727.57)
37	Accounts Payable Clerk	0	1	1	Female	160	\$4,558.00	\$5,285.57	(\$727.57)
44	Cued Language Transliterator	0	1	1	Female	170	\$4,466.00	\$5,466.08	(\$1,000.08)
8	Administrative Assistant III	0	2	2	Female	180	\$4,972.00	\$5,646.59	(\$674.59)
13	Admin Asst III to Business Mgr	0	1	1	Female	180	\$4,684.00	\$5,646.59	(\$962.59)
7	Administrative Asst-Personnel	0	1	1	Female	190	\$4,590.00	\$5,827.10	(\$1,237.10)
9	Payroll Clerk	0	1	1	Female	190	\$5,021.00	\$5,827.10	(\$806.10)
15	Buyer	0	1	1	Female	190	\$4,629.00	\$5,827.10	(\$1,198.10)
12	Computer Network Specialist	0	1	1	Female	195	\$4,417.00	\$5,917.70	(\$1,500.70)
38	Info Mgmt Assistant III	0	1	1	Female	215	\$5,124.00	\$6,278.04	(\$1,154.04)
39	Accounts Receivable Clerk	0	1	1	Female	230	\$4,974.00	\$6,549.15	(\$1,575.15)
16	Executive Admin Asst	0	1	1	Female	265	\$6,505.00	\$7,180.60	(\$675.60)
22	Occupational Therapist	0	4	4	Female	320	\$9,256.00	\$8,173.07	\$1,082.93
17	Teacher Secondary & Spec Ed	22	94	116	Female	323	\$9,256.00	\$8,226.88	\$1,029.12
19	Social Worker	0	3	3	Female	325	\$9,256.00	\$8,262.98	\$993.02
20	Psychologist	0	3	3	Female	330	\$9,256.00	\$8,353.58	\$902.42
25	Counselor	1	0	1	Male	330	\$9,256.00	\$8,353.58	\$902.42
43	Mental Health Practitioner	0	6	6	Female	335	\$6,752.00	\$8,443.49	(\$1,691.49)
40	Lead Teacher	0	5	5	Female	345	\$9,532.00	\$8,624.01	\$907.99
26	Technology Coordinator	1	0	1	Male	350	\$7,895.00	\$8,714.60	(\$819.60)
18	Speech/Language Pathologist	0	9	9	Female	380	\$9,256.00	\$8,751.37	\$504.63
42	Enrollment Coordinator	0	1	1	Female	380	\$9,256.00	\$8,751.37	\$504.63
21	Physical Therapist	0	6	6	Female	385	\$9,256.00	\$8,770.05	\$485.95
23	Nurse	0	3	3	Female	385	\$9,256.00	\$8,770.05	\$485.95
45	Behavior Specialist	1	2	3	Balanced	405	\$7,419.00	\$8,844.51	(\$1,425.51)

**Predicted Pay Report for ISD No. 917 - Rosemount**  
**Case : 2016 DATA**

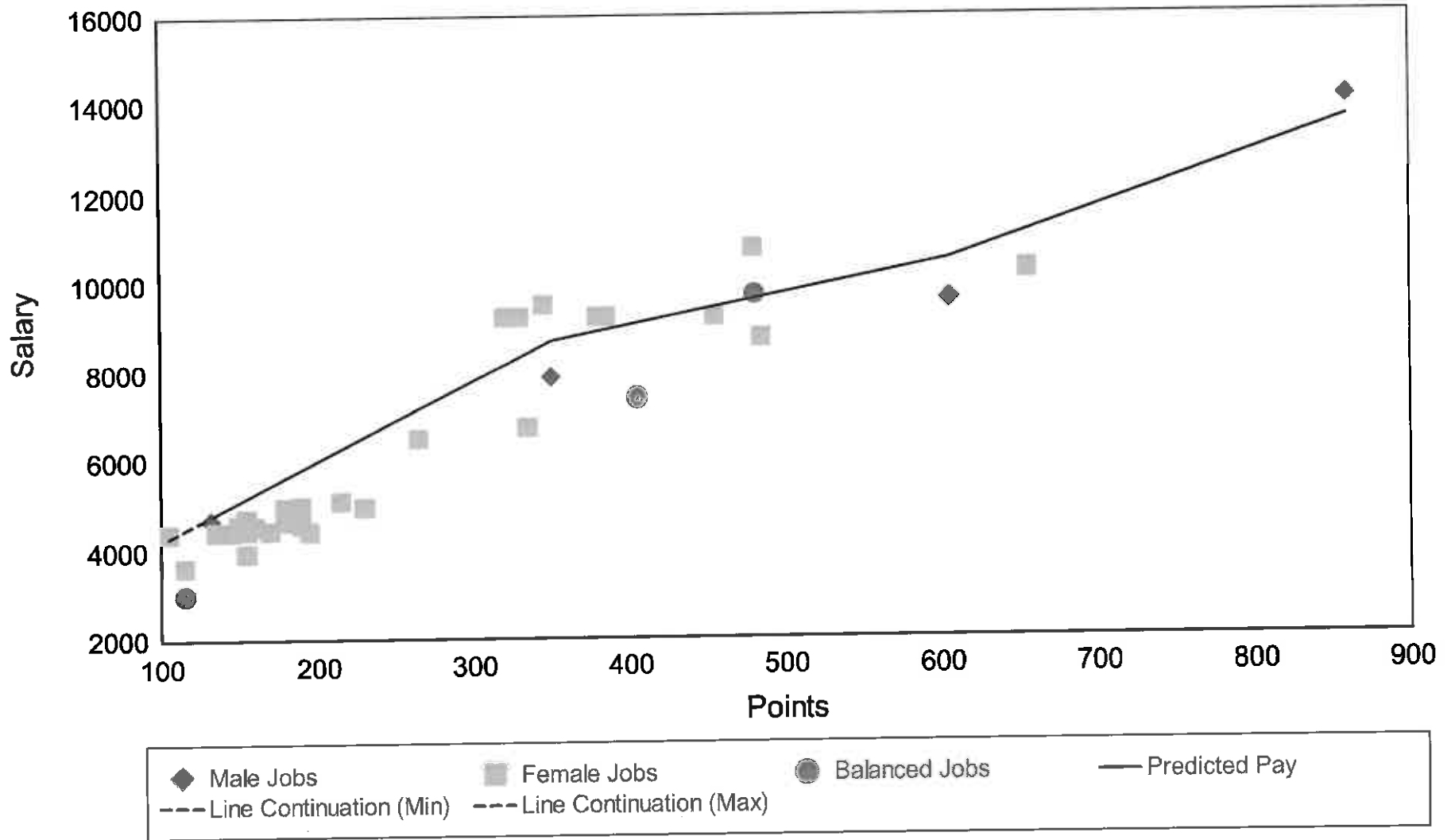
1/5/2016

<b>Job Nbr</b>	<b>Job Title</b>	<b>Nbr Males</b>	<b>Nbr Females</b>	<b>Total Nbr</b>	<b>Job Type</b>	<b>Job Points</b>	<b>Max Mo Salary</b>	<b>Predicted Pay</b>	<b>Pay Difference</b>
28	Audiologist	0	3	3	Female	455	\$9,256.00	\$9,030.52	\$225.48
29	Assistant Director Spec Ed	2	3	5	Balanced	480	\$9,750.00	\$9,123.52	\$626.48
32	Director Business Manager	0	1	1	Female	480	\$10,781.00	\$9,123.52	\$1,657.48
24	Mental Health Professional	0	1	1	Female	485	\$8,762.00	\$9,142.20	(\$380.20)
31	Director Secondary	1	0	1	Male	605	\$9,643.00	\$10,545.67	(\$902.67)
33	Director Special Education	0	1	1	Female	655	\$10,294.00	\$11,153.67	(\$859.67)
34	Superintendent	1	0	1	Male	860	\$14,099.00	\$13,647.67	\$451.33

Job Number Count: 42

Predicted Pay Report for ISD No. 917 - Rosemount  
Case: 2016 DATA

1/5/2016



INTERMEDIATE SCHOOL DISTRICT 917  
PAY EQUITY REPORT AS OF 12/31/2015 FOR DOER

1/31/2016

## PART F Job Class Information

Jurisdiction ID: 2043

Job #	Class Title	No of Male Empl	No of Female Empl	Class Type M,F,B	SAFE Points Scale Jobs Points	Minimum Monthly Salary	Maximum Monthly Salary	Years to Max	No. Years of Service or	Exceptional Service Pay
2	Administrative Assistant Level I		2	F	105	\$ 3,008.00	\$ 4,384.00	17		longevity
1	Custodial/Maint Level I	1	1	B	115	\$ 2,589.00	\$ 3,014.00	9		
3	Spec Ed Prog Asst, CA, & SA	31	150	F	115	\$ 2,837.00	\$ 3,646.00	13		longevity
11	Custodial/Maint Level II	1		M	132.5	\$ 3,991.00	\$ 4,698.00	9		
35	Info Mgmt Assistant Level I		1	F	135	\$ 3,040.00	\$ 4,428.00	17		
14	Brailist		1	F	145	\$ 2,870.00	\$ 4,429.00	14		
5	Administrative Assistant Level II		7	F	150	\$ 3,222.00	\$ 4,601.00	17		longevity
4	Tech Tutor	1	3	F	155	\$ 2,721.00	\$ 3,946.00	14		longevity
10	Sign Language Interpreter	1	10	F	155	\$ 2,892.00	\$ 4,466.00	14		longevity
36	Info Mgmt Assistant Level II		1	F	155	\$ 3,270.00	\$ 4,741.00	17		longevity
6	Spec Ed Health Assoc		9	F	160	\$ 3,426.00	\$ 4,558.00	12		longevity
37	Accounts Payable Clerk		1	F	160	\$ 3,255.00	\$ 4,558.00	17		longevity
44	Cued Language Transliterator		1	F	170	\$ 2,892.00	\$ 4,466.00	14		
8	Administrative Assistant Level III		2	F	180	\$ 3,482.00	\$ 4,972.00	17		longevity
13	Administrative Assistant Level III to Bus Mgr		1	F	180	\$ 4,592.00	\$ 4,684.00	2		longevity
7	Administrative Assistant-Personnel		1	F	190	\$ 4,500.00	\$ 4,590.00	2		longevity
9	Payroll Clerk		1	F	190	\$ 5,021.00	\$ 5,021.00	1		
15	Buyer		1	F	190	\$ 4,539.00	\$ 4,629.00	2		longevity
12	Computer Network Spec		1	F	195	\$ 4,119.00	\$ 4,417.00	2		
38	Info Mgmt Assistant Level III		1	F	215	\$ 3,518.00	\$ 5,124.00	17		longevity
39	Accounts Receivable Clerk		1	F	230	\$ 3,553.00	\$ 4,974.00	17		
16	Executive Administrative Asst		1	F	265	\$ 6,312.00	\$ 6,505.00	2		longevity
22	Occupational Therapist		4	F	320	\$ 4,327.00	\$ 9,256.00	18		longevity
17	Teacher Second & Spec Ed	22	94	F	323	\$ 4,327.00	\$ 9,256.00	18		longevity
19	Social Worker		3	F	325	\$ 4,327.00	\$ 9,256.00	18		longevity
20	Psychologist		3	F	330	\$ 4,327.00	\$ 9,256.00	18		
25	Counselor	1		M	330	\$ 4,327.00	\$ 9,256.00	18		
43	Mental Health Practitioner		6	F	335	\$ 4,686.00	\$ 6,752.00	0	6	
40	Lead Teacher		5	F	345	\$ 4,679.00	\$ 9,532.00	18		longevity
26	Technology Coordinator	1		M	350	\$ 7,895.00	\$ 7,895.00	0	12.5	longevity
18	Speech/Lang Pathologist		9	F	380	\$ 4,327.00	\$ 9,256.00	18		
42	Enrollment Coordinator		1	F	380	\$ 4,327.00	\$ 9,256.00	18		longevity
21	Physical Therapist		6	F	385	\$ 4,327.00	\$ 9,256.00	18		longevity
23	Nurse		3	F	385	\$ 4,327.00	\$ 9,256.00	18		

1/31/2016

INTERMEDIATE SCHOOL DISTRICT 917  
 PAY EQUITY REPORT AS OF 12/31/2015 FOR DOER

PART F Job Class Information

Jurisdiction ID: 2043

Job #	Class Title	No of Male Empl	No of Female Empl	Class Type M,F,B	* SAFE Points Scale Jobs Points	Minimum Monthly Salary	Maximum Monthly Salary	Years to or Max	No. Years of Service	Exceptional Service Pay
45	Behavior Specialist	1	2	B	405	\$ 5,000.00	\$ 7,419.00	0	1.5	
28	Audiologist		3	F	455	\$ 4,327.00	\$ 9,256.00	18		longevity
29	Assistant Director Spec Ed	2	3	B	520	\$ 8,833.00	\$ 9,750.00	0	25	longevity
32	Director Business Mgr		1	F	480	\$ 10,781.00	\$ 10,781.00	0	17	longevity
24	Mental Health Professional		1	F	485	\$ 8,762.00	\$ 8,762.00	0	11	
31	Director Secondary	1		M	605	\$ 9,643.00	\$ 9,643.00	0	1.5	
33	Director Spec Education		1	F	655	\$ 10,294.00	\$ 10,294.00	0	8	longevity
34	Superintendent	1		M	860	\$ 14,099.00	\$ 14,099.00	0	10	performance
Total=42 class titles		64	342	406						

**\*key: Springsted Inc.**  
**SAFE (Systematic Analysis & Factor Evaluation System) used for job points.**

**Explanation of changes from previous report dtd 2013:**

- 41 Deleted Dean of Students: no one in this position
- 45 Added Behavior Specialist



# Intermediate School District #917

## Revised Budget

2015 - 2016

January 19, 2016



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

### Secondary Technical Center Programs:

	2014-15 Act. Hrly Rates	2015-16 Est. Hrly Rates	% change
* Secondary Career and Technical Programs Average Rate	\$ 13.60	\$ 11.84	-12.94%
Career Exploration Program Rate	\$ 16.76	\$ 15.66	-6.56%
Food Industry Careers Program Rate	\$ 16.81	\$ 17.83	6.07%
	<b>2014-15 Act. Billable Hours</b>	<b>2015-16 Est. Billable Hours</b>	<b>% change</b>
Secondary Vocational Student Billable Hours	105,130	121,232	15.32%
DCALS South Student Billable Hours (unweighted)	148,776	150,336	1.05%
DCALS North Student Billable Hours (unweighted)	39,724	41,760	5.13%
DCALS Ext. Day Student Billable Hours (unweighted)	23,665	20,880	-11.77%
<b>Total Student Billable Hours</b>	<b>317,295</b>	<b>334,208</b>	<b>5.33%</b>

### Special Education Programs:

	2014-15 Est. Hrly Rates	2015-16 Est. Hrly Rates	% change
Special Education Resource Program Average Rate	\$ 40.06	\$ 46.01	14.85%
Purchase of Services Agreements Average Cost per F.T.E.	\$ 101,574.80	\$ 98,582.27	-2.95%
	<b>2014-15 Est. Billable Hours</b>	<b>2015-16 Est. Billable Hours</b>	<b>% change</b>
Special Education Resource Student Billable Hours	445,791	435,207	-2.37%
Special Education Purchase of Service Billable Hrs	31,807	37,608	18.24%
<b>Total Student Billable Hours</b>	<b>477,598</b>	<b>472,815</b>	<b>-1.00%</b>

# Intermediate School District 917

2015-2016

## Overview of Revised Budget as of 1/19/16

Fund #	Fund Name	Actual Fund Balance 6/30/2015	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2016
1	Secondary	1,730,422	3,335,337	3,368,829	1,696,930
2	Special Education	3,214,588	25,344,011	25,517,110	3,041,489
5	Gen Capital Exp.	1,296,163	582,758	569,408	1,309,513
10	Institutional Support	0	434,141	434,141	0
13	Secondary Resale	22,471	49,389	49,389	22,471
14	Special Ed Resale	12,692	8,000	8,500	12,192
15	917 Support Services	671	5,000	5,000	671
	<b>Total Operating Fund</b>	<b>6,277,007</b>	<b>29,758,636</b>	<b>29,952,377</b>	<b>6,083,266</b>
3	Food and Nutrition	0	126,970	126,970	0
6	Capital Projects (Bldg)	111,272	0	44,425	66,847
7	Debt Service	0	0	0	0
8	Trust Fund	2,140	1,666	2,347	1,459
9	Agency Funds	0	0	0	0
*20	Internal Service Fund	-636,140	147,178	257,070	-746,032
21	Self Funded Dental Ins. Plan	251,672	350,000	365,000	236,672
22	Self Funded Health Ins. Plan	0	1,584,461	1,513,233	71,228
	<b>Total Funds</b>	<b>6,005,951</b>	<b>31,968,911</b>	<b>32,261,422</b>	<b>5,713,440</b>

The general funds projected reserved/unassigned fund balance as of 6/30/15

Preliminary operating fund balance

\$ 6,083,266

Preliminary operating fund balance as a percentage of expenditures

20.31%

Excluding restricted fund balance (fund 5)

16.25%

**Intermediate School District 917  
Balance Sheet - GASB 54 Fund Balances  
Governmental Funds as of June 30, 2016**

	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	
Nonspendable:																
Inventories																
Prepaid Expenses																
Restricted for:																
health and safety																
basic skills																
compensatory																
deferred maintenance projects																
operating capitol			1,309,513						66,847							
safe schools levy																
OPEB													746,032			
other fund activities																
Committed for:																
fund balance for next year operations																
Assigned for:																
next year severance pay																
next year retiree health insurance																
school carryover budgets											1,459					
Scholarships																
encumbrances																
Unassigned for:																
unassigned	1,696,930	3,041,489	0	0	22,471	12,192	671							236,672	71,228	
15-16 Revised Fund Balance	\$ 1,696,930	3,041,489	1,309,513	0	22,471	12,192	671	0	66,847	0	1,459	0	-746,032	236,672	71,228	5,713,440
14-15 Actual Fund Balance	\$ 1,730,422	3,214,588	1,296,163	0	22,471	12,692	671	0	111,272	0	2,140	0	-636,140	251,672	0	6,005,951
Change	-33,492	-173,099	13,350	0	0	-500	0	0	-44,425	0	-681	0	-109,892	-15,000	71,228	-292,511

# Intermediate School District 917

## Expenditure Comparison

### 2015-16 Adopted Budget and 2015-16 Revised Budget

Fund #	Description	FY 15-16 Adopted Expenditures	FY 15-16 Revised Exp. Budget	Difference	Percent Change
1	Secondary	3,455,519	3,368,829	-86,690	-2.51%
2	Special Ed.	25,853,699	25,517,110	-336,589	-1.30%
5	Capital Improvements	569,408	569,408	0	0.00%
10	Institutional Support	509,317	434,141	-75,176	-14.76%
13	Secondary Resale	49,389	49,389	0	0.00%
14	Special Ed Resale	8,000	8,500	500	6.25%
15	917 Support Services	10,000	5,000	-5,000	-50.00%
	<b>Total Operating Fund</b>	<b>30,455,332</b>	<b>29,952,377</b>	<b>-502,955</b>	<b>-1.65%</b>
3	Food and Nutrition	126,970	126,970	0	0.00%
6	Building Fund	37,500	44,425	6,925	18.47%
7	Debt Redemption	0	0	0	0.00%
8	Trust Fund	2,347	2,347	0	0.00%
9	Agency Funds	0	0	0	0.00%
20	Internal Service Fund	263,770	257,070	-6,700	-2.54%
21	Self Funded Dental Ins. Plan	350,000	365,000	15,000	4.29%
22	Self Funded Health Ins. Plan	0	1,513,233	1,513,233	100.00%
	<b>Total Funds</b>	<b>31,235,919</b>	<b>32,261,422</b>	<b>1,025,503</b>	<b>3.28%</b>

**Highlight of significant changes between 2015-16 adopted exp vs. revised exp:**

- Fund 1 Decrease of .65 FTE lic and increase .25 non-lic staff - \$78,830, overall changes in benefits and final teacher contract settlements -\$7,115.
- Fund 2 Increase in maintenance remodeling for Sun Cedar and TEA 91,369, supplies/equipment across multiple programs \$60,000, overhead \$39,000, basic skills, teacher devel and MA carry overfunds \$175,141  
Decrease in salaries and benefits -\$660,000 due to contract changes, benefit reductions and unfilled compliment reductions.
- Fund 10 Decrease discontinuing Washburn Center for Children  
On behalf of Bloomington \$50,776 and removed Health and Safety Expenditures \$24,400 moved to Fund 2
- Fund 22 ISD 917 moved health insurance plan to Self Funded Plan so est. new Internal Service Fund to track revenues and expenditures.



# Intermediate School District 917

## Expenditure Comparison

### 2014-15 Actual vs. 2015-16 Revised Expenditure Budget

Fund #	Description	FY 14-15 Actual Expenditures	FY 15-16 Revised Exp. Budget	Difference	Percent Change
1	Secondary	3,381,889	3,368,829	-13,060	-0.39%
2	Special Ed.	21,757,901	25,517,110	3,759,209	17.28%
5	Capital Improvements	578,763	569,408	-9,355	-1.62%
10	Institutional Support	507,574	434,141	-73,433	-14.47%
13	Secondary Resale	74,600	49,389	-25,211	-33.79%
14	Special Ed Resale	11,829	8,500	-3,329	-28.14%
15	917 Support Services	2,240	5,000	2,760	123.21%
	<b>Total Operating Fund</b>	<b>26,314,796</b>	<b>29,952,377</b>	<b>3,637,581</b>	<b>13.82%</b>
3	Food and Nutrition	112,484	126,970	14,486	12.88%
6	Building Fund	0	44,425	44,425	100.00%
7	Debt Redemption	0	0	0	0.00%
8	Trust Fund	1,722	2,347	625	36.30%
9	Agency Funds	0	0	0	0.00%
20	Internal Service Fund	190,241	257,070	66,829	35.13%
21	Self Funded Dental Ins. Plan	363,880	365,000	1,120	0.31%
22	Self Funded Health Ins. Plan	0	1,513,233	1,513,233	100.00%
	<b>Total Funds</b>	<b>26,983,123</b>	<b>32,261,422</b>	<b>5,278,299</b>	<b>19.56%</b>

**Highlight of significant changes between 2014-15 actual exp. vs. 2015-16 budget exp.:**

- Fund 1 Salary and benefit increases built in for actual contract settlements, additional budget adjustments enclosed on 6th page.
- Fund 2 Salary and benefit increases built in for actual contract settlements, additional budget adjustments enclosed on 6th page.
- Fund 5 No deferred maintenance cost built in 15-16 for Alliance Education Center
- Fund 6 Opening of our new facility Lebanon Education Center had new expenditures security/alarm system, wireless access, signage and telecommunications.
- Fund 20 New valuation for GASB 45 audit resulting in actuarial increase in liabilities driven by increase in present value of future benefits for active employees.
- Fund 22 ISD 917 moved health insurance plan to Self Funded Plan so est. new internal service fund to track revenues and expenditures.

**FY16 Intermediate School District 917 Revised Budget Assumptions**

**2.0% increase in General Ed formula per ADM**

**2014-16 Contracts settled: FY16 costs**

Classified Full year costs for salary and benefits	3.25%
Classified School year costs for salary and benefits	4.59%
Executive Assistant costs for salary and benefits	2.70%
Health Assoc. costs for salary and benefits	4.18%
Clerical costs for salary and benefits	3.67%
Custodians costs for salary and benefits	3.20%
Program Assistant cost for salary and benefits	3.85%
Interpreters cost for salary and benefits	3.21%

**2015-17 Contracts settled: FY16 costs**

Teachers	4.32%
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**2015-17 Contracts Unsettled**

Administrators (includes Superintendent, Bus. Mgmt., Sp. Ed Director, Asst Directors/Principals and IT)	Est. 3.8%
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**Enrollment Assumptions: See Detailed attachment**

Secondary Vocational Programs	Enrollment increasing	46	ADMs
DCALS South	Enrollment increasing	1.5	ADMs
DCALS North	Enrollment increasing	2	ADMs
Ext Year On-line	Enrollment decreasing	-2	ADMs
Special Education	Enrollment decreasing	-10	ADMs

**Total ADM Changes** 37.5

**FY15 vs. FY16 staffing and budget comparison**

**Fund 1**

DCALS South	Decrease 1.25 FTE Teacher, change over of senior staff and benefits	-1.25	FTE's	(\$120,500)
Extended Day/TWA	Decrease .4 FTE licensed staff	-0.40		(\$24,000)
Secondary Vocational	Decrease of .40 FTE Licensed and Increase .25 Non-licensed Staff	-0.15		(\$37,324)
District Wide	Overhead allocation for I.T. FY16 project			\$10,400
	Reduction in reemployment insurance			(\$16,000)
	DCTC nursing services contract covered under safe school levy running fund 2			(\$15,750)
	Workers Compensation Insurance			\$6,400
	<b>Total Changes in Fund 1</b>	<b>-1.80</b>		<b>-\$141,950</b>

**Fund 2**

D/HH Program	Increase 1.0 FTE Teacher, 2.0 FTE interpreters, 5.0 FTE PA/CA/SA	8.00	FTEs	\$274,800
IDEA Program	Decrease 1.0 FTE Teacher, 2.0 FTE PA and 1.0 FTE SA	-4.00	FTEs	(\$144,400)
PACES Program	Increase 1.0 FTE Teacher, 3 PA and 3 open compliments supplies and equipment	6.00	FTEs	\$192,000 \$3,000
SUN Program	Increase 3.0 FTE Teacher and 11.0 FTE Classroom Asst., Supplies, equipment and facility remodeling and repair needs	14.00	FTEs	\$430,000 \$43,000
TEA Program	Increase 1.0 FTE teacher, 1.0 FTE Mental Hlth Pract., 6.0 FTE PA, .62 FTE custodial contract	8.62	FTEs	\$319,500
	Supplies, equipment and facility remodeling and repair needs (53,150 donation)			\$145,000
	Net increase using fund balance \$150,00 to build out new lease space			\$150,000
YTP Program	Net decrease overall in supplies/equipment in FY15 new program			(\$76,100)
District Wide Increases	1 Assistant Director/principal	1.00	FTE	\$135,250
	2.0 FTE Behavior Analysts	2.00	FTEs	\$134,000
	.5 FTE Admin Assistant	0.50	FTE	\$13,000
	1.0 FTE School Psychologist	1.00	FTE	\$70,054
	.10 FTE School Nurse	0.10	FTE	\$7,200
	1.0 FTE Health Associate	1.00	FTE	\$40,000
	1.0 FTE Dape Teacher	1.00	FTE	\$61,550
	.80 FTE Occupational Therapist	0.80	FTE	\$98,300
	1.0 FTE Speech Language Pathologist	1.00	FTE	\$57,800
	.75 FTE Physically Therapist	0.75	FTE	\$52,000
	.5 FTE PHD Teacher	0.50	FTE	\$42,400
	2 Vans replaced			\$75,000
	DCTC nursing services contract covered under safe school levy running fund 2			\$15,750
	Lease Spaces			\$294,600
	Teachers on call sub contracts			\$30,500

	Overhead allocation for I.T. FY16 project		\$41,600
	Increase in basic skills due to carry over fr FY15,		\$157,490
	Increase in addtl Safe schools levy and MA billing not referenced above		\$213,499
District Wide decreases	Workers Compensation and reemployment insurance		\$75,700
	Reduction Title, CIMP, teacher development and Prone restraint Grants		(\$69,300)
	<b>Total Changes in Fund 2</b>	<b>42.27</b>	<b>\$2,883,193</b>
	<b>Net Changes</b>		<b>\$1,873,026</b>

## Administrative Operational Actions and Goals 2015/2016

1. Contract with a communications professional to facilitate stakeholder research, develop brand definition, and develop a communication plan to assist in defining target audiences, key messages, communication strategy and tactics. *Three consultants were interviewed by the superintendent and invited to submit proposals. The three proposals were reviewed by the administrative team and two were invited to interview with the superintendent, business manager, special education director, the secondary programs principal, and three board members. One of the consultants withdrew from consideration before the interview. The interview team recommended approval of contracting with Greg Vandal and Pam Raden to facilitate the project. The first stakeholder meeting will be January 19. The process is expected to be completed in April 2016.*
2. Expand Cognitive Coaching capacity for the Educator Development and Evaluation Process by training three more staff members. *Staff will complete their training in February. The Cognitive Coaches are planning practice opportunities for newly trained coaches during the 2015-2016 school year.*
3. Continue implementation of the work plan for workers' compensation claims control and reduction of lost work time. *Our work plan for training, injury follow-up, and light duty assignments continue to be implemented. Attached is a report of summary loss information for the past three years. We have not received our Mod Factor for the next renewal period at this time.*
4. Evaluate options for student information, business office and HR systems due to changes at TIES. *A group of users and administrators attended two hour presentations on the Synergy student information system which is the new TIES supported system, and Infinite Campus a market leader student system. We have surveyed our member districts plans and at this time five districts are or will be Infinite Campus, two are or will be Edupoint, and two are undecided. We anticipate recommending to convert to Infinite Campus in 2017-2018.*  
  
*The TIES plans for their Finance and HR systems are in the process of being developed. They have indicated that they will be getting vetting potential product vendors to develop a partnership with or they may continue to further refine and develop their current products. When we know their direction, we will bring our group of users together to examine the options.*
5. Implement and expand the 917 Technical Careers Academy with member districts, DCTC and IHCC. *We have met multiple times with all parties involved. We have two or three students who will be taking DCTC courses this spring as part of the Academy model.*
6. Increase the number of local business contacts for our secondary programs to provide more opportunities for our students such as site visits, project based learning, mentors, internships, etc. *We have visited three different businesses so far this year and continue to explore more options. As part of the Construct Tomorrow program we have secured the Canterbury Park*

*Event Center to host the May event. This will provide more options for business contact and involvement.*

7. Increase the number of participants involved in the Perkins Consortium Career and College Fair. *We have increased our number of business contacts involved in the Career and College Fair in March by 10 at this point.*
8. Continue to develop and train staff in specialized strategies and interventions in the areas of academics, behavior and mental health, as well as due process procedures.
  - *Training continues for PCM and Nurtured Heart.*
  - *New training offered includes Behavior Tools.*
  - *Paraprofessional training will be offered monthly beginning in January for new hires. The seven day training will include orientation activities, job shadowing, PCM training as well as Behavior Tools training.*
  - *The due process manual is on the district website.*
9. Develop and implement the roles and responsibilities of behavior support staff, including licensed psychologist and board certified behavior analysts, across district programs to increase student academic engagement. *The Behavior Support Team is meeting monthly with the Special Education Administrative Team.*
10. Enhance the current referral process for member districts to ensure appropriate and timely placement of students.
  - *The referral form has been updated.*
  - *Other activities are on-going.*
11. Explore ways to recruit and retain quality special education and secondary staff including exploring contract options and incentives for difficult to fill positions.
  - *Postings are being made to new sources including Craigslist.*
  - *This is on-going.*
12. Complete negotiations for all expired multi-year contracts (teachers, administrators). *The teachers' contract has been completed. I will begin meeting with the administrators in mid January to explore language, salary and benefits. I have comparisons from our member districts for all 2014-2015 contracts and four 2015-2017 contracts. My timeline plan is to bring you recommendations in March.*

Board Approved September 8, 2015



## Workers' Compensation Loss Analysis

**Name of Account** Intermediate School District #917

**Analysis Period** 06/30/2013 to 06/30/2016, Valued as of 01/14/2016

### Contents

Page 1 Loss Summary	Page 6 - 7 Month of Year	Page 11 - 12 Date of Hire to Date of Injury	Page 17 + Loss Detail (Activity When Injured)
Page 2 - 3 Cause of Injury	Page 8 - 9 Day of Week	Page 13 - 14 Date of Injury to Date Employer Notified	
Page 4 - 5 Part of Body	Page 10 Location	Page 15 - 16 Date Employer Notified to Date RTW Notified	

### Loss Summary

Policy	Policy Inception	Policy Expiration	Estimated Premium	Experience Modification Rating	Claim Count	**Claims/ \$M of Payroll (Frequency)	Paid to Date + Outstanding Reserves	= Total Incurred	*Loss Ratio	Deductible	
AC-WC-005185-1	6/30/2013	6/30/2014	272,527	1.95	199	13.61	43,885	0	43,885	16.1 %	0
AC-WC-005185-2	6/30/2014	6/30/2015	336,556	2.15	170	10.87	109,509	27,673	137,182	40.8 %	0
AC-WC-005185-3	6/30/2015	6/30/2016	320,441	1.81	111	11.19	9,388	27,593	36,981	21.2 %	0
<b>Totals</b>					<b>480</b>				<b>218,048</b>		

\* Loss Ratio: Ratio of the claims paid by an insurance company to the premiums received

\*\* Claims/\$M of Payroll: Claim count per million dollars of earned payroll.

Total Incurred claim costs in this report are gross claim costs

Run Date: 1/14/2016 10:34:23 AM Central Time

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