

Regular School Board Meeting
Tuesday, June 9, 2020 5:00 PM

Google Hangouts
130 145th Street East
Rosemount, MN 55068

Agenda

- I. Call to Order - Vice-Chair Rohloff**
- II. Read Statement for Teleconferencing School Board Meetings- Mark Zuzek**
- III. Conduct Pledge of Allegiance - Vice-Chair Rohloff**
- IV. Visitors Opportunity to be Heard - Vice-Chair Rohloff**
- V. Good News Reports**
- VI. Consent Items**
 - A. Minutes: May 5, 2020, Regular School Board Minutes
 - B. Personnel Summaries
 - C. Policies for final reading (533 Wellness; 613 Graduation Requirements: 419 Tobacco)
- VII. Business Manager's Report**
 - A. Review and approve bills to be paid, wire transfers, and investment report - Nicolle Roush
- VIII. New Business**
 - A. Review Annual Wellness Goals Update - Nicolle Roush
 - B. Review and Approve Lunch Contracts for 2020-2021 with ISD 191 and Lancer Food Service - Nicolle Roush
 - C. Review and Approve School Lunch Prices for 2020-2021 - Nicolle Roush
 - D. Resolution Terminating Support Staff Employees - Mark Zuzek
 - E. Review Variances for 2020-2021 - Mark Zuzek
 - F. Resolution to approve Superintendent Mark Zuzek and Linda Berg as the Identified Officials with Authority to approve access to the External User Access Recertification System for MDE - Vice-Chair Rohloff
 - G. Review and approve the following contracts for 2020-2022: Buyer, Payroll Specialist, Executive Assistant - Supt. Zuzek
 - H. Review and approve Lead Teacher for Special Education - Melissa Schaller
 - I. Set July meeting date - Mark Zuzek
 - J. Review Superintendent Zuzek's Annual Performance - Vice-Chair Rohloff
- IX. Adjournment**

REMOTE SCHOOL BOARD MEETINGS

Supt. Zuzek read the following statement:

“Intermediate School District 917 – General Process for Remote School Board Meetings. Due to the current federal and state emergency declarations, the Minnesota directive to residents to stay at home, and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, this meeting of the Intermediate School District 917 School Board is being conducted in accordance with Minnesota Statutes 13D.021 – Meetings by Telephone or Other Electronic Means.

Due to the health pandemic, the school board determined that it is not feasible for at least one board member, the superintendent, or the school district’s legal counsel to be physically present at the regular meeting location and that it is not feasible for the public to attend this meeting at the regular meetings location due to the health pandemic. Persons may monitor this meeting from a remote location by video link through Google Hangouts. School board members are reminded to mute their microphone or phone when they are not speaking. School board members wishing to speak should “raise hand via Boardbook” and wait to be recognized by the Chair. If not recognized, then go off mute and let us know.

The chair will determine the order in which board members wishing to speak will be recognized. When recognized, the board member should unmute the microphone or phone, speak, and then mute their device.

All votes will be conducted by roll call. Each school board member should wait until their name is called before voting.

Persons monitoring this meeting from a remote location may submit a comment by emailing linda.berg@isd917.org.

This meeting is being recorded. Access to the recording will be made available on the school district’s website as soon as it is reasonably possible.”

Good News Report
June, 2020
Secondary Programs

-Thanks for all your encouragement and guidance with Hunter. There appears to be a delicate balance with teaching these kids. You are very good at your job. Elisa

-I received a thank you from one of my SOD moms. The letter was like a lot of them we receive but her ps. is what really hit home, it said...

P.s. you are lucky to be in a profession that fits you and enriches so many kids!

It is kinda tough for Covid19 to take away from that.

Sincerely,

Paul

Paul Landwehr

Construction Trades instructor

-SOD student, Parker Dupey of Farmington (12) came out to see the house and get his DeWalt Hammer from Paul Landwehr, Construction Trades instructor.



-SOD student, Cael Anderson (11) of Farmington came out to show his mom the house. After the tour I presented him with the hammer from DeWALT.

Paul
Paul Landwehr
Construction Trades instructor



-Thank you to Paul Landwehr, ISD 917 Construction Trades teacher for making this drive-thru photo booth for our graduates. A thank you to Erin Mahnke, DCALS Dean of Students for decorating the booth for our students.



STUDENT FAVORITES 2019-2020(Food Industry Careers-Cherry Cramer, Teacher)

My favorite part of FIC was making really good food.
My favorite saying: Be Positive and Believe in Yourself
Taylor Geisen- Branch Out

My favorite part of FIC was cooking.
Favorite Saying: Let's Do It!
Ricky Torgerson- BEST

My Favorite part of FIC was baking sandwiches and eating French Fries.
Favorite Saying: Be Who I Am. And... "Our lives are before us. Our past is behind us. Our memories are forever with us."
Brianna Weber- BEST

My favorite part of FIC was baking
My favorite saying: Keep baking!
Erik Rasmussen - TESA

My favorite part of FIC was learning to cook.

My favorite saying: "Onions tell a sad, sad, story." and "Yes Chef!"

Cheyenne Pecore- Branch Out

My favorite part of FIC was when we made new foods.

My favorite quote, The weatherman is right, it's just his timing that's off.

David Kretzman- Branch Out

My favorite part of FIC was learning new skills.

My favorite quote: "Run when you can. Walk if you have to, Crawl if you must. Just never give up!"

Peter Blosberg - TESA

My favorite part of FIC was meeting new people and learning how to cook.

My favorite saying is "Always do your BEST and you will meet the test."

Marcellus Dees- BEST

My favorite part of FIC was all the tasty food.

My favorite saying is "I'm really feeling it!"

Dylan Aitkin- BEST

My favorite part of FIC was making penne pasta rosa.

My favorite saying is "If you have time to lean, you have time to clean."

Michael Taylor Branch Out

-As part of their distance learning, the Fundamental Chef Training students completed the Servsafe Food Handler course and certification exam. This course was offered through the National Restaurant Association. The ServSafe Food Handler is a basic food safety course that covers the 7th edition of the ServSafe Food Handler Guide.

The ServSafe Food Handler is perfect for line cooks, prep cooks, dishwashers, food demonstrators/samplers, merchandisers, convenience store workers and any other employees who come in contact with food. The course normally costs \$15.00 per student. For April and May, this was offered at no cost to participants. As an entry level job applicant, this certification will set them apart from other applicants.

-Students in the Food Industry Careers program worked to create a recipe book this quarter while doing distance learning. Each student recommended 2 recipes for the following categories: Main Entrees, Sandwiches, Soups and Salads, Appetizers and Sides Dishes, and

Desserts. Maureen Vetell helped to type, copy, collate and put the books together. Once done, Cherry and Maureen delivered the cookbooks to the students in the last week of school. The students loved getting their cookbooks and seeing the teachers one last time for the year. Many parents have sent thank yous and have told Cherry that they loved the assignments where the student had to cook and clean at home and do inventory of food on hand.

-Students in the Work Seminar class both at DCALS DCTC and DCALS North took the CareerSafe Start Safe Stay Safe online certification training for work safety. This year a total of 80 students attempted the course. OF those, 34 students passed the course and earned a certification.

They are:

DCALS DCTC:

Evan Bergum, Cody Bigbee, Shawn Fiemann, Noah Johnson Bacon, Ari Merino, Zachary Schulte, Braden Tollefson, Kristian Tuttle, Jasmine Hansen, Lisa Labok Quinn Peterson, Kelvin Todd, Stephan McKeever, Hunter Phillips

DCALS North

Ralph Charles, Maria Dominguez-Enriquez, Aviya Garcia, Antonio Holgin, Rapheal Roger Salena Murphy, Lizbeth Sierra Macedo, Asher Sprute, Aaron Strom, Kieran Clark William Damsgaard, Justin Grubb, Emanie Johnson, Ysenia Martinez-Tackaberry Eddie Morales, Jeremy Wenner, Mackenzie Williams, Isabella Lopez, Devin Miller

I worked one on one this quarter with a student in the work seminar class from DCALS North. We met via Google Meets to work on him passing the class. He did the work and passed! I sent the following congratulations email and the following is his mother's response.

Hi Sammie,

You did it! You got enough assignments done to pass! You have earned a B for work sem.

In the next few years, if you get a job, you can now earn credit for your hours worked.

Believe in yourself and you will make it!

I have enjoyed working with you.

You don't need to log on to finish your assignments.

I hope I get to meet you in person next school year.

Have a great summer!

That is sooooo wonderful!! Thank you so very much Ms. Cramer!!!! Happy tears!

**j van
cleef**

-Good evening,

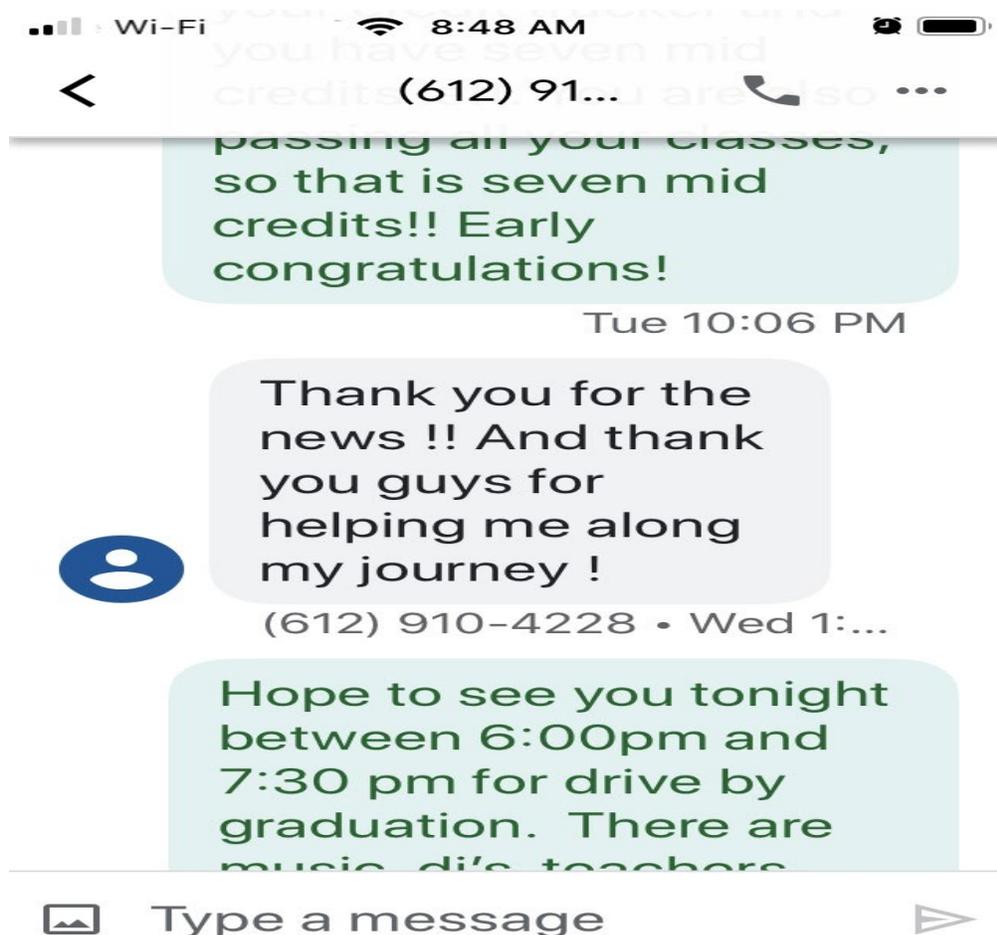
I hope all is well with you both. I would like to thank you guys for all of the amazing classes and memories I've made while at Dcals. I wouldn't be where I am now if it wasn't for you guy's.

Sincerely, Matt Brummond.-Simley Graduate (email msg to Tom LeDoux and Lynn Morris-DCALS Staff) Matt got Student of Distinction, Leadership award, and student of the Quarter!!

-OMG LYNN i just wanna say thank you i couldn't of done it if it wasn't for you thank you so

much   (Quinn Peterson-DCALS Main Graduate)

-DCALS Main student Jose Felix who graduated on June 3rd.



-Our DCALS South program held a drive-thru end of the year celebration on Thursday, June 4th from 4-6 p.m. This was our first year of this program for students in grades 8th-10th. We had 41 different students go through the program. On this night we had 10 families come through and say goodbye.





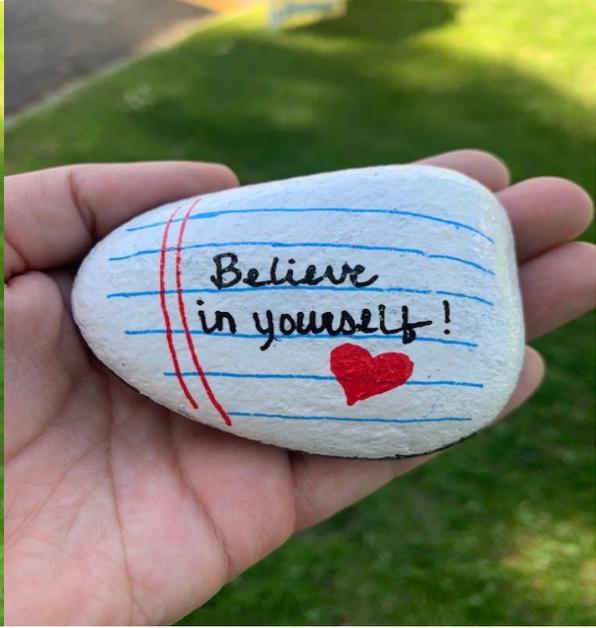






-DCALS North had 45 students graduate, with 8 getting our ISD 917 diploma this school year.















--Graduate numbers for DCALS Main campus. Our program had a total of 126 graduates. There are 29 earning a DCALS/ISD 917 diploma with 4 of those finishing during summer school.

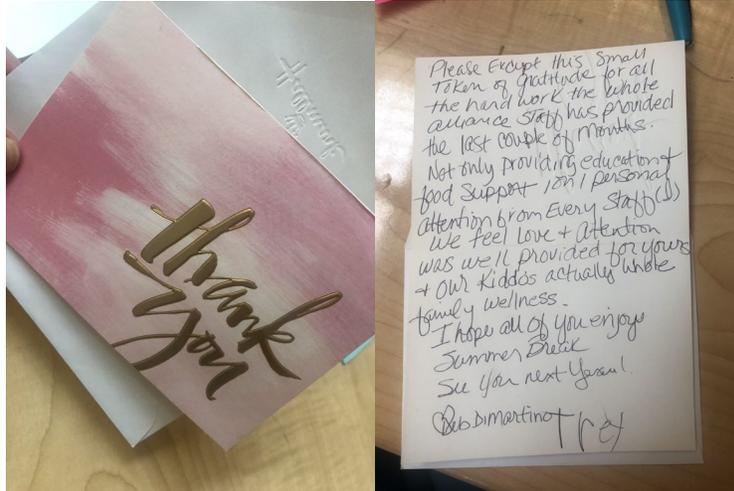
DCALS Main Campus Graduation photos: Wednesday, June 3rd 6:00-7:30 pm





Good News
Special Education

- We have had a couple of exposures of staff to COVID-19. Both staff involved had been present at school sites while presumptively positive. Working with our district nurses, staff were notified and procedures were enacted for self-quarantining and disinfecting.
- During the period of distance learning, staff for the department of special education have received at least once weekly communications from the director of special education using the Smore platform for newsletters. This tool has been used to recognize our staff that are doing amazing things to support students in distance learning, communicate important information, and share resources. It is a communication tool that we plan to use moving forward. It is simple to use and send via email.
- Two surveys are underway to get feedback regarding distance learning and potential hybrid models for the upcoming school year. The first survey was district created. We are also asking staff to participate in a survey from the University of Minnesota, College of Education and Human Development, Center for Applied Research and Educational Improvement. The second survey will provide comparisons to feedback from other school districts that participate. With this feedback, Dr. Brooke Peterson, will facilitate planning with our administrators for the upcoming school year over the summer.
- The special education leadership team will begin strategic planning and goal setting for the 2020-2021 school year with our first professional development event on June 10. The day will be spent in small groups, led by assistant directors/principals, gathering data and identifying strengths and needs. This information will be used during our second day of professional development in August.
- At this time, we plan to host our gathering for member districts on Wednesday, July 15 at Schaar's Bluff Gathering Center. We intended to share information about developments in the department of special education, get feedback from our membership, and hear legal updates from Laura Booth. More details will be sent regarding the agenda when it is confirmed that we can host this meeting in person.
- Also in August, an expanded leadership group for ISD 917 will undergo three days of PREPaRE training. PREPaRE is a nationally available training program developed by the National Association of School Psychologists. It is an evidence-based model for school crisis prevention and response intended to improve and strengthen school safety and crisis management plans and emergency response. Our trainers are professors in the school psychology department at the University of Wisconsin-River Falls.
- Sage Strong, ISD 194 and a student at AEC, was named Distinguished Student in the CTE program at Dakota County Technical College. This was awarded to him for his extensive and creative work in the area of technology. Way to go Sage!
- A parent from Alliance Education Center shared a thank you with all of the staff in the building. Even during this difficult time of distance learning we are proud of the relationships we have been able to strengthen with our families. Picture of note below:



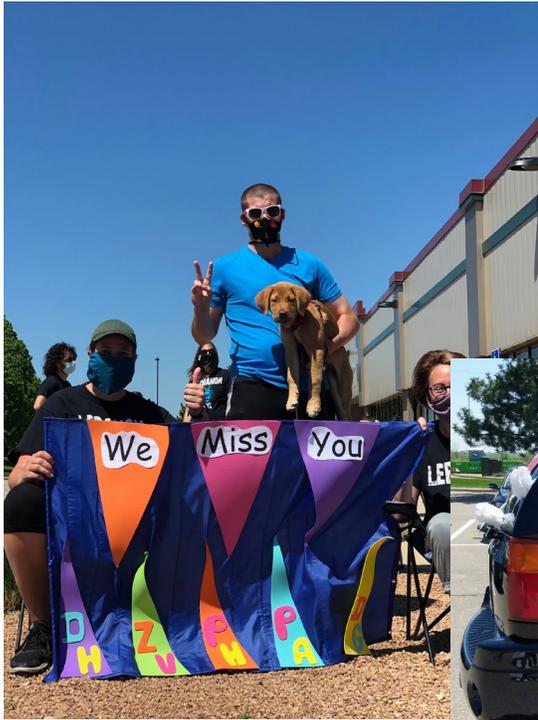
- Room 101 at AEC went on an end of year parade to wish their students a great end of the year and fun summer. The kids were so excited to get a treat from their staff and see them in person...even if only from a distance!



- Casey Gloe, classroom assistant in Lori Wilson's TEA classroom, did a virtual cooking lesson with Darren H. from ISD 199. Darren wanted to make his mom breakfast on Mother's Day so Casey showed him how to make eggs!
- Brian Moga's classroom at TEA built a little lending library to be installed outside of Lebanon. The class started the project prior to distance learning and finished up virtually with Brian demonstrating what he was doing. The "roof" of the library also serves as a planter so once it is painted and installed, flowers will be planted. Lori Wilson's classroom will keep the library stocked and maintained.



- Lebanon Education Center has been creatively implementing PBIS during distance learning. Staff are using digital Lynx Pride tickets to reinforce student behavior. These tickets are entered into a weekly drawing and a lucky winner receives a prize. One classroom per week creates a video which is sent out every Friday morning via google classroom along with updates, humor, and highlights. It's been a great way to keep the connections going.
- Staff at Lebanon Education Center held a “reverse” parade for students and families on Wednesday, May 20. Staff gathered in the parking lot and families were able to drive through. Students of all ages showed up. There were even a couple of high school students who drove. Some vehicles were decorated or students carried signs. It lifted everyone’s spirits!



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- Mary Callister, DAPE teacher at Lebanon, created a Fitness for 5 challenge in which students could complete different challenges for prizes: exercising for 5 out of 7 days, planking (the longest plank was 90 seconds) or submitting videos or pictures of their participation in Fun Field Week.
- The Pine Bend Early Childhood Special Education Therapeutic Classroom had their graduation parade on May 27. Erin Lencowski, Jennifer Petersen, Julia Kenow, Reesa Waltman and Jodi Erickson each decorated their cars, put together graduation baskets and drove by each students house to celebrate their last week. All students participated with their families in waving and saying goodbye to their teachers. Staff and students enjoyed seeing each other's faces and being able to wish each other well. It was helpful to have a special way to end this different year.
- The ISD 917 Deaf/Hard of Hearing program held a reverse retirement parade for two of our AMAZING Speech/Language Pathologists, Karen Doenges and Linda Lacher-Goddard. It was fun to see current staff members, students, and retirees come out to celebrate these two!



- Gideon Pond Classroom Assistant, **Lexi O'Dowd-Mallam**, has gone above and beyond to create a daily 'Lunch Bunch' Google Meet for the students at the ISD 917 D/HH Resource Program at Gideon Pond Elementary School. She wanted a way for them to be able to connect with each other and socialize in an informal way during distance learning!

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, May 5, 2020, virtually via Google Hangouts.

Members Present: Tom Bennett, Jill Lewis, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab and ex-officio member Superintendent Mark Zuzek.

Members Absent: None.

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

School Board Chair Lewis called the meeting to order at 5:00 PM.

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Byron Schwab, Vanda Pressnall, to approve the consent items, as presented. Voting aye: Tom Bennett, Jill Lewis, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
 - **Minutes:** April 7, 2020, Regular School Board Meeting
 - **Personnel:** *New Hires:* Jennifer Olson, Assistant Director, effective July 1, 2020. *Change in Status:* Erin Mahnke, Dean Secondary Education, effective April 6, 2020. *Leaves of Absence:* Bruce Alexander, Furlough, effective April 20, 2020. *Resignation & Terminations:* Scott Fisher, Classroom Assistant, effective March 30, 2020. Becky Splett, Special Education Teacher, effective June 5, 2020. Dawn Stephens, Special Education Teacher, effective June 5, 2020.
2. Motion by Wendy Felton, seconded by Russ Rohloff, to approve the bills from March 30, 2020 to April 30, 2020, wire transfers and Investment Report, as presented by the Business Manager. Voting aye: Tom Bennett, Jill Lewis, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
3. Board Member Vanda Pressnall, introduced the following resolution and waived the reading: Resolution Relating to the Termination and Nonrenewal of the Teaching Contract of Probationary Teachers. The motion for the adoption of the foregoing resolution was duly seconded by Byron Schwab and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Tom Bennett, Jill Lewis, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)
4. Motion by Kathy Lewis, seconded by Melissa Sauser, to approve the Blood Borne Pathogens Exposure Control Plan, as presented. Voting aye: Tom Bennett, Jill Lewis, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried. (Addendum B.)
5. Board Member Russ Rohloff, introduced the following resolution and waived the reading: Resolution for Teacher Appreciation Week. The motion for the adoption of the foregoing resolution was duly seconded by Wendy Felton, and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Tom Bennett, Jill Lewis, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron

Schwab, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum C.)

6. Motion by Russ Rohloff, seconded by Byron Schwab, to approve the Long-term Facilities Maintenance Plan as presented by the Business Manager. (Addendum F.) Voting aye: Tom Bennett, Jill Lewis, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried. (Addendum D.)
7. Motion by Vanda Pressnall, seconded by Kathy Lewis, to approve the Levy for SafeSchools and Lease Levies as presented by the Business Manager. (Addendum Voting aye: Tom Bennett, Jill Lewis, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab. Noting naye: None. Motion carried. (Addendum E.)
8. Board Member Kathy Lewis, introduced the following resolution and waived the reading: Resolution approving Intermediate District 917's Long-term facility maintenance program budget and authorizing the inclusion of those projects in the districts application for long-term facility maintenance program revenue. The motion for the adoption of the foregoing resolution was duly seconded by Byron Schwab, and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Tom Bennett, Jill Lewis, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum F.)
9. Motion by Tom Bennett, seconded by Kathy Lewis, to approve ISD 917's budget for 2020-2021, as presented by the Business Manager. (Addendum G.) Voting aye: Tom Bennett, Jill Lewis, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
10. Motion by DeeDee Currier, seconded by Wendy Felton, to approve the Special Education Lead Teachers for 2020-2021, as presented by the Special Education Director. (Addendum H.) Voting aye: Tom Bennett, Jill Lewis, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
11. Motion by Byron Schwab, seconded by Vanda Pressnall, to approve the DCALS Lead Teachers for 2020-2021, as presented by Eric VanBrocklin. (Addendum I.) Voting aye: Tom Bennett, Jill Lewis, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
12. Motion by Kathy Lewis, seconded by Tom Bennett, to approve the contracts for Independent Licensed Psychologist, Mental Health Professional Coordinator, Centralized Intake Coordinator, Board Certified Behavior Analysts, Human Resources Classified Full Year Employees (Talent Acquisition Specialist, Benefits Specialist, Human Resources Assistant), and the Computer Network Specialists classified Full-year Group and Individual Contracts for 2020-2021. (Addendum J.) Voting aye: Tom Bennett, Jill Lewis, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
13. Motion by Melissa Sauser, seconded by Russ Rohloff, to approve the Administrator contract for Jennifer Olson, and Director of Teaching and Learning Contract 2019-2021 for Brooke Peterson, as presented. (Addendum K.) Voting aye: Tom Bennett, Jill Lewis, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab. Voting naye.. None. Motion carried.
14. Motion by Byron Schwab, seconded by Russ Rohloff, to adjourn the meeting. All present voted aye.

Motion carried.

There being no further business the meeting adjourned at 6:20 PM.

The next regular School Board Meeting will be Tuesday, June 9, 2020, at 5:00 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF JUNE 9, 2020**

NEW HIRES:

Laura Bray, Speech Language Pathologist, effective August 25, 2020.

Shannon Brennan McParland, Assistant Director, effective July 1, 2020.

Victoria Engel, Mental Health Professional, effective August 25, 2020.

Melissa Ho, Licensed School Nurse, effective August 25, 2020.

Laura Kvamme, Dean, effective July 1, 2020.

Darrell Pipo, Special Education Teacher, effective August 25, 2020.

Billie Retzlaff, Board Certified Behavioral Analyst, effective July 1, 2020.

Roland Sessions, Developmental Adapted Physical Education Teacher, effective August 25, 2020.

Annie Taylor, Special Education Teacher, effective August 25, 2020.

Eve Thomas Brook, Special Education Teacher, effective August 25, 2020.

Alyssa Tongue, Special Education Teacher, effective August 25, 2020.

RE-HIRES:

Donna Greenfield, Audiologist, effective August 31, 2020.

Linda Lacher Goddard, Speech Language Pathologist, effective August 31, 2020.

Nichole Short, School Psychologist, effective August 24, 2020.

CHANGE IN STATUS:

Carmen Eaton, Special Education Lead Teacher & Special Education Teacher to Special Education Teacher & School Counselor, effective August 31, 2020.

Sarah Johnson, Special Education Teacher increasing to .75 FTE, effective August 31, 2020.

Lori Klein, Special Education Teacher to Dean, effective July 1, 2020.

Lynn Quam, Occupational Therapist from 0.8 FTE to 1.0 FTE, effective August 31, 2020.

Alaina Raway, Classroom Assistant to Health Associate, effective August 27, 2020.

Heather Stoesz, Speech Language Pathologist Increasing number of workdays from 182 to 185 and Lincoln Center, effective August 31, 2020.

Taylor Thomas, Special Education to Dean, effective July 1, 2020.

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS:

Alexandra Bruechert, Classroom Assistant, effective June 4, 2020.

Emily Defenbaugh, School Psychologist (pending replacement), effective June 5, 2020.

Kelli Deyoung, classroom assistant, effective June 4, 2020.

Michelle Huberty, Classroom Assistant, June 4, 2020.

Sheila Johnson, Classroom Assistant, effective June 4, 2020.

Emily Kelson, Classroom Assistant, effective June 4, 2020.

Alycia Monserrate Novotny, Classroom Assistant, effective June 4, 2020.

Brittany Nasgovitz, Classroom Assistant, effective June 4, 2020.

Jody Nash, Classroom Assistant, effective June 4, 2020.

Alexandra O'dowd-Mallam, Classroom Assistant, effective June 4, 2020.

Kaila Palmberg, Deaf Hard of Hearing Teacher (pending replacement), effective June 5, 2020.

Brooke Stoeklen, Program Assistant, effective June 5, 2020.

Soua Yang, Program Assistant, effective June 3, 2020.

Leah Swenson, Braillist, effective June 4, 2020.

RETIREMENTS:

533 WELLNESS

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents/guardians, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

- A. Nutrition Promotion and Education
 - 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:

- a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate;
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips;
 - d. focused on promoting fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods; and
 - e. emphasizing caloric balance between food intake and energy expenditure (promoting physical activity/exercise).
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

- 1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television and other forms of screen time;
- 2. The written Physical Education curriculum for each grade is aligned with national and/or state standards. The district provides:
 - a. Physical Education instruction adequate to meet the physical needs of the child with consideration of their individual limiting conditions, and in balance with the other needs of the child—of 30 minutes per day for elementary school students in addition to a 20 minute recess; 30 minutes per day offered at both middle school and high school level; one physical education class to meet high school graduation requirements offered each quarter;
 - b. Appropriately licensed physical education teachers at all grade levels with ongoing training opportunities at both the district and state level;
 - c. Safe indoor and outdoor facilities available for active play as well as age and ability appropriate equipment.

3. Opportunities for physical activity will be incorporated into other subject lessons, as well as provided between lessons or classes where appropriate. Physical activity breaks may include walks and access to the playground, weight room or sensory room where available and as appropriate.

C. Communications with Parents/Guardians

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents/guardians' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents/guardians to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents/guardians' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings with adequate time for students to eat and access to free drinking water.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards as cited by the National School Lunch Program 7 C.F.R. § 210.10 and the National School Breakfast Program 7 C.F.R. § 220.8.

6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will provide eligibility information for free/reduced priced meals to each family upon enrollment each year and will encourage participation throughout the year where appropriate.
8. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
9. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
10. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
11. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools in accordance with USDA Professional Standards.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being,

increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents/guardians and teachers, including non-food celebration ideas.
 - b. Classroom snacks brought by parents/guardians. The school district will provide to parents/guardians a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. ~~School will not use foods or beverages~~ **staff members are encouraged to consider rewards that are non-food items** as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment. **Per the Americans with Disabilities Act, special consideration will be given for students with an Individual Education Plan 504 accommodation or with special health and dietary requirements.**
3. Fundraising. **The school district will encourage non-food fundraisers such as read-a-thons, school-wide walk/run events or other activities over food sales.**

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverage marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. **WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). **In addition, the district will maintain a Health, Wellness and Safety Committee to support the goals of the Wellness Policy. The committee will compile data reported from schools to assess compliance with the**

Wellness Policy and report to the superintendent on the progress made by the district in attaining the goals of the Wellness Policy.

2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will promote parents/guardians, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the Wellness Policy.
2. The Wellness Coordinator will hold a minimum of four meetings per year for the purpose of discussing the development, implementation, and periodic review and update of the Wellness Policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website.

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and

- c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 42 U.S.C. § 1758b (Local School Wellness Policy)
 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
 7 C.F.R. § 210.10 (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
 Minnesota Department of Health, www.health.state.mn.us
 County Health Departments
 Action for Healthy Kids Minnesota, www.actionforhealthykids.org
 United States Department of Agriculture, www.fns.usda.gov

613 GRADUATION REQUIREMENTS

[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. “Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- E. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

IV. DISTRICT ASSESSMENT COORDINATOR

The District Assessment Coordinator shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8, ~~in the 2012-2013 school year~~ and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents or guardians, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.

- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. A minimum of seven elective credits, **to include physical education and health credits.**
- H. Credit equivalencies
 1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
 2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state

chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.

3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
- B. Academic standards in health and career and technical education will be reviewed on a periodic basis.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical

impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased by Intermediate School District 917. This prohibition extends to all vehicles that the District owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation. This prohibition includes all school district property, parking lots or facilities owned or leased for use by Intermediate School District 917 and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any ~~elementary school, middle school, or~~ secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. **Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.**
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indigneous adult lights tobacco on school district property as a part of a traditional Indigneous spiritual or cultural ceremony. An Indigneous person is a person who is a member of an Indigneous tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes

smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

MEMORANDUM

TO: School Board
FROM: Mark A. Zuzek
DATE: June 9, 2020
REGARDING: Policy Review Update for the board meeting

The attached policies will be reviewed at our April 7, 2020, School Board meeting. These policies are on the consent agenda for final approval.

Policy 613 – Graduation Requirements

This is a new policy. The requirements in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students. This policy is not mandatory and does not require an annual review.

Policy 533 (old policy 615) – Wellness Policy

All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.

In addition, the district will maintain a Health, Wellness and Safety Committee to support the goals of the Wellness Policy. The committee will compile data reported from schools to assess compliance with the Wellness Policy and report to the superintendent on the progress made by the district in attaining the goals of the Wellness Policy. Goals are reviewed annually.

Policy 419 – Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices and Electronic Delivery Devices

This policy was reviewed in August, 2019. Following the 2019 Minnesota legislative session, MSBA updated the model policy to include more definition of the word “tobacco.” **Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.”** This policy is not mandatory and does not require an annual review.

SOURCEWELL
DATE: 06/03/2020
TIME: 09:15:24

INTERMEDIATE SCHOOL DISTRICT
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 12/20

SELECTION CRITERIA: chkstat.rundate between '20200430 00:00:00.000' and '20200603 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1901432	05/11/2020	NCPERS GROUP LIFE INS	V	-48.00	VOID MANUAL CHECK
* 1902356	05/07/2020	IVY FUNDS	V	-2190.63	VOID MANUAL CHECK
* 1902941	05/18/2020	F.H. CANN & ASSOCIATES, INC	V	-92.44	VOID MANUAL CHECK
* 1903064	04/30/2020	WISCONSIN SCTF	R	995.39	ACCOUNTS PAYABLE CHECK
1903065	04/30/2020	EDUCATION MINNESOTA, LOCAL 3904	R	9647.85	ACCOUNTS PAYABLE CHECK
1903066	04/30/2020	DEPARTMENT OF EDUCATION AWG	R	231.11	ACCOUNTS PAYABLE CHECK
* 1903066	05/18/2020	DEPARTMENT OF EDUCATION AWG	V	-231.11	VOID MANUAL CHECK
1903067	04/30/2020	O.P.E.I.U., LOCAL 12	R	540.59	ACCOUNTS PAYABLE CHECK
1903068	04/30/2020	RELATED SERVICES NURSES ESP	R	198.60	ACCOUNTS PAYABLE CHECK
1903069	04/30/2020	S.E.P., LOCAL 4242	R	3469.70	ACCOUNTS PAYABLE CHECK
1903070	04/30/2020	IVY FUNDS	R	2340.63	ACCOUNTS PAYABLE CHECK
1903071	05/07/2020	ANCHOR VINYL LLC	R	300.00	ACCOUNTS PAYABLE CHECK
1903072	05/07/2020	ASCD	R	89.00	ACCOUNTS PAYABLE CHECK
1903073	05/07/2020	CDWG	R	2206.00	ACCOUNTS PAYABLE CHECK
1903074	05/07/2020	CENTURYLINK COMMUNICATONS, LLC	R	191.16	ACCOUNTS PAYABLE CHECK
1903075	05/07/2020	CUB FOODS - EAGAN	R	387.99	ACCOUNTS PAYABLE CHECK
1903076	05/07/2020	CUB FOODS - INVER GROVE HTS	R	163.69	ACCOUNTS PAYABLE CHECK
1903077	05/07/2020	CUB FOODS - ROSEMOUNT	R	166.53	ACCOUNTS PAYABLE CHECK
1903078	05/07/2020	DOOR SERVICE CO	R	897.00	ACCOUNTS PAYABLE CHECK
1903079	05/07/2020	FRONTIER COMMUNICATIONS	R	517.74	ACCOUNTS PAYABLE CHECK
1903080	05/07/2020	INVER HILLS COMMUNITY COLLEGE	R	616.70	ACCOUNTS PAYABLE CHECK
1903081	05/07/2020	JESSICA DODGE	R	2400.75	ACCOUNTS PAYABLE CHECK
1903082	05/07/2020	KAREN CASS FELLING, M.A., LP	R	400.00	ACCOUNTS PAYABLE CHECK
1903083	05/07/2020	LLC CENTURYLINK COMMUNICATIONS	R	1035.11	ACCOUNTS PAYABLE CHECK
1903084	05/07/2020	MARCO INC	R	1342.71	ACCOUNTS PAYABLE CHECK
1903085	05/07/2020	MINNESOTA ALLIANCE WITH YOUTH	R	1500.00	ACCOUNTS PAYABLE CHECK
1903086	05/07/2020	OUTDOOR IMAGES, INC	R	997.00	ACCOUNTS PAYABLE CHECK
1903087	05/07/2020	PEDIATRIC HOME SERVICE	R	3862.50	ACCOUNTS PAYABLE CHECK
1903088	05/07/2020	PLANSOURCE BENEFITS ADMINISTRATION,	R	3332.75	ACCOUNTS PAYABLE CHECK
1903089	05/07/2020	PROCARE THERAPY	R	3900.00	ACCOUNTS PAYABLE CHECK
1903090	05/07/2020	REPUBLIC SERVICES #923	R	664.07	ACCOUNTS PAYABLE CHECK
1903091	05/07/2020	ROOF TECH	R	20270.00	ACCOUNTS PAYABLE CHECK
1903092	05/07/2020	STRATEGIC STAFFING SOLUTIONS	R	5600.00	ACCOUNTS PAYABLE CHECK
1903093	05/07/2020	SUNBELT STAFFING, LLC	R	6000.00	ACCOUNTS PAYABLE CHECK
1903094	05/07/2020	TRIG LIFE SERVICES	R	1120.00	ACCOUNTS PAYABLE CHECK
1903095	05/07/2020	TRUSTED EMPLOYEES	R	30.00	ACCOUNTS PAYABLE CHECK
1903096	05/07/2020	TWIN CITY HARDWARE COMPANY INC	R	19902.28	ACCOUNTS PAYABLE CHECK
1903097	05/07/2020	IVY FUNDS	R	2190.63	ACCOUNTS PAYABLE CHECK
1903098	05/07/2020	XCEL ENERGY	R	6076.68	ACCOUNTS PAYABLE CHECK
1903099	05/13/2020	ANNE HOFF, SAFE HARBOR COUNSELING	R	80.00	ACCOUNTS PAYABLE CHECK
1903100	05/13/2020	APPY THERAPY	R	80.00	ACCOUNTS PAYABLE CHECK
1903101	05/13/2020	CUB FOODS - BURNSVILLE	R	136.31	ACCOUNTS PAYABLE CHECK
1903102	05/13/2020	DAKOTA COUNTY SHERIFF	R	29602.08	ACCOUNTS PAYABLE CHECK
1903103	05/13/2020	ESTR PUBLICATIONS	R	130.00	ACCOUNTS PAYABLE CHECK
1903104	05/13/2020	FRONTIER COMMUNICATIONS	R	1608.47	ACCOUNTS PAYABLE CHECK
1903105	05/13/2020	HEINEMANN	R	79006.51	ACCOUNTS PAYABLE CHECK
1903106	05/13/2020	JESSICA DODGE	R	3240.25	ACCOUNTS PAYABLE CHECK
1903107	05/13/2020	MASA	R	407.00	ACCOUNTS PAYABLE CHECK
1903108	05/13/2020	MENARDS	R	155.75	ACCOUNTS PAYABLE CHECK
1903109	05/13/2020	MDE-MCIS	R	1300.00	ACCOUNTS PAYABLE CHECK
1903110	05/13/2020	MN CLN SERVICES, INC	R	1936.67	ACCOUNTS PAYABLE CHECK
1903111	05/13/2020	MN ENERGY RESOURCES CORPORATION	R	662.65	ACCOUNTS PAYABLE CHECK
1903112	05/13/2020	REALITYWORKS	R	13653.71	ACCOUNTS PAYABLE CHECK

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1903113	05/13/2020	SCHOOL NURSE SUPPLY	R	25.45	ACCOUNTS PAYABLE CHECK
1903114	05/13/2020	THERAPRO INC.	R	47.45	ACCOUNTS PAYABLE CHECK
1903115	05/18/2020	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1903116	05/18/2020	EDUCATION MINNESOTA, LOCAL 3904	R	9493.68	ACCOUNTS PAYABLE CHECK
1903117	05/18/2020	NCPERS GROUP LIFE INS	R	32.00	ACCOUNTS PAYABLE CHECK
1903118	05/18/2020	O.P.E.I.U., LOCAL 12	R	573.77	ACCOUNTS PAYABLE CHECK
1903119	05/18/2020	RELATED SERVICES NURSES ESP	R	198.60	ACCOUNTS PAYABLE CHECK
1903120	05/18/2020	S.E.P., LOCAL 4242	R	3695.00	ACCOUNTS PAYABLE CHECK
1903121	05/18/2020	UNITED WAY, GREATER TWIN CITIES	R	270.00	ACCOUNTS PAYABLE CHECK
1903122	05/18/2020	IVY FUNDS	R	2340.63	ACCOUNTS PAYABLE CHECK
1903123	05/20/2020	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1903124	05/20/2020	CDWG	R	200.00	ACCOUNTS PAYABLE CHECK
1903125	05/20/2020	CENTERPOINT ENERGY	R	221.55	ACCOUNTS PAYABLE CHECK
1903126	05/20/2020	COMO LUBE & SUPPLIES	R	77.50	ACCOUNTS PAYABLE CHECK
1903127	05/20/2020	DISTRICT 191 FOOD SERVICE	R	692.30	ACCOUNTS PAYABLE CHECK
1903128	05/20/2020	EDUCATORS BENEFIT CONSULTANTS, LLC	R	258.86	ACCOUNTS PAYABLE CHECK
1903129	05/20/2020	FRONTIER COMMUNICATIONS	R	1166.32	ACCOUNTS PAYABLE CHECK
1903130	05/20/2020	HILDI INCORPORATED	R	795.00	ACCOUNTS PAYABLE CHECK
1903131	05/20/2020	IND SCH DIST 191	R	26405.40	ACCOUNTS PAYABLE CHECK
1903132	05/20/2020	OFFICE OF MN.IT SERVICES	R	2072.26	ACCOUNTS PAYABLE CHECK
1903133	05/20/2020	PEDIATRIC HOME SERVICE	R	1800.00	ACCOUNTS PAYABLE CHECK
1903134	05/20/2020	PROCARE THERAPY	R	3900.00	ACCOUNTS PAYABLE CHECK
1903135	05/20/2020	SCHOLASTIC, INC	R	387.00	ACCOUNTS PAYABLE CHECK
1903136	05/20/2020	STRATEGIC STAFFING SOLUTIONS	R	5600.00	ACCOUNTS PAYABLE CHECK
1903137	05/20/2020	SUNBELT STAFFING, LLC	R	6000.00	ACCOUNTS PAYABLE CHECK
1903138	05/20/2020	TEACHERS ON CALL	R	731.52	ACCOUNTS PAYABLE CHECK
1903139	05/20/2020	TEAMWORKS INTERNATIONAL	R	2187.51	ACCOUNTS PAYABLE CHECK
1903140	05/20/2020	THERAPRO INC.	R	68.00	ACCOUNTS PAYABLE CHECK
1903141	05/20/2020	TIERNEY BROS. INC	R	1087.80	ACCOUNTS PAYABLE CHECK
1903142	05/20/2020	TRIG LIFE SERVICES	R	1120.00	ACCOUNTS PAYABLE CHECK
1903143	05/20/2020	TWIN CITY HARDWARE COMPANY INC	R	475.00	ACCOUNTS PAYABLE CHECK
1903144	05/20/2020	YOUNGQUIST'S	R	398.60	ACCOUNTS PAYABLE CHECK
1903145	05/21/2020	AMAZON.COM, LLC	R	3755.24	ACCOUNTS PAYABLE CHECK
1903146	05/21/2020	MEDICAREBLUE RX	R	42.00	ACCOUNTS PAYABLE CHECK
1903147	05/28/2020	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1903148	05/28/2020	EDUCATION MINNESOTA, LOCAL 3904	R	9530.57	ACCOUNTS PAYABLE CHECK
1903149	05/28/2020	O.P.E.I.U., LOCAL 12	R	573.77	ACCOUNTS PAYABLE CHECK
1903150	05/28/2020	RELATED SERVICES NURSES ESP	R	198.52	ACCOUNTS PAYABLE CHECK
1903151	05/28/2020	S.E.P., LOCAL 4242	R	3695.00	ACCOUNTS PAYABLE CHECK
1903152	05/28/2020	UNITED WAY, GREATER TWIN CITIES	R	135.00	ACCOUNTS PAYABLE CHECK
1903153	05/28/2020	IVY FUNDS	R	2340.63	ACCOUNTS PAYABLE CHECK
1903154	06/03/2020	AUTISM SOCIETY OF MINN	R	210.00	ACCOUNTS PAYABLE CHECK
1903155	06/03/2020	CENTURYLINK	R	1035.11	ACCOUNTS PAYABLE CHECK
1903156	06/03/2020	CENTURYLINK COMMUNICATONS, LLC	R	364.54	ACCOUNTS PAYABLE CHECK
1903157	06/03/2020	DAKOTA COUNTY TECH COLLEGE	R	622.00	ACCOUNTS PAYABLE CHECK
1903158	06/03/2020	ECM PUBLISHERS, INC.	R	291.88	ACCOUNTS PAYABLE CHECK
1903159	06/03/2020	EVERYDAY SPEECH	R	199.00	ACCOUNTS PAYABLE CHECK
1903160	06/03/2020	FRONTIER COMMUNICATIONS	R	517.74	ACCOUNTS PAYABLE CHECK
1903161	06/03/2020	HITESMAN & WOLD, PA	R	836.00	ACCOUNTS PAYABLE CHECK
1903162	06/03/2020	INVER HILLS COMMUNITY COLLEGE	R	129.30	ACCOUNTS PAYABLE CHECK
1903163	06/03/2020	JONES SCHOOL SUPPLY COMPANY, INC	R	1703.63	ACCOUNTS PAYABLE CHECK
1903164	06/03/2020	MARCO INC	R	1342.71	ACCOUNTS PAYABLE CHECK
1903165	06/03/2020	MEDICA	R	1447.61	ACCOUNTS PAYABLE CHECK
1903166	06/03/2020	MENARDS	R	655.93	ACCOUNTS PAYABLE CHECK
1903167	06/03/2020	MIDWEST PLAYSCAPES, INC	R	41076.00	ACCOUNTS PAYABLE CHECK
1903168	06/03/2020	OUTDOOR IMAGES, INC	R	35102.00	ACCOUNTS PAYABLE CHECK
1903169	06/03/2020	PAWS FOR LEARNING, INC	R	1250.00	ACCOUNTS PAYABLE CHECK

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1903170	06/03/2020	PELLICCI ACE HARDWARE	R	720.00	ACCOUNTS PAYABLE CHECK
1903171	06/03/2020	409-PRAXAIR DISTRIBUTION INC	R	25.65	ACCOUNTS PAYABLE CHECK
1903172	06/03/2020	PROCARE THERAPY	R	1950.00	ACCOUNTS PAYABLE CHECK
1903173	06/03/2020	RATWICK, ROSZAK & MALONEY, P.A.	R	1774.72	ACCOUNTS PAYABLE CHECK
1903174	06/03/2020	REPUBLIC SERVICES #923	R	657.32	ACCOUNTS PAYABLE CHECK
1903175	06/03/2020	RFL CONSTRUCTION	R	4246.00	ACCOUNTS PAYABLE CHECK
1903176	06/03/2020	STRATEGIC STAFFING SOLUTIONS	R	5600.00	ACCOUNTS PAYABLE CHECK
1903177	06/03/2020	SUNBELT STAFFING, LLC	R	9600.00	ACCOUNTS PAYABLE CHECK
1903178	06/03/2020	TEACHERS ON CALL	R	1584.96	ACCOUNTS PAYABLE CHECK
1903179	06/03/2020	TRIG LIFE SERVICES	R	1120.00	ACCOUNTS PAYABLE CHECK
1903180	06/03/2020	WH SECURITY, LLC	R	68.85	ACCOUNTS PAYABLE CHECK
1903181	06/03/2020	XCEL ENERGY	R	3227.57	ACCOUNTS PAYABLE CHECK
*V6602376	05/14/2020	TARA LYNN BRENNER	R	25.30	ACCOUNTS PAYABLE VOUCHER
*V6602377	05/14/2020	JODI LYNN DYVIG	R	8.05	ACCOUNTS PAYABLE VOUCHER
*V6602378	05/14/2020	SHERILYN FAYE FRISQUE	R	75.90	ACCOUNTS PAYABLE VOUCHER
*V6602379	05/14/2020	JANA LEE HEIDEMANN	R	14.95	ACCOUNTS PAYABLE VOUCHER
*V6602380	05/14/2020	KATHRYN SUSAN KETTLER	R	200.00	ACCOUNTS PAYABLE VOUCHER
*V6602381	05/14/2020	BEVIN ANNE KILPATRICK	R	102.35	ACCOUNTS PAYABLE VOUCHER
*V6602382	05/14/2020	LORI ANN KLEIN	R	140.88	ACCOUNTS PAYABLE VOUCHER
*V6602383	05/14/2020	PAMELA LYNN LYONS	R	21.85	ACCOUNTS PAYABLE VOUCHER
*V6602384	05/14/2020	EMMA IRENE KAE MAYES	R	18.40	ACCOUNTS PAYABLE VOUCHER
*V6602385	05/14/2020	BRIAN RICHARD MOGA	R	66.36	ACCOUNTS PAYABLE VOUCHER
*V6602386	05/14/2020	PATTIJO ELIZABETH NWOKEUKU	R	55.00	ACCOUNTS PAYABLE VOUCHER
*V6602387	05/14/2020	ALEXANDRA A. O'DOWD-MALLAM	R	31.63	ACCOUNTS PAYABLE VOUCHER
*V6602388	05/14/2020	JENNIFER MAE PETERSEN	R	67.28	ACCOUNTS PAYABLE VOUCHER
*V6602389	05/14/2020	EMILY ANN PFISTERER	R	189.18	ACCOUNTS PAYABLE VOUCHER
*V6602390	05/14/2020	DAWN MARIE SAVAGE	R	99.00	ACCOUNTS PAYABLE VOUCHER
*V6602391	05/14/2020	SAMANTHA KAY SCHULZ	R	96.60	ACCOUNTS PAYABLE VOUCHER
*V6602392	05/14/2020	TINA AGNES SHEPPARD	R	22.43	ACCOUNTS PAYABLE VOUCHER
*V6602393	05/14/2020	NICHOLE LEIGH SHORT	R	281.75	ACCOUNTS PAYABLE VOUCHER
*V6602394	05/14/2020	DAVID LEON STOLL	R	129.38	ACCOUNTS PAYABLE VOUCHER
*V6602395	05/14/2020	BRENDA JEAN SZOKA	R	61.25	ACCOUNTS PAYABLE VOUCHER
*V6602396	05/14/2020	ADRIENNE KATE TURZYNSKI	R	19.55	ACCOUNTS PAYABLE VOUCHER
*V6602397	05/27/2020	MARY MICHELLE ADOLPHSON	R	5.00	ACCOUNTS PAYABLE VOUCHER
*V6602398	05/27/2020	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602399	05/27/2020	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602400	05/27/2020	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602401	05/27/2020	CRAIG ALAN CURTIS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602402	05/27/2020	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602403	05/27/2020	MEGHAN LOUISE DOBSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602404	05/27/2020	CARMEN MARIE EATON	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602405	05/27/2020	VALERIE RAE ENFIEJIAN	R	247.83	ACCOUNTS PAYABLE VOUCHER
*V6602406	05/27/2020	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602407	05/27/2020	RICHELLE E. GERNES	R	33.00	ACCOUNTS PAYABLE VOUCHER
*V6602408	05/27/2020	DONNA GAYLE GREENFIELD	R	74.75	ACCOUNTS PAYABLE VOUCHER
*V6602409	05/27/2020	THERESA JEAN GULBRANSEN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602410	05/27/2020	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602411	05/27/2020	AMY T. HURLA	R	94.22	ACCOUNTS PAYABLE VOUCHER
*V6602412	05/27/2020	SARAH LYNN JOHNSON	R	149.50	ACCOUNTS PAYABLE VOUCHER
*V6602413	05/27/2020	JENNIFER M. KLAUSTERMEIER	R	139.96	ACCOUNTS PAYABLE VOUCHER
*V6602414	05/27/2020	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602415	05/27/2020	ANNA MARIE LAMPHERE	R	85.75	ACCOUNTS PAYABLE VOUCHER
*V6602416	05/27/2020	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602417	05/27/2020	JILL E LEWIS	R	25.30	ACCOUNTS PAYABLE VOUCHER
*V6602418	05/27/2020	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602419	05/27/2020	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602420	05/27/2020	AMANDA LYNN PETERS	R	387.13	ACCOUNTS PAYABLE VOUCHER

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*V6602421	05/27/2020	BROOKE ALLYSON PETERSON	R	152.10	ACCOUNTS PAYABLE VOUCHER
*V6602422	05/27/2020	VANDA JOY PRESSNALL	R	43.70	ACCOUNTS PAYABLE VOUCHER
*V6602423	05/27/2020	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602424	05/27/2020	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602425	05/27/2020	RUSSELL GEORGE ROHLOFF	R	32.20	ACCOUNTS PAYABLE VOUCHER
*V6602426	05/27/2020	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602427	05/27/2020	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602428	05/27/2020	DAVID LEON STOLL	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602429	05/27/2020	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602430	05/27/2020	BRITTANY IRENE SWANSON	R	88.92	ACCOUNTS PAYABLE VOUCHER
*V6602431	05/27/2020	THOMAS JOSEPH SZEWCZYK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602432	05/27/2020	PHILLIP HENRY TARMANN	R	103.93	ACCOUNTS PAYABLE VOUCHER
*V6602433	05/27/2020	TAYLOR MAY THOMAS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602434	05/27/2020	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602435	05/27/2020	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602436	05/27/2020	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602437	05/27/2020	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6602438	05/27/2020	MARK A. ZUZEK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V7700981	04/30/2020	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS PAYABLE VOUCHER
*V7700982	04/30/2020	AFLAC	R	2142.26	ACCOUNTS PAYABLE VOUCHER
*V7700983	04/30/2020	AMERIPRISE FINANCIAL ADVISORS	R	8445.54	ACCOUNTS PAYABLE VOUCHER
*V7700984	04/30/2020	AXA EQUITABLE LIFE INS CO	R	4218.87	ACCOUNTS PAYABLE VOUCHER
*V7700985	04/30/2020	FIDELITY INVSTMT TAX-EX SVC CO	R	6320.01	ACCOUNTS PAYABLE VOUCHER
*V7700986	04/30/2020	HEALTHEQUITY, INC.	R	25108.26	ACCOUNTS PAYABLE VOUCHER
*V7700987	04/30/2020	HORACE MANN LIFE INS	R	2073.97	ACCOUNTS PAYABLE VOUCHER
*V7700988	04/30/2020	INTERNAL REVENUE SERVICE	R	230538.84	ACCOUNTS PAYABLE VOUCHER
*V7700989	04/30/2020	EDUCATION MN ESI BILLING TRUST	R	5408.78	ACCOUNTS PAYABLE VOUCHER
*V7700990	04/30/2020	MN DEPT OF REVENUE	R	36264.27	ACCOUNTS PAYABLE VOUCHER
*V7700991	04/30/2020	MN DEPT OF REVENUE(C)	R	275.76	ACCOUNTS PAYABLE VOUCHER
*V7700992	04/30/2020	MN STATE RETIREMENT SYSTEM	R	2020.83	ACCOUNTS PAYABLE VOUCHER
*V7700993	04/30/2020	EXECUTIVE DIRECTOR	R	55208.83	ACCOUNTS PAYABLE VOUCHER
*V7700994	04/30/2020	STATE TREASURER, TRA	R	100293.95	ACCOUNTS PAYABLE VOUCHER
*V7700995	04/30/2020	VARIABLE ANNUITY LIFE INS CO	R	8631.52	ACCOUNTS PAYABLE VOUCHER
*V7700996	04/30/2020	VOYA	R	1711.25	ACCOUNTS PAYABLE VOUCHER
*V7700997	05/07/2020	KANSAS CITY LIFE INSURANCE COMPANY	R	9855.61	ACCOUNTS PAYABLE VOUCHER
*V7700998	05/07/2020	MEDICA	R	91569.82	ACCOUNTS PAYABLE VOUCHER
*V7700999	05/07/2020	PLANSOURCE FLEX BEN.	R	644.58	ACCOUNTS PAYABLE VOUCHER
*V7701000	05/14/2020	APPLE VALLEY ISD LLC	R	41399.75	ACCOUNTS PAYABLE VOUCHER
*V7701001	05/14/2020	SE ISD, DST	R	82756.51	ACCOUNTS PAYABLE VOUCHER
*V7701002	05/14/2020	MEDICA	R	10517.83	ACCOUNTS PAYABLE VOUCHER
*V7701003	05/14/2020	PLANSOURCE FLEX BEN.	R	140.58	ACCOUNTS PAYABLE VOUCHER
*V7701004	05/18/2020	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS PAYABLE VOUCHER
*V7701005	05/18/2020	AMERIPRISE FINANCIAL ADVISORS	R	8308.04	ACCOUNTS PAYABLE VOUCHER
*V7701006	05/18/2020	AXA EQUITABLE LIFE INS CO	R	4218.87	ACCOUNTS PAYABLE VOUCHER
*V7701007	05/18/2020	FIDELITY INVSTMT TAX-EX SVC CO	R	6320.01	ACCOUNTS PAYABLE VOUCHER
*V7701008	05/18/2020	HEALTHEQUITY, INC.	R	24824.89	ACCOUNTS PAYABLE VOUCHER
*V7701009	05/18/2020	HORACE MANN LIFE INS	R	2073.97	ACCOUNTS PAYABLE VOUCHER
*V7701010	05/18/2020	INTERNAL REVENUE SERVICE	R	224993.59	ACCOUNTS PAYABLE VOUCHER
*V7701011	05/18/2020	EDUCATION MN ESI BILLING TRUST	R	5408.78	ACCOUNTS PAYABLE VOUCHER
*V7701012	05/18/2020	MN DEPT OF REVENUE	R	35221.24	ACCOUNTS PAYABLE VOUCHER
*V7701013	05/18/2020	MN STATE RETIREMENT SYSTEM	R	2020.83	ACCOUNTS PAYABLE VOUCHER
*V7701014	05/18/2020	EXECUTIVE DIRECTOR	R	54839.27	ACCOUNTS PAYABLE VOUCHER
*V7701015	05/18/2020	STATE TREASURER, TRA	R	98382.04	ACCOUNTS PAYABLE VOUCHER
*V7701016	05/18/2020	VARIABLE ANNUITY LIFE INS CO	R	8531.52	ACCOUNTS PAYABLE VOUCHER
*V7701017	05/18/2020	VOYA	R	1711.25	ACCOUNTS PAYABLE VOUCHER
*V7701018	05/19/2020	APPLE VALLEY ISD LLC	R	6182.85	ACCOUNTS PAYABLE VOUCHER
*V7701019	05/21/2020	DELTA DENTAL OF MINNESOTA	R	9271.88	ACCOUNTS PAYABLE VOUCHER

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*V7701020	05/27/2020	PLANSOURCE FLEX BEN.	R	181.98	ACCOUNTS PAYABLE VOUCHER
*V7701021	05/28/2020	MEDICA	R	39340.13	ACCOUNTS PAYABLE VOUCHER
*V7701022	05/28/2020	PLANSOURCE FLEX BEN.	R	45.47	ACCOUNTS PAYABLE VOUCHER
*V7701023	05/28/2020	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS PAYABLE VOUCHER
*V7701024	05/28/2020	AFLAC	R	2142.26	ACCOUNTS PAYABLE VOUCHER
*V7701025	05/28/2020	AMERIPRISE FINANCIAL ADVISORS	R	8308.04	ACCOUNTS PAYABLE VOUCHER
*V7701026	05/28/2020	AXA EQUITABLE LIFE INS CO	R	4218.87	ACCOUNTS PAYABLE VOUCHER
*V7701027	05/28/2020	FIDELITY INVSTMT TAX-EX SVC CO	R	6320.01	ACCOUNTS PAYABLE VOUCHER
*V7701028	05/28/2020	HEALTHQUITY, INC.	R	24991.57	ACCOUNTS PAYABLE VOUCHER
*V7701029	05/28/2020	HORACE MANN LIFE INS	R	2073.97	ACCOUNTS PAYABLE VOUCHER
*V7701030	05/28/2020	INTERNAL REVENUE SERVICE	R	227437.72	ACCOUNTS PAYABLE VOUCHER
*V7701031	05/28/2020	EDUCATION MN ESI BILLING TRUST	R	5408.78	ACCOUNTS PAYABLE VOUCHER
*V7701032	05/28/2020	MN DEPT OF REVENUE	R	35742.08	ACCOUNTS PAYABLE VOUCHER
*V7701033	05/28/2020	MN STATE RETIREMENT SYSTEM	R	2020.83	ACCOUNTS PAYABLE VOUCHER
*V7701034	05/28/2020	EXECUTIVE DIRECTOR	R	55772.55	ACCOUNTS PAYABLE VOUCHER
*V7701035	05/28/2020	STATE TREASURER, TRA	R	98460.22	ACCOUNTS PAYABLE VOUCHER
*V7701036	05/28/2020	VARIABLE ANNUITY LIFE INS CO	R	8631.52	ACCOUNTS PAYABLE VOUCHER
*V7701037	05/28/2020	VOYA	R	1711.25	ACCOUNTS PAYABLE VOUCHER
*V7701038	06/01/2020	KANSAS CITY LIFE INSURANCE COMPANY	R	9689.41	ACCOUNTS PAYABLE VOUCHER
*V7701039	06/01/2020	MEDICA	R	65477.48	ACCOUNTS PAYABLE VOUCHER
*V7701040	06/02/2020	APPLE VALLEY ISD LLC	R	41399.75	ACCOUNTS PAYABLE VOUCHER
*V7701041	06/02/2020	SE ISD, DST	R	76770.66	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2385031.30	
TOTAL REPORT				2385031.30	

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

April 2020

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	6,930,622.39	0.00	0.00	0.00	5,383.73	6,936,006.12	100,652.69
MSDLAF Liquid	01	829.94	0.00	0.00	0.00	0.57	830.51	11.76
MSDLAF TERM (CD's,Term,Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		6,931,452.33	0.00	0.00	0.00	5,384.30	6,936,836.63	100,664.45

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

1. MSDMAX is MSDLAF'S "Max Portfolio" and includes pooled investments plus banker's acceptances, commercial paper, repurchase agreements and US Government obligations.
2. MSDLAF is MSDLAF'S primary clearing "Money Market" fund. All fixed rate investments (FRI) clear through this account as do maturities, interest, and fees.

NOTE: **April, 2020** Average MSDLAF Liquid Rate was .84% and the MSDLAF+MAX Average Rate was .95%. MSDLAF Term Average Rate is .00%.

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

May 2020

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	6,936,006.12	0.00	0.00	0.00	3,171.79	6,939,177.91	103,824.48
MSDLAF Liquid	01	830.51	0.00	0.00	0.00	0.31	830.82	12.07
MSDLAF TERM (CD's,Term,Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		6,936,836.63	0.00	0.00	0.00	3,172.10	6,940,008.73	103,836.55

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

1. MSDMAX is MSDLAF'S "Max Portfolio" and includes pooled investments plus banker's acceptances, commercial paper, repurchase agreements and US Government obligations.
2. MSDLAF is MSDLAF'S primary clearing "Money Market" fund. All fixed rate investments (FRI) clear through this account as do maturities, interest, and fees.

NOTE: **May, 2020** Average MSDLAF Liquid Rate was .44% and the MSDLAF+MAX Average Rate was .54%. MSDLAF Term Average Rate is .00%.

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

05/29/2020 REGULAR PAY (922) \$ 687,614.98

NET PAYROLL \$ 687,614.98

Authorized Signature  Date 5-27-2020

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

05/15/2020 REGULAR PAY (921) \$ 683,401.96

NET PAYROLL \$ 683,401.96

Authorized Signature  Date 5-12-2020

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

Goal 1 - Physical Activity:

Don Budach, Assistant Director

TESA:

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

PACES:

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

DASH:

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

Jamie Dalbesio, Assistant Director

Concord Education Center:

Physical Education/DAPE is offered daily. A portion of the curriculum dedicated to educate students on the benefits of a healthy lifestyle and what a healthy lifestyle means. Transition-aged students also participate in adaptive fitness activities with Anytime Fitness in Inver Grove Heights for 30 minutes per week. 25 minutes of recess is provided to each student daily, as well as sensory and other gross-motor activities as determined by the students' Individual Education Plans.

Theresa Gulbransen, Assistant Director

Alliance Education Center:

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

Jennifer Hetland, Assistant Director

Options and Anthony Louis:

Teachers create opportunities for physical activity throughout the instructional day.

Juvenile Service Center/New Chance:

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

ECSE TEA Riverview and Pinebend:

Teachers create opportunities for physical activity throughout the instructional day. There is a 20 minute physical activity time schedule every day and a 15 minute motor break time.

Brooke Peterson, Assistant Director

D/HH Preschool:

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

D/HH Gideon Pond Elementary:

Students participate in physical activity during their school day with regular physical education classes provided in the general education setting at Gideon Pond, which follows the District 191 PE curriculum. In addition, learners participate in physical activity by playing games and playing on playground equipment during daily recess. Staff promotes learners' participation during their supervision of students in both school PE classes and recess settings. Some learners with motor delays additionally receive PT and DAPE services

to develop their balance, strength and coordination skills to be as physically active as they are able. In addition, movement/sensory breaks are provided throughout learners' school day per individual student's sensory/physical needs.

D/HH Century Middle School:

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

D/HH Lakeville North High School:

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

David Stoll, Assistant Director

Cedar School (SUN):

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

Lebanon Education Center (TEA):

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

Eric Van Brocklin, Principal

DCALS (DCTC Campus):

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

DCALS (North Campus):

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

DCALS (South Campus):

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

Goal #2 - Nutritional Education and Promotion:

Don Budach, Assistant Director

TESA:

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

PACES:

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

DASH:

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

Jamie Dalbesio, Assistant Director

Concord Education Center:

Health class is taught by classroom teachers and standards are reinforced by our physical education teacher. Students have access daily to snacks during individual breaktimes and when determined by their Individual Education Plan. Students also participate in meal planning as part of transition-based programming. All students have access to an in-house food shelf that provides complete meals to families when needed. These items are distributed on a weekly basis.

Theresa Gulbransen, Assistant Director

Alliance Education Center:

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

Jennifer Hetland, Assistant Director

Options and Anthony Louis:

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

Juvenile Service Center/New Chance:

Teachers incorporate nutritional information into subject lessons when appropriate.

ECSE TEA Riverview and Pinebend::

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

Brooke Peterson, Assistant Director

D/HH Preschool:

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

D/HH Elementary (Gideon Pond):

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

D/HH Middle School (Century Middle School):

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

D/HH High School (Lakeville North High School):
Students are taught about healthy eating habits and making healthy food choices through the general education health education curriculum, and District 194's food service programs. Staff encourages students to make healthy food choices.

David Stoll, Assistant Director

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

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

Eric Van Brocklin, Principal

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

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

DCALS (South Campus):

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

TO: School Board Members
Mark Zuzek, Superintendent

FROM: Nicolle Roush, Business Manager

DATE: June 2, 2020

RE: Review of School Nutrition Programs Contracts for Vended Meals

Pertinent Facts:

1. 2019-20 will have five program sites that need a school nutrition program provided by an external vendor. None of the sites have preparation kitchen facilities because the expense of equipment, space and staff is not cost effective for the number of meals served. The five sites are Lebanon TEA Program, Cedar SUN Program, Alliance IDEA/SUN program, Concord SUN program and TESA at DCTC.
2. Over the years we have explored a variety of vendor options to meet our needs. We have met with the Farmington and West St. Paul/Mendota Heights/Eagan nutrition services directors and a couple of private companies such as Chartwell and CKC Good Foods. When we opened our Alliance site and moved from South St. Paul, we contracted with ISD 196 because South St. Paul didn't want to continue due to the distance to Alliance. At that time we leased space in a strip mall in Apple Valley for SUN and ISD 196 was our vendor there also. Due to the higher than normal meal price increases from ISD 196 for 2017-2018, we awarded the contract to Lancer Dining Services for 2017-18 school year.
3. Enclosed for your review is the 2020-21 Lancer Dining Services contract which proposes a 2.8% increase in Lunch and 2.8% increase in Breakfast meal prices compared to 2019-20. Lancer Dining Services is an approved vendor under Minnesota Department of Education with over 60 schools participating.
4. The next contract document attached is from ISD 191 for Cedar for 2020-2021. The ISD 191 contract is different than the Lancer Dining Services contract. ISD 191 charges us an administrative fee per meal Cedar students purchase their meals through the ISD 191 lunch program. At Cedar, ISD 191 also delivers and serves the meals. The administrative fee will increase for breakfast by \$.10 going to \$.60 per meal and lunch by \$.15 going to \$1.50 per meal. Cedar contract is below the \$175,000 bid versus quotes threshold per statutory requirement Minn. Stat 123B.52.



June 2, 2020

Intermediate School District 917
Attn: Nicole Roush, Business Manager
1300 East 145th Street
Rosemount, MN 55068

Addendum to School Nutrition Programs Joint Agreement

We are pleased to continue our partnership and have the opportunity to provide meals to students in Intermediate School District 917. We are waiting for the USDA to release the Paid Lunch Equity worksheet in order to determine if we will need to increase breakfast and lunch meal prices for paid students. Once determined, we will provide meal prices.

We require Intermediate School District 917 to pay additional administrative and operational surcharges of \$0.60 for each breakfast meal; \$1.50 for each lunch meal. These costs include, but are not limited to costs related to: processing meal applications, mailing notifications, maintaining client meal accounts, collecting data, processing state and federal claims, menu planning, completing production records, labor, and meal preparation supplies. The meal accounting software program has an annual \$395 support fee per site. At the end of each month, we will invoice Intermediate School District 917 for the designated fee per/meal based on the agreement between both parties.

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

I have attached a contract for the 2020-21 school year. If you wish for District 191 to continue meal service, please print the agreement, sign it and return to me by July 20, 2020. If you are not able to meet this timeline, please let me know.

Please contact me at 952-707-2032 or jkronabetter@isd191.org if you have any questions or concerns. Thank you.

Julie Kronabetter
Director, Food & Nutrition Services

School Nutrition Programs Joint Agreement

A joint agreement is required when a School Food Authority (SFA) will administer School Nutrition Programs (SNP), and any other child nutrition programs listed on page 2 of this agreement, for another school (referred to as "Site" in the joint agreement) that is legally separate from the SFA and is eligible to participate in SNP.

- This template must be used for the joint agreement.
- Meals served at the school qualify to be claimed for program reimbursement if (1) a joint agreement is in effect and (2) the school is an approved site on the SFA's application to the Minnesota Department of Education (MDE) to participate in the applicable child nutrition program(s).
- While this joint agreement is in effect, the school may not participate in or claim reimbursements for the program(s) independently from the SFA.

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

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

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

Section I

The SFA and Site must provide all requested information in Section I.

Identification of Parties, Term and Renewals, Cancellation

A. _____

Cyber-Linked Interactive Child Nutrition System (CLiCS) ID _____
agrees to provide food service meeting SNP requirements, and meeting the requirements for any other child nutrition programs indicated on page 2 of this agreement to

CLiCS Site ID Number _____ for the period of _____ through _____ in accordance with this agreement and regulations for the applicable program(s). Site agrees to meet program requirements that are applicable to site operations so that SFA can meet the costs of providing meals by claiming SNP meal reimbursements.

B. This agreement may be renewed for additional years, if mutually agreed to by SFA and Site, for up to four (4) program years following the initial agreement period indicated above. SFA must annually provide MDE with a copy of the renewal document for the agreement to document that Site continues to be eligible to be a site on SFA's program application.

C. Either party may cancel this agreement by notifying the other party with:

Thirty (30) days written notice

Other – specify: _____

Meal Requirements

D. SFA will provide the following types of SNP meals and/or milk that conform to the meal pattern or milk requirements for the following USDA programs:

School Breakfast (7 CFR 220)

School Lunch (7 CFR 210)

Afterschool Care Snack (7 CFR 210)

Milk Programs (Special Milk Program* and/or Minnesota Kindergarten Milk Program)

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

E. Meals will be provided:

As unitized (individual) meals

In bulk quantities, accompanied by written instructions provided by SFA listing the planned portion size to be served of each food component needed to meet meal pattern requirements.

Describe any additional requirements for meals/milk:

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

Child and Adult Care Food Program (7 CFR 226)

Summer Food Service Program (7 CFR 225)

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

Substitutions and Modifications for Medical or Special Dietary Needs

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

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

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

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

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

3. Meal Substitutions for Students without Disability (Optional)

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

4. Non-Dairy Fluid Milk Substitutes (Optional)

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

Meal Counts

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

Describe any additional requirements for meal counts:

Collection of Meal Payments

- J. SFA / Site is responsible for the collection of money and/or the sale of meal pre-payments to students and adults.

- K. Meal payments will be deposited into SFA's nonprofit food service fund. All payments received under this agreement and all expenditures made by SFA in connection with this agreement will be paid from this fund.

Describe any additional requirements for collection of meal payments:

Free and Reduced-Price Meals

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

Distribution of free/reduced-price meal applications SFA Site

Approval and verification of free/reduced-price meal applications SFA Site

Providing administrative review appeal of termination or reduction of benefits SFA Site

Describe any additional requirements for free and reduced-price meals procedures:

Health and Sanitation

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

Describe any additional requirements for health and sanitation:

Record Keeping

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

Describe any additional requirements for record keeping:

Monitoring

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

Section II

Section II provisions may not conflict with Section I provisions.

Ordering and Delivery

- Q. Describe how Site will notify SFA in advance for number of meals needed (include minimum timeline for notification; whether notified by phone or other method; minimum timeline for increase or decrease to order):

- R. By _____ each day food is prepared, meals will be:

Delivered by SFA to Site.

Ready for pickup at SFA's site.

Other – describe: _____

Site will provide a calendar of the days that meals are required.

Describe any additional procedures for ordering and delivery:

Labor

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

SFA	Site	Labor
<input type="checkbox"/>	<input type="checkbox"/>	Employee(s) for meal service—number of employees:
<input type="checkbox"/>	<input type="checkbox"/>	Additional servers if necessary to accommodate meal schedules
<input type="checkbox"/>	<input type="checkbox"/>	Cashier
<input type="checkbox"/>	<input type="checkbox"/>	Supervision
<input type="checkbox"/>	<input type="checkbox"/>	Clean-up of kitchen
<input type="checkbox"/>	<input type="checkbox"/>	Other—describe:

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

Equipment and Supplies

T. Responsibility for equipment and supplies:

SFA	Site	Equipment and Supplies
<input type="checkbox"/>	<input type="checkbox"/>	Trays
<input type="checkbox"/>	<input type="checkbox"/>	Serving spoons and tongs
<input type="checkbox"/>	<input type="checkbox"/>	Eating utensils
<input type="checkbox"/>	<input type="checkbox"/>	Condiments
<input type="checkbox"/>	<input type="checkbox"/>	Disposable supplies
<input type="checkbox"/>	<input type="checkbox"/>	Safe transportation containers*
<input type="checkbox"/>	<input type="checkbox"/>	Equipment**

*Specify SFA and/or Site responsibilities for cleaning and transportation of containers:

**Specify equipment – oven, refrigerator, cooler, serving counter, etc. – and describe responsibilities for equipment:

Student and Adult Meal Prices

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

Meal	Children Elementary/Secondary	Adult
Breakfast (paid)	/	
Lunch (paid)	/	
Lunch (reduced-price)	/	
Milk	/	
Other (describe)	/	

Meal charges may be updated as needed during the agreement.

V. Additional provisions at option of SFA and Site:

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

SFA: _____

Authorized Representative

Title of Authorized Representative

Telephone: _____

Signature: _____ Date: _____

Site: _____

Authorized Representative

Title of Authorized Representative

Telephone: _____

Signature: _____ Date: _____

School Nutrition Programs Renewal of Contract for Vended Meals School Year 2020-21

Upon mutual agreement of the School Nutrition Programs (SNP) school food authority (SFA) and the Vendor, a SNP Contract for Vended Meals may be renewed for subsequent one-year terms after the original contract. Program regulations (7 CFR 210.16) allow a contract to be renewed up to four times (total of five years). State law for public schools (Minnesota Statutes section 123B.52) allows an SNP Contract for Vended Meals to follow the federal rule for up to four renewals if federal program requirements are met.

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

1. Definitions

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

SFA: Intermediate School District 917

SFA’s Cyber-Linked Interactive Child Nutrition System (CLiCS) Identification Number: 2000010011

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

Vendor: Lancer Dining Services

“Original contract” refers to the first year of the contract, which started on 7/1/2017.

2. Renewal of Contract

SFA and Vendor mutually agree to renew the original contract for the term indicated below, not to exceed one year, without change except for adjustments specified in this renewal document. The contract may be renewed a maximum of four times (a total of five years including the original contract).

This is the 4th year of the contract, counting the original contract and all renewals.

Start Date for Renewed Contract: 7/1/2020 End Date for Renewed Contract: 6/30/2021

3. Adjustments to Contract

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

a. Financial Terms

SFA will pay the fixed meal prices specified in the original contract, as adjusted here. Vendor will not charge any fees, or request reimbursement of costs, in addition to the adjusted fixed meal prices. For each meal service, the table below shows the 2019-20 meal price, the mutually agreed percentage increase, and the 2020-21 meal price (rounded to the nearest whole cent). **The percentage increase may not exceed 2.8 percent** (the increase in the cost of Food Away from Home from the Consumer Price Index for All Urban Consumers (CPI-U), Midwest Region, for the 12 months ending December 2019.)

SFA and Vendor mutually agree to the 2020-21 meal prices shown below:

Meal Type	2019-20 Price	Percentage Increase	2020-21 Price
Lunch	\$ 3.13	<u>2.8</u> %	\$ 3.22
Breakfast	\$ 1.83	<u>2.8</u> %	\$ 1.92
Allergen/ Vegetarian Lunch	\$ 4.05	<u>2.8</u> %	\$ 4.16

b. Non-Financial Terms

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

Describe any adjustments to non-financial terms here: _____

4. USDA Foods

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

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

SFA confirms that it has fully received credits for USDA Foods for school year 2019-20 or at a minimum for school year 2018-19 before renewing the contract for 2020-21, as documented on the Reconciliation of Credits for USDA Foods form or other documentation.

5. Termination

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

6. Vendor Certification Statements

Total estimated contract payments during the renewal year are: \$ 122,000

Check one:

- The contract amount is expected to be less than \$100,000. A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower-Tier Covered Transactions (signed by Vendor) is attached to this contract.
- The contract amount is expected to be \$100,000 or more. In addition to the certification listed above, a Certification Regarding Lobbying (signed by Vendor) and, if applicable, a Disclosure of Lobbying Activities (signed by Vendor) are attached to this contract.

SIGNATURES

SFA Name: _____

Name of SFA's Authorized Representative: _____

Title: _____

Signature of Authorized Representative: _____

Date: _____

SFA Contact: _____

Title: _____

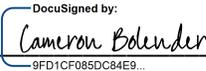
Phone: _____

Email: _____

Vendor Name: Lancer Dining Services

Name of Vendor's Authorized Representative: Cameron Bolender

Title: Vice President - Operations

Signature of Authorized Representative:  _____

Date: 4/28/2020

Vendor Contact: Jessica Minczeski

Title: Account Manager

Phone: 651-646-2197 ext.26

Email: jessica.minczeski@lancercatering.com

Independent Price Determination Certificate

Both the SFA and the FSMC shall execute this Independent Price Determination Certificate.

Lancer Dining Services

Name of FSMC

Name of SFA

By submission of this offer, the FSMC certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.
3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the FSMC certifies that:

1. He or she is the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He or she is not the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

DocuSigned by:

9FD1CF085DC84E9...

 Signature of FSMC's Authorized Representative

Vice President - Operations 4/28/2020

 Title Date

In accepting this offer, the SFA certifies that no representative of the school food authority has taken any action that may have jeopardized the independence of the offer referred above.

 Signature of SFA
 Authorized Representative

 Title

 Date

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT FORM

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

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER-TIER COVERED TRANSACTIONS

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

Read instructions on previous page before completing certification.

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

Vendor Name: Lancer Dining Services

Award Number or Project Name: National School Lunch Program

Name of Authorized Vendor Representative: Cameron Bolender

Title: Vice President - operations

Signature:  Cameron Bolender

Date: 4/28/2020

CERTIFICATION REGARDING LOBBYING

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

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

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

Vendor Name: Lancer Dining Services

Award Number or Project Name: National School Lunch Program

Name of Authorized Vendor Representative: Cameron Bolender

Title: Vice President - Operations

Signature: 

Date: 4/28/2020

To: ISD 917 School Board Members
Mark Zuzek, Superintendent

From: Nicolle Roush, Business Manager

Date: June 09, 2020

Re: FY21 ISD 917 board approved meal prices

Information:

- Intermediate School District 917 has renewed our participation in the National School Lunch Program for FY21. Our Lunch Program operates at four of our locations: Alliance Education Center, Dakota County Technical College, Lebanon Education Center and Concord Education Center.
- Lancer Dining Services will again be contracting with us to provide our breakfast and lunch meals. The contract price per meal will increase by \$.09 to **\$1.92** per breakfast and by \$0.09 to **\$3.22** per lunch. ISD 917 FY20 breakfast prices were \$1.50 for students, \$2.50 for adults; lunch prices were \$2.95 for students and \$4.75 for adults with an additional milk charge of \$0.45.
- ISD #917 is typically required by the USDA under the Healthy, Hunger-Free Kids Act of 2010 to use a Paid Lunch Equity (PLE) price adjustment calculation. This calculation would require us to increase our lunch prices by \$.10 for FY21.
- ISD #917 does transfer general funds revenues each fiscal year to balance the food service fund history as follows: fiscal year 2017 was \$35,240, 2018 was \$29,032, and 2019 was \$29,372.

Recommendation: Based on the PLE calculation, fund balance support and contract prices ISD 917 pays to our food vendor, I am recommending the board approve the following FY21 pricing:

Student Breakfast **\$1.50**, Student Lunch **\$3.05 (.10 increase)**, Milk **\$0.45**
Adult Breakfast **\$2.50**, Adult Lunch **\$4.75**

Board Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PERTAINING TO THE TERMINATION OF EMPLOYMENT
SUPPORT SERVICE EMPLOYEES

WHEREAS, the School Board of Intermediate School District 917 had received on June 9, 2020, from the administration, recommendations on program reductions and termination of support service employees,

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

That the following listed employees be terminated from their position/employment with Intermediate School District 917 effective at the end of the 2019-2020 school year:

Leah Swenson, Braillist
Sheila Johnson, Classroom Assistant
Michelle Huberty, Classroom Assistant
Mariam Koivogui, Student Assistant
Jody Nash, Classroom Assistant

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

and the following voted against same: _____.

Whereupon said resolution was declared duly passed and adopted.

Dated: _____

TO: School Board Members

FROM: Mark Zuzek

DATE: June 5, 2020

RE: Variances

Board Notice:

The Board of School Administrators requires that the school board is provided notice when a variance is being sought for an administrative license. To that end, we are seeking four variances for administrative licensure. It is a requirement under the rules that were effective June 1, 2020 that anyone in an administrative role with evaluative responsibilities must be a licensed administrator.

To that end, we are seeking three variances for individuals that have been serving in the role of dean. The individuals are Meghan Dobson at Alliance Education Center, Amy Swaney at Cedar School, and Shelli Vollbrecht assigned to the DASH, PACES, and TESA programs as well as DCALS special education. Amy Swaney has been in the role since the 2017-2018 school year; Meghan Dobson and Shelli Vollbrecht have been in their roles since the 2019-2020 school year. All are on a continuing contract. All three have begun an administrative licensure program at Minnesota State University-Moorhead this spring. After reviewing multiple candidates and conducting interviews, these candidates were determined to be the most qualified based on their experience with the intermediate school district and specifically setting III and setting IV programs.

The fourth candidate is Taylor Thomas. Taylor will be new to the role of dean for the 2020-2021 school year serving our deaf/hard of hearing resource and itinerant staff. Taylor has been enrolled in the administrative licensure program at Minnesota State University-Mankato since January 2020. Taylor was the only individual that applied for the vacancy that met requirements for the position with the exception of licensure which included experience in deaf education.

BOSA would be expected to review these applications by July.

**Intermediate School District #917
School Board**

**Resolution Pertaining to Identified Official with Authority for MDE
External User Access Recertification System**

Board member _____ introduced the following Resolution:

Designation of Identified Official with Authority for the MDE External User Access
Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Mark Zuzek to act as the Identified Official with Authority (IOwA) and Linda Berg to act as the IOwA to add and remove names only for Intermediate School District 917 0917-06.

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 voting against the same: _____. Whereupon said resolution was declared duly passed and adopted.

Whereupon said resolution was declared duly passed and adopted.

Date Board Approved:



Intermediate School District 917

1300 145th Street

East

Rosemount, MN

55068-2999

Phone:

(651) 423-8229

Fax: (651) 423-8781

www.isd917.org

Working in Partnership with Students, School Districts, Communities, and Industries

Mark A. Zuzek, Superintendent

Nicolle Roush, Business Manager

Melissa Schaller, Director of Special Education

Eric Van Brocklin, Principal of DCALS / Career Technical Center

MEMORANDUM

TO: Intermediate School District 917 School Board members
FROM: Mark A. Zuzek, ISD 917, Superintendent
DATE: June 4, 2020
REGARDING: Summary of proposed contracts for June 9, 2020 Board Approval

Listed below are the summaries of the contracts for board approval:

Buyer

- Salary increase of 4% each year
- Health Insurance district contribution increase: Year 1 – Single/\$15; Year 2 – Single/\$20
- Health Insurance district contribution increase: Year 1 – Family/\$75; Year 2 – Family/\$50
- 403b Increase \$400 each year
- Total Package Increase: 7.83%

Payroll Specialist

- Salary increase of 4% each year
- Health Insurance district contribution increase: Year 1 – Single/\$15; Year 2 – Single/\$20
- Health Insurance district contribution increase: Year 1 – Family/\$75; Year 2 – Family/\$50
- 403b Increase \$400 each year
- Total Package Increase: 7.80%

Executive Assistant to the Superintendent and School Board:

- Salary increase of 3% each year
- Health Insurance district contribution increase: Year 1 – Single/\$10; Year 2 – Single/\$5
- Health Insurance district contribution increase: Year 1 – Family/\$75; Year 2 – Family/\$50
- 403b Increase \$400 each year
- Total Package Increase: 6.01%

Core Values: Collaboration, Passion for Service, Continuous Improvement, Stewardship, Equity, Open Communication, and Integrity

Assistant Directors: Don Budach, Jamie Dalbesio, Terri Gulbransen, Jennifer Hetland, Brooke Peterson, Dave Stoll



To: Mark Zuzek
Superintendent

From: Melissa Schaller
Director of Special Education

Re: 2020-2021 Special Education Lead Teacher Assignments

Date: June 9, 2020

The position of lead teacher provides assistance to the staff and to the administration in a variety of ways including:

- Providing resources, training, and support to staff
- Being available to staff in the absence of the assistant director
- Monitoring due process
- Attending team meetings as an administrative designee
- Completing intake meetings
- Serving as a mentor
- Assisting in crisis management
- Developing curriculum and supporting equipment needs

Based on a review of interested applicants, I am recommending that the following individuals be appointed as lead teachers for the 2020-2021 school year:

Name	Program
Nichole Short	School Psychology

These assignments are subject to an annual appointment by the school board.