

**INTERMEDIATE SCHOOL DISTRICT 917
IN DAKOTA COUNTY**

Regular School Board Meeting

Tuesday, March 15, 2016

AGENDA:

- I. **Call to Order - Chair Lewis**
- II. **Conduct Pledge of Allegiance - Chair Lewis**
- III. **Visitors opportunity to be heard - Chair Lewis**
- IV. **Additions to the agenda - Chair Lewis**
- V. **Good News Report - Directors** 2
- VI. **Consent Items - Chair Lewis**
 - A. Minutes, February 17, 2016 - Regular School Board Meeting - John Christiansen 10
 - B. Personnel Considerations - John Christiansen 13
- VII. **Donations - Jill Lewis** 22
- VIII. **Business Manager's Report - Nicolle Roush**
 - A. Review and Approve Payment of Bills 23
 - B. Review and Approve Wire Transfers 31
 - C. Review and Approve Investment Report 72
- IX. **Reports**
 - A. 917 Teacher and Employee of the Quarter - Melissa Schaller
 - B. Technology Update - Cory Langenfeld
- X. **Policies**
 - A. Review revised Policy 6.74 Special Education Health Services - first reading - Melissa Schaller 73
- XI. **New Business**
 - A. Review and Approve Assistant Directors' Contract for 2015-2017 - John Christiansen 76
 - B. Review and Approve Directors' Contracts and Technology Coordinator's Contract for 2015-2017 - John Christiansen 104
- XII. **School Board Updates from Member Districts**
- XIII. **Adjournment**

SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION

April 5, 2016 - 5:00 PM - Regular School Board Meeting, 917 Board Room, DCTC

April 19, 2016- 4:30 PM, School Board Work Session

April 27, 2016 - 3:45 PM, 917 Staff Recognition, DCTC Dakota Room

May 3, 2016 - 5:00 PM, School Board Meeting

Good News
Special Education
March 15, 2016

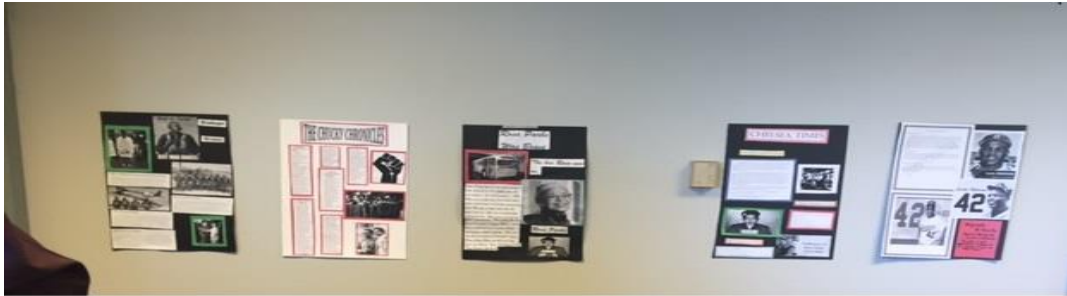
- Congratulations to **Erik Chavez Romero**, who was awarded Student of the Month for the sixth-grade 'upper maroon house' at Heritage Middle School in West St. Paul! Erik is in his first year at Heritage Middle School after having been enrolled in the ISD 917 D/HH Resource Program in Burnsville since preschool. Erik currently receives ISD 917 Teacher of D/HH, audiology and interpreter services. Erik received the award for both his straight A's report card, as well as the great connections with peers he has made in his new school.
- Bravo to the *ISD 917 Deaf/Hard of Hearing Program Book Club* for continuing to meet after work on a monthly basis during the school year at JoJo's Rise and Wine in Burnsville since the fall of 2012! The book club was initiated by **Ann Allen, ISD 917 Educational Audiologist**, when she joined the ISD 917 Health and Wellness Committee. **Roxy Johnson, ISD 917 D/HH Teacher**, now is at the helm in communicating about the next book choice and meeting date. The *ISD 917 Deaf/Hard of Hearing Program Book Club* is comprised of both current D/HH Program staff as well as several D/HH Program retirees. This popular 'health and wellness' activity has never skipped a session in meeting since its inception. Given the steady, unwavering attendance and enthusiasm of this group, it is an activity which will continue to provide great health and wellness of being for years to come!



- **Alliance Education Center** has recently partnered with the **Open Door Food Mobile Pantry** to provide food support to students and their families. Each Friday, Alliance Education Center Social Worker, Kate Speedling, along with student volunteers, travel to the the Open Door Food Pantry and return to Alliance with an abundance of healthy, wholesome food to send home with students for their families.

The Open Door is the largest non-profit food shelf in Dakota County providing food distribution across the south metro area. Through its collective programs, The Open Door serves approximately 5,500–6,000 individuals each month and distributes over 1.3 million pounds of healthy food annually. We are excited to partner with such a valuable organization and are thankful for the work they do to provide food support to our students and families.

- February 26th, 2016 marked the annual luncheon at New Chance with the students, their families, county staff and teaching staff. The luncheon is a celebration of African-American history and sharing a meal with students and their families. During the month of February, the students worked on a research project where they selected someone that had an impact in African-American history. The students researched a person and then made their own front page newspaper to present their topic. The students at New Chance also went to Stepping Stone Theater in Saint Paul, MN, where they watched the play “Ruby Bridges”. Teaching staff and county staff went with the students to the play and afterwards they were able to ask the cast questions about their production and the impact Ruby Bridges had in schools. On the 26th, the students were able to share with their families and other people involved in their lives what they learned and a delicious meal they prepared. Something new this year...the students work out at the Hastings YMCA twice a week and the staff that work with our students also joined us for the meal and celebration!



Good News Report
Secondary Programs
March, 2016
Eric Van Brocklin, Principal

*The Carpenters Union sent out 2 representatives, [Jon Mahan](#) and [Wade Carrigan](#) on February 24. They talked about their labor needs, the shortage of qualified carpenters and the procedure to sign up if this career path interested any of the students or their friends or siblings. They were here for 1st and 2nd shift; CT, HDT and GIC students [were here along with](#) a select group of 3rd shift CT [students who](#) came early just for the presentation. The students asked many relevant questions about their program and the staff thinks it was a good exchange to get students thinking about career paths if they have not started the process.



*The 2016 Dakota County Perkins Consortium Career and College Fair held at Hastings HS on March 3 brought in over 1200 students and 90 vendors.



*Fundamental Chef Training students and staff catered an all-day event for the Twin Cities Camera Club. The event was held at Moundsview High School on Saturday March 12, 2016. The students prepared all of the food in the Fundamental Chef Training kitchen and transported the food to the location. The students served 245 camera fanatics all day long. They served morning coffee, a snack break in the morning, a "Build Your Own Chicken Sandwich" buffet for lunch, and an afternoon coffee break. The students did an amazing job and all of the guests were impressed with the professionalism and skill of our high school students.

*Six special study carrel desks were built by the Construction Trades program for David Stoll and his Special Education department. The project involved design, framing, and finishing work to make it a great project for the students not to mention a nice end product.



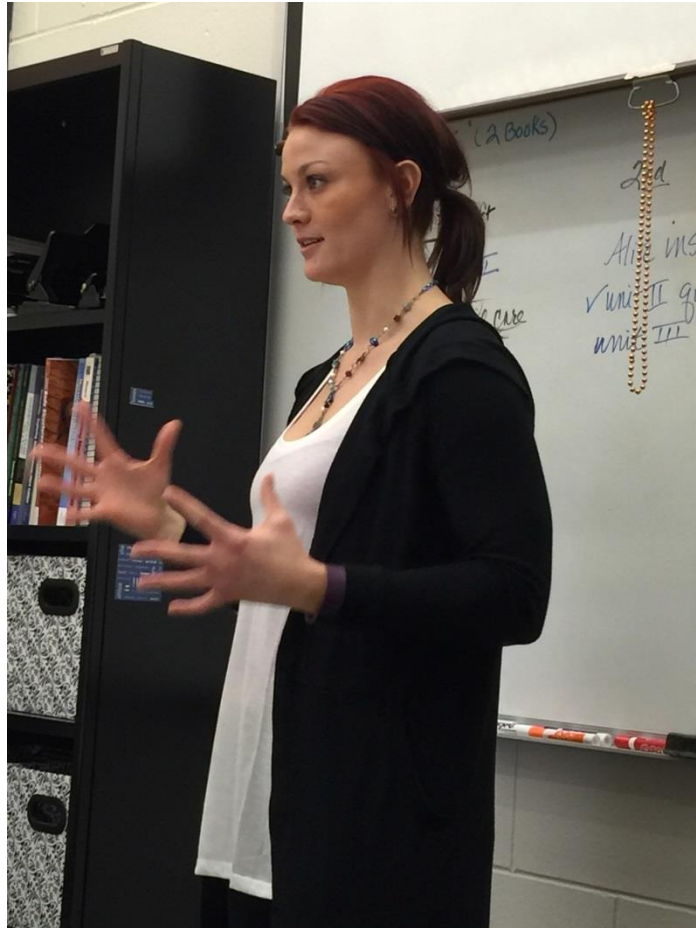
Good News MEDICAL CAREERS

We had a guest speaker in our classroom a few weeks ago, and it just so happens that she is a former ISD 917 graduate from Medical Careers 2008. Jennifer Fleming popped in one day just to say “hi” and shared with me what was going on in her life, goals, and career choices, and then I realized that I wanted her to come into the classroom and speak to our current students if she felt comfortable. Well, not only did Jen feel comfortable, her topic of discussion captivated the attention of all the students, and the questions kept coming. She definitely has a gift! Her accomplishments since 2008:

- Certified Nursing Assistant/Home Health Aide
- Certified Medical Assistant
- Licensed Practical Nurse
- ISSA Certified Personal Trainer
- Gym Fitness Specialist/Trainer
- Lifestyle & Nutrition Coach
- Core Training/Weight Management Strength and Conditioning
- Sport Performance

According to Jen:

*Never give up
You can do anything
you want to
Learn to say NO to
your friends
Stay true to yourself
Reward yourself
when you succeed
Work hard, and then
play
Make new goals all
the time, it drives you
to want more*



Jen's future goals are to:

- Open her own Fitness Center, to Inspire/Motivate/Coach
- Nutritionist
- Compete and WIN the Women's "Physique Body Building Competition" coming up sometime this year

Contact her at: Jennifer.health.athlete@gmail.com

GREAT News from Carol & Becky **MEDICAL CAREERS**



Nurse Assisting skills completed as of today:

Gait belt placement, hand washing, gown & glove, occupied and unoccupied bed making, taking temperatures, orally and with tympanic, pulse & respiration, blood pressure, weight, height, height while in bed, fingernail care, foot care, dressing the resident, ambulate,

walking correctly with walker & cane, supine and side-lying positioning, moving resident up in bed with lift sheet, passive range of motion for upper and lower extremities/joints, support stocking, g-tube and IV tube management and safety, and O2 safety and monitoring we are ½ done!

Along with these skill sets are the lectures of why we do them, what do the results mean, what is considered normal and abnormal, patient safety and privacy, infection control, modifying behaviors to the needs of the patient, professionalism, the power of human touch, and non-verbal communication.



*Where would hospitals and facilities be without the tireless, important work of the Certified Nursing Assistants?
Sometimes, the job is tough and thankless, but the CNA is the backbone that makes everyone else's job a little easier.*

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Wednesday, February 17, 2016, at 1300 145th Street East, Rosemount, MN 55068.

Members Present: Dick Bergstrom, Dan Cater, Ron Hill, Bob Erickson, Deb Clark, Vanda Pressnall, Joanne Mansur (physically not present but on speaker phone), Melissa Sauser, and ex-officio member Superintendent John Christiansen.

Members Absent: Jill Lewis

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

School Board Vice Chair Bob Erickson called the meeting to order at 4:30 PM.

The Pledge of Allegiance was conducted.

There were no visitors to be heard.

Supt. Christiansen added an agenda item to establish a new March meeting date and time.

The good news reports were presented.

1. Motion by Melissa Sauser, seconded by Ron Hill, to approve the consent items, as presented. All present voted aye. Motion carried.
 - **Minutes:** January 5, 2016 – Regular School Board Meeting
 - **Minutes:** January 19, 2016 – Special School Board Meeting
 - **Personnel:** *New Hires:* Angela Bardwell, Classroom Assistant, effective December 7, 2015 (from Student Assistant to Classroom Assistant). Caitlin Fitzgerald, Classroom Assistant, effective January 25, 2016. Jane Klemz, Classroom Assistant, effective February 1, 2016. Rachel Lanning, Classroom Assistant, effective January 12, 2016. Tony Lynch, Program Assistant, effective January 19, 2016. Kathryn Papendick, Classroom Assistant, effective January 19, 2016. Michelle Shanley, Teacher of the Visually Impaired, effective August 25, 2016. Monica Short, Health Associate, effective February 22, 2016. Karissa Vilks, Classroom Assistant, effective February 8, 2016. *Change in Status:* Elizabeth Annoni, Speech Language Pathologist, Maternity Disability Leave effective on or about April 1, 2016, with a return date on or about June 8, 2016. Nicole Korbel-Hughes, Parental/Child Care Leave effective February 8, 2016, with a return date of July 4, 2016. Linda Lacher Goddard, Speech Language Pathologist, increase from 16 hours per week to 28 hours per week effective February 1, 2016, for the 2015-2016 school year only. Christine Quinn, Classroom Assistant, general leave of absence effective February 29, 2016, through May 29, 2016. Erin Stevens, Mental Health Practitioner, Maternity Disability Leave effective on or about April 13, 2016, with a return date on or about June 13, 2016. Janel Vrieze, Special Education Teacher, Medical Leave request effective February 23, 2016, with an expected return date of March 18, 2016. *Resignations and Terminations:* Amy Boyd, Classroom Assistant, effective February 8, 2016. Jennifer Dibble, Classroom Assistant, effective January 20, 2016. Rachel Lanning, Classroom Assistant, effective January 28, 2016. Kia Lor, Program Assistant, effective February 19, 2016. Melissa Sether, Classroom Assistant, effective February 12, 2016. *Retirements:* Sharon Votel, Special Education Teacher, effective June 10, 2016.

2. Board Member Dick Bergstrom introduced the following resolution: Resolution to Accept Donations in the amount of \$3,245. Donation of musical instruments to the TESA program from Robert and Jackie Stokke of Inver Grove Heights. (Value: \$30.00.); a Cuisinart Yogurt/Ice Cream Maker from Dakota Electric of Farmington to be used for staff recognition door prizes. (Value: \$60.); free hotel night and two buffet dinners at Black Bear Hotel in Cloquet from the Fond du Lac Band of Lake Superior Chippewa to be used for staff recognition door prizes. (Value: \$160.); \$25 gift card from Roasted Pear in Burnsville to be used for staff recognition door prizes. (Value: \$25.) \$400 to the TESA Program from East Valley Animal Clinic of Apple Valley; \$70 to the PACES Program from Keith Koentopf of Farmington; \$2500 from Bell Mortgage of Minneapolis to the SUN Program. The motion for the adoption of the foregoing resolution was duly seconded by Dan Cater, and upon vote being taken thereon, the following voted in favor thereof: Dick Bergstrom, Dan Cater, Deb Clark, Bob Erickson, Vanda Pressnall, Ron Hill, Melissa Sauser, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)
3. Motion Ron Hill, seconded by Vanda Pressnall, to approve the bills from December 20, 2015, through February 10, 2016, the wire transfers and the Investment Report for the month of December, 2015, and January, 2016, as presented by the Business Manager. All present voted aye. Motion carried.

Valerie Dosland of Ewald Consulting reported on the upcoming legislative session.

Calendar Committee was appointed: Melissa Sauser volunteered providing it works with her schedule. Deb Clark and Dick Bergstrom will be backups if Melissa is unable to attend.

4. Motion by Ron Hill, seconded by Deb Clark, to approve the Maintenance Payments to Member Districts as presented by the Business Manager. (Addendum B.) All present voted aye. Motion carried.
5. Board Member Deb Clark introduced the following resolution: Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore. The motion for the adoption of the foregoing resolution was duly seconded by Dick Bergstrom and upon vote being taken thereon, the following voted in favor thereof: Dick Bergstrom, Dan Cater, Deb Clark, Bob Erickson, Vanda Pressnall, Ron Hill, Melissa Sauser, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum C.)
6. Motion by Dick Bergstrom, seconded by Deb Clark, to approve the change in the March meeting to Tuesday, March 15, 2016, at 4:15 PM. All present voted aye. Motion carried.

Superintendent Christiansen reported on the communications progress with consultant Greg Vandal.

7. Motion by Deb Clark, seconded by Ron Hill, to schedule a budget discussion work session for the purpose of looking at the general budget issues, processes, and fund balance. Meeting is set for Tuesday, March 15, 2016, at 2:00 PM, in the 917 Board Room. All present voted aye. Motion carried.
8. Motion by Dick Bergstrom, seconded by Dan Cater, to go into closed session to discuss negotiation strategies. All present voted aye. Motion carried.

Board went into closed session at 6:10 PM.

9. Motion by Deb Clark, seconded by Dick Bergstrom, to resume regular session. All present voted aye. Motion carried.

Board resumed regular session at 6:55 PM.

10. Motion by Dan Cater, seconded by Deb Clark, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 6:56 P.M.

The next regular School Board Meeting will be Tuesday, March 15, 2016, at 4:15 PM, in the 917 Board Room at Dakota County Technical College.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF MARCH 15, 2016**

NEW HIRES:

Jennifer Bonneville, Mental Health Practitioner, effective March 1, 2016.

Dana Bungert, Classroom Assistant, effective February 22, 2016.

Tiane Christopherson, Classroom Assistant, effective February 22, 2016.

Mark Kingsriter, Classroom Assistant, effective February 22, 2016.

Shanna Knutson, School Psychologist, effective March 28, 2016.

Paul Roush, Classroom Assistant, effective March 7, 2016.

Brytani Witt, Classroom Assistant, effective February 22, 2016.

CHANGE IN STATUS:

Joan Asmus, Nurse, continue at 1.0 FTE, effective August 29, 2016, for the 2016-2017 school year.

RESIGNATIONS & TERMINATIONS:

Aaneesah Amatullah, Classroom Assistant, effective February 26, 2016.

Claudia Balk, Special Education Teacher, effective June 21, 2016.

Teresa Dulko, Special Education Teacher, effective June 10, 2016.

Kathryn MacNally, Special Education Teacher, effective June 10, 2016.

Amy Wilkinson, Physical & Health Disabilities Teacher, effective June 10, 2016.

To Bd 3/15/16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: March 4, 2016	Teaching Licenses Held:
NAME: Jennifer Bonneville	
Position: Mental Health Practitioner	
College: Secondary: Special Education: x District:	Recommended Salary : \$59,200 prorated to \$21,600
	Employment Date: 3/1/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Burnsville High	Yes	Generals	Yes
Technical College				
College	St. Olaf	Yes	Psychology and Sociology	BA
	St. Mary's	Yes	Counseling and Psychological 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	9/15	Current	LTS Mental Health Practitioner
LifeSpan	9/04	9/08	Director of Clinical Operations

Total Years Experience 11

Remarks:

Jennifer is currently a long term substitute Mental Health Practitioner for the district and will be a permanent employee now.

To Bd 3/15/16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 2/29/16	Teaching Licenses Held:
NAME: Dana Bungert	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 17.14
	Employment Date: 2/22/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lakeville South High	Yes	Generals	Yes
Technical College				
College	Moorhead, MN State	Yes	Athletic Training and Exercise Science	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Creative Care for Reaching Independence	6/11	1/16	Personal Care Giver
Connections of Moorhead	5/12	9/12	Direct Support Person

Total Years Experience 5

Remarks:

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

To Bd 3/15/16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 2/29/16	Teaching Licenses Held:
NAME: Tiane Christopherson	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 17.14
	Employment Date: 2/22/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Como High School	Yes	Generals	Yes
Technical College	Sanford Brown	In process	Pharmacy Technician	In process
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
Byerly's	1998	Current	Cashier
Wilder Healthcare	1991	1995	Nursing Assistant
Health East	1994	1997	Nursing Assistant

Total Years Experience 24

Remarks:

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

To Bd 3/15/16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: March 1, 2016	Teaching Licenses Held:
NAME: Lara Jarvinen	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 16.37
	Employment Date: 2/22/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lincoln Park High	Yes	Generals	Yes
Technical College				
College	Northwestern University		English Literature	
	DePaul University	Yes	Political Editorial Writing	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
Teachers on Call	10/14	Current	Paraprofessional
Little Saints Early Learning Center	9/14	12/14	Preschool Teacher

Total Years Experience 2

Remarks:

Lara will be a classroom assistant in the TEA Program at Lebanon Education Center replacing Ashlie Tisland.

To Re 3/15/16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: February 29, 2016	Teaching Licenses Held:
NAME: Mark Kingsriter	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : 16.37
	Employment Date: 2/22/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Rosslyn Academy	Yes	Generals	Yes
Technical College				
College	Northwestern College	Yes	Management	BS
	Bethel University	Yes	MBA	MBA
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
Optum Health	9/15	1/16	Contractor
Xperience Fitness	6/11	1/16	Instructor
Lawson Software	8/08	11/08	Financial Analyst
United States Marines	1992	2000	Sergeant

Total Years Experience 15+

Remarks:

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

To Bd 3/15/16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: February 23, 2016	Teaching Licenses Held: School Psychologist
NAME: Shanna Knutson	
Position: School Psychologist	
College: Secondary: Special Education: x District:	Recommended Salary : \$67,773 prorated to \$11,959.94
	Employment Date: 3/28/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Byron High School	Yes	Generals	Yes
Technical College				
College	Mankato State	Yes	Educational Leadership	Specialist
	University of Wisconsin	Yes	School Psychology	Masters
	South Dakota State	Yes	Psychology	BA

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Sioux Falls Public Schools	2010	2016	School Psychologist
Austin Public Schools	9/2005	5/2009	School Psychologist

Total Years Experience 11

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Shanna will be a school psychologist in the district filling available complement.

To Bd 3/15/16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 2/17/16	Teaching Licenses Held:
NAME: Brytani Witt	
Position: Classroom Assistant	
College: Secondary: Special Education: x District:	Recommended Salary : \$16.37
	Employment Date: 2/22/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Perpich Center for the Arts Education	Yes	Generals	Yes
Technical College	Dakota County Technical	No		In process
College				
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Olive Garden	10/15	Current	Server
LA Fitness	5/13	Current	Operations
Wild Bills	1/15	6/15	Server

Total Years Experience 2.5

Remarks:

Brytani will be a classroom assistant in the TEA Program.

To Bd 3/15/16

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: March 10, 2016	Teaching Licenses Held:
NAME: Paul Rousch	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$16.37 hourly
	Employment Date: 3/7/16

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Farmington High	Yes	Generals	Yes
College	South East Technical	No	Nursing/Art	
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
Spectro Alloy Corporation	8/14	2/16	Furnace Operator/Heavy Equip.
Little Caesar's Pizza	7/12	4/13	Shift Manager

Total Years Experience 3

Remarks:

Paul will be a classroom assistant in the SUN Program at Cedar School replacing Aneesah Amatullah.

Intermediate School District #917 School Board

Resolution to Accept Donations

Board member _____ introduced the following Resolution:

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

1. Donation of \$25, a Calphalon five piece gadget set (value \$46.99) and a Salad Server Set (value \$18), from Deb Clark of South St. Paul, to be used for Staff Recognition door prizes. (Total value: \$89.99)
2. Donation of five \$20 gas gift cards from Val Whitmer of Farmington (Value \$100) to be used for Staff Recognition door prizes.
3. Donation of gift basket of assorted soaps and lotions from Denise Horvath to be used for Staff Recognition door prizes. (Value: \$20)
4. Donation of various wooden benches and decorative trees to the TESA program from Paul and Linda Landwehr of Farmington. (Value: \$750.)

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof: and the following voted against the same: none.

Whereupon said resolution was declared duly passed and adopted.

Date Board Approved:

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 02/01/16 - 03/08/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
319845	S	\$7117.99	02/01/16	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
319846	S	\$540.41	02/01/16	23939	0	GURSTEL CHARGO PA	OUTSTANDING
319847	S	\$318.79	02/01/16	23611	0	MESSERLIE & KRAMER P.A.	OUTSTANDING
319848	S	\$865.50	02/01/16	24569	0	NYS CHILD SUPPORT PROCESSING CENTER	OUTSTANDING
319849	S	\$759.48	02/01/16	40017	0	O.P.E.I.U., LOCAL 12	OUTSTANDING
319850	S	\$2914.14	02/01/16	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
319851	S	\$100.66	02/01/16	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
319852	S	\$203.00	02/01/16	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
319853	S	\$1380.43	02/01/16	40071	0	WADDELL & REED INC	OUTSTANDING
319854	S	\$171.52	02/01/16	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
319855	S	\$120.00	02/05/16	24519	0	ASL INTERPRETING SERVICES, INC	OUTSTANDING
319856	S	\$150.00	02/05/16	22418	0	AUTISM SOCIETY OF MINN	OUTSTANDING
319857	S	\$59.48	02/05/16	21623	0	CADAN ASSISTIVE TECHNOLOGIES	OUTSTANDING
319858	S	\$16.66	02/05/16	21674	0	CENTURYLINK	OUTSTANDING
319859	S	\$273.30	02/05/16	22631	0	GOVCONNECTION INC	OUTSTANDING
319860	S	\$151.80	02/05/16	23241	1	HEINEMANN PUBLISHING	OUTSTANDING
319861	S	\$63.75	02/05/16	08517	0	LILLIE SUBURBAN NEWSPAPER, INC	OUTSTANDING
319862	S	\$625.00	02/05/16	23547	0	LOW VOLTAGE INTEGRATORS INC	OUTSTANDING
319863	S	\$450.00	02/05/16	07926	7	METRO ECSU	OUTSTANDING
319864	S	\$300.00	02/05/16	21857	2	MN DEPT OF HEALTH	OUTSTANDING
319865	S	\$2118.75	02/05/16	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
319866	S	\$602.78	02/05/16	22779	0	PHONAK	OUTSTANDING
319867	S	\$1162.49	02/05/16	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
319868	S	\$642.60	02/05/16	00623	0	REPUBLIC SERVICES	OUTSTANDING
319869	S	\$865.50	02/05/16	11070	0	RIFTON EQ/COMMUNITY PRODUCTS LLC	OUTSTANDING
319870	S	\$16.25	02/05/16	02431	0	ROSEMOUNT SAW & TOOL	OUTSTANDING
319871	S	\$804.66	02/05/16	01890	2	SOUTH-TOWN REFRIGERATION, INC	OUTSTANDING
319872	S	\$80.00	02/05/16	24607	0	ST PAUL RAMSEY COUNTY PUBLIC HEALTH	OUTSTANDING
319873	S	\$462.86	02/05/16	22907	0	SUPPLYWORKS	OUTSTANDING
319874	S	\$10380.76	02/05/16	23942	0	TEACHERS ON CALL	OUTSTANDING
319875	S	\$954.00	02/05/16	00643	0	TIES	OUTSTANDING
319876	S	\$135.00	02/05/16	18079	0	UNIQUE SOFTWARE CORP	OUTSTANDING
319877	S	\$498.00	02/05/16	24556	0	UNIVERSAL CLEANING SERVICES	OUTSTANDING
319878	S	\$3525.96	02/05/16	19389	0	WELLS FARGO	OUTSTANDING
319879	S	\$218592.00	02/10/16	15216	2	360 COMMUNITIES	OUTSTANDING
319880	S	\$71.70	02/10/16	23461	0	BENCO	OUTSTANDING
319881	S	\$99.00	02/10/16	21871	0	C.W. PUBLICATIONS	OUTSTANDING
319882	S	\$29.04	02/10/16	16141	0	CARQUEST AUTO PARTS STORES	OUTSTANDING
319883	S	\$81.95	02/10/16	16244	5	CUB FOODS	OUTSTANDING
319884	S	\$17.45	02/10/16	20406	1	CUB FOODS	OUTSTANDING
319885	S	\$72.61	02/10/16	00103	1	DELEGARD TOOL CO	OUTSTANDING
319886	S	\$97.84	02/10/16	00096	1	ECM PUBLISHERS/DAKOTA COUNTY TRIBUNE	OUTSTANDING
319887	S	\$154.95	02/10/16	24603	0	EVENT METAL DETECTORS, LLC	OUTSTANDING
319888	S	\$153.90	02/10/16	07278	0	FLAGHOUSE	OUTSTANDING
319889	S	\$747.32	02/10/16	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
319890	S	\$122.27	02/10/16	22631	0	GOVCONNECTION INC	OUTSTANDING
319891	S	\$2106.92	02/10/16	24604	0	GREGORY A VANDAL	OUTSTANDING
319892	S	\$92.17	02/10/16	07751	1	HASTINGS STAR GAZETTE	OUTSTANDING
319893	S	\$11550.69	02/10/16	19858	0	IND SCH DIST # 196	OUTSTANDING
319894	S	\$1493.15	02/10/16	09592	10	IND SCH DIST 191	OUTSTANDING
319895	S	\$4918.01	02/10/16	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
319896			02/10/16	23297	0	UNISSUED	UNISSUED

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CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
319897	S	\$243.23	02/10/16	20568	1	OFFICE DEPOT	OUTSTANDING
319898	S	\$807.45	02/10/16	22195	1	PEARSON EDUCATION	OUTSTANDING
319899	S	\$794.39	02/10/16	22195	2	PEARSON EDUCATION	OUTSTANDING
319900	S	\$1554.96	02/10/16	06806	0	PRO-ED	OUTSTANDING
319901	S	\$2520.00	02/10/16	23677	0	PROFESSIONAL CRISIS MANAGEMENT ASSOCIATION	OUTSTANDING
319902	S	\$1192.00	02/10/16	22957	0	PROFESSIONAL WIRELESS COMMUNICATIONS	OUTSTANDING
319903	S	\$1239.30	02/10/16	29040	0	SAM'S CLUB	OUTSTANDING
319904	S	\$64.81	02/10/16	15713	0	SOUTHPAW ENTERPRISES	OUTSTANDING
319905	S	\$270.00	02/10/16	24568	0	SPECIAL DELIVERY OF MN, INC	OUTSTANDING
319906	S	\$181.18	02/10/16	24608	0	VOIDED	VOIDED
319907	S	\$11547.07	02/10/16	23942	0	TEACHERS ON CALL	OUTSTANDING
319908	S	\$199.00	02/10/16	24562	1	TECHSMITH	OUTSTANDING
319909	S	\$440.00	02/10/16	23672	0	THE DECK AND DOOR COMPANY	OUTSTANDING
319910	S	\$161.00	02/10/16	23595	0	THE MCDOWELL AGENCY, INC	OUTSTANDING
319911	S	\$7117.02	02/10/16	07543	0	TIERNEY BROS. INC	OUTSTANDING
319912	S	\$599.00	02/10/16	00643	0	TIES	OUTSTANDING
319913	S	\$440.74	02/10/16	18330	3	VIRCO INC.	OUTSTANDING
319914	S	\$136.35	02/10/16	23662	0	WESTONE	OUTSTANDING
319915	S	\$7142.77	02/16/16	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
319916	S	\$540.41	02/16/16	23939	0	GURSTEL CHARGO PA	OUTSTANDING
319917	S	\$48.00	02/16/16	21651	0	NCPERS MINNESOTA	OUTSTANDING
319918	S	\$865.50	02/16/16	24569	0	NYS CHILD SUPPORT PROCESSING CENTER	OUTSTANDING
319919	S	\$171.52	02/16/16	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
319920	S	\$2952.23	02/16/16	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
319921	S	\$100.66	02/16/16	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
319922	S	\$203.00	02/16/16	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
319923	S	\$1380.43	02/16/16	40071	0	WADDELL & REED INC	OUTSTANDING
319924	S	\$27453.00	02/18/16	23997	1	AMERICAN COMPENSATION INSURANCE COMPANY	OUTSTANDING
319925	S	\$39714.48	02/18/16	24552	0	APPLE VALLEY ISD LLC	OUTSTANDING
319926	S	\$663.30	02/18/16	29932	0	BLUECROSS BLUESHIELD OF MINNESOTA	OUTSTANDING
319927	S	\$330.40	02/18/16	24553	0	CANON USA	OUTSTANDING
319928	S	\$151.52	02/18/16	21674	0	CENTURYLINK	OUTSTANDING
319929	S	\$17.13	02/18/16	16244	0	CUB FOODS	OUTSTANDING
319930	S	\$403.44	02/18/16	16244	3	CUB FOODS	OUTSTANDING
319931	S	\$110.00	02/18/16	20448	3	DAKOTA COUNTY FINANCIAL SERVICES	OUTSTANDING
319932	S	\$5777.05	02/18/16	23833	0	DAMIANI DESIGN	OUTSTANDING
319933	S	\$235.00	02/18/16	19401	0	DEX MEDIA EAST, INC.	OUTSTANDING
319934	S	\$201.40	02/18/16	24073	0	EDUCATORS BENEFIT CONSULTANTS, LLC	OUTSTANDING
319935	S	\$96.33	02/18/16	23669	0	EMEDCO	OUTSTANDING
319936	S	\$172.00	02/18/16	18796	0	ESTR PUBLICATIONS	OUTSTANDING
319937	S	\$96.00	02/18/16	40075	0	HITESMAN & WOLD, PA	OUTSTANDING
319938	S	\$602.50	02/18/16	24571	0	HORIZON EQUIPMENT LLC	OUTSTANDING
319939	S	\$23617.55	02/18/16	09592	0	IND SCH DIST 191	OUTSTANDING
319940	S	\$14170.53	02/18/16	13846	0	IND SCH DIST 192	OUTSTANDING
319941	S	\$30702.82	02/18/16	10857	3	IND SCH DIST 194	OUTSTANDING
319942	S	\$4723.51	02/18/16	21065	3	IND SCH DIST 197	OUTSTANDING
319943	S	\$14170.53	02/18/16	13450	2	IND SCH DIST 200	OUTSTANDING
319944	S	\$54.43	02/18/16	21834	0	LAKESHORE LEARNING MATERIALS	OUTSTANDING
319945	S	\$69.00	02/18/16	22296	0	MACMH (MN ASSOC FOR CHILDREN'S MENTAL HLTH)	OUTSTANDING
319946	S	\$812.33	02/18/16	23917	1	MARCO INC	OUTSTANDING
319947	S	\$2738.96	02/18/16	13407	0	MCKESSON MEDICAL	OUTSTANDING
319948	S	\$35.10	02/18/16	23996	0	MEDICAREBLUE RX	OUTSTANDING

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319949	S	\$145.93	02/18/16	14116	0	MENARDS	OUTSTANDING
319950	S	\$1407.57	02/18/16	23258	0	MN ENERGY RESOURCES CORPORATION	OUTSTANDING
319951	S	\$757.00	02/18/16	20437	0	NARDINI FIRE EQUIP CO	OUTSTANDING
319952	S	\$2456.25	02/18/16	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
319953	S	\$157.39	02/18/16	22728	0	PESI	OUTSTANDING
319954	S	\$463.78	02/18/16	22779	0	PHONAK	OUTSTANDING
319955	S	\$1848.00	02/18/16	23677	0	PROFESSIONAL CRISIS MANAGEMENT ASSOCIATION	OUTSTANDING
319956	S	\$1036.31	02/18/16	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
319957	S	\$11353.00	02/18/16	24609	0	RFL CONSTRUCTION	OUTSTANDING
319958	S	\$345.00	02/18/16	00735	0	SCHMITTY & SONS	OUTSTANDING
319959	S	\$241.08	02/18/16	20620	3	SCHOOL SPECIALTY INC.	OUTSTANDING
319960	S	\$540.00	02/18/16	23054	0	SIMPLEXGRINNELL	OUTSTANDING
319961	S	\$233.86	02/18/16	22907	0	SUPPLYWORKS	OUTSTANDING
319962	S	\$12716.53	02/18/16	23942	0	TEACHERS ON CALL	OUTSTANDING
319963	S	\$343.07	02/18/16	23781	0	TELIN TRANSPORTATION GROUP, LLC	OUTSTANDING
319964	S	\$36.25	02/18/16	00643	0	TIES	OUTSTANDING
319965	S	\$1480.00	02/18/16	23814	0	TRIG LIFE SERVICES	OUTSTANDING
319966	S	\$370.75	02/24/16	17397	0	409-PRAXAIR DISTRIBUTION INC	OUTSTANDING
319967	S	\$1148.33	02/24/16	23678	0	AMAZON.COM, LLC	OUTSTANDING
319968	S	\$546.35	02/24/16	21937	0	AMBUTECH	OUTSTANDING
319969	S	\$49.32	02/24/16	01792	1	APPLE VALLEY FORD	OUTSTANDING
319970	S	\$120.00	02/24/16	24519	0	ASL INTERPRETING SERVICES, INC	OUTSTANDING
319971	S	\$952.12	02/24/16	19803	0	CENTERPOINT ENERGY	OUTSTANDING
319972	S	\$2865.77	02/24/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
319973	S	\$3000.00	02/24/16	23833	0	DAMIANI DESIGN	OUTSTANDING
319974	S	\$425.00	02/24/16	24614	0	FAIRVIEW REHABILITATION SERVICES	OUTSTANDING
319975	S	\$626.01	02/24/16	22631	0	GOVCONNECTION INC	OUTSTANDING
319976	S	\$615.87	02/24/16	24605	0	HONEST-1 AUTO CARE DIFFLEY77	OUTSTANDING
319977	S	\$244.54	02/24/16	06998	0	HOUGHTON MIFFLIN HARCOURT	OUTSTANDING
319978	S	\$724.93	02/24/16	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
319979	S	\$49.77	02/24/16	14116	0	MENARDS	OUTSTANDING
319980	S	\$210.00	02/24/16	07926	2	METRO ECSU	OUTSTANDING
319981	S	\$4045.00	02/24/16	23761	0	MIDWEST SPECIAL INSTRUMENTS, CORP	OUTSTANDING
319982	S	\$12021.27	02/24/16	24540	0	MINNESOTA AUQUIPCO	OUTSTANDING
319983	S	\$263.83	02/24/16	20568	1	OFFICE DEPOT	OUTSTANDING
319984	S	\$1245.48	02/24/16	20868	0	OFFICE OF ENTERPRISE TECHNOLOGY	OUTSTANDING
319985	S	\$410.49	02/24/16	22654	0	PEARSON ASSESSMENTS/NCS PEARSON	OUTSTANDING
319986	S	\$96.09	02/24/16	22826	0	SCHOOL NURSE SUPPLY	OUTSTANDING
319987	S	\$240.00	02/24/16	24568	0	SPECIAL DELIVERY OF MN, INC	OUTSTANDING
319988	S	\$23.85	02/24/16	24615	0	SUSAN TREJO	OUTSTANDING
319989	S	\$10143.70	02/24/16	23942	0	TEACHERS ON CALL	OUTSTANDING
319990	S	\$102.35	02/24/16	07543	0	TIERNEY BROS. INC	OUTSTANDING
319991	S	\$152.43	02/24/16	22704	0	ULINE	OUTSTANDING
319992	S	\$3000.00	02/24/16	24556	0	UNIVERSAL CLEANING SERVICES	OUTSTANDING
319993	S	\$4807.40	02/24/16	02776	0	XCEL ENERGY	OUTSTANDING
319994	S	\$7130.09	03/01/16	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
319995	S	\$671.97	03/01/16	23939	0	GURSTEL CHARGO PA	OUTSTANDING
319996	S	\$865.50	03/01/16	24569	0	NYS CHILD SUPPORT PROCESSING CENTER	OUTSTANDING
319997	S	\$717.52	03/01/16	40017	0	O.P.E.I.U., LOCAL 12	OUTSTANDING
319998	S	\$171.52	03/01/16	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
319999	S	\$2790.58	03/01/16	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
320000	S	\$100.66	03/01/16	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING

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320001	S	\$203.00	03/01/16	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
320002	S	\$1380.43	03/01/16	40071	0	WADDELL & REED INC	OUTSTANDING
320003	S	\$4652.00	03/02/16	12615	0	ABLENET INC.	OUTSTANDING
320004	S	\$7484.32	03/02/16	24552	0	APPLE VALLEY ISD LLC	OUTSTANDING
320005	S	\$19.28	03/02/16	21674	0	CENTURYLINK	OUTSTANDING
320006	S	\$223.18	03/02/16	29120	2	CITY OF APPLE VALLEY	OUTSTANDING
320007	S	\$255.00	03/02/16	16339	1	DOOR SERVICE CO	OUTSTANDING
320008	S	\$260.00	03/02/16	24504	0	FAMILY CAREER & COMM LEADERS OF AMER	OUTSTANDING
320009	S	\$519.91	03/02/16	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
320010	S	\$741.10	03/02/16	22631	0	GOVCONNECTION INC	OUTSTANDING
320011	S	\$534.11	03/02/16	06998	0	HOUGHTON MIFFLIN HARCOURT	OUTSTANDING
320012	S	\$382.85	03/02/16	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
320013	S	\$2838.75	03/02/16	21007	0	INT SCH DIST 287	OUTSTANDING
320014	S	\$60.00	03/02/16	24616	0	MARIBEL MUNOZ	OUTSTANDING
320015	S	\$51.00	03/02/16	22278	4	MN STATE UNIVERSITY MANKATO	OUTSTANDING
320016	S	\$1935.34	03/02/16	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
320017	S	\$300.00	03/02/16	23125	0	SCHOOL FINANCES	OUTSTANDING
320018	S	\$1408.37	03/02/16	22907	0	SUPPLYWORKS	OUTSTANDING
320019	S	\$10976.14	03/02/16	23942	0	TEACHERS ON CALL	OUTSTANDING
320020	S	\$21.58	03/02/16	00450	0	TERRY'S HARDWARE	OUTSTANDING
320021	S	\$105.00	03/02/16	23595	0	THE MCDOWELL AGENCY, INC	OUTSTANDING
320022	S	\$204.70	03/02/16	07543	0	TIERNEY BROS. INC	OUTSTANDING
320023	S	\$595.00	03/02/16	00643	0	TIES	OUTSTANDING
320024	S	\$283.70	03/02/16	23662	0	WESTONE	OUTSTANDING
320025	S	\$500.00	03/08/16	24619	0	CANTERBURY PARK HOLDER CORPORATION	OUTSTANDING
320026	S	\$182069.62	03/08/16	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
320027	S	\$1868.00	03/08/16	22629	0	DALE FRANKE ELECTRIC	OUTSTANDING
320028	S	\$48485.00	03/08/16	09592	0	IND SCH DIST 191	OUTSTANDING
320029	S	\$2550.00	03/08/16	23942	0	TEACHERS ON CALL	OUTSTANDING
320030	S	\$202.00	03/08/16	29946	0	VILLELLI, TONY	OUTSTANDING
320031	S	\$4752.12	03/08/16	19389	0	WELLS FARGO	OUTSTANDING
708304	E	\$9.00	02/08/16	99999	9770	ALEXANDER, AMY DOREEN	OUTSTANDING
708305	E	\$22.43	02/08/16	99999	10776	ANNONI, ELIZABETH	OUTSTANDING
708306	E	\$7.56	02/08/16	99999	9573	BEATTIE, JEAN	OUTSTANDING
708307	E	\$59.80	02/08/16	99999	3063	BRITTAIN, DONNA MAE	OUTSTANDING
708308	E	\$130.33	02/08/16	99999	8873	BUDACH, DON JAMES	OUTSTANDING
708309	E	\$187.38	02/08/16	99999	8873	BUDACH, DON JAMES	OUTSTANDING
708310	E	\$11.88	02/08/16	99999	5650	COCHRAN, JAMES EDWARD	OUTSTANDING
708311	E	\$407.70	02/08/16	99999	9092	DEVENOW, PEARL SUSAN	OUTSTANDING
708312	E	\$41.40	02/08/16	99999	10986	DOELP, KASANDRA	OUTSTANDING
708313	E	\$11.88	02/08/16	99999	9730	HAWKINS, ANN	OUTSTANDING
708314	E	\$77.05	02/08/16	99999	10954	JACOBS, CINDY LOU	OUTSTANDING
708315	E	\$45.71	02/08/16	99999	6356	KLAUSTERMEIER, JENNIFER MARIE	OUTSTANDING
708316	E	\$25.76	02/08/16	99999	2598	LAMPRECHT, CLAUDETTE	OUTSTANDING
708317	E	\$15.12	02/08/16	99999	10615	LANG, SHEILA	OUTSTANDING
708318	E	\$17.82	02/08/16	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
708319	E	\$65.00	02/08/16	99999	10867	LEWIS, ASHLEY	OUTSTANDING
708320	E	\$64.80	02/08/16	99999	10867	LEWIS, ASHLEY	OUTSTANDING
708321	E	\$11.94	02/08/16	99999	10062	NOHELTY, KELLY	OUTSTANDING
708322	E	\$87.48	02/08/16	99999	10521	NWOKEKUKU, PATTIJO	OUTSTANDING
708323	E	\$33.14	02/08/16	99999	10805	ONYENEHO, JIDEFOR ERIC	OUTSTANDING
708324	E	\$9.72	02/08/16	99999	10625	PAULEY, JACKIE	OUTSTANDING

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708325	E	\$82.08	02/08/16	99999	8628	ROUSH, NICOLLE KATHERI	OUTSTANDING
708326	E	\$223.45	02/08/16	99999	9915	SCHALLER, MELISSA	OUTSTANDING
708327	E	\$71.28	02/08/16	99999	8435	STOESZ, HEATHER LYNN	OUTSTANDING
708328	E	\$110.16	02/08/16	99999	10042	TENNESSEN, LAURA	OUTSTANDING
708329	E	\$295.00	02/08/16	99999	10042	TENNESSEN, LAURA	OUTSTANDING
708330	E	\$122.04	02/08/16	99999	9094	TOLLEFSON, BRENDA KAY	OUTSTANDING
708331	E	\$27.00	02/08/16	99999	9482	VRIEZE, JANEL LYNN	OUTSTANDING
708332	E	\$9.72	02/08/16	99999	9573	BEATTIE, JEAN	OUTSTANDING
708333	E	\$22.78	02/08/16	99999	7170	DIVELY, CYNTHIA GARWOOD	OUTSTANDING
708334	E	\$507.60	02/08/16	99999	9755	FRISQUE, SHERILYN FAYE	OUTSTANDING
708335	E	\$198.72	02/08/16	99999	10443	GROFF, CASSIE	OUTSTANDING
708336	E	\$144.57	02/08/16	99999	10938	KAUFMAN, AMY	OUTSTANDING
708337	E	\$82.62	02/08/16	99999	9722	KLEIN, LORI ANN	OUTSTANDING
708338	E	\$25.92	02/08/16	99999	10937	MOON, LINDSEY	OUTSTANDING
708339	E	\$40.50	02/08/16	99999	9703	TOAY, GRETCHEN ANN	OUTSTANDING
708340	E	\$253.26	02/08/16	99999	10973	KUBIK, GABRIELA	OUTSTANDING
708341	E	\$99.36	02/08/16	99999	8425	HALE-SANFORD, ERIN LYN	OUTSTANDING
708342	E	\$118.26	02/08/16	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
708343	E	\$80.30	02/08/16	99999	9920	HJERMSTAD, KAREN	OUTSTANDING
708344	E	\$101.00	02/08/16	99999	9566	KOENIGSBERGER, CARRIE LYNN	OUTSTANDING
708345	E	\$45.79	02/08/16	99999	10710	RABE, SARAH	OUTSTANDING
708346	E	\$7.72	02/08/16	99999	10455	WERNER, AMY	OUTSTANDING
708347	E	\$49.68	02/08/16	99999	10861	TURZYNSKI, ADRIENNE	OUTSTANDING
708348	E	\$39.96	02/08/16	99999	8686	BERG, LINDA JO	OUTSTANDING
708349	E	\$43.20	02/08/16	99999	8628	ROUSH, NICOLLE KATHERI	OUTSTANDING
708350	E	\$45.00	02/24/16	99999	8787	ASMUS, JOAN SCHAEFER	OUTSTANDING
708351	E	\$90.00	02/24/16	99999	8873	BUDACH, DON JAMES	OUTSTANDING
708352	E	\$90.00	02/24/16	99999	9679	CHRISTIANSSEN, JOHN MAXWELL	OUTSTANDING
708353	E	\$45.00	02/24/16	99999	10050	DOBSON, MEGHAN	OUTSTANDING
708354	E	\$45.00	02/24/16	99999	9028	EPPS, DAWN	OUTSTANDING
708355	E	\$90.00	02/24/16	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
708356	E	\$90.00	02/24/16	99999	8341	HETLAND, JENNIFER AMY	OUTSTANDING
708357	E	\$90.00	02/24/16	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
708358	E	\$90.00	02/24/16	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
708359	E	\$45.00	02/24/16	99999	9589	PETERSEN, JENNIFER MAE	OUTSTANDING
708360	E	\$90.00	02/24/16	99999	10944	PRATT, SARA	OUTSTANDING
708361	E	\$90.00	02/24/16	99999	8628	ROUSH, NICOLLE KATHERI	OUTSTANDING
708362	E	\$90.00	02/24/16	99999	9915	SCHALLER, MELISSA	OUTSTANDING
708363	E	\$90.00	02/24/16	99999	10405	STOLL, DAVID L.	OUTSTANDING
708364	E	\$45.00	02/24/16	99999	9068	SWANEY, AMY LYNN	OUTSTANDING
708365	E	\$90.00	02/24/16	99999	10756	VAN BROCKLIN, ERIC	OUTSTANDING
708366	E	\$20.00	02/24/16	99999	9883	ZEHNDER, SCOTT MICHAEL	OUTSTANDING
708367	E	\$28.08	02/24/16	99999	10776	ANNONI, ELIZABETH	OUTSTANDING
708368	E	\$43.74	02/24/16	99999	9771	BOHNERT, LOREEN M.	OUTSTANDING
708369	E	\$45.77	02/24/16	99999	9771	BOHNERT, LOREEN M.	OUTSTANDING
708370	E	\$50.76	02/24/16	99999	3063	BRITTAIN, DONNA MAE	OUTSTANDING
708371	E	\$51.84	02/24/16	99999	10986	DOELP, KASANDRA	OUTSTANDING
708372	E	\$30.78	02/24/16	99999	10965	EATON, CARMEN	OUTSTANDING
708373	E	\$122.34	02/24/16	99999	3460	ENFIEJIAN, VALERIE	OUTSTANDING
708374	E	\$126.90	02/24/16	99999	9028	EPPS, DAWN	OUTSTANDING
708375	E	\$116.83	02/24/16	99999	9996	EVANS, AARON	OUTSTANDING
708376	E	\$142.02	02/24/16	99999	10949	FISHER, KARRI	OUTSTANDING

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
708377	E	\$103.14	02/24/16	99999	10442	FLEMING, ANGELITA	OUTSTANDING
708378	E	\$300.24	02/24/16	99999	10995	FOSKETT, TIMOTHY	OUTSTANDING
708379	E	\$431.46	02/24/16	99999	9755	FRISQUE, SHERILYN FAYE	OUTSTANDING
708380	E	\$555.66	02/24/16	99999	7088	GREENFIELD, DONNA GAYLE	OUTSTANDING
708381	E	\$9.98	02/24/16	99999	10953	HANSEN, ALEXI	OUTSTANDING
708382	E	\$151.27	02/24/16	99999	9920	HJERMSTAD, KAREN	OUTSTANDING
708383	E	\$15.44	02/24/16	99999	8942	HURT, LYNDA THERESA	OUTSTANDING
708384	E	\$355.24	02/24/16	99999	9496	IRELAND, KATHLEEN ELIZAB	OUTSTANDING
708385	E	\$78.57	02/24/16	99999	10954	JACOBS, CINDY LOU	OUTSTANDING
708386	E	\$24.84	02/24/16	99999	10940	KETTLEWELL, AGNIESZKA	OUTSTANDING
708387	E	\$17.28	02/24/16	99999	5957	KLIMEK, LORILEA J.	OUTSTANDING
708388	E	\$15.15	02/24/16	99999	9831	KURTEN, CAROL LEIGH	OUTSTANDING
708389	E	\$163.08	02/24/16	99999	10857	LAFRANCE, DANIELLE	OUTSTANDING
708390	E	\$160.92	02/24/16	99999	9086	LANG, BERDETTA JEAN	OUTSTANDING
708391	E	\$24.84	02/24/16	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
708392	E	\$84.78	02/24/16	99999	10593	MABERRY, SAYRAJAYNE	OUTSTANDING
708393	E	\$14.36	02/24/16	99999	10460	MANNINEN, MELANIE	OUTSTANDING
708394	E	\$648.00	02/24/16	99999	9278	MAYES, ANN LOUISE	OUTSTANDING
708395	E	\$95.85	02/24/16	99999	10521	NWOKEUKU, PATTIJO	OUTSTANDING
708396	E	\$21.06	02/24/16	99999	10805	ONYENEHO, JIDEOPOR ERIC	OUTSTANDING
708397	E	\$72.90	02/24/16	99999	9589	PETERSEN, JENNIFER MAE	OUTSTANDING
708398	E	\$51.84	02/24/16	99999	10397	PEMBLE, HOLLY	OUTSTANDING
708399	E	\$224.69	02/24/16	99999	10763	PFISTERER, EMILY	OUTSTANDING
708400	E	\$47.90	02/24/16	99999	10430	QUAM, LYNN	OUTSTANDING
708401	E	\$315.90	02/24/16	99999	10405	STOLL, DAVID L.	OUTSTANDING
708402	E	\$74.52	02/24/16	99999	6232	WEILAND, MARY ELIZABETH	OUTSTANDING
708403	E	\$3.42	02/24/16	99999	10797	WEIERKE, NATALIE	OUTSTANDING
708404	E	\$26.03	02/24/16	99999	10280	WEIR, LAURA	OUTSTANDING
708405	E	\$9.83	02/24/16	99999	10455	WERNER, AMY	OUTSTANDING
708406	E	\$269.57	02/24/16	99999	10958	WILKINSON, AMY	OUTSTANDING
708407	E	\$602.10	02/24/16	99999	9192	WOOD, FRAN LOUISE	OUTSTANDING
708408	E	\$42.12	02/24/16	99999	10832	BERGSTROM, RICHARD	OUTSTANDING
708409	E	\$23.76	02/24/16	99999	9723	CATER, DANNY GARY	OUTSTANDING
708410	E	\$91.72	02/24/16	99999	9301	CLARK, DEBORAH MAE	OUTSTANDING
708411	E	\$98.28	02/24/16	99999	10771	ERICKSON, ROBERT	OUTSTANDING
708412	E	\$30.24	02/24/16	99999	10624	HILL, RON	OUTSTANDING
708413	E	\$41.04	02/24/16	99999	9177	PRESSNALL, VANDA JOY	OUTSTANDING
708414	E	\$18.36	02/24/16	99999	10770	SAUSER, MELISSA	OUTSTANDING
708415	E	\$49.79	02/24/16	99999	11016	WEILER, AUDREY	OUTSTANDING
708416	E	\$33.28	02/24/16	99999	9831	KURTEN, CAROL LEIGH	OUTSTANDING
708417	E	\$20.00	02/24/16	99999	10930	MLODOZYNIEC, KELSEY	OUTSTANDING
708418	E	\$61.56	02/24/16	99999	10762	BYER, ANNE	OUTSTANDING
708419	E	\$25.92	02/24/16	99999	8942	HURT, LYNDA THERESA	OUTSTANDING
708420	E	\$222.32	02/24/16	99999	10375	THOMAS, TAYLOR	OUTSTANDING
92001933	W	\$1994.01	02/02/16	40072	0	AFLAC	OUTSTANDING
92001935	W	\$2569.61	02/01/16	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92001936	W	\$4597.94	02/01/16	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92001937	W	\$34511.41	02/01/16	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92001938	W	\$7204.33	02/01/16	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92001939	W	\$12998.41	02/03/16	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92001940	W	\$1992.71	02/01/16	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92001941	W	\$151746.07	02/01/16	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 02/01/16 - 03/08/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
92001943	W	\$121.50	02/02/16	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92001944	W	\$146.45	02/01/16	40058	0	MN DEPT OF REVENUE (C)	OUTSTANDING
92001945	W	\$2292.92	02/02/16	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92001947	W	\$62918.86	02/01/16	40005	0	STATE TREASURER, TRA	OUTSTANDING
92001948	W	\$7007.37	02/01/16	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92001949	W	\$855.24	02/01/16	28803	2	VOYA	OUTSTANDING
92001977	W	\$5993.82	02/11/16	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92001978	W	\$2569.61	02/11/16	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92001979	W	\$40.00	02/13/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001980	W	\$6.46	02/15/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001981	W	\$20.00	02/14/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001982	W	\$361.04	02/01/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001983	W	\$30.00	02/02/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001984	W	\$3075.33	02/05/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001985	W	\$65.04	02/05/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001986	W	\$48.84	02/06/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001987	W	\$464.16	02/08/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001988	W	\$8.54	02/09/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001989	W	\$3.30	02/10/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92001990	W	\$27705.10	02/10/16	30132	0	DELTA DENTAL OF MINNESOTA	OUTSTANDING
92001991	W	\$4485.44	02/12/16	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92001992	W	\$35500.87	02/12/16	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92001993	W	\$1992.71	02/12/16	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92001994	W	\$154466.77	02/12/16	44037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92001995	W	\$7291.77	02/01/16	24031	0	KANSAS CITY LIFE INSURANCE COMPANY	OUTSTANDING
92001996	W	\$21436.01	02/03/16	21088	0	MEDICA	OUTSTANDING
92001997	W	\$6388.88	02/10/16	21088	0	MEDICA	OUTSTANDING
92001998	W	\$40303.41	02/17/16	21088	0	MEDICA	OUTSTANDING
92001999	W	\$31732.51	02/10/16	21088	0	MEDICA	OUTSTANDING
92002000	W	\$121.50	02/12/16	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92002001	W	\$23431.73	02/12/16	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92002002	W	\$2292.92	02/12/16	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002003	W	\$425684.82	02/12/16	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92002004	W	\$63515.88	02/12/16	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002005	W	\$7007.37	02/12/16	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92002006	W	\$855.24	02/12/16	28803	2	VOYA	OUTSTANDING
92002007	W	\$7204.33	02/18/16	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002008	W	\$90.00	02/16/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002010	W	\$2308.80	03/02/16	40072	0	AFLAC	OUTSTANDING
92002011	W	\$5993.82	03/01/16	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92002012	W	\$2369.61	03/01/16	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92002013	W	\$646.77	02/25/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002014	W	\$776.29	02/19/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002015	W	\$60.00	02/20/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002016	W	\$3.10	02/16/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002017	W	\$2112.84	02/16/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002018	W	\$4485.44	03/01/16	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92002019	W	\$37150.45	03/02/16	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92002020	W	\$7060.90	03/02/16	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002021	W	\$12377.01	03/02/16	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92002022	W	\$998.10	03/01/16	28803	2	VOYA	OUTSTANDING
92002023	W	\$12252.01	02/16/16	24594	0	HEALTH EQUITY, INC.	OUTSTANDING

Intermediate School Dist 917
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
 DATE RANGE: 02/01/16 - 03/08/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
92002024	W	\$1992.71	03/02/16	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92002025	W	\$219154.39	03/01/16	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92002026	W	\$7397.04	03/01/16	24031	0	KANSAS CITY LIFE INSURANCE COMPANY	OUTSTANDING
92002027	W	\$14016.35	02/24/16	21088	0	MEDICA	OUTSTANDING
92002028	W	\$17132.94	03/02/16	21088	0	MEDICA	OUTSTANDING
92002029	W	\$121.50	03/01/16	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92002030	W	\$35594.62	03/01/16	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92002031	W	\$2292.92	03/02/16	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002032	W	\$558252.96	02/29/16	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92002033	W	\$92912.45	03/02/16	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002034	W	\$7007.37	03/01/16	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
TOTAL # OF ISSUED CHECKS:			373	TOTAL AMOUNT		3082940.45	
TOTAL # OF VOIDED CHECKS:			1	TOTAL AMOUNT		181.18	
TOTAL # OF UNISSUED CHECKS:			1				

Date: March 7, 2016
 To: Accounts Payable
 From: Audrey Weiler
 Payroll Clerk

Invoice nbr: 16067146984A
 Date: 3/7/2016
 Payment Date: 3/9/16

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

Wire Funds Transfer was made in the amount of \$ \$14,963.22

Payable to: Medica Vendor # 21088

Charge to: Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$14,963.22
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 \$14,963.22 ^{proof} \$0.00

Authorized Signature  Date 3-7-16

copy for AP
 copy for Board

Date: March 7, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$2,846.43
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$1,046.43	
10-215-40	D.Care	\$1,800.00	
10-215-42	L.Scope	\$0.00	
Total		\$2,846.43	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 3/7/2016 \$2,846.43

Authorized Signature  Date 3-7-16

03/03/16 \$26.91
03/07/16 \$2,819.52

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

SS ✓

Date: March 2, 2016

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$95.00
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$95.00	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$95.00	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/27/2016 \$95.00

Authorized Signature  Date 3-3-16
02/27/16 \$95.00

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

SS ✓

Date: March 2, 2016

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$9.74
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$9.74	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$9.74	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/29/2016 \$9.74

Authorized Signature  Date 3-3-16
02/29/16 \$9.74

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

SS ✓

Date: March 2, 2016

To: Accounts Payable

From: Audrey Weiler
Payroll Clerk

Bill Number 1202255


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

Wire Funds to Kansas City Life Insurance Co \$7,397.04

Payable to:
Kansas City Life Ins Co Vendor # 24031

Charge to:	Amount	
01-215-32	\$462.46	
02-215-32	\$4,184.90	
10-215-32	\$254.48	
01-215-33	\$244.72	
02-215-33	\$2,131.04	
10-215-33	\$119.44	
 Total	 \$7,397.04	 proof \$0.00

cc: Payroll Insurance Payment File

Authorized Signature  Date 3-2-14

3/1 payment date

Date: March 2, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

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

Payable to: \$31,505.56
Delta Dental Vendor # 30132

Charge to:	Amount
21-005-110-000-235-250	\$31,505.56

Total	\$31,505.56	proof	\$0.00
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cc: Payroll Insurance Payment File
Date Bank Account to be debited 3/10/2016

Authorized Signature  Date 3-2-16

Invoice 6399764 dated 03/01/2016

<input checked="" type="checkbox"/>	LB COPY
<input type="checkbox"/>	VB COPY

TO: Nicolle Roush DATE: 03/02/2016
Business Manager

FROM: Audrey Weiler
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending February 29, 2016

Aflac Vendor #40072	\$ 2,308.80
Amperprise Financial Vendor #40027	\$ 5,993.82
AXA Equitable Life Vendor #40022	\$ 2,369.61
Horance Mann Vendor #40026	\$ 1,992.71
PERA - Executive Director Vendor #40006	\$ 37,150.45
TRA - State Treasurer Vendor #40005	\$ 92,912.45
ESI/MEA Vendor #29026	\$ 4,485.44
VALIC (Variable Annuity Life) Vendor #40033	\$ 7,007.37
Minnesota Dept. of Revenue Vendor # 40003	\$ 35,594.62
Internal Revenue Service Vendor Nbr 40037	\$ 219,154.39
Payroll Acct #XXXXXXX4197 Vendor #40001	\$ 558,252.96
Health Equity Vendor New	\$ 12,377.01
MN State Retirement System Vendor # 28803-0	\$ 2,292.92
MN Dept of Revenue - Garnishments Vendor #40058	\$ -
MN Child Support Vendor # 21704	\$ 121.50
VOYA (Formerly ING) Vendor #28803-2	\$ 998.10
Fidelity Investments Vendor #40060	\$ 7,060.90

Total Electronic Funds Transfer was made in the amount of \$ 990,073.05

Authorized Signature  Date 3-2-16

Date: March 1, 2016
 To: Accounts Payable
 From: Audrey Weiler
 Payroll Clerk

Invoice nbr: C0040038602
 Date: 2/23/2016
 Payment Date 03/10/2016

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

Wire Funds Transfer was made in the amount of \$ **\$39,247.52**

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	\$5,831.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$771.12
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$33,551.54
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$740.18
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$2,618.00
02-215-30	PREV YR TERMS		-\$4,264.32

Total

\$39,247.52 ^{proof} \$0.00

Authorized Signature  Date 3-1-16

Date: February 29, 2016

To: Accounts Payable

From: Audrey Weiler
Payroll Clerk

Invoice nbr: 16060146984A
Date: 2/29/2016
Payment Date 3/2/16

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

Wire Funds Transfer was made in the amount of \$ 17,132.94

Payable to:
Medica

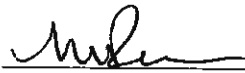
Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$17,132.94
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		\$17,132.94	proof	\$0.00
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Authorized Signature  Date 2-29-16

Date: February 29, 2016

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$646.77
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount
10-215-39	Medical	\$646.77
10-215-40	D.Care	\$0.00
10-215-42	L.Scope	\$0.00
Total		\$646.77 ^{proof}
		\$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/25/2016 \$646.77

Authorized Signature  Date 2-29-16

02/24/16 \$562.95
02/25/16 \$83.82

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

Date: February 22, 2016

To: Accounts Payable

From: Audrey Weiler
Payroll Clerk

Invoice nbr: 16053146984A
Date: 2/22/2016
Payment Date 2/24/16

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

Wire Funds Transfer was made in the amount of \$ \$14,016.35

Payable to:
Medica

Vendor # 21088


Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$14,016.35
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$0.00
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$14,016.35 ^{proof} \$0.00

Authorized Signature  Date 2-22-16

Date: February 19, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$776.29
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$776.29	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$776.29	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/19/2016 \$776.29

Authorized Signature  Date 2-22-16

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

Date: February 22, 2016

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$60.00
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39 Medical	\$60.00	
10-215-40 D.Care	\$0.00	
10-215-42 L.Scope	\$0.00	
Total	\$60.00	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/20/2016 \$60.00

Authorized Signature  Date 2-20-16

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

Date: February 19, 2016

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$3.10
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount
10-215-39 Medical	\$3.10
10-215-40 D.Care	\$0.00
10-215-42 L.Scope	\$0.00
Total	\$3.10 ^{proof} \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/16/2016 \$3.10

Authorized Signature  Date 2-22-16

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

02/16/16 B - #2 for same day

Date: February 19, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement February2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$2,112.84
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$450.46	
10-215-40	D.Care	\$1,662.38	
10-215-42	L.Scope	\$0.00	
Total		\$2,112.84	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/16/2016 \$2,112.84

Authorized Signature  Date 2-18-16

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

Board

Date: January 25, 2016

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement November 2015

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$2,383.32
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$0.00	
		\$0.00	
10-215-40	D.Care	\$2,383.32	
10-215-42	L.Scope	\$0.00	
Total		\$2,383.32	\$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 11/6/2015 \$2,383.32

Authorized Signature  Date 2-16-16

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

Date: February 16, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement February2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$90.00
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$90.00	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$90.00	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/16/2016 \$90.00

Authorized Signature  Date 2-17-16

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

Date: February 15, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$6.46
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39 Medical	\$6.46	
10-215-40 D.Care	\$0.00	
10-215-42 L.Scope	\$0.00	
Total	\$6.46	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/15/2016 \$6.46

Authorized Signature  Date 2-16-16

DATE: FEBRUARY 15, 2016

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

Date: February 14, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$20.00
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount	
10-215-39 Medical	\$20.00	
10-215-40 D.Care	\$0.00	
10-215-42 L.Scope	\$0.00	
Total	\$20.00	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/14/2016 \$20.00

Authorized Signature  Date 2-16-16

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

Date: February 13, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$40.00
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$40.00	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$40.00	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/13/2016 \$40.00

Authorized Signature  Date 2-16-16

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

board

Date: February 10, 2016

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$5,703.12
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$4,503.08	
10-215-40	D.Care	\$1,200.04	
10-215-42	L.Scope	\$0.00	
Total		\$5,703.12	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/10/2016 \$5,703.12

Authorized Signature  Date 2-16-16

Summary of 2016 for Board

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

Board

Date: February 10, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement 2015 Flex Plan

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$26,655.04
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$4,236.23	
10-215-40	D.Care	\$22,244.21	
10-215-42	L.Scope	\$174.60	
Total		\$26,655.04	proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/10/2016 \$26,655.04

Authorized Signature  Date 2-16-16

Summary of 2015 for Board

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

Date: January 25, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

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

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$45.00
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount
10-215-39 Medical	\$45.00
10-215-40 D.Care	\$0.00
10-215-42 L.Scope	\$0.00
Total	\$45.00 ^{proof} \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 1/25/2016 \$45.00

Authorized Signature  Date 2-16-16

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

Date: January 18, 2016

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

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

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

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

cc: Payroll Insurance Payment File
Date Bank Account to be debited 1/18/2016 \$30.00

Authorized Signature  Date 2-16-16

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

Date: October 22, 2015

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement for Oct, 2015

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

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

cc: Payroll Insurance Payment File
Date Bank Account to be debited 10/5/2015 \$30.00

Authorized Signature  Date 2-16-16

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

Date: February 11, 2016

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

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

Payable to: Delta Dental \$27,705.10
Vendor # 30132

Charge to: 21-005-110-000-235-250 Amount \$27,705.10

Total \$27,705.10 proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 2/10/2016

Authorized Signature *AW* Date 2-12-16

Invoice 6356025 dated 02/01/2016

LB COPY
 VB COPY

LB

Date: January 5, 2016
To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

Subject: Group Insurance Premium for December, 2015
(Employer's Costs and Employees' Withholdings)

Payable to: \$23,590.87
Delta Dental Vendor # 30132

Charge to: Amount
21-005-110-000-235-250 \$23,590.87

Total \$23,590.87 proof \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 1/11/2016

Authorized Signature  Date 1-5-16

Invoice 6314432 dated 01/01/2016

1/6 LB

*Audrey file copy
LB*

Date: December 2, 2015

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

Subject: Group Insurance Premium for November, 2015
(Employer's Costs and Employees' Withholdings)

Payable to: \$23,247.87
Delta Dental Vendor # 30132

Charge to: Amount

21-005-110-000-235-250 \$23,247.87

Total \$23,247.87 ^{proof} \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited 12/10/2015

Authorized Signature *[Signature]* Date 12-3-15

Invoice 6273912 dated 12/1/2015

Dental

*aw
12/2/15*

Board

Date: February 11, 2016

To: Accounts Payable

From: Audrey Weiler
Payroll Clerk

Bill Number 1198714

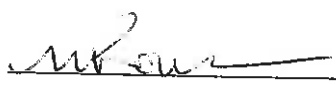
Subject: Group Insurance Premium for Feb 2016
(Employer's Costs and Employees' Withholdings)

Wire Funds to Kansas City Life Insurance Co \$7,291.77

Payable to:
Kansas City Life Ins Co Vendor # 24031

Charge to:	Amount	
01-215-32	\$462.46	
02-215-32	\$4,112.14	
10-215-32	\$254.48	
01-215-33	\$244.72	
02-215-33	\$2,098.53	
10-215-33	\$119.44	
Total	\$7,291.77	proof \$0.00

cc: Payroll Insurance Payment File

Authorized Signature  Date 2-16-16

LB

Date: January 5, 2016

To: Accounts Payable

From: Audrey Weiler
Payroll Clerk

Bill Number 1194271


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

Wire Funds to Kansas City Life Insurance Co \$7,407.07

Payable to:
Kansas City Life Ins Co Vendor # 24031

Charge to:	Amount	
01-215-32	\$462.46	
02-215-32	\$4,183.06	
10-215-32	\$261.50	
01-215-33	\$244.72	
02-215-33	\$2,135.89	
10-215-33	\$119.44	
Total	\$7,407.07	proof \$0.00

cc: Payroll Insurance Payment File

Authorized Signature  Date 1-5-16

1/4 to VB

LB Audrey copy

Date: December 2, 2015

To: Accounts Payable

From: Audrey Weiler
Payroll Clerk


Subject: Group Insurance Premium for Dec 2015
(Employer's Costs and Employees' Withholdings)

Wire Funds to Kansas City Life Insurance Co \$7,348.34

Payable to: Kansas City Life Ins Co Vendor # 24031

Charge to:	Amount	
01-215-32	\$450.76	
02-215-32	\$4,157.26	
10-215-32	\$261.14	
01-215-33	\$237.66	
02-215-33	\$2,119.82	
10-215-33	\$121.70	
Total	\$7,348.34	proof \$0.00

cc: Payroll Insurance Payment File

Authorized Signature  Date 12-3-15

LIFE
LTD

aw
12/2/15

B

Date: February 16, 2016

To: Accounts Payable

From: Audrey Weiler

Payroll Clerk

Invoice nbr: 16046146984A

Date: 2/15/2016

Payment Date 2/17/16

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

Wire Funds Transfer was made in the amount of \$ 40,303.41

Payable to:

Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$40,303.41
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
22-005-111-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$40,303.41 proof \$0.00

Authorized Signature



Date

2-16-14

Date: February 11, 2016

To: Accountns Payable

From: Audrey Weiler

Payroll Clerk

Invoice nbr: 16039146984A

Date: 2/8/2016

Payment Date 2/10/2016

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

Wire Funds Transfer was made in the amount of \$

\$6,388.88

Payable to:
Medica

Vendor # 21088

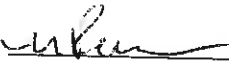
Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$6,388.88
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
22-005-111-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$6,388.88 proof
\$0.00

Authorized Signature  Date 2-16-16

Date: February 11, 2016

To: Accountns Payable

From: Audrey Weiler

Payroll Clerk

Invoice nbr: 16032146984A

Date: 2/1/2016

Payment Date 2/3/16

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

Wire Funds Transfer was made in the amount of \$

\$21,436.01

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$21,436.01
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
22-005-111-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$21,436.01 proof \$0.00

Authorized Signature  Date 2-16-16

Date: February 11, 2016

To: Accoutns Payable

From: Audrey Weiler
Payroll Clerk

Invoice nbr: 16025146984A
Date: 1/25/2016
Payment Date 1/27/16

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

Wire Funds Transfer was made in the amount of \$

\$8,159.67

Payable to:
Medica

Vendor # 21088


Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$8,159.67
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
22-005-111-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$8,159.67 proof
\$0.00

Authorized Signature  Date 2-16-16

Date: February 11, 2016

To: Accoutns Payable

From: Audrey Weiler
Payroll Clerk

Invoice nbr: 16018146984A
Date: 1/18/2016
Payment Date 1/20/16

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

Wire Funds Transfer was made in the amount of \$

\$7,182.16

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$7,182.16
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
22-005-111-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$7,182.16 proof \$0.00

Authorized Signature  Date 2-16-16

Date: February 11, 2016

To: Accountns Payable

From: Audrey Weiler
Payroll Clerk

Invoice nbr: 16011146984A
Date: 1/11/2016
Payment Date 1/13/16

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

Wire Funds Transfer was made in the amount of \$

\$461.64

Payable to:
Medica

Vendor # 21088

Charge to:

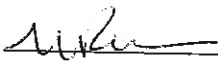
Amount

22-005-110-000-300-000		HLTH/RX CLAIMS	\$461.64
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
22-005-111-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$461.64 proof
\$0.00

Authorized Signature, _____



Date

2-16-16

Date: February 11, 2016

To: Accountns Payable

From: Audrey Weiler
Payroll Clerk

Invoice nbr: C0039779449

Date: 1/25/2016

Group # 586196

Subject: Group Insurance Premium for Jan 2016
(Employer's Costs and Employces' Withholdings)

Wire Funds Transfer was made in the amount of \$

\$31,732.51

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

	MED CODES		
22-005-111-000-301-000	MHSA	MEDICA ADMIN	\$705.97
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$2,497.00
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	-\$4,591.25
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$735.48
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$32,385.31

Total

\$31,732.51 proof \$0.00

Authorized Signature



Date

2-16-16

B

Date: February 16, 2016

To: Account Payable

From: Audrey Weiler
Payroll Clerk

Invoice nbr: C0039516191
Date: 12/23/2015
Group #: 586196

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

Wire Funds Transfer was made in the amount of \$63,203.45

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

01-215-30

02-215-30

\$10,388.74

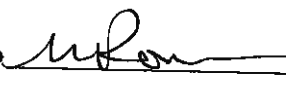
10-215-30

-\$541.37

22-005-110-000-301-000	MEDICA ADMIN	\$6,076.00
22-005-110-000-305-000	AGG PREM	\$803.52
22-005-110-000-302-000	STOP LOSS	\$34,448.64
22-005-111-000-301-000	MEDICA ADMIN	\$9,299.92
22-005-110-000-310-000	CHS BENEFIT FEE CODE	\$2,728.00

Total

\$63,203.45 proof \$0.00

Authorized Signature 

Date 2-16-16

Date: December 3, 2015

To: Accoutns Payable

From: Audrey Weiler
Payroll Clerk

Invoice nbr: C0039154838
Date: 11/12/2015
Group # 586196

Subject: Group Insurance Premium for Dec 2015 ✓
(Employer's Costs and Employees' Withholdings)

Wire Funds Transfer was made in the amount of \$

\$238,807.53

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

01-215-30

\$25,141.90

02-215-30

\$206,111.07

10-215-30

\$7,554.56

20-215.30

\$0.00

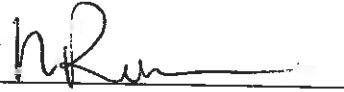
Total

\$238,807.53

proof

\$0.00

Authorized Signature



Date

12-3-15

aw

TO: Nicolle Roush DATE: 02/11/2016
Business Manager

FROM: Audrey Weiler
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending February 12, 2016

Amerprise Vendor #40027	5,993.82
AXA Equitable Life Vendor #40022	2,569.61
PERA Vendor #40006	35,500.87
Fidelity Vendor #40060	7,204.33
VOYA (formerly ING) #28803-2	855.24
Horace Mann Vendor #40026	1,992.71
TRA Vendor #40005	63,515.88
VALIC (Variable Annuity Life) Vendor #40033	7,007.37
Minnesota Dept. of Revenue Vendor # 40003	23,431.73
Internal Revenue Service Vendor Nbr 40037	154,466.77
Payroll Acct #XXXXXXX4197 Vendor #40001	425,684.82
HealthEquity (HSA) Vendor #	12,411.18
Educators Financial Services/ESI/MEA Vendor #29026	4,485.44
MN State Retirement System Vendor #28803-0	2,292.92
MN Child Support Vendor #21704	121.50
MN Dept Revenue Vendor (Garnishment) #40058	0.00

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

747,534.19

Authorized Signature  Date 2-11-16

**INTERMEDIATE SCHOOL DISTRICT 917
SCHOOL BOARD REPORT OF
CONSOLIDATED INVESTMENTS (GENERAL & BUILDING)
FEBRUARY 2016**

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
1 MSDLAF + MAX	01	2,662,235.42	2,900,000.00	1,100,000.00	0.00	1,427.79	4,463,663.21	4,766.96
2 MSDLAF	01	0.00	2,000,739.73	2,000,000.00	0.00	60.75	800.48	73.78
MSDLAF TERM (CD's, Term, Com maturity 5/16/16)	01	1,500,000.00	2,000,000.00	1,500,739.73	0.00	739.73	2,000,000.00	0.00
3 WELLS FARGO SAVINGS ACCT	01	0.00	0.00	0.00	0.00	0.00	0.00	74.31
4 WELLS FARGO PORTFOLIO	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		4,162,235.42	6,900,739.73	4,600,739.73	0.00	2,228.27	6,464,463.69	4,915.05

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

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

NOTE: February 2016 Average MSDLAF Liquid Rate was 0.36% and the MSDLAF+MAX Average Rate was 0.42%.
MSDLAF Term Average Rate is .50% Maturity Date 5/16/2016. The Average Wells Fargo Savings Rate was 0.00%.

06. Student
06.7 Student Health Service
06.74 Special Education Health Service

Special Education students attending **Intermediate School District 917 (ISD 917)** are referred by the local districts, which ~~have basic responsibility for the student's program~~ **are responsible for the provision of educational programs for learners in their districts.**

Student health and medical/nursing records will be maintained **for an ISD 917-enrolled learner** at the facility where the student ~~attends~~ **is attending**. The information in these records will be maintained, released and destroyed according to the student records policy of the district responsible for collecting and maintaining the records. Each facility will also maintain emergency contact(s) and telephone number(s). ~~should it become necessary to contact parents/guardians due to an emergency.~~

Health services will be provided to students as needed. These services include, but are not limited to, health teaching, counseling, health monitoring and screening, the care and treatment of emergency and/or urgent healthcare issues, and healthcare interventions, such as medication administration and specialized healthcare procedures.

Student health services will be provided under the guidance of a licensed school nurse (LSN) according to current standards of the Minnesota Nurse Practice Act (MN Statute Sections 148.171 – 148.285). Specific healthcare interventions will be carried out by the ~~licensed school nurse LSN or designee~~ **delegatee supervised by** of the LSN. **Delegation to a delegatee means “the transfer of authority to another nurse or competent unlicensed assistive person to perform a specific nursing task or activity in a specific situation.”**

The trained delegatee is responsible for performing the activity according to the delegation of the LSN. If the delegatee deviates from proper procedure and it is determined that the LSN has appropriately delegated and trained the delegatee, the LSN has fulfilled the duties of proper delegation.

Medication administration for ~~District~~ **ISD 917** students who attend programs located in member-district buildings will follow the policy and procedures of the member district. Medication administration for ~~District~~ **ISD 917** students who attend programs in buildings owned or leased by ~~District~~ **ISD 917** will adhere to the ~~District~~ **ISD 917** policy and procedures.

Prescription medications, ~~non-prescriptions~~ **nonprescription medications** and specialized healthcare procedures may be administered to students while they are in school only with the ~~annual written consent/direction~~ **or oral authorization** from the parent/guardian ~~each school year and/or prescriber.~~ **If the parent/guardian request is given orally to administer medication or a health care procedure, this request must also be received in writing within two school days.**

A student may give consent and act as the “Parent” if s/he is over the age of 18 years and is legally able to act as her/his own guardian.

Parents must furnish all necessary medications. Schools and school staff will not purchase or have a supply of any over-the-counter (nonprescription) medications for distribution to students.

Prescription medications must be in an accurately labeled container provided by a pharmacist. **The parent/guardian authorization section of appropriate ISD 917 health care form(s) must be completed annually and/or when a change in prescription or requirements for administration occurs.** Nonprescription medications ~~provided by the parent/guardian~~ must be in the original container with a label and directions. **If no physician order is obtained for nonprescription medications, directions will be taken directly from the container's manufacture label.**

The LSN has the ultimate authority to reject a parent's request, to decline administration of any over-the-counter medication and to request a physician's authorization.

~~If a prescription medication is given for more than a 14 calendar day period, a physician or licensed prescriber authorization is required.~~ A physician's written authorization is required for all specialized healthcare procedures. These interventions may be carried out by the ~~designee~~ **delegatee**, or by the student, under the guidance and direction of ~~designated school personnel~~ **an LSN. The parent/guardian authorization section of appropriate ISD 917 health care forms must be completed annually and/or when a change in the procedure or requirements for administration occurs.**

The LSN will review and assess parent authorizations for requests of medication administration and special health care procedures. ~~With parent authorization and at the discretion of the LSN, medication and procedure administration may be provided by the LSN or designee for a time period of up to 14 calendar days until authorization from a physician or licensed prescriber is obtained.~~

An authorization form completed and renewed annually by the parent/guardian and by a licensed healthcare provider and on file with the school will allow a student to carry medications for self-administration.

~~Students may self-administer a prescription asthma inhaler or an epi-pen if the district has received written authorization from a parent/guardian permitting the student to self-administer and the parent/guardian has not requested personnel to administer the medication to the student.~~

Students are prohibited from using a medication, including inhalers and epi-pens, that are not authorized for their personal use or properly labeled.

With the exception of asthma inhalers, epi-pens, and emergency seizure medication, all prescription medications will be kept in the nurse's office, or in the possession of a staff ~~designee~~ **delegatee** who has been authorized and trained by the ~~licensed school nurse LSN. to have medication in his or her possession.~~

An individual emergency action plan and/or health plan will be developed and implemented for any student who is prescribed an epi-pen, emergency seizure medication or asthma inhaler.

The student's knowledge and skills to safely possess and use an asthma inhaler or an epi-pen in a school setting must be assessed by either the LSN **or documentation of appropriate administration must be provided by the** licensed healthcare provider. ~~An individual health plan will address the implementation of a safe possession and use of an asthma inhaler.~~

Nonprescriptive medication provided by a parent or guardian for non-secondary students will be kept in the health office.

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling if the district has received a written authorization from the student's parent or guardian ~~permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year~~ **annually**. The district may revoke a student's privilege to possess and use nonprescription pain relievers if the district determines that the student is abusing the privilege. This section does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

The administration is directed to develop procedures for the implementation of special education health services.

11/20/79

Board Revised/Approved 4/20/99

Board Revised/Approved 6/5/01

Board Revised 12/18/01

Board Revised 1/3/2006

Legal Reference: Minn. Stat. 13.32 Student Health Data

Legal Reference: Minn. Stat. Section 121A.221, Asthma Inhaler

Legal Reference: Minn. Stat. Section 121A.2205, Epi-pens

Legal Reference: Minn. Stat. Section 121A.222, Possession and Use of Nonprescription Pain Relievers in Secondary Schools

Legal Reference: Minn. Stat. 151.212, Label of Prescription Drug Containers

Cross Reference: Policy 6.77

Medication Guidelines for Medication Administration Schools, Minnesota Department of Health Revised June 2015

Intermediate School District 917 Procedure on Delegation of Nursing Duties, November 2015

MSBA/MASA Model Policy 516

TO: Board Members
FROM: John Christiansen
DATE: March 9, 2016
RE: Assistant Directors/Principals Terms and Conditions

The changes to the Assistant Director/Principals Terms and Conditions language include deleting Article VIII Severance/Retirement and incorporating it into Article II, Section 1, Sick Leave, and Article V, Insurance Benefits, Section 2: Early Retirees. The language also was changed to meet IRS rules to distribute the sick leave payments as a cash out rather than distributed by the School District to a 403b or 457 account. The cash out language was also done in Article III, Section 2: Vacations.

In Article II, Section 4: Bereavement and Family Illness Leaves, language was deleted and added to meet new Minnesota law. In Article III, Section 3, Holidays, the descriptors for holidays were made more calendar generic. In Article VI, Other Benefits, additional language was added describing conditions for graduate credit reimbursement and requirements for continued employment or repayment to the district. The Appendix B was deleted and added to Article V, Insurance Benefits, Section 6.

The salary and benefits changes proposed are a 3% increase to the salary range for 2015/2016 and a 2.5% increase for 2016/2017. The single health contribution increase is \$115 per month for March through June 2016 and \$200 per month for family, the 2016-2017 contribution for single increases by another \$50 per month and the family an additional \$100 per month. The district contribution to the Minnesota Post Employment Health Care Savings Plan increases by \$145 annually. Lastly, the TSA district match goes from \$5000 to \$6000 in 2016/2017. The total package increase for this group for the two years is 7.27%.

I recommend approval of the Terms and Conditions agreement for the Assistant Directors/Principals.

JC:ljb

INTERMEDIATE SCHOOL DISTRICT NO. 917

TERMS AND CONDITIONS OF EMPLOYMENT

FOR

ASSISTANT DIRECTOR/PRINCIPAL

Effective July 1, 2013 2015 to June 30, 2015–2017

Board Approved April 7, 2014 _____

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ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES

The terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who qualify as supervisors under the Minnesota Public Employment Labor Relations Act, and who are employed on a full-time basis in any of the following positions:

Special Education Assistant Director/Principal

ARTICLE II
LEAVES

Section 1: Sick Leave

Subd. 1: All eligible employees shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the School District. Each employee shall be credited with twelve (12) days at the beginning of each year of employment. 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. Section 181.9413).~~ Unused sick leave days may accumulate without limit. **Upon the close of any contract year that occurs after which the employee has completed at least ten (10) years of continuous employment with the school district the school district shall pay to the Assistant Director/Principal the cash value of ten (10) sick leave days. Such payment shall be made on July 15th following the close of the contract year. Years of employment are defined in Article III, Section 1, of these terms and conditions. Notwithstanding the foregoing, the total number of accumulated sick leave days cashed out will not exceed 70 days. Upon termination of employment, the Assistant Director/Principal shall receive a cash payment for a portion of his/her accumulated sick leave. The amount of accumulated sick leave days that will be paid to the Assistant Director/Principal upon termination of employment will be equal to the lesser of the number of accumulated sick leave days at the time of termination or the difference between 70 days and the number of days that have been cashed out and paid to the Assistant Director/Principal during his/her employment. For purposes of converting accumulated sick leave into cash in order to make payment to the Assistant Director/Principal hereunder, the value of a day of sick leave shall be determined as per Article III, Section 1 of these terms and conditions. The base**

salary is identified in the Administrative Agreement document in item #5 for the contract year in which the severance of employment occurs.

Subd. 4: **3:** Part-time employees shall earn sick leave on a prorata basis.

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. 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. 7. 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

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 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: Bereavement and Family Illness Leaves: ~~An absence due to an illness, injury or death of a spouse, child (includes stepchild, biological, adopted and foster), brother, sister, parent, grandparent, or spouse's parent will be granted up to five (5) days per incident for death, or twenty days (20) per 12 month period for illness or injury, with the approval of the immediate supervisor with no salary deduction. Additional absence for illness or death may be granted at the sole discretion of the superintendent, or his/her designee. Absence due to illness or injury of a family member shall be deducted from sick leave. Absence due to the death of a family member shall not be deducted from sick leave.~~ **Employee is allowed to use all accrued sick leave for an absence due to illness of or injury to the employee's child who is under 18 years of age or under age 20 for a child attending secondary school. Employee is able to use accrued sick leave for an absence due to an illness of or injury to a spouse, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent, significant person or for "safety leave" (as that term is defined in Section 181.9413 of the Minnesota Statutes) up to 160 hours (twenty (20) days) per 12 month period in accordance with Section 181.9413 of the Minnesota statutes. An absence due to death of a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent, or significant person will be granted up to five (5) days per incident with the approval of the immediate supervisor with no salary deduction. Additional absence for illness or death may be granted at the sole discretion of the superintendent, or her/his designee. Absence due to illness or injury of a family member or for safety leave shall be deducted from sick leave. Absence due to death of a family member shall not be deducted from sick leave. Provisions under this section are not intended to limit any rights the employee may have under the family medical leave act. For purposes of this provision, "child," includes stepchild and a biological, adopted and foster child and "grandchild" includes a step-grandchild and a biological adopted and foster grandchild.**

Section 5: Jury Duty: An employee summoned for jury duty shall receive 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. Employees will be expected to report for their regular duties when temporarily excused from attendance at court for all or any portion of the workday.

Section 6: Professional Improvement Leaves: Professional improvement leave is designed for the purpose of job-related work, study, travel or research. This leave is specifically designed for the purpose of upgrading skills or expertise of value to the District. The District may contract with the employee to pay all or part of the employee's salary during this leave depending on the

perceived value to the District of the experience. This contract may make provision for payment at District expense or employee expense for fringe benefits and retirement plan. Such a contract may require a refund of any such salary and/or fringe benefit cost contributed by the School District if the employee does not return to the District and work for a period of at least two contract years. A refund will not be required if the employee is placed on unrequested leave of absence or otherwise terminated as a result of staff reduction. The granting of professional improvement leaves is at the sole discretion of the school district.

Section 7: Personal Leave: An eligible employee may elect to take a maximum of two (2) prearranged, non-accumulative, days each year for personal leave for any reason. Personal days will not be charged against sick leave. The days must be submitted in writing and pre-approved by the Superintendent or his/her designee.

Section 8: Probationary Period

Subd. 1: Licensed employees shall serve a probationary period as per state statute.

Subd. 2: Any period of time for which an employee is on unpaid leave of absence shall not be counted in determining the completion of any probationary period.

ARTICLE III
CONTRACT YEAR, VACATIONS AND HOLIDAYS

Section 1. Base Work Year:

The employee's duty year shall be for the entire 12-month contract year, including paid vacations and holidays, as provided herein. When it is necessary to compute a per day salary, the employee's base salary will be divided by 222.

Section 2: Vacations

Subd. 1. Eligible employees shall earn vacation at the rate of twenty-eight (28) days per year. Ten (10) days vacation may be taken after the first six (6) months of employment. Employees working less than a full year shall accrue vacation on a prorata basis.

Subd. 2. Vacation may be used after it is credited. A draw in advance on vacation not yet earned or credited may be granted at the approval of the director and the superintendent. Vacation may be accrued to a maximum of 80 days. ~~Exceptions to this are made only by permission of the director and the superintendent, or his/her designee. Days accrued above 80 will be annually converted to a district contribution to the employee's 403B or 457 account based on the employee's daily rate of pay. The district contribution will be made at the time of the October 403B or 457 matching contribution distribution.~~ **Upon the close of each contract year, the school district shall pay to the Assistant Director/Principal the cash value of all vacation days accrued above 80. Such payment shall be made on July 15**

following the close of the contract year. For purposes of converting accumulated vacation into cash in order to make payment to the Assistant Director/Principal hereunder, the value of a day of vacation shall be determined as per Article III, Section 1, of these terms and conditions. The base salary is identified in the Administrator Agreement document in item #5.

Subd. 3. 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 **accumulated** vacation time accrued, provided the employee is severing employment of his or her own volition and has given the employer six (6) weeks written notice. **Such payment shall be made as soon as administratively feasible following the employee's severance from employment. For purposes of converting accumulated vacation into cash in order to make payment to the Assistant Director/Principal hereunder, the value of a day of vacation shall be determined as per Article III, Section 1, of these terms and conditions. The base salary is identified in the Administrator Agreement document in item #5 for the contract year in which severance of employment occurs.** In the event of the employee's death, the unused vacation payout will be made to the employee's primary beneficiary. ~~Unused vacation shall be compensated based on the employee's daily rate of pay.~~

Subd. 4. All requests for vacation must be approved in advance by the appropriate director. Vacation requests in excess of a continuous three (3) weeks shall require the approval of the superintendent.

Section 3. Holidays. Employees shall have the following named holidays:

- | | |
|--------------------------------------|-------------------------------|
| 1. Independence Day | 6. Christmas Day |
| 2. Labor Day | 7. New Year's Day |
| 3. Thanksgiving Day | 8. Presidents' Day |
| 4. Day After Thanksgiving | 9. Good Friday |
| 5. Christmas Eve Day | 10. Memorial Day |

- 1. July 4**
- 2. First Monday of September**
- 3. Fourth Thursday of November**
- 4. Fourth Friday of November**
- 5. December 24**
- 6. December 25**
- 7. January 1**
- 8. Third Monday of February**
- 9. The Friday before the full moon that follows the northern Spring equinox**
- 10. Last Monday of May**

One of the above listed holidays may be taken as a floating holiday.

ARTICLE IV
403B OR 457 MATCHING CONTRIBUTION

Section 1. Eligibility. To be eligible for this contribution, an employee must be regularly employed at least 75% time 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 to a maximum of \$5,000 in ~~2013/2014 and 2014/2015~~. **2015-2016 and \$6,000 in 2016-2017.**

Section 3. Authorization Agreement. A salary reduction authorization agreement must be completed by the eligible employee by October 1 of the current year for the employee to participate in the 403B or 457 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. Eligible full-time employees shall receive full single or family medical/health insurance benefits, as applicable, with the cost of the premium paid by the School District, excluding the HSA Plan, for those employees who qualify and are enrolled in the School District's medical health insurance plan. Beginning ~~January 1, 2015~~, March 15, 2016, the School District shall contribute ~~\$535~~ **\$650** monthly toward a single premium or ~~\$1300~~ **\$1500** monthly toward the family premium. **Beginning July 1, 2016, the School District shall contribute \$700 monthly toward a single premium or \$1600 monthly toward the family premium.** Employees working more than 75% time shall receive the full district contribution. Employees working 74% time or less shall receive the district contribution on a prorated basis.

Subd. 2. 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. The monthly contribution by the school district toward the cost of the premium of the high deductible coverage shall be determined in accordance with Subd. 1.

Subd. 3. 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 917 Flex Choice Plan (the "Flex Choice Plan"). 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 qualified for and is enrolled in 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. The school district shall also pay 100% of the HSA administrative fees while the employee is employed by the school district. 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 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. 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; from family coverage under the high deductible coverage to individual coverage under the high deductible coverage; 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: Early Retirees

Employees hired by the District prior to July 1, 2004, who choose early retirement and are age 55 or older and who have completed at least ten (10) years of continuous full-time service with the School District shall be eligible for insurance benefits as provided in this section. Such employees will receive full single medical/health insurance benefits with the cost of the premium paid by the District for ten (10) years following date of retirement, or upon becoming eligible for Medicare, whichever occurs sooner. Such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. An eligible employee, under this subdivision, may elect to continue to carry dependent coverage for the same time period as herein, at the employee's own expense, by making arrangements with the School District to pay on a monthly basis any costs as accrued by the School District. Administrators hired on or after July 1, 2004, shall have the same retiree insurance benefit as those administrators hired prior to July 1, 2004, except that the amount contributed by the district shall remain at the same level as it was at the time of retirement. Administrators hired after July 1, 2015, must be 55 or older and have completed at least fifteen (15) years of continuous full time service with the school district to be eligible for insurance benefits included in this section.

Section 2: 3: Group Income Protection: The School District will pay each month the cost of the premium for income protection insurance for each employee qualified for and enrolled in such School District plan. The income protection shall include the following:

1. Benefits begin after 90 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 another source).

Section 3: 4: Life Insurance

Subd. 1: The School District will pay each month the cost of the life insurance premium for a \$350,000 term life insurance policy for each full-time employee working more than 75% time, qualified for and enrolled in such School District plan. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue code section 79.

Subd. 2: The employee may also purchase at the employee's own expense up to an additional \$150,000 of term-life insurance, subject to the terms and costs furnished by the district's insurance carrier.

Section 4: 5: Dental Insurance. Effective July 1, 2013, 2015 the School District shall contribute a sum not to exceed \$60 per month for single or \$124 per month for family to cover the cost of the premium for each employee working more than 75% time, employed by the School District who qualifies for and is enrolled in such School District dental insurance plan.

Section 6: Special Education Assistant Director/Principal employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement Systems Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's post employment health care savings plan account. The Intermediate School District 917 shall contribute a lump sum payment in the amount of \$2500 to all employees covered in this agreement. The lump sum payment shall be deposited in the employee's HCSP account on March 31, 2016 and March 31, 2017.

Section 5: 7: Claims Against the School District: Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed 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.

ARTICLE VI OTHER BENEFITS

Section 1: Professional Growth: The Board agrees for assistant directors/principals hired prior to July 1, 2015, to reimburse tuition fees for preapproved courses and professional dues. Reimbursement of tuition shall be limited to the cost of 12 semester credits (or equivalent) per year at the University of Minnesota doctoral rate or a sum not to exceed the University of Minnesota cost for 12 semester credits or equivalent at another University. Reimbursement shall be subject to the superintendent's approval, whose decision shall be final. Effective June 30, 2007, benefits under this Section 1 shall be limited to and regulated by the assistant directors/principals' enrollment in a course of study or program approved by the superintendent in accordance with the Intermediate School District Policy 486 Specialized Training at District Expense.

For Assistant Directors/Principals hired after July 1, 2015, the Board agrees to reimburse professional dues and tuition fees for preapproved graduate courses that are part of a certification program, licensing program, education specialist program, educational doctorate program, or PHD program that is of benefit to Intermediate School District 917. Reimbursement of tuition/fees shall be limited to six semester credits (or equivalent) per fiscal year and the maximum reimbursement amount shall not exceed the cost of six graduate semester credits at the University of Minnesota. Reimbursement shall be subject to the superintendent's approval, whose decision shall be final.

If an Assistant Director/Principle's resignation effective date from the district is before the two-year anniversary of a tuition/fee reimbursement 50% of the reimbursement must be repaid to the district. If an Assistant Director/Principal's resignation effective date is after the third year anniversary of a tuition/fee reimbursement no repayment is required. This employee repayment requirement will be tracked separately for each tuition/fee reimbursement.

Examples:

Employee 1:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 30, 2016	
	Employee repays	\$2,000
Employee 2:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 20, 2017	
	Employee repays	\$2,000
Employee 3:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 30, 2018	
	Employee repays	\$0
Employee 4:	Tuition reimbursement received January 15, 2016	\$4,000
	Tuition reimbursement received September 15, 2016	\$4,000
	Employee resigns effective June 30, 2018	
	Reimbursement on January 15, 2016 – repays	\$0
	Reimbursement on September 15, 2016 – repays	\$2,000

Section 2: Mileage: Employees required to use their personal vehicle in the performance of the supervisory duties shall be reimbursed for such travel pursuant to School District policy.

Section 3: Defense and Indemnification:

- Subd. 1. The School District agrees, subject to the provisions of this section, as a condition of this employment contract, that it shall defend, hold harmless, and indemnify the Assistant Director/Principal from any and all demands, claims, suits, actions, and legal proceedings brought against the Assistant Director in his/her individual capacity, or in his/her official capacity as agent and employee of the School District, provided the incident arose while the Assistant Director/Principal was acting within the scope of his/her employment and acting in good faith.
- Subd. 2. Subject to the limitations provided in Subd. 1 hereof, the School Board shall provide legal counsel and pay the fees for services rendered and costs advanced by such counsel in defense of the Assistant Director/Principal and shall pay all expenses to the ultimate conclusion of such action, and shall pay any judgment which may be rendered against the Assistant Director/Principal. In the event that a conflict exists as regards the defense to any claim between the legal position of the Assistant Director/Principal and the legal position of the School District, the School District agrees to engage separate counsel for the Assistant Director/Principal and the School District agrees to pay the fees for services rendered and costs advanced by

such counsel. The School District further agrees that the choice of such separate counsel shall be made by the Assistant Director/Principal and subject only to final approval by the School Board.

ARTICLE VII SALARIES

Section 1: Basic Salaries: Employees shall receive salaries for the contract year within salary ranges as described in Appendix A.

Subd. 1. Longevity: Employees shall receive a longevity stipend beyond the salaries delineated in Appendix A as follows:

After 10 years of employment (11 through 15):	\$1,000
After 15 years of employment (16 and beyond):	\$2,500

Employees working less than full time will receive the stipend on a prorated basis.

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

Employees hired as an assistant director after August 1, 2005, earn years of service for the longevity stipend only for the years worked as an assistant director.

Section 2: Salary Adjustment: In addition to the salaries delineated in Appendix B, those administrators who have attained the PhD or EdD degree shall receive an additional annual stipend in the amount of \$2,500 to be paid in twenty-four (24) equal portions on the normal semi-monthly salary. Such stipend shall begin in the month following the award of said degree and shall be prorated from that date until the end of the current fiscal year. Any pay adjustment shall not be made until an official transcript is received for the personnel file.

ARTICLE VIII SEVERANCE/RETIREMENT

~~Section 1. Eligibility. Employees working more than 75% time who have completed at least ten (10) years of continuous employment with the School District, as an assistant director 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. Years of employment are defined in Article VII, Section 1, Subd. 1. 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 from Intermediate School District 917 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 seventy (70) 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/457 vendor account.~~
- B. ~~The school district's annual contribution into the School Board approved 403b/457 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/457 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/457 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. Early Retirees

~~Subd. 1. Employees hired by the District prior to July 1, 2004, who choose early retirement and are age 55 or older and who have completed at least ten (10) years of continuous full-time service with the School District shall be eligible for insurance benefits as provided in this section. Such employees will receive full single medical/health insurance benefits with the cost of the premium paid by the District for ten (10) years following date of retirement, or upon becoming eligible for Medicare, whichever occurs sooner. Such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. An eligible employee, under this subdivision, may elect to continue to carry dependent coverage for the same time period as herein, at the employee's own expense, by making arrangements with the School District to pay on a monthly basis any costs as accrued by the School District. Administrators hired on or after July 1, 2004 shall have the same retiree insurance benefit as those administrators hired prior to July 1, 2004, except that the amount contributed by the district shall remain at the same level as it was at the time of retirement.~~

ARTICLE IX VIII
ABOLITION OF POSITION

Section 1. Effect: This Article shall be effective only if one or more of the ~~four~~ **five** positions governed by these Terms and Conditions of Employment is eliminated by the School District for its own reason or as a result of modification of state law abolishing the School District or substantially altering its form or funding which dictates the abolishment of one or more of the five positions covered by these Terms and Conditions of Employment.

Section 2. Conditions: In the event that any of the ~~four~~ **five** positions covered by these Terms and Conditions of Employment is abolished as provided in Section 1 hereof, an employee under these terms and conditions shall be eligible for ~~severance~~ **sick leave** pay as provided in Article ~~VIII~~, **II, subd. 2**, notwithstanding age or years of service requirements. In addition, in the event any of the ~~four~~ **five** positions covered by these Terms and Conditions of Employment is abolished as provided in Section 1 hereof, an employee shall be eligible for one year of the ~~retiree~~ insurance benefit provided for in Article V, Section 2, notwithstanding age or years of service requirements, except such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. Nothing in this Article, however, shall alter the benefits existing in Article V, Insurance Benefits, for those employees who otherwise meet the age and service requirements as set forth in said articles.

APPENDIX A – BASE SALARY RANGE

ASSISTANT DIRECTOR/PRINCIPAL BASE SALARY RANGE

2013-2014	2014-2015
2015-2016	2016-2017
Base Salary Range	Base Salary Range
\$100,700	\$102,700
\$112,400	\$117,100
	(includes adjustment for reduction of health insurance contribution)
\$105,780	\$108,425
\$120,511	\$123,523

An Assistant Director/Principal annual base salary (after three years of continuous employment), will equal at least the mid-point of the salary range and will equal the top base salary after five years of continuous employment.

~~APPENDIX B — MEMORANDUM OF AGREEMENT~~

~~Special Education Assistant Director/Principal employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement Systems Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's post employment health care savings plan account. The Intermediate School District 917 shall contribute a lump sum payment in the amount of \$2355 to all employees covered in this agreement. The lump sum payment shall be deposited in the employee's HCSP account on February 1, 2016 and February 1, 2017.~~

Moved to Article V, Section 6.

ADMINISTRATOR AGREEMENT
INTERMEDIATE SCHOOL DISTRICT 917
(Licensed Position)
(Assistant Director)

The School Board of Intermediate School District 917, of the State of Minnesota, Rosemount, Minnesota, enters into this agreement, pursuant to Minn. Stat. § 122A.40, as amended, with Kitri Larson Kylo, a legally qualified administrator who agrees to serve in the public schools of said district in the position of Special Education Assistant Director/Principal, as licensed by the State of Minnesota, for the term beginning July 1, 2015, and continuing until June 30, 2017, or until otherwise amended.

The following provisions shall apply and are a part of this contract:

1. Length of Appointment: This Agreement shall consist of an appointment as defined in the Terms and Conditions of Employment for Assistant Director/Principal.
2. Basic Services: Said administrator shall faithfully perform the services of the above position as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board and State Board of Education, for the annual salary indicated below, and agrees to serve in the schools of said district as assigned by the School District.
3. Duration: This Agreement is subject to the provisions of Minn. Stat. § 122A.40, as amended, and to all laws, rules and regulations of the State of Minnesota, relevant to qualification, license, employment, termination, and discharge for cause of administrators. Thereafter, this Agreement shall remain in full force and effect, except if modified by mutual consent of the School Board and the administrator or unless terminated as provided by law, or by written resignation pursuant to Minn. Stat. § 144A.40, Subd. 7, as amended.
4. Duty Year and Duty Day: Duty year and duty day, including vacations and holidays, shall be as provided in the School District's Terms and Conditions of Employment for Assistant Director/Principal.
5. Basic Salary:
 - (a) Compensation: An administrator shall render services as provided herein. In consideration thereof, the School Board agrees to pay said administrator the following annual salary in such installments as may be determined by appropriate School District regulations:

2015-2016 - \$123,010.57 (\$120,510.57 base + \$2500 longevity)

2016-2017 - \$126,023.57 (\$123,523.33 base + \$2500 longevity)

(b) Other Compensation or Reimbursement Provisions Where Applicable: Other terms and conditions of employment shall be as provided in the Terms and Conditions of Employment for Assistant Director/Principal.

6. Other Terms and Conditions of Employment, Including Fringe Benefits and Leaves: Other terms and conditions of employment shall be as provided in the School District's Terms and Conditions of Employment for Assistant Director/Principal.
7. Sections of the Terms and Conditions of Employment that will be pro-rated to days worked shall be vacation, sick leave, and longevity stipend. Sections not pro-rated will be health insurance, dental insurance, life insurance, and 403B/457 contributions.

This Agreement shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

Date of School Board Action
authorizing execution

March 15, 2016

IN WITNESS WHEREOF, I have
subscribed my signature this
15th day of March, 2016

IN WITNESS WHEREOF, we have
subscribed our signatures this
15th day of March, 2016

Administrator

Chair

Clerk

ADMINISTRATOR AGREEMENT
INTERMEDIATE SCHOOL DISTRICT 917
(Licensed Position)
(Assistant Director/Principal)

The School Board of Intermediate School District 917, of the State of Minnesota, Rosemount, Minnesota, enters into this agreement, pursuant to Minn. Stat. § 122A.40, as amended, with Jennifer Hetland, a legally qualified administrator who agrees to serve in the public schools of said district in the position of Special Education Assistant Director/Principal, as licensed by the State of Minnesota, for the term beginning July 1, 2015, and continuing until June 30, 2017, or until otherwise amended.

The following provisions shall apply and are a part of this contract:

1. Length of Appointment: This Agreement shall consist of an appointment as defined in the Terms and Conditions of Employment for Assistant Director/Principal.
2. Basic Services: Said administrator shall faithfully perform the services of the above position as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board and State Board of Education, for the annual salary indicated below, and agrees to serve in the schools of said district as assigned by the School District.
3. Duration: This Agreement is subject to the provisions of Minn. Stat. § 122A.40, as amended, and to all laws, rules and regulations of the State of Minnesota, relevant to qualification, license, employment, termination, and discharge for cause of administrators. Thereafter, this Agreement shall remain in full force and effect, except if modified by mutual consent of the School Board and the administrator or unless terminated as provided by law, or by written resignation pursuant to Minn. Stat. § 144A.40, Subd. 7, as amended.
4. Duty Year and Duty Day: Duty year and duty day, including vacations and holidays, shall be as provided in the School District's Terms and Conditions of Employment for Assistant Director/Principal.
5. Basic Salary:
 - (a) Compensation: An administrator shall render services as provided herein. In consideration thereof, the School Board agrees to pay said administrator the following annual salary in such installments as may be determined by appropriate School District regulations:

2015-2016	\$123,010.57 (\$120,510.57 base + \$2500 longevity)
2016-2017	\$126,023.33 (\$123,523.33 base + \$2500 longevity)

(b) Other Compensation or Reimbursement Provisions Where Applicable: Other terms and conditions of employment shall be as provided in the Terms and Conditions of Employment for Assistant Director/Principal.

6. Other Terms and Conditions of Employment, Including Fringe Benefits and Leaves: Other terms and conditions of employment shall be as provided in the School District's Terms and Conditions of Employment for Assistant Director/Principal.

This Agreement shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

Date of School Board Action
authorizing execution

March 15, 2016

IN WITNESS WHEREOF, I have
subscribed my signature this
15th day of March, 2016

IN WITNESS WHEREOF, we have
subscribed our signatures this
15th day of March, 2016

Administrator

Chair

Clerk

ADMINISTRATOR AGREEMENT
INTERMEDIATE SCHOOL DISTRICT 917
(Licensed Position)
(Assistant Director/Principal)

The School Board of Intermediate School District 917, of the State of Minnesota, Rosemount, Minnesota, enters into this agreement, pursuant to Minn. Stat. § 122A.40, as amended, with Don Budach, a legally qualified administrator who agrees to serve in the public schools of said district in the position of Special Education Assistant Director/Principal, as licensed by the State of Minnesota, for the term beginning July 1, 2015, and continuing until June 30, 2017, or until otherwise amended.

The following provisions shall apply and are a part of this contract:

1. Length of Appointment: This Agreement shall consist of an appointment as defined in the Terms and Conditions of Employment for Assistant Director/Principal.
2. Basic Services: Said administrator shall faithfully perform the services of the above position as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board and State Board of Education, for the annual salary indicated below, and agrees to serve in the schools of said district as assigned by the School District.
3. Duration: This Agreement is subject to the provisions of Minn. Stat. § 122A.40, as amended, and to all laws, rules and regulations of the State of Minnesota, relevant to qualification, license, employment, termination, and discharge for cause of administrators. Thereafter, this Agreement shall remain in full force and effect, except if modified by mutual consent of the School Board and the administrator or unless terminated as provided by law, or by written resignation pursuant to Minn. Stat. § 144A.40, Subd. 7, as amended.
4. Duty Year and Duty Day: Duty year and duty day, including vacations and holidays, shall be as provided in the School District's Terms and Conditions of Employment for Assistant Director/Principal.
5. Basic Salary:
 - (a) Compensation: An administrator shall render services as provided herein. In consideration thereof, the School Board agrees to pay said administrator the following annual salary in such installments as may be determined by appropriate School District regulations:

2015-2016	\$ 123,010.57 (\$120,510.57 base + \$2500 longevity)
2016-2017	\$ 126,023.33 (\$123,523.33 base + \$2500 longevity)

(b) Other Compensation or Reimbursement Provisions Where Applicable: Other terms and conditions of employment shall be as provided in the Terms and Conditions of Employment for Assistant Director/Principal.

6. Other Terms and Conditions of Employment, Including Fringe Benefits and Leaves: Other terms and conditions of employment shall be as provided in the School District's Terms and Conditions of Employment for Assistant Director/Principal.

This Agreement shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

Date of School Board Action
authorizing execution

March 15, 2016

IN WITNESS WHEREOF, I have
subscribed my signature this
15th day of March, 2016

IN WITNESS WHEREOF, we have
subscribed our signatures this
15th day of March, 2016

Administrator

Chair

Clerk

ADMINISTRATOR AGREEMENT
INTERMEDIATE SCHOOL DISTRICT 917
(Licensed Position)
(Assistant Director/Principal)

The School Board of Intermediate School District 917, of the State of Minnesota, Rosemount, Minnesota, enters into this agreement, pursuant to Minn. Stat. § 122A.40, as amended, with David Stoll, a legally qualified administrator who agrees to serve in the public schools of said district in the position of Special Education Assistant Director/Principal, as licensed by the State of Minnesota, for the term beginning July 1, 2015, and continuing until June 30, 2017, or until otherwise amended.

The following provisions shall apply and are a part of this contract:

1. Length of Appointment: This Agreement shall consist of an appointment as defined in the Terms and Conditions of Employment for Assistant Director/Principal.
2. Basic Services: Said administrator shall faithfully perform the services of the above position as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board and State Board of Education, for the annual salary indicated below, and agrees to serve in the schools of said district as assigned by the School District.
3. Duration: This Agreement is subject to the provisions of Minn. Stat. § 122A.40, as amended, and to all laws, rules and regulations of the State of Minnesota, relevant to qualification, license, employment, termination, and discharge for cause of administrators. Thereafter, this Agreement shall remain in full force and effect, except if modified by mutual consent of the School Board and the administrator or unless terminated as provided by law, or by written resignation pursuant to Minn. Stat. § 144A.40, Subd. 7, as amended.
4. Duty Year and Duty Day: Duty year and duty day, including vacations and holidays, shall be as provided in the School District's Terms and Conditions of Employment for Assistant Director/Principal.
5. Basic Salary:
 - (a) Compensation: An administrator shall render services as provided herein. In consideration thereof, the School Board agrees to pay said administrator the following annual salary in such installments as may be determined by appropriate School District regulations:

2015-2016	\$118,397.88
2016-2017	\$123,523.33

(b) Other Compensation or Reimbursement Provisions Where Applicable: Other terms and conditions of employment shall be as provided in the Terms and Conditions of Employment for Assistant Director/Principal.

6. Other Terms and Conditions of Employment, Including Fringe Benefits and Leaves: Other terms and conditions of employment shall be as provided in the School District's Terms and Conditions of Employment for Assistant Director/Principal.

This Agreement shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

Date of School Board Action
authorizing execution

March 15, 2016

IN WITNESS WHEREOF, I have
subscribed my signature this
15th day of March, 2016

IN WITNESS WHEREOF, we have
subscribed our signatures this
15th day of March, 2016

Administrator

Chair

Clerk

ADMINISTRATOR AGREEMENT
INTERMEDIATE SCHOOL DISTRICT 917
(Licensed Position)
(Assistant Director/Principal)

The School Board of Intermediate School District 917, of the State of Minnesota, Rosemount, Minnesota, enters into this agreement, pursuant to Minn. Stat. § 122A.40, as amended, with Sara Pratt, a legally qualified administrator who agrees to serve in the public schools of said district in the position of Special Education Assistant Director/Principal, as licensed by the State of Minnesota, for the term beginning July 1, 2015, and continuing until June 30, 2017, or until otherwise amended.

The following provisions shall apply and are a part of this contract:

1. Length of Appointment: This Agreement shall consist of an appointment as defined in the Terms and Conditions of Employment for Assistant Director/Principal.
2. Basic Services: Said administrator shall faithfully perform the services of the above position as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board and State Board of Education, for the annual salary indicated below, and agrees to serve in the schools of said district as assigned by the School District.
3. Duration: This Agreement is subject to the provisions of Minn. Stat. § 122A.40, as amended, and to all laws, rules and regulations of the State of Minnesota, relevant to qualification, license, employment, termination, and discharge for cause of administrators. Thereafter, this Agreement shall remain in full force and effect, except if modified by mutual consent of the School Board and the administrator or unless terminated as provided by law, or by written resignation pursuant to Minn. Stat. § 144A.40, Subd. 7, as amended.
4. Duty Year and Duty Day: Duty year and duty day, including vacations and holidays, shall be as provided in the School District's Terms and Conditions of Employment for Assistant Director/Principal.
5. Basic Salary:
 - (a) Compensation: An administrator shall render services as provided herein. In consideration thereof, the School Board agrees to pay said administrator the following annual salary in such installments as may be determined by appropriate School District regulations:

2015-2016 - \$106,000
2016-2017 - \$109,710

(b) Other Compensation or Reimbursement Provisions Where Applicable: Other terms and conditions of employment shall be as provided in the Terms and Conditions of Employment for Assistant Director/Principal.

The School District agrees to provide compensation as outlined in the Terms and Conditions of Employment for Assistant Director/Principal in Article VI, Section 1, for coursework towards principal licensure from the date of employment acceptance forward.

6. Other Terms and Conditions of Employment, Including Fringe Benefits and Leaves: Other terms and conditions of employment shall be as provided in the School District's Terms and Conditions of Employment for Assistant Director/Principal.

Sara Pratt agrees to obtain principal licensure by July 1, 2016, to continue her employment.

This Agreement shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

Date of School Board Action
authorizing execution

March 15, 2016

IN WITNESS WHEREOF, I have
subscribed my signature this
15th day of March, 2016

IN WITNESS WHEREOF, we have
subscribed our signatures this
15th day of March, 2016

Administrator

Chair

Clerk

TO: Board Members

FROM: John Christiansen

DATE: March 9, 2016

RE: Contracts for Business Manager, Director of Special Education, Secondary Education Principal, and Technology Coordinator

I have completed meetings with the Business Manager, Director of Special Education, Secondary Education Principal and Technology Coordinator. I am proposing contract language changes that deletes Article VI Severance Retirement and incorporates it into Article I, Section 4: Sick leave and is modified to meet IRS rules to distribute sick leave payments as a cash out rather than a distribution by the School District to a 403b or 457 account. The cash out language is also added to Article I, Section 2: Vacations, Subd. 2 and Subd. 3.

In Article I, Section 7, Bereavement and Family Illness Leaves language was deleted and added to meet new Minnesota law. In Article IV, Section 2, Retirees Insurance language was added to grandfather current employees into the current language but modify for a future employee to meet a 15-year continuous employment requirement rather than 10 years.

In Article V, Other Benefits, additional language was added describing conditions for graduate credit reimbursement and requirements for continued employment or repayment to the district.

The salary and benefit changes include a single health contribution increase of \$115 per month, family increase of \$200 per month for March through June 2016 and for 2016-2017 an additional increase in single of \$50 per month and family \$100 per month. The proposal also includes an increase in the district TSA match in 2016/2017 from \$5000 to \$6000 per year.

The total package increase for this group of contracts is 7.25%.

JC:ljb

BUSINESS MANAGER AGREEMENT

The School Board of Intermediate School District 917, Rosemount, Minnesota (School District) enters into this agreement, pursuant to Minn. Stat 122A.40, as amended, with Nicolle Roush, a legally qualified administrator who agrees to serve in the public schools of said district in the position of Business Manager for the term beginning July 1, ~~2013~~, **2015**, and continuing until June 30, ~~2015~~ **2017** or until otherwise amended.

ARTICLE I. DUTY YEAR AND LEAVES

Section 1: Basic Work Year: The employee's duty year shall be for the entire 12-month contract year, including vacations and holidays, as provided herein.

Section 2: Vacations

Subd. 1: The employee shall earn vacation at the rate of twenty-eight (28) days per year.

Subd. 2: Vacation may be used after it is credited. A draw in advance on vacation not yet earned or credited may be granted at the approval of the superintendent. Vacation may be accrued to a maximum of 80 days. ~~Exceptions to this are made only by permission of the superintendent. Days accrued above 80 will be annually converted to a district contribution to the employee's 403B and/or 457 account based on the employee's daily rate of pay. If all or a portion of the amount would exceed the IRS contribution limit, the excess amount will be paid as salary.~~ **Upon the close of each contract year, the School District shall pay to the Business Manager the cash value of all vacation days accrued above 80. Such payment shall be made on July 15th following the close of the contract year. For purposes of converting accumulated vacation into cash in order to make payment to the Business Manager hereunder, the value of a day of vacation shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the Business Manager's base salary for the contract year that just closed for purposes of the payments.**

Subd. 3. 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 is severing employment of his or her own volition and has given the employer six (6) weeks written notice. Unused vacation shall be compensated at the employee's current rate of pay. The superintendent may waive the six (6) weeks written notice due to special circumstances.~~ **for all accumulated vacation time, provided the employee is severing employment of his or her own volition and has given the employer six (6) weeks written notice. Such payment shall be made as soon as administratively feasible following the employee's severance from employment. For purposes of converting accumulated vacation into cash in order to make payment to the Business Manager hereunder, the value of a day of vacation shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the Business Manager's annual base salary for the contract year in which the severance for the contract year in which the**

severance of employment occurs. The superintendent may waive the six (6) weeks written notice due to special circumstances.

Subd. 4. All requests for vacation must be approved in advance by the superintendent.

Section 3. Holidays: The employee shall be entitled to ten (10) paid holidays each contract year as designated by the annual calendar.

Section 4: Sick Leave

Subd. 1: The employee shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the School District. The employee shall be credited with twelve (12) days at the beginning of each year of employment. 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. Section 181.9413).~~ Additionally, absence due to the serious illness of spouse, parent or spouse's parent shall be allowed and charged to sick leave. Five (5) days may be allowed each incident for this purpose. **Upon the close of any contract year that occurs after which the employee has completed at least fifteen (15) years of continuous employment with the School District, the School District shall pay to the Business Manager the cash value of five (5) sick leave days. Such payment shall be made on July 15th following the close of the contract year. Years of employment are defined in Article III, Section 3.**

Notwithstanding the foregoing, the total number of accumulated sick leave days cashed out will not exceed 75 days. Upon termination of employment, the Business Manager shall receive a cash payment for a portion of their accumulated sick leave. The amount of accumulated sick leave days that will be paid to the Business Manager upon termination of employment will be equal to the lesser of the number of accumulated sick leave days at the time of termination, or the difference between 75 days and the number of days that have been cashed out and paid to the Business Manager during their employment. For purposes of converting accumulated sick leave into cash in order to make payment to the Business Manager hereunder, the value of a day of sick leave shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the Business Manager's annual base salary for the contract year in which the severance of employment occurs.

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

Section 5. 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. 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. 7. A parental leave of absence granted pursuant to this section shall be a leave without pay.

Section 6. 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 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 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 7: Bereavement and Family Illness Leaves: ~~An absence due to an illness, injury or death of a spouse, child (includes stepchild, biological, adopted and foster), brother, sister, parent, grandparent, or spouse's parent will be granted up to five (5) days per incident for death, or twenty days (20) per 12-month period for illness or injury, with the approval of the immediate supervisor with no salary deduction. Additional absence for illness or death may be granted at the sole discretion of the superintendent, or his/her designee. Absence due to illness or injury of a family member shall be deducted from sick leave. Absence due to the death of a family member shall not be deducted from sick leave.~~ **Employee is allowed to use all accrued sick leave for an absence due to illness of or injury to the employee's child who is under 18 years of age or under age 20 for a child attending secondary school. Employee is able to use accrued sick leave for an absence due to an illness or, or injury to a spouse, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent or significant person, or for "safety leave" (as that term is defined in Section 181.9413 of the Minnesota statutes) up to 160 hours (i.e. twenty (20) days per 12 month period) in accordance with Section 181.9413 of the Minnesota Statutes. An absence due to death of a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, significant person, or spouse's parent will be granted up to five (5) days per incident with the approval of the immediate supervisor with no salary deduction.**

Additional absence for illness or death may be granted at the sole discretion of the superintendent, or his/her designee. Absence due to illness or injury of a family member or for safety leave shall be deducted from sick leave. Absence due to the death of a family member shall be not deducted from sick leave. Provisions under this section are not intended to limit any rights the employee may have under the family medical leave act. For purposes of this provision, "child" includes a stepchild and a biological, adopted and foster child and "grandchild" includes a step-grandchild and a biological, adopted and foster grandchild.

Section 8: Jury Duty An employee summoned for jury duty shall receive 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. Employees will be expected to report for their regular duties when temporarily excused from attendance at court for all or any portion of the workday.

Section 9: Professional Improvement Leaves Professional improvement leave is designed for the purpose of job-related work, study, travel or research. This leave is specifically designed for the purpose of upgrading skills or expertise of value to the District. The District may contract with the employee to pay all or part of the employee's salary during this leave depending on the perceived value to the District of the experience. This contract may make provision for payment at District expense or employee expense for fringe benefits and retirement plan. Such a contract may require a refund of any such salary and/or fringe benefit cost contributed by the School District if the employee does not return to the District and work for a period of at least two contract years. A refund will not be required if the employee is placed on unrequested leave of absence or otherwise terminated as a result of staff reduction. The granting of professional improvement leaves is at the sole discretion of the School District.

Section 10: Personal Leave A full-time employee may elect to take a maximum of two (2) prearranged, non-accumulative, days each year for personal leave for any reason. Personal days will not be charged against sick leave. The days must be submitted in writing and pre-approved by the Superintendent.

Section 11: Probationary Period Any period of time for which an employee is on unpaid leave of absence shall not be counted in determining the completion of any probationary period.

ARTICLE II. 403B/457 MATCHING CONTRIBUTION

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must be full-time.

Section 2. Contribution. The School District will match eligible employee contributions to a maximum \$5,000 in ~~2013/2014 and 2014/2015~~. **2015/2016 and \$6,000 in 2016/2017.**

Section 3. Authorization Agreement. A salary reduction authorization agreement must be completed by the eligible employee by October 1 of the current year for the employee to participate in the 403B/457 matching contribution plan.

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

ARTICLE III. SALARY

Section 1. Basic Salary. The administrator shall faithfully perform the services of Business Manager as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board, and agrees to serve in the schools of said District as assigned by the School District. In consideration thereof, the School Board agrees to pay said administrator the following annual salary in such installments as may be determined by appropriate School District regulations:

2013-2014	\$124,427 (\$121,927 base + \$2,500 longevity)
2014-2015	\$131,880 (\$124,670 base + \$2500 longevity and adjustment for reduction of health insurance contribution)
2015-2016	\$135,615 (\$132,615 base + \$3,000 longevity)
2016-2017	\$138,930 (\$135,930 base + \$3,000 longevity)

Section 2. Daily Rate of Pay. Base Work Year: When it is necessary to compute a per day salary, the employee's base salary will be divided by 222.

Section 3 – Longevity:

The employee shall receive a longevity stipend beyond the salary as follows:

Beginning in the 5th year of employment through year 7 (5, 6, 7) = \$1,000
Beginning in the 8th year of employment through year 10 (8, 9, 10) = \$1500
Beginning in the 11th year of employment through year 13 (11, 12, 13) = \$2000
Beginning in the 14th year of employment through year 16 (14, 15, 16) = \$2500
After 16 years (17 and beyond) \$3000

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 as the Business Manager. The next regular school calendar becomes the second year of employment with each successive school year adding to the years of employment.

Section 4. The employee will receive an annual stipend of \$2,500 for a PhD, EdD, or JD degree. The stipend will be prorated from the date awarded if earned during the contract year. An official transcript must be received for the personnel file before the pay will be adjusted.

ARTICLE IV. INSURANCE BENEFITS

Section 1. Health and Hospitalization Insurance:

Subd. 1. Eligible full-time employees shall receive full single or family medical/health insurance benefits, as applicable, with the cost of the premium paid by the School District, excluding the HSA Plan, for those employees who qualify and are enrolled in the School District's medical health insurance plan. Beginning ~~January 1, 2015,~~ **March 15, 2016**, the School District shall contribute ~~\$535~~ **\$650** monthly toward a single premium or ~~\$1300~~ **\$1600** monthly toward the family premium. **Beginning July 1, 2016, the School District shall contribute \$700 toward a single premium, or \$1600 toward a family premium.** Employees working more than 75% time shall receive the full district contribution. Employees working 74% time or less shall receive the district contribution on a prorated basis.

Subd. 2. 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. The monthly contribution by the School District toward the cost of the premium of the high deductible coverage shall be determined in accordance with Subd. 1.

Subd. 3. 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 917 Flex Choice Plan (the "Flex Choice Plan"). 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 qualified for and is enrolled in 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. The School District shall also pay 100% of the HSA administrative fees while the employee is employed by the School District. 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 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. 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; from family coverage under the high deductible coverage to individual coverage under the high deductible coverage; 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. Retirees' Insurance

Subd. 1. Employees **hired prior to July 1, 2015**, who retire who have at least 10 years of continuous full-time service and who are age 55 years or older will continue to receive the same district contribution (single or family) toward medical and dental insurance benefits as stated in the then current agreement, for 10 years from the date of retirement or upon becoming eligible for Medicare, whichever occurs sooner. **Employees hired after July 1, 2015, must be 55 or older and have completed at least fifteen (15) years of continuous full time service with the School District to be eligible for insurance benefits included in this section.**

Section 3: Group Income Protection The School District will pay each month the cost of the premium for income protection insurance for each full-time employee, qualified for and enrolled in such School District plan. The income protection shall include the following:

1. Benefits begin after 90 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 another source).

Section 4: Life Insurance

Subd. 1: The School District will pay each month the cost of the life insurance premium for a \$350,000 term life insurance policy for each full-time employee, qualified for and enrolled in such School District plan. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Subd. 2: The employee may also purchase at the employee's own expense up to an additional \$150,000 of term life insurance, subject to the terms and costs furnished by the district's insurance carrier.

Subd. 3: Upon retirement, employees may continue to participate in the District's policy and may purchase term insurance at their own expense, subject to the terms of the contractual agreement between the District and the insurance carrier.

Subd. 4: Amounts of life insurance as provided in this section shall be progressively reduced in accordance with the following schedule:

- a) 10 years following date of retirement, original amount reduces by 50%.
- b) 11 to 15 years following date of retirement, original amount reduces by 60%.
- c) 16 to 20 years following date of retirement, original amount reduces by 80%.

Section 5: Dental Insurance. Effective July 1, ~~2013~~ **2015**, the School District shall contribute a sum not to exceed \$60 per month for single or \$124 per month to cover the cost of family coverage as applicable, for each eligible employee employed by the School District who qualifies for and is enrolled in such School District dental insurance plan.

Section 6: Claims Against the School District Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed 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.

ARTICLE V. OTHER BENEFITS

Section 1: Professional Growth. **For an Employee hired before July 1, 2015,** The Board agrees to reimburse tuition fees for preapproved courses and professional dues. These courses and professional dues are subject to the Superintendent's approval, whose decision shall be final.

For an employee hired after July 1, 2015, the Board agrees to reimburse professional dues and tuition fees for preapproved graduate courses that are part of a certification program, licensing program, education specialist program, educational doctorate program, or PHD program that is of benefit to Intermediate School District 917. Reimbursement of tuition/fees shall be limited to six semester credits (or equivalent) per fiscal year and the maximum reimbursement amount shall not exceed the cost of six graduate semester credits at the University of Minnesota. Reimbursement shall be subject to the superintendent's approval, whose decision shall be final.

If an employee's resignation effective date from the district is before the two-year anniversary of a tuition/fee reimbursement 50% of the reimbursement must be repaid to the district. If an employee's effective date is after the third year anniversary of a tuition/fee reimbursement no repayment is required. This employee repayment requirement will be tracked separately for each tuition/fee reimbursement.

Examples:

Employee 1:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 30, 2016	
	Employee repays	\$2,000
Employee 2:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 20, 2017	
	Employee repays	\$2,000
Employee 3:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 30, 2018	
	Employee repays	\$0
Employee 4:	Tuition reimbursement received January 15, 2016	\$4,000
	Tuition reimbursement received September 15, 2016	\$4,000
	Employee resigns effective June 30, 2018	
	Reimbursement on January 15, 2016 – repays	\$0
	Reimbursement on September 15, 2016 – repays	\$2,000

Section 2: Mileage Employees required to use their personal vehicle in the performance of their supervisory duties shall be reimbursed for such travel pursuant to School District policy.

Section 3: Defense and Indemnification

Subd. 1. The School District agrees, subject to the provisions of this section, as a condition of this employment contract, that it shall defend, hold harmless, and indemnify the Business Manager from any and all demands, claims, suits, actions, and legal proceedings brought against the Business Manager in his/her individual capacity, or in his/her official capacity as agent and employee of the School District, provided the incident arose while the Business Manager was acting within the scope of his/her employment and acting in good faith.

Subd. 2. Subject to the limitations provided in Subd. 1 hereof, the School Board shall provide legal counsel and pay the fees for services rendered and costs advanced by such counsel in defense of the Business Manager and shall pay all expenses to the ultimate conclusion of such action, and shall pay any judgment which may be rendered against the Business Manager. In the event that a conflict exists as regards the defense to any claim between the legal position of the Business Manager and the legal position of the School District, the School District agrees to engage separate counsel for the Business Manager and the School District agrees to pay the fees for services rendered and costs advanced by such counsel. The School District further agrees that the choice of such separate counsel shall be made by the Business Manager and subject only to final approval by the School Board.

VI. SEVERANCE/RETIREMENT

~~Section 1. Eligibility Full time employees who have completed at least fifteen (15) years of continuous employment with 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. Years of employment are defined in Article III, Section 3. 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 from Intermediate School District 917 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 seventy five (75) 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/457 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/457 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/457 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/457 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.~~

ARTICLE VII. VI. ABOLITION OF POSITION

Section 1. Effect. This Article shall be effective only if this position is eliminated by the School District for its own reason or as a result of modification of state law abolishing the School District or substantially altering its form or funding which dictates the abolishment of this position.

Section 2. Conditions. ~~In the event that this position is abolished as provided in Section 1 hereof, an employee under these terms and conditions shall be eligible for severance pay as provided in Article VI, notwithstanding age or years of service requirements. In addition, in~~ **In** the event this position is abolished as provided in Section 1 hereof, the employee shall be eligible for one year of the retiree insurance benefit provided for in Article IV, Section 2, notwithstanding age or years of service requirements, except such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. Nothing in this Article, however, shall alter the benefits existing in Article IV, Insurance Benefits, ~~or Article VI, Severance/Retirement,~~ for those employees who otherwise meet the age and service requirements as set forth in said articles.

This agreement shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

Date of School Board Action
authorizing execution

March 15, 2016

IN WITNESS WHEREOF, I have
subscribed my signature this
15th day of March, 2016

IN WITNESS WHEREOF, we have
subscribed our signatures this
15th day of March, 2016

Business Manager

Chair

Clerk

SPECIAL EDUCATION DIRECTOR AGREEMENT

The School Board of Intermediate School District 917, Rosemount, Minnesota (School District) enters into this agreement, pursuant to Minn. Stat 122A.40, as amended, with Melissa Schaller, a legally qualified administrator who agrees to serve in the public schools of said district in the position of Special Education Director for the term beginning July 1, ~~2013~~, **2015**, and continuing until June 30, ~~2015~~ **2017** or until otherwise amended.

ARTICLE I. DUTY YEAR AND LEAVES

Section 1: Basic Work Year: The employee's duty year shall be for the entire 12-month contract year, including vacations and holidays, as provided herein.

Section 2: Vacations

Subd. 1: The employee shall earn vacation at the rate of twenty-eight (28) days per year.

Subd. 2: Vacation may be used after it is credited. A draw in advance on vacation not yet earned or credited may be granted at the approval of the superintendent. Vacation may be accrued to a maximum of 80 days. ~~Exceptions to this are made only by permission of the superintendent. Days accrued above 80 will be annually converted to a district contribution to the employee's 403B and/or 457 account based on the employee's daily rate of pay. If all or a portion of the amount would exceed the IRS contribution limit, the excess amount will be paid as salary.~~ **Upon the close of each contract year, the School District shall pay to the Special Education Director the cash value of all vacation days accrued above 80. Such payment shall be made on July 15th following the close of the contract year. For purposes of converting accumulated vacation into cash in order to make payment to the Special Education Director hereunder, the value of a day of vacation shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the Special Education Director's base salary for the contract year that just closed for purposes of the payments.**

Subd. 3. 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 is severing employment of his or her own volition and has given the employer six (6) weeks written notice. Unused vacation shall be compensated at the employee's current rate of pay. The superintendent may waive the six (6) weeks written notice due to special circumstances.~~ **for all accumulated vacation time, provided the employee is severing employment of his or her own volition and has given the employer six (6) weeks written notice. Such payment shall be made as soon as administratively feasible following the employee's severance from employment. For purposes of converting accumulated vacation into cash in order to make payment to the Special Education Director hereunder, the value of a day of vacation shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the Special Education Director's annual base salary for the contract year in which the severance for the contract year in which the severance of**

employment occurs. The superintendent may waive the six (6) weeks written notice due to special circumstances.

Subd. 4. All requests for vacation must be approved in advance by the superintendent.

Section 3. Holidays: The employee shall be entitled to ten (10) paid holidays each contract year as designated by the annual calendar.

Section 4: Sick Leave

Subd. 1: The employee shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the School District. The employee shall be credited with twelve (12) days at the beginning of each year of employment. 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. Section 181.9413). Additionally, absence due to the serious illness of spouse, parent or spouse's parent shall be allowed and charged to sick leave. Five (5) days may be allowed each incident for this purpose.~~ **Upon the close of any contract year that occurs after which the employee has completed at least fifteen (15) years of continuous employment with the School District, the School District shall pay to the Special Education Director the cash value of five (5) sick leave days. Such payment shall be made on July 15th following the close of the contract year. Years of employment are defined in Article III, Section 3.**

Notwithstanding the foregoing, the total number of accumulated sick leave days cashed out will not exceed 75 days. Upon termination of employment, the Special Education Director shall receive a cash payment for a portion of their accumulated sick leave. The amount of accumulated sick leave days that will be paid to the Special Education Director upon termination of employment will be equal to the lesser of the number of accumulated sick leave days at the time of termination, or the difference between 75 days and the number of days that have been cashed out and paid to the Special Education Director during their employment. For purposes of converting accumulated sick leave into cash in order to make payment to the Special Education Director hereunder, the value of a day of sick leave shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the Special Education Director's annual base salary for the contract year in which the severance of employment occurs.

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

Section 5. 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. 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. 7. A parental leave of absence granted pursuant to this section shall be a leave without pay.

Section 6. 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 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 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 7: Bereavement and Family Illness Leaves: ~~An absence due to an illness, injury or death of a spouse, child (includes stepchild, biological, adopted and foster), brother, sister, parent, grandparent, or spouse's parent will be granted up to five (5) days per incident for death, or twenty days (20) per 12 month period for illness or injury, with the approval of the immediate supervisor with no salary deduction. Additional absence for illness or death may be granted at the sole discretion of the superintendent, or his/her designee. Absence due to illness or injury of a family member shall be deducted from sick leave. Absence due to the death of a family member shall not be deducted from sick leave.~~ **Employee is allowed to use all accrued sick leave for an absence due to illness of or injury to the employee's child who is under 18 years of age or under age 20 for a child attending secondary school. Employee is able to use accrued sick leave for an absence due to an illness or, or injury to a spouse, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent or significant person, or for "safety leave" (as that term is defined in Section 181.9413 of the Minnesota statutes) up to 160 hours (i.e. twenty (20) days per 12 month period) in accordance with Section 181.9413 of the Minnesota Statutes. An absence due to death of a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, significant person, or spouse's parent will be granted up to five (5) days per incident with the approval of the immediate supervisor with no salary deduction.**

Additional absence for illness or death may be granted at the sole discretion of the superintendent, or his/her designee. Absence due to illness or injury of a family member or for safety leave shall be deducted from sick leave. Absence due to the death of a family member shall be not deducted from sick leave. Provisions under this section are not intended to limit any rights the employee may have under the family medical leave act. For purposes of this provision, "child" includes a stepchild and a biological, adopted and foster child and "grandchild" includes a step-grandchild and a biological, adopted and foster grandchild.

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Section 9: Professional Improvement Leaves Professional improvement leave is designed for the purpose of job-related work, study, travel or research. This leave is specifically designed for the purpose of upgrading skills or expertise of value to the District. The District may contract with the employee to pay all or part of the employee's salary during this leave depending on the perceived value to the District of the experience. This contract may make provision for payment at District expense or employee expense for fringe benefits and retirement plan. Such a contract may require a refund of any such salary and/or fringe benefit cost contributed by the School District if the employee does not return to the District and work for a period of at least two contract years. A refund will not be required if the employee is placed on unrequested leave of

absence or otherwise terminated as a result of staff reduction. The granting of professional improvement leaves is at the sole discretion of the School District.

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ARTICLE II. 403B/457 MATCHING CONTRIBUTION

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must be full-time.

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

ARTICLE III. SALARY

Section 1. Basic Salary. The administrator shall faithfully perform the services of Special Education Director as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board, and agrees to serve in the schools of said District as assigned by the School District. In consideration thereof, the School Board agrees to pay said administrator the following annual salary in such installments as may be determined by appropriate School District regulations:

2013-2014	\$120,580 (\$119,580 base + \$1,000 longevity)
2014-2015	\$124,528 (\$122,569 base + \$1,000 longevity and adjustment for reduction of health insurance contribution)
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2016-2017	\$133,826 (\$132,326 + \$1,500 longevity)

Section 2. Daily Rate of Pay. Base Work Year: When it is necessary to compute a per day salary, the employee's base salary will be divided by 222.

Section 3 – Longevity:

The employee shall receive a longevity stipend beyond the salary as follows:

- Beginning in the 5th year of employment through year 7 (5, 6, 7) = \$1,000
- Beginning in the 8th year of employment through year 10 (8, 9, 10) = \$1500
- Beginning in the 11th year of employment through year 13 (11, 12, 13) = \$2000
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The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successive school year adding to the years of employment.

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Section 1. Health and Hospitalization Insurance:

- Subd. 1. Eligible full-time employees shall receive full single or family medical/health insurance benefits, as applicable, with the cost of the premium paid by the School District, excluding the HSA Plan, for those employees who qualify and are enrolled in the School District's medical health insurance plan. Beginning ~~January 1, 2015,~~ **March 15, 2016**, the School District shall contribute ~~\$535~~ **\$650** monthly toward a single premium or ~~\$1300~~ **\$1600** monthly toward the family premium. **Beginning July 1, 2016, the School District shall contribute \$700 toward a single premium, or \$1600 toward a family premium.** Employees working more than 75% time shall receive the full district contribution. Employees working 74% time or less shall receive the district contribution on a prorated basis.
- Subd. 2. 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. The monthly contribution by the School District toward the cost of the premium of the high deductible coverage shall be determined in accordance with Subd. 1.

Subd. 3. 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 917 Flex Choice Plan (the "Flex Choice Plan"). 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 qualified for and is enrolled in 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. The School District shall also pay 100% of the HSA administrative fees while the employee is employed by the School District. 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 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. 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; from family coverage under the high deductible coverage to individual coverage under the high deductible coverage; 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. Retirees' Insurance

Subd. 1. Employees **hired prior to July 1, 2015**, who retire who have at least 10 years of continuous full-time service and who are age 55 years or older will continue to receive the same district contribution (single or family) toward medical and dental insurance

benefits as stated in the then current agreement, for 10 years from the date of retirement or upon becoming eligible for Medicare, whichever occurs sooner. **Employees hired after July 1, 2015, must be 55 or older and have completed at least fifteen (15) years of continuous full time service with the School District to be eligible for insurance benefits included in this section.**

Section 3: Group Income Protection The School District will pay each month the cost of the premium for income protection insurance for each full-time employee, qualified for and enrolled in such School District plan. The income protection shall include the following:

1. Benefits begin after 90 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 another source).

Section 4: Life Insurance

Subd. 1: The School District will pay each month the cost of the life insurance premium for a \$350,000 term life insurance policy for each full-time employee, qualified for and enrolled in such School District plan. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Subd. 2: The employee may also purchase at the employee's own expense up to an additional \$150,000 of term life insurance, subject to the terms and costs furnished by the district's insurance carrier.

Subd. 3: Upon retirement, employees may continue to participate in the District's policy and may purchase term insurance at their own expense, subject to the terms of the contractual agreement between the District and the insurance carrier.

Subd. 4: Amounts of life insurance as provided in this section shall be progressively reduced in accordance with the following schedule:

- a) 10 years following date of retirement, original amount reduces by 50%.
- b) 11 to 15 years following date of retirement, original amount reduces by 60%.
- c) 16 to 20 years following date of retirement, original amount reduces by 80%.

Section 5: Dental Insurance. Effective July 1, ~~2013~~,**2015** the School District shall contribute a sum not to exceed \$60 per month for single or \$124 per month to cover the cost of family coverage as applicable, for each eligible employee employed by the School District who qualifies for and is enrolled in such School District dental insurance plan.

Section 6: Claims Against the School District Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed 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.

ARTICLE V. OTHER BENEFITS

Section 1: Professional Growth **For an Employee hired before July 1, 2015**, the Board agrees to reimburse tuition fees for preapproved courses and professional dues. These courses and professional dues are subject to the Superintendent's approval, whose decision shall be final.

For an employee hired after July 1, 2015, the Board agrees to reimburse professional dues and tuition fees for preapproved graduate courses that are part of a certification program, licensing program, education specialist program, educational doctorate program, or PHD program that is of benefit to Intermediate School District 917. Reimbursement of tuition/fees shall be limited to six semester credits (or equivalent) per fiscal year and the maximum reimbursement amount shall not exceed the cost of six graduate semester credits at the University of Minnesota. Reimbursement shall be subject to the superintendent's approval, whose decision shall be final.

If an employee's resignation effective date from the district is before the two-year anniversary of a tuition/fee reimbursement 50% of the reimbursement must be repaid to the district. If an employee's effective date is after the third year anniversary of a tuition/fee reimbursement no repayment is required. This employee repayment requirement will be tracked separately for each tuition/fee reimbursement.

Examples:

Employee 1:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 30, 2016	
	Employee repays	\$2,000
Employee 2:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 20, 2017	
	Employee repays	\$2,000
Employee 3:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 30, 2018	
	Employee repays	\$0
Employee 4:	Tuition reimbursement received January 15, 2016	\$4,000
	Tuition reimbursement received September 15, 2016	\$4,000

Employee resigns effective June 30, 2018	
Reimbursement on January 15, 2016 – repays	\$0
Reimbursement on September 15, 2016 – repays	\$2,000

Section 2: Mileage Employees required to use their personal vehicle in the performance of their supervisory duties shall be reimbursed for such travel pursuant to School District policy.

Section 3: Defense and Indemnification

Subd. 1. The School District agrees, subject to the provisions of this section, as a condition of this employment contract, that it shall defend, hold harmless, and indemnify the Special Education Director from any and all demands, claims, suits, actions, and legal proceedings brought against the Special Education Director in his/her individual capacity, or in his/her official capacity as agent and employee of the School District, provided the incident arose while the Special Education Director was acting within the scope of his/her employment and acting in good faith.

Subd. 2. Subject to the limitations provided in Subd. 1 hereof, the School Board shall provide legal counsel and pay the fees for services rendered and costs advanced by such counsel in defense of the Special Education Director and shall pay all expenses to the ultimate conclusion of such action, and shall pay any judgment which may be rendered against the Special Education Director. In the event that a conflict exists as regards the defense to any claim between the legal position of the Special Education Director and the legal position of the School District, the School District agrees to engage separate counsel for the Special Education Director and the School District agrees to pay the fees for services rendered and costs advanced by such counsel. The School District further agrees that the choice of such separate counsel shall be made by the Special Education Director and subject only to final approval by the School Board.

~~VI. SEVERANCE/RETIREMENT~~

~~Section 1. Eligibility – Full-time employees who have completed at least fifteen (15) years of continuous employment with 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. Years of employment are defined in Article III, Section 3. 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 from Intermediate School District 917 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 seventy-five (75) 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/457 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/457 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/457 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/457 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.~~

ARTICLE VII. VI. ABOLITION OF POSITION

Section 1. Effect. This Article shall be effective only if this position is eliminated by the School District for its own reason or as a result of modification of state law abolishing the School District or substantially altering its form or funding which dictates the abolishment of this position.

Section 2. Conditions. ~~In the event that this position is abolished as provided in Section 1 hereof, an employee under these terms and conditions shall be eligible for severance pay as provided in Article VI, notwithstanding age or years of service requirements. In addition, i~~In the event this position is abolished as provided in Section 1 hereof, the employee shall be eligible for one year of the retiree insurance benefit provided for in Article IV, Section 2, notwithstanding age or years of service requirements, except such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. Nothing in this Article,

however, shall alter the benefits existing in Article IV, Insurance Benefits, ~~or Article VI, Severance/Retirement~~, for those employees who otherwise meet the age and service requirements as set forth in said articles.

This agreement shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

Date of School Board Action
authorizing executive

March 15, 2016

IN WITNESS WHEREOF, I have
subscribed my signature this

March 15, 2016

IN WITNESS WHEREOF, we have
subscribed our signatures this

March 15, 2016

Special Education Director

Chair

Clerk

SECONDARY EDUCATION PRINCIPAL AGREEMENT

The School Board of Intermediate School District 917, Rosemount, Minnesota (School District) enters into this agreement, pursuant to Minn. Stat 122A.40, as amended, with Eric Van Brocklin, a legally qualified administrator who agrees to serve in the public schools of said district in the position of Secondary Education Principal, as licensed by the State of Minnesota, for the term beginning July 1, 2013, 2015 and continuing until June 30, 2015, 2017 or until otherwise amended.

ARTICLE I. DUTY YEAR AND LEAVES

Section 1: Basic Work Year: The employee's duty year shall be for the entire 12-month contract year, including vacations and holidays, as provided herein.

Section 2: Vacations

Subd. 1: The employee shall earn vacation at the rate of twenty-eight (28) days per year.

Subd. 2: Vacation may be used after it is credited. A draw in advance on vacation not yet earned or credited may be granted at the approval of the superintendent. Vacation may be accrued to a maximum of 80 days. ~~Exceptions to this are made only by permission of the superintendent. Days accrued above 80 will be annually converted to a district contribution to the employee's 403B and/or 457 account based on the employee's daily rate of pay. If all or a portion of the amount would exceed the IRS contribution limit, the excess amount will be paid as salary.~~ **Upon the close of each contract year, the School District shall pay to the Secondary Education Principal the cash value of all vacation days accrued above 80. Such payment shall be made on July 15th following the close of the contract year. For purposes of converting accumulated vacation into cash in order to make payment to the Secondary Education Principal hereunder, the value of a day of vacation shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the Secondary Education Principal's base salary for the contract year that just closed for purposes of the payments.**

Subd. 3. 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 is severing employment of his or her own volition and has given the employer six (6) weeks written notice. Unused vacation shall be compensated at the employee's current rate of pay. The superintendent may waive the six (6) weeks written notice due to special circumstances.~~ **for all accumulated vacation time, provided the employee is severing employment of his or her own volition and has given the employer six (6) weeks written notice. Such payment shall be made as soon as administratively feasible following the employee's severance from employment. For purposes of converting accumulated vacation into cash in order to make payment to the Secondary Education Principal hereunder, the value of a day of vacation shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the Secondary Education Principal's annual base salary for the contract year in which the severance for the contract year in which the severance of employment occurs. The superintendent may waive the six (6) weeks written notice due to special circumstances.**

Subd. 4. All requests for vacation must be approved in advance by the superintendent.

Section 3. Holidays: The employee shall be entitled to ten (10) paid holidays each contract year as designated by the annual calendar.

Section 4: Sick Leave

Subd. 1: The employee shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the School District. The employee shall be credited with twelve (12) days at the beginning of each year of employment. 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. Section 181.9413). Additionally, absence due to the serious illness of spouse, parent or spouse's parent shall be allowed and charged to sick leave. Five (5) days may be allowed each incident for this purpose.~~ **Upon the close of any contract year that occurs after which the employee has completed at least fifteen (15) years of continuous employment with the School District, the School District shall pay to the Secondary Education Principal the cash value of five (5) sick leave days. Such payment shall be made on July 15th following the close of the contract year. Years of employment are defined in Article III, Section 3.**

Notwithstanding the foregoing, the total number of accumulated sick leave days cashed out will not exceed 75 days. Upon termination of employment, the Secondary Education Principal shall receive a cash payment for a portion of their accumulated sick leave. The amount of accumulated sick leave days that will be paid to the Secondary Education Principal upon termination of employment will be equal to the lesser of the number of accumulated sick leave days at the time of termination, or the difference between 75 days and the number of days that have been cashed out and paid to the Secondary Education Principal during their employment. For purposes of converting accumulated sick leave into cash in order to make payment to the Secondary Education Principal hereunder, the value of a day of sick leave shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the Secondary Education Principal's annual base salary for the contract year in which the severance of employment occurs.

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

Section 5. 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. 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. 7. A parental leave of absence granted pursuant to this section shall be a leave without pay.

Section 6. 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 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 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 7: Bereavement and Family Illness Leaves: ~~An absence due to an illness, injury or death of a spouse, child (includes stepchild, biological, adopted and foster), brother, sister, parent, grandparent, or spouse's parent will be granted up to five (5) days per incident for death, or twenty days (20) per 12 month period for illness or injury, with the approval of the immediate supervisor with no salary deduction. Additional absence for illness or death may be granted at the sole discretion of the~~

~~superintendent, or his/her designee. Absence due to illness or injury of a family member shall be deducted from sick leave. Absence due to the death of a family member shall not be deducted from sick leave.~~ **Employee is allowed to use all accrued sick leave for an absence due to illness of or injury to the employee's child who is under 18 years of age or under age 20 for a child attending secondary school. Employee is able to use accrued sick leave for an absence due to an illness or, or injury to a spouse, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent or significant person, or for "safety leave" (as that term is defined in Section 181.9413 of the Minnesota statutes) up to 160 hours (i.e. twenty (20) days per 12 month period) in accordance with Section 181.9413 of the Minnesota Statutes. An absence due to death of a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, significant person, or spouse's parent will be granted up to five (5) days per incident with the approval of the immediate supervisor with no salary deduction.**

Additional absence for illness or death may be granted at the sole discretion of the superintendent, or his/her designee. Absence due to illness or injury of a family member or for safety leave shall be deducted from sick leave. Absence due to the death of a family member shall be not deducted from sick leave. Provisions under this section are not intended to limit any rights the employee may have under the family medical leave act. For purposes of this provision, "child" includes a stepchild and a biological, adopted and foster child and "grandchild" includes a step-grandchild and a biological, adopted and foster grandchild.

Section 8: Jury Duty An employee summoned for jury duty shall receive 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. Employees will be expected to report for their regular duties when temporarily excused from attendance at court for all or any portion of the workday.

Section 9: Professional Improvement Leaves Professional improvement leave is designed for the purpose of job-related work, study, travel or research. This leave is specifically designed for the purpose of upgrading skills or expertise of value to the District. The District may contract with the employee to pay all or part of the employee's salary during this leave depending on the perceived value to the District of the experience. This contract may make provision for payment at District expense or employee expense for fringe benefits and retirement plan. Such a contract may require a refund of any such salary and/or fringe benefit cost contributed by the School District if the employee does not return to the District and work for a period of at least two contract years. A refund will not be required if the employee is placed on unrequested leave of absence or otherwise terminated as a result of staff reduction. The granting of professional improvement leaves is at the sole discretion of the School District.

Section 10: Personal Leave A full-time employee may elect to take a maximum of two (2) prearranged, non-accumulative, days each year for personal leave for any reason. Personal days will not be charged against sick leave. The days must be submitted in writing and pre-approved by the Superintendent.

Section 11: Probationary Period Any period of time for which an employee is on unpaid leave of absence shall not be counted in determining the completion of any probationary period.

ARTICLE II. 403B/457 MATCHING CONTRIBUTION

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must be full-time.

Section 2. Contribution. The School District will match eligible employee contributions to a maximum \$5,000 in ~~2013/2014 and 2014/2015.~~ **2015/2016 and \$6,000 in 2016/2017.**

Section 3. Authorization Agreement. A salary reduction authorization agreement must be completed by the eligible employee by October 1 of the current year for the employee to participate in the 403B/457 matching contribution plan.

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

ARTICLE III. SALARY

Section 1. Basic Salary. The administrator shall faithfully perform the services of Secondary Education Principal as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board, and agrees to serve in the schools of said District as assigned by the School District. In consideration thereof, the School Board agrees to pay said administrator the following annual salary in such installments as may be determined by appropriate School District regulations:

2013-2014	—\$108,300
2014-2015	—\$115,716 (includes adjustment for reduction of health insurance contribution)
2015-2016	\$119,187
2016-2017	\$122,763

Section 2. Daily Rate of Pay. Base Work Year: When it is necessary to compute a per day salary, the employee's base salary will be divided by 222.

Section 3 – Longevity:

The employee shall receive a longevity stipend beyond the salary as follows:

- Beginning in the 5th year of employment through year 7 (5, 6, 7) = \$1,000
- Beginning in the 8th year of employment through year 10 (8, 9, 10) = \$1500
- Beginning in the 11th year of employment through year 13 (11, 12, 13) = \$2000
- Beginning in the 14th year of employment through year 16 (14, 15, 16) = \$2500
- After 16 years (17 and beyond) \$3000

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

Section 4. The employee will receive an annual stipend of \$2,500 for a PhD, EdD, or JD degree. The stipend will be prorated from the date awarded if earned during the contract year. An official transcript must be received for the personnel file before the pay will be adjusted.

ARTICLE IV. INSURANCE BENEFITS

Section 1. Health and Hospitalization Insurance:

- Subd. 1. Eligible full-time employees shall receive full single or family medical/health insurance benefits, as applicable, with the cost of the premium paid by the School District, excluding the HSA Plan, for those employees who qualify and are enrolled in the School District's medical health insurance plan. Beginning ~~January 1, 2015,~~ **March 15, 2016,** the School District shall contribute ~~\$535~~ **\$650** monthly toward a single premium or ~~\$1300~~ **\$1600** monthly toward the family premium. **Beginning July 1, 2016, the School District shall contribute \$700 toward a single premium, or \$1600 toward a family premium.** Employees working more than 75% time shall receive the full district contribution. Employees working 74% time or less shall receive the district contribution on a prorated basis.
- Subd. 2. 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. The monthly contribution by the School District toward the cost of the premium of the high deductible coverage shall be determined in accordance with Subd. 1.
- Subd. 3. 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 917 Flex Choice Plan (the "Flex Choice Plan"). 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 qualified for and is enrolled in 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. The School District shall also pay 100% of the HSA administrative fees while the employee is employed by the School District. 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 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. 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; from family coverage under the high deductible coverage to individual coverage under the high deductible coverage; 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. Retirees' Insurance

Subd. 1. Employees **hired prior to July 1, 2015**, who retire who have at least 10 years of continuous full-time service and who are age 55 years or older will continue to receive the same district contribution (single or family) toward medical and dental insurance benefits as stated in the then current agreement, for 10 years from the date of retirement or upon becoming eligible for Medicare, whichever occurs sooner. **Employees hired after July 1, 2015, must be 55 or older and have completed at least fifteen (15) years of continuous full time service with the School District to be eligible for insurance benefits included in this section.**

Section 3: Group Income Protection The School District will pay each month the cost of the premium for income protection insurance for each full-time employee, qualified for and enrolled in such School District plan. The income protection shall include the following:

1. Benefits begin after 90 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 another source).

Section 4: Life Insurance

Subd. 1: The School District will pay each month the cost of the life insurance premium for a \$350,000 term life insurance policy for each full-time employee, qualified for and enrolled in such School District plan. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Subd. 2: The employee may also purchase at the employee's own expense up to an additional \$150,000 of term life insurance, subject to the terms and costs furnished by the district's insurance carrier.

Subd. 3: Upon retirement, employees may continue to participate in the District's policy and may purchase term insurance at their own expense, subject to the terms of the contractual

agreement between the District and the insurance carrier.

Subd. 4: Amounts of life insurance as provided in this section shall be progressively reduced in accordance with the following schedule:

- a) 10 years following date of retirement, original amount reduces by 50%.
- b) 11 to 15 years following date of retirement, original amount reduces by 60%.
- c) 16 to 20 years following date of retirement, original amount reduces by 80%.

Section 5: Dental Insurance. ~~The 2013-2014 and 2014-2015 contract shall not include dental insurance.~~ **Effective July 1, 2015 the School District shall contribute a sum not to exceed \$60 per month for single or \$124 per month to cover the cost of family coverage as applicable, for each eligible employee employed by the School District who qualifies for and is enrolled in such School District dental insurance plan.**

Section 6: Claims Against the School District Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed 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.

ARTICLE V. OTHER BENEFITS

Section 1: Professional Growth. **For an Employee hired before July 1, 2015,** the Board agrees to reimburse tuition fees for preapproved courses and professional dues. These courses and professional dues are subject to the Superintendent's approval, whose decision shall be final.

For an employee hired after July 1, 2015, the Board agrees to reimburse professional dues and tuition fees for preapproved graduate courses that are part of a certification program, licensing program, education specialist program, educational doctorate program, or PHD program that is of benefit to Intermediate School District 917. Reimbursement of tuition/fees shall be limited to six semester credits (or equivalent) per fiscal year and the maximum reimbursement amount shall not exceed the cost of six graduate semester credits at the University of Minnesota. Reimbursement shall be subject to the superintendent's approval, whose decision shall be final.

If an employee's resignation effective date from the district is before the two-year anniversary of a tuition/fee reimbursement 50% of the reimbursement must be repaid to the district. If an employee's effective date is after the third year anniversary of a tuition/fee reimbursement no repayment is required. This employee repayment requirement will be tracked separately for each tuition/fee reimbursement.

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	Employee repays	\$0
Employee 4:	Tuition reimbursement received January 15, 2016	\$4,000
	Tuition reimbursement received September 15, 2016	\$4,000
	Employee resigns effective June 30, 2018	
	Reimbursement on January 15, 2016 – repays	\$0
	Reimbursement on September 15, 2016 – repays	\$2,000

Section 2: Mileage Employees required to use their personal vehicle in the performance of their supervisory duties shall be reimbursed for such travel pursuant to School District policy.

Section 3: Defense and Indemnification

Subd. 1. The School District agrees, subject to the provisions of this section, as a condition of this employment contract, that it shall defend, hold harmless, and indemnify the Secondary Education Principal from any and all demands, claims, suits, actions, and legal proceedings brought against the Secondary Education Principal in his/her individual capacity, or in his/her official capacity as agent and employee of the School District, provided the incident arose while the Secondary Education Principal was acting within the scope of his/her employment and acting in good faith.

Subd. 2. Subject to the limitations provided in Subd. 1 hereof, the School Board shall provide legal counsel and pay the fees for services rendered and costs advanced by such counsel in defense of the Secondary Education Principal and shall pay all expenses to the ultimate conclusion of such action, and shall pay any judgment which may be rendered against the Secondary Education Principal. In the event that a conflict exists as regards the defense to any claim between the legal position of the Secondary Education Principal and the legal position of the School District, the School District agrees to engage separate counsel for the Secondary Education Principal and the School District agrees to pay the fees for services rendered and costs advanced by such counsel. The School District further agrees that the choice of such separate counsel shall be made by the Secondary Education Principal and subject only to final approval by the School Board.

VI. SEVERANCE/RETIREMENT

~~Section 1. Eligibility~~ Full time employees who have completed at least fifteen (15) years of continuous employment with 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. Years of employment are defined in Article III, Section 3. 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 from Intermediate School District 917 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 seventy five (75) 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/457 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/457 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/457 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/457 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.~~

~~VII. VI. ABOLITION OF POSITION~~

Section 1. Effect. This Article shall be effective only if this position is eliminated by the School District for its own reason or as a result of modification of state law abolishing the School District or substantially altering its form or funding which dictates the abolishment of this position.

Section 2. Conditions. ~~In the event that this position is abolished as provided in Section 1 hereof, an employee under these terms and conditions shall be eligible for severance pay as provided in Article VI, notwithstanding age or years of service requirements. In addition, i~~In the event this position is abolished as provided in Section 1 hereof, the employee shall be eligible for one year of the retiree insurance benefit provided for in Article IV, Section 2, notwithstanding age or years of service requirements, except such benefits shall not be available if the employee has substantially equivalent coverage paid for

by another employer. Nothing in this Article, however, shall alter the benefits existing in Article IV, Insurance Benefits, ~~or Article VI, Severance/Retirement~~, for those employees who otherwise meet the age and service requirements as set forth in said articles. This agreement shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

Date of School Board Action
authorizing execution

March 15, 2016

IN WITNESS WHEREOF, I have
subscribed my signature this

15th day of March, 2016

Secondary Education Principal

IN WITNESS WHEREOF, we have
subscribed our signatures this

15th day of March, 2016

Chair

Clerk

TECHNOLOGY COORDINATOR AGREEMENT

The School Board of Intermediate School District 917, Rosemount, Minnesota (School District) enters into this agreement with Cory Langenfeld, who agrees to serve in the public schools of said district in the position of Technology Coordinator for the term beginning July 1, ~~2013~~, **2015**, and continuing until June 30, ~~2015~~ **2017**, or until otherwise amended.

ARTICLE I DEFINITION OF ELIGIBLE EMPLOYEES

The terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who are employed on a full-time basis as Technology Coordinator.

ARTICLE II LEAVES

Section I: Sick Leave

Subd. 1: All eligible employees shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the School District. Each employee shall be credited with twelve (12) days at the beginning of each year of employment. 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. Section 181.9413).~~ **Upon the close of any contract year that occurs after which the employee has completed at least fifteen (15) years of continuous employment with the School District, the School District shall pay to the Technology Coordinator the cash value of five (5) sick leave days. Such payment shall be made on July 15th following the close of the contract year. Years of employment are defined in Article III, Section 3.**

Notwithstanding the foregoing, the total number of accumulated sick leave days cashed out will not exceed 55 days. Upon termination of employment, the Technology Coordinator shall receive a cash payment for a portion of their accumulated sick leave. The amount of accumulated sick leave days that will be paid to the Technology Coordinator upon termination of employment will be equal to the lesser of the number of accumulated sick leave days at the time of termination, or the difference between 55 days and the number of days that have been cashed out and paid to the Technology Coordinator during their employment. For purposes of converting accumulated sick leave into cash in order to make payment to the Technology Coordinator hereunder, the value of a day of sick leave shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the

Technology Coordinator's annual base salary for the contract year in which the severance of employment occurs.

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 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. 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. 7. 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 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 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: Bereavement and Family Illness Leaves: ~~An absence due to an illness, injury or death of a spouse, child (includes stepchild, biological, adopted and foster), brother, sister, parent, grandparent, or spouse's parent will be granted up to five (5) days per incident for death, or twenty days (20) per 12 month period for illness or injury, with the approval of the immediate supervisor with no salary deduction. Additional absence for illness or death may be granted at the sole discretion of the superintendent, or his/her designee. Absence due to illness or injury of a family member shall be deducted from sick leave. Absence due to the death of a family member shall not be deducted from sick leave.~~ **Employee is allowed to use all accrued sick leave for an absence due to illness of or injury to the employee's child who is under 18 years of age or under age 20 for a child attending secondary school. Employee is able to use accrued sick leave for an absence due to an illness or, or injury to a spouse, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent or significant person, or for "safety leave" (as that term is defined in Section 181.9413 of the Minnesota statutes) up to 160 hours (i.e. twenty (20) days per 12 month period) in accordance with Section 181.9413 of the Minnesota Statutes. An absence due to death of a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, significant person, or spouse's parent will be granted up to five (5) days per incident with the approval of the immediate supervisor with no salary deduction.**

Additional absence for illness or death may be granted at the sole discretion of the superintendent, or his/her designee. Absence due to illness or injury of a family member or for safety leave shall be deducted from sick leave. Absence due to the death of a family member shall be not deducted from sick leave. Provisions under this section are not intended to limit any rights the employee may have under the family medical leave act. For purposes of this provision, "child" includes a stepchild and a biological, adopted and foster child and "grandchild" includes a step-grandchild and a biological, adopted and foster grandchild.

Section 5: Jury Duty: An employee summoned for jury duty shall receive 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. Employees will be expected to report for their regular duties when temporarily excused from attendance at court for all or any portion of the workday.

Section 6: Professional Improvement Leaves: Professional improvement leave is designed for the purpose of job-related work, study, travel or research. This leave is specifically designed for the purpose of upgrading skills or expertise of value to the District. The District may contract with the employee to pay all or part of the employee's salary during this leave depending on the perceived value to the District of the experience. This contract may make provision for payment at District expense or employee expense for fringe benefits and retirement plan. Such a contract may require a refund of any such salary and/or fringe benefit cost contributed by the School District if the employee does not return to the District and work for a period of at least two contract years. A refund will not be required if the employee is placed on unrequested leave of absence or otherwise terminated as a result of staff

reduction. The granting of professional improvement leaves is at the sole discretion of the School District.

Section 7: Personal Leave: An eligible employee may elect to take a maximum of two (2) prearranged, non-accumulative, days each year for personal leave for any reason. Personal days will not be charged against sick leave. The days must be submitted in writing and pre-approved by the superintendent.

Section 8: Probationary Period

Subd. 1: The Technology Coordinator 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.

Subd. 2: Any period of time for which an employee is on unpaid leave of absence shall not be counted in determining the completion of any probationary period.

**ARTICLE III
CONTRACT YEAR, VACATIONS AND HOLIDAYS**

Section 1: Basic Work Year: The employee's duty year shall be for the entire 12-month contract year, including vacations and holidays, as provided herein. When it is necessary to compute a per day salary, the employee's base salary will be divided by 222.

Section 2: Vacations

Subd. 1. Eligible employees shall earn vacation at the rate of twenty-eight (28) days per year with Intermediate School District No. 917.

Subd. 2. Vacation may be used after it is credited. A draw in advance on vacation not yet earned or credited may be granted at the approval of the superintendent. Vacation may be accrued to a maximum of 80 days. ~~Exceptions to this are made only by permission of the superintendent. Days accrued above 80 will be annually converted to a district contribution to the employee's 403B or 457 account based on the employee's daily rate of pay. If all or a portion of the amount would exceed the IRS contribution limit, the excess amount will be paid as salary.~~ **Upon the close of each contract year, the School District shall pay to the Technology Coordinator the cash value of all vacation days accrued above 80. Such payment shall be made on July 15th following the close of the contract year. For purposes of converting accumulated vacation into cash in order to make payment to the Technology Coordinator hereunder, the value of a day of vacation shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the Technology Coordinator's base salary for the contract year that just closed for purposes of the payments.**

Subd. 3. 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 is severing employment of his or her own volition and has given the employer six (6)~~

~~weeks' written notice. Unused vacation shall be compensated based on the employee's daily rate of pay, or a prorated portion thereof, for less than full time employees. The superintendent may waive the six (6) weeks' written notice due to special circumstances.~~ **for all accumulated vacation time, provided the employee is severing employment of his or her own volition and has given the employer six (6) weeks written notice. Such payment shall be made as soon as administratively feasible following the employee's severance from employment. For purposes of converting accumulated vacation into cash in order to make payment to the Technology Coordinator hereunder, the value of a day of vacation shall be calculated as per Article III, Section 2. Applicable annual base salary shall be the Technology Coordinator's annual base salary for the contract year in which the severance for the contract year in which the severance of employment occurs. The superintendent may waive the six (6) weeks written notice due to special circumstances.**

Subd. 4. All requests for vacation must be approved in advance by the superintendent.

Section 3. Holidays. Employees shall have the following named holidays:

- | | |
|--------------------------------------|-------------------------------|
| 1. Independence Day | 6. Christmas Day |
| 2. Labor Day | 7. New Year's Day |
| 3. Thanksgiving Day | 8. Presidents' Day |
| 4. Day After Thanksgiving | 9. Good Friday |
| 5. Christmas Eve Day | 10. Memorial Day |

1. **July 4**
2. **First Monday of September**
3. **Fourth Thursday of November**
4. **Fourth Friday of November**
5. **December 24**
6. **December 25**
7. **January 1**
8. **Third Monday of February**
9. **The Friday before the full moon that follows the northern Spring equinox**
10. **Last Monday of May**

One of the above listed holidays may be taken as a floating holiday.

ARTICLE IV 403B/457 MATCHING CONTRIBUTION

Section 1. Eligibility. 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 employee contributions to a maximum of \$3,000 annually for ~~2013/2014 and 2014/2015.~~ **2015/2016 and \$3500 annually for 2016/2017.**

Section 3. Authorization Agreement. A salary reduction authorization agreement must be completed by the eligible employee by October 1 of the current year for the employee to participate in the 403B/457 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. Eligible full-time employees shall receive full single or family medical/health insurance benefits, as applicable, with the cost of the premium paid by the School District, excluding the HSA Plan, for those employees who qualify and are enrolled in the School District's medical health insurance plan. Beginning ~~January 1, 2015~~, **March 15, 2016**, the School District shall contribute ~~\$535~~ **\$650** monthly toward a single premium or ~~\$1300~~ **\$1600** monthly toward the family premium. **Beginning July 1, 2016, the School District shall contribute \$700 toward a single premium, or \$1600 toward a family premium.** Employees working more than 75% time shall receive the full district contribution. Employees working 74% time or less shall receive the district contribution on a prorated basis.
- Subd. 2. 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. The monthly contribution by the School District toward the cost of the premium of the high deductible coverage shall be determined in accordance with Subd. 1.
- Subd. 3. 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 917 Flex Choice Plan (the "Flex Choice Plan"). 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 qualified for and is enrolled in 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. The School

District shall also pay 100% of the HSA administrative fees while the employee is employed by the School District. 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 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. 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; from family coverage under the high deductible coverage to individual coverage under the high deductible coverage; 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. Early Retirees

~~Subd. 1. Employees hired by the District prior to July 1, 2004, who choose early retirement and are age 55 or older and who have completed at least ten (10) years of continuous full-time service with the School District shall be eligible for insurance benefits as provided in this section. Such employees will receive full single medical/health insurance benefits with the cost of the premium paid by the District for ten (10) years following date of retirement, or upon becoming eligible for Medicare, whichever occurs sooner. Such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. An eligible employee, under this subdivision, may elect to continue to carry dependent coverage for the same time period as herein, at the employee's own expense, by making arrangements with the School District to pay on a monthly basis any costs as accrued by the School District. Employees hired on or after July 1, 2004 shall have the same retiree insurance benefit as those employees hired prior to July 1, 2004, except that the amount contributed by the district shall remain at the same level as it was at the time of retirement.~~ **Employees hired by the District prior to July 1, 2004, who choose early retirement and are age 55 or older and who have completed at least ten (10) years of continuous full-time service with the School District shall be eligible for insurance benefits as provided in this section. Such employees will receive full single medical/health insurance benefits with the cost of the premium paid by the District for ten (10) years**

following date of retirement, or upon becoming eligible for Medicare, whichever occurs sooner. Such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. An eligible employee, under this subdivision, may elect to continue to carry dependent coverage for the same time period as herein, at the employee's own expense, by making arrangements with the School District to pay on a monthly basis any costs as accrued by the School District. Employees hired on or after July 1, 2004, shall have the same retiree insurance benefit as those employees hired prior to July 1, 2004, except that the amount contributed by the district shall remain at the same level as it was at the time of retirement. Employees hired after July 1, 2015, must be 55 or older and have completed at least fifteen (15) years of continuous full time service with the school district to be eligible for insurance benefits included in this section.

Subd. 2: Retiree health insurance that is paid for by the District shall be the lowest cost plan, excluding HSA, at the same level as it was at the time of retirement. Retirees who elect a more costly plan must pay the difference to the District as described in Subd. 2.

Section 3: Group Income Protection: The School District will pay each month the cost of the premium for income protection insurance for each full-time employee, qualified for and enrolled in such School District plan. The income protection shall include the following:

1. Benefits begin after 90 days of total disability.
2. The monthly income benefit shall be $66 \frac{2}{3}$ percent of basic monthly earnings (exclusive of any additional compensation from this district or another source).

Section 4: Life Insurance

Subd. 1: The School District will pay each month the cost of the life insurance premium for a \$350,000 term life insurance policy for each full-time employee, qualified for and enrolled in such School District plan. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Subd. 2: The employee may also purchase at the employee's own expense up to an additional \$150,000 of term life insurance, subject to the terms and costs furnished by the District's insurance carrier.

Section 5: Dental Insurance. Effective July 1, ~~2013~~, **2015**, the School District shall contribute a sum not to exceed \$60 per month for single or \$124 per month to cover the cost of family coverage as applicable, for each eligible employee employed by the School District who qualifies for and is enrolled in such School District dental insurance plan.

Section 6: Claims Against the School District: Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance

policy and pay such amounts as agreed 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.

**ARTICLE VI
OTHER BENEFITS**

Section 1: Professional Growth: **For a Technology Coordinator hired before July 1, 2015,** The Board agrees to reimburse tuition fees for preapproved courses and professional dues. Reimbursement of tuition shall be limited to the cost of 12 semester credits (or equivalent) per year at the University of Minnesota doctoral rate or a sum not to exceed the University of Minnesota cost for 12 semester credits or equivalent at another University. Reimbursement shall be subject to the superintendent’s approval, whose decision shall be final. Effective July 1, 2007, benefits under this Section 1 shall be limited to and regulated by the technology coordinator’s enrollment in a course of study or program approved by the superintendent in accordance with the Intermediate School District Policy 486, Specialized Training at District Expense.

For Technology Coordinators hired after July 1, 2015, the Board agrees to reimburse professional dues and tuition fees for preapproved graduate courses that are part of a certification program, licensing program, education specialist program, educational doctorate program, or PHD program that is of benefit to Intermediate School District 917. Reimbursement of tuition/fees shall be limited to six semester credits (or equivalent) per fiscal year and the maximum reimbursement amount shall not exceed the cost of six graduate semester credits at the University of Minnesota. Reimbursement shall be subject to the superintendent’s approval, whose decision shall be final.

If a Technology Coordinator’s resignation effective date from the district is before the two-year anniversary of a tuition/fee reimbursement 50% of the reimbursement must be repaid to the district. If a Technology Coordinator’s resignation effective date is after the third year anniversary of a tuition/fee reimbursement no repayment is required. This employee repayment requirement will be tracked separately for each tuition/fee reimbursement.

Examples:

Employee 1:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 30, 2016	
	Employee repays	\$2,000
Employee 2:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 20, 2017	
	Employee repays	\$2,000
Employee 3:	Tuition reimbursement received January 15, 2016	\$4,000
	Employee resigns effective June 30, 2018	
	Employee repays	\$0
Employee 4:	Tuition reimbursement received January 15, 2016	\$4,000
	Tuition reimbursement received September 15, 2016	\$4,000

Employee resigns effective June 30, 2018	
Reimbursement on January 15, 2016 – repays	\$0
Reimbursement on September 15, 2016 – repays	\$2,000

Section 2: Mileage: Employees required to use their personal vehicle in the performance of the supervisory duties shall be reimbursed for such travel pursuant to School District policy.

Section 3: Defense and Indemnification:

Subd. 1. The School District agrees, subject to the provisions of this section, as a condition of this employment contract, that it shall defend, hold harmless, and indemnify the Technology Coordinator from any and all demands, claims, suits, actions, and legal proceedings brought against the Technology Coordinator in his/her individual capacity, or in his/her official capacity as agent and employee of the School District, provided the incident arose while the Technology Coordinator was acting within the scope of his/her employment and acting in good faith.

Subd. 2. Subject to the limitations provided in Subd. 1 hereof, the School Board shall provide legal counsel and pay the fees for services rendered and costs advanced by such counsel in defense of the Technology Coordinator and shall pay all expenses to the ultimate conclusion of such action, and shall pay any judgment which may be rendered against the Technology Coordinator. In the event that a conflict exists as regards the defense to any claim between the legal position of the Technology Coordinator and the legal position of the School District, the School District agrees to engage separate counsel for the Technology Coordinator and the School District agrees to pay the fees for services rendered and costs advanced by such counsel. The School District further agrees that the choice of such separate counsel shall be made by the Technology Coordinator and subject only to final approval by the School Board.

**ARTICLE VII
SALARIES**

2013-2014	— \$88,266
2014-2015	— \$95,740 (\$90,031 base + \$1,000 longevity and adjustment for reduction of health insurance contribution)
2015-2016	\$98,582 (\$97,582 base + \$1,000 longevity)
2016-2017	\$101,022 (\$100,022 base + \$1,000 longevity)

Section 2 – Longevity: The employee will receive a longevity stipend beyond the salary as follows:

After 10 years of employment (11-15): \$1,000

After 15 years of employment (16 and beyond): \$2,500

**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, 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 from Intermediate School District 917 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 fifty five (55) days, based on the employee's daily rate of pay, or a prorated portion thereof, for less than full-time employees, minus vacation days and holidays.~~

~~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/457 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/457 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/457 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/457 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 no later than February 15 of the intention to resign at the conclusion of the school year.~~

Date of School Board Action
authorizing execution:

March 15, 2016

School Board Chair

March 15, 2016

Cory Langenfeld

March 15, 2016

School Board Clerk

Dated: _____