

Regular School Board Meeting  
Tuesday, October 6, 2020 5:00 PM

Google Hangouts  
130 145th Street East  
Rosemount, MN 55068

## **Agenda**

### **I. Call to Order - Chair Dr. DeeDee Currier**

#### **Roll Call - Linda Berg**

### **II. Conduct Pledge of Allegiance - Chair Dr. DeeDee Currier**

### **III. Preamble**

### **IV. Visitors Opportunity to be Heard - Chair Dr. DeeDee Currier**

### **V. Updates from Special Education and DCALS- Melissa Schaller/Eric VanBrocklin**

### **VI. Consent Items**

- A. Review and approve Minutes Regular School Board Meeting on September 8, 2020
- B. Review and Approve Personnel Considerations
- C. Review and Approve Memorandum of Understanding for Employee
- D. Review and Approve Employee Leave Request

### **VII. Donations**

### **VIII. Executive Director of Business Services Report**

- A. Bills and wire transfers - Nicolle Roush

### **IX. Policies**

- A. Review Policies to be removed: (first reading)
  - 452 - Employment of Temporary Employees
  - 453 - Non-Licensed Substitute Pay Schedule
  - 454 - Instructor Attendance
  - 458 - Instructional Staff Performance Appraisal
  - 462 - Building Security
  - 463 - Jury Duty
- B. Review annual policies: (first reading)
  - 456 - Substitute Instructor Pay Schedule
  - 521 - Student disability Non-Discrimination
- C. Review policies: (first reading)
  - 461- Staff Use of District Facilities Equipment
  - 465 - Employee Time Off for Union Negotiations
  - 820 - Provisions for the Closing of Schools Due to Inclement Weather or Other Exigency
  - 483 - Uniforms for School District Personnel, Safety Eyewear and Other Personal Protective Equipment

### **X. Old Business**

- A. Review Strategic Directives 2021-2024 - Mark Zuzek
- B. Review and Approve Operational Focus 2020-2021

### **XI. New Business**

- A. Review and Approve Temporary Work Agreement - Mark Zuzek
- B. Review and Approve Assurance of Compliance - Mark Zuzek

- C. Review and Approve renewals for LTD and Life Insurance - Nicolle Roush
- D. Review and Approve Medical and Dental Insurance Rates for 2021-2022 - Nicolle Roush
- E. Enrollment Count for October 1 - Special Education - Melissa Schaller
- F. Enrollment count for October 1, 2020 for DCALS - Eric VanBrocklin
- G. Approve Proclamation for Principals' Week - Mark Zuzek

**XII. Future Agenda Items**

**XIII. Adjournment**

XIV. Recorded Meeting via Google Hangouts for October 6, 2020

## 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](mailto:linda.berg@isd917.org).

This meeting is being recorded and is available upon request.”

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, September 8, 2020, via Google Hangouts at 5:00 PM.

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

**Members Absent:** Cindy Nordstrom.

**Also Present:** Nicolle Roush, Eric VanBrocklin, Brooke Peterson, and Linda Berg

School Board Chair Dr. DeeDee Currier called the meeting to order at 5:00 PM.

Roll call was taken.

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](mailto: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.”

The Pledge of Allegiance was conducted.

There were no visitors to be heard.

Melissa Schaller reported on Special Education updates for the start of school.

Eric VanBrocklin reported on DCALS updates for the start of school.

1. Motion by Dave Pemble, seconded by Byron Schwab, to approve the payments of bills from August 6, 2020 to September 2, 2020, the investment reports, and the wire transfers as presented by the Executive Director of Business Services. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
2. Motion by Melissa Sauser, seconded by Byron Schwab, to move the Consent Items to after Item 10.A. to be able to add the minutes for September 1, 2020, on to the agenda for review. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
3. Board Member Byron Schwab introduced the following resolution: Resolution for Deb Clark. Wendy Felton and Dr. Currier read the resolution for Deb Clark. The motion for the adoption of the foregoing resolution was duly seconded by Vanda Pressnall and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Vanda Pressnall, Dave Pemble, 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 Dave Pemble, seconded by Kathy Lewis, to approve the Written Plan (Procedure) for Respirators, as presented. (Addendum B.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
5. Motion by Wendy Felton, seconded by Byron Schwab, to approve the consent items, as presented. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
  - **Minutes:** August 18, 2020, Regular School Board Meeting
  - **Minutes:** September 1, 2020, Special School Board Meeting
  - **Personnel:** *New hires:* Kathryn Amunrud, Special Education Teacher, effective August 24, 2020. Cheryl Novine, Special Education Teacher, effective August 25, 2020. William Sprouls, Special Education Teacher, effective August 25, 2020. Alison Stueber, Special Education Teacher, effective August 24, 2020. *Rehires:* Leah Swenson, Program Assistant, effective August 31, 2020. *Resignations & Terminations:* Megan Boehm, Classroom Assistant, effective August 31, 2020. JoAnna Collins, Classroom Assistant, effective August 25, 2020. Celeste Grussing, Classroom Assistant, effective September 4, 2020. Ebony Harris, Classroom Assistant, effective September 2, 2020. Brenda Koster, Classroom Assistant, effective August 27, 2020. Jack Overstreet, Classroom Assistant, effective August 24, 2020. Marcus Pennington, Classroom Assistant, effective September 2, 2020. Ryan Petrich, Classroom Assistant, effective August 27, 2020. Maria Robinson, Classroom Assistant, effective August 31, 2020. Kacy Rodamaker, Classroom Assistant, effective August 21, 2020. Keng Xiong, Classroom Assistant, effective August 31, 2020.
6. Motion by Dave Pemble, seconded Kathy Lewis, to approve new Policy 808 COVID-19 Face Coverings, final reading. (Addendum C.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

The Board would like to review the Strategic Plan before agreeing to the Operational Focus for 2020-2021.

Consider future agenda items: Add Board comment section at the end.

7. Motion by Byron Schwab, seconded by Kathy Lewis, to adjourn the meeting. All present voted aye. Motion carried. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

There being no further business the meeting adjourned at 6:17 PM.

The next regular School Board Meeting will be Tuesday, October 6, 2020, at 5:00 PM.

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Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF OCTOBER 6, 2020**

**NEW HIRES:**

Sabreena Daveauz, Classroom Assistant, effective October 5, 2020.

Chelsea Schlegel, Program Assistant, effective September 17th, 2020.

Susanne Sixl, Health Associate, effective September 17th, 2020.

**RE-HIRES:**

Kacy Rodamker, Classroom Assistant, effective August 29, 2020.

**CHANGE IN STATUS:**

Amanda Berger, Student Assistant to Classroom Assistant, effective September 3, 2020.

**LEAVES OF ABSENCE:**

Jenna Moon, Special Education Teacher, effective November 23, 2020 - December 11, 2020.

**RESIGNATION & TERMINATIONS:**

Melissa Ackerson, Classroom Assistant, effective September 28, 2020.

Abby Hedquist, Classroom Assistant, effective October 2, 2020.

Erika Hildreth-Moravec, Classroom Assistant, effective August 28, 2020.

Tammi Holter, Classroom Assistant, effective September 2, 2020.

Jayne Judnick, Classroom Assistant, effective October 6, 2020.

Julia Kenow, Classroom Assistant, effective September 2, 2020.

Kellie Lange, Program Assistant, effective September 28, 2020.

Kimberly Macinnes, Classroom Assistant, effective September 22, 2020.

Colleen Moore, Classroom Assistant, effective September 8, 2020.

Alison Steuber, Special Education Teacher, effective October 2, 2020.

Dominique Triplett, Classroom Assistant, effective September 29, 2020.

**RETIREMENTS:**

**Intermediate School District #917  
School Board**

**Resolution to Accept Donations**

Board member \_\_\_\_\_ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of \$1950.

1. Donation of a massage table from Mary Beth Stearns of Inver Grove Heights to be used for students. (Value: \$500.)
2. Donation of \$450 from the South Robert Street Association to DCALS North to be used for student lunches. (Value: \$450.)
3. Donation of \$1,000 from the Kopp Family Foundation to be used in the TEA program at Lebanon Education Center. (Value: \$1,000.)

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

Date Board Approved: \_\_\_\_\_



SOURCEWELL  
DATE: 09/30/2020  
TIME: 09:46:16

INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
ACCTPA21  
ACCOUNTING PERIOD: 3/21

SELECTION CRITERIA: chkstat.rundate between '20200902 00:00:00.000' and '20200930 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1903367	09/10/2020	EDGENUITY INC.	V	-22000.00	VOID MANUAL CHECK
* 1903471	09/02/2020	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1903472	09/02/2020	IVY FUNDS	R	762.49	ACCOUNTS PAYABLE CHECK
1903473	09/02/2020	WISCONSIN SCTF	R	65.00	ACCOUNTS PAYABLE CHECK
1903474	09/03/2020	IND SCH DIST 191	R	2510.15	ACCOUNTS PAYABLE CHECK
1903475	09/03/2020	IND SCH DIST 192	R	8531.81	ACCOUNTS PAYABLE CHECK
1903476	09/03/2020	IND SCH DIST 194	R	9871.00	ACCOUNTS PAYABLE CHECK
1903477	09/03/2020	360 COMMUNITIES	R	15509.00	ACCOUNTS PAYABLE CHECK
1903478	09/03/2020	CENTURYLINK	R	1074.61	ACCOUNTS PAYABLE CHECK
1903479	09/03/2020	CENTURYLINK COMMUNICATONS, LLC	R	184.65	ACCOUNTS PAYABLE CHECK
1903480	09/03/2020	COMMERS THE WATER STORE	R	120.80	ACCOUNTS PAYABLE CHECK
1903481	09/03/2020	DON JOHNSTON INCORPORATED	R	2088.72	ACCOUNTS PAYABLE CHECK
1903482	09/03/2020	FRONTIER COMMUNICATIONS	R	517.74	ACCOUNTS PAYABLE CHECK
1903483	09/03/2020	HOONUIT, LLC	R	6500.00	ACCOUNTS PAYABLE CHECK
1903484	09/03/2020	INVER HILLS COMMUNITY COLLEGE	R	680.00	ACCOUNTS PAYABLE CHECK
1903485	09/03/2020	JOHNSON CONTROLS FIRE PROTECTION LP	R	420.00	ACCOUNTS PAYABLE CHECK
1903486	09/03/2020	JWS CONSTRUCTION	R	8575.50	ACCOUNTS PAYABLE CHECK
1903487	09/03/2020	MARCO INC	R	1342.71	ACCOUNTS PAYABLE CHECK
1903488	09/03/2020	MASA	R	1330.00	ACCOUNTS PAYABLE CHECK
1903489	09/03/2020	MASTER TRANSMISSION	R	2325.66	ACCOUNTS PAYABLE CHECK
1903490	09/03/2020	MCGRAW-HILL EDUCATION	R	130.99	ACCOUNTS PAYABLE CHECK
1903491	09/03/2020	MEDICAREBLUE RX	R	42.00	ACCOUNTS PAYABLE CHECK
1903492	09/03/2020	OUTDOOR IMAGES, INC	R	1027.00	ACCOUNTS PAYABLE CHECK
1903493	09/03/2020	SAVVAS LEARNING COMPANY LLC	R	11285.00	ACCOUNTS PAYABLE CHECK
1903494	09/03/2020	409-PRAXAIR DISTRIBUTION INC	R	44.04	ACCOUNTS PAYABLE CHECK
1903495	09/03/2020	RATWICK, ROSZAK & MALONEY, P.A.	R	690.00	ACCOUNTS PAYABLE CHECK
1903496	09/03/2020	REAL OT SOLUTIONS	R	105.47	ACCOUNTS PAYABLE CHECK
1903497	09/03/2020	REALLY GOOD STUFF	R	188.81	ACCOUNTS PAYABLE CHECK
1903498	09/03/2020	TECHNOLOGY BY DESIGN, LLC	R	2240.00	ACCOUNTS PAYABLE CHECK
1903499	09/03/2020	TIERNEY BROS. INC	R	3415.38	ACCOUNTS PAYABLE CHECK
1903500	09/03/2020	UNIVERSITY OF MN	R	850.00	ACCOUNTS PAYABLE CHECK
1903501	09/03/2020	VERIZON WIRELESS	R	1072.53	ACCOUNTS PAYABLE CHECK
1903502	09/03/2020	WH SECURITY, LLC	R	68.85	ACCOUNTS PAYABLE CHECK
1903503	09/03/2020	XCEL ENERGY	R	7167.78	ACCOUNTS PAYABLE CHECK
1903504	09/03/2020	SPECIAL SCHOOL DIST #6	R	2442.82	ACCOUNTS PAYABLE CHECK
1903505	09/10/2020	ABLENET INC.	R	2215.00	ACCOUNTS PAYABLE CHECK
1903506	09/10/2020	ANNE HOFF, SAFE HARBOR COUNSELING	R	825.00	ACCOUNTS PAYABLE CHECK
1903507	09/10/2020	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1903508	09/10/2020	CENGAGE LEARNING	R	6641.79	ACCOUNTS PAYABLE CHECK
1903509	09/10/2020	CLEVER PROTOTYPES, LLC	R	199.98	ACCOUNTS PAYABLE CHECK
1903510	09/10/2020	COMPLETE OFFICE INSTALLATION	R	200.00	ACCOUNTS PAYABLE CHECK
1903511	09/10/2020	EDGENUITY INC.	R	22000.00	ACCOUNTS PAYABLE CHECK
1903512	09/10/2020	EDHELPER	R	950.00	ACCOUNTS PAYABLE CHECK
1903513	09/10/2020	ENABLEMART SALES	R	673.03	ACCOUNTS PAYABLE CHECK
1903514	09/10/2020	HUSSEIN RAJPUT, PHD, LP	R	750.00	ACCOUNTS PAYABLE CHECK
1903515	09/10/2020	MARTIN LAW FIRM PLLC	R	1078.00	ACCOUNTS PAYABLE CHECK
1903516	09/10/2020	MASTER TRANSMISSION	R	126.65	ACCOUNTS PAYABLE CHECK
1903517	09/10/2020	MN ENERGY RESOURCES CORPORATION	R	82.07	ACCOUNTS PAYABLE CHECK
1903518	09/10/2020	PATRICIA ANN GREENE	R	1500.00	ACCOUNTS PAYABLE CHECK
1903519	09/10/2020	SAVVAS LEARNING COMPANY LLC	R	2454.73	ACCOUNTS PAYABLE CHECK
1903520	09/10/2020	PLANSOURCE BENEFITS ADMINISTRATION,	R	3763.50	ACCOUNTS PAYABLE CHECK
1903521	09/10/2020	REPUBLIC SERVICES #923	R	404.32	ACCOUNTS PAYABLE CHECK
1903522	09/10/2020	SUMMIT FIRE PROTECTION	R	84.00	ACCOUNTS PAYABLE CHECK

SOURCEWELL  
DATE: 09/30/2020  
TIME: 09:46:16

INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2  
ACCTPA21  
ACCOUNTING PERIOD: 3/21

SELECTION CRITERIA: chkstat.rundate between '20200902 00:00:00.000' and '20200930 00:00:00.000'

1903523	09/10/2020	SUNBELT STAFFING, LLC	R	1905.75	ACCOUNTS PAYABLE CHECK
1903524	09/10/2020	WESTERN PSYCHOLOGICAL SERVICES	R	1043.90	ACCOUNTS PAYABLE CHECK
1903525	09/15/2020	HUSSEIN RAJPUT, PHD, LP	R	225.00	ACCOUNTS PAYABLE CHECK
1903526	09/16/2020	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1903527	09/16/2020	NCPERS GROUP LIFE INS	R	32.00	ACCOUNTS PAYABLE CHECK
1903528	09/16/2020	O.P.E.I.U., LOCAL 12	R	573.77	ACCOUNTS PAYABLE CHECK
1903529	09/16/2020	S.E.P., LOCAL 4242	R	3471.96	ACCOUNTS PAYABLE CHECK
1903530	09/16/2020	IVY FUNDS	R	762.49	ACCOUNTS PAYABLE CHECK
1903531	09/17/2020	STUMPS PARTY	R	126.94	ACCOUNTS PAYABLE CHECK
1903532	09/17/2020	ABLENET INC.	R	2035.75	ACCOUNTS PAYABLE CHECK
1903533	09/17/2020	APPLE COMPUTER, INC	V	0.00	VOID: MULTI STUB CHECK
1903534	09/17/2020	APPLE COMPUTER, INC	V	0.00	VOID: MULTI STUB CHECK
1903535	09/17/2020	APPLE COMPUTER, INC	R	542.00	ACCOUNTS PAYABLE CHECK
1903536	09/17/2020	ASL INTERPRETING SERVICES, INC	R	160.00	ACCOUNTS PAYABLE CHECK
1903537	09/17/2020	BAYCOM, INC.	R	2944.00	ACCOUNTS PAYABLE CHECK
1903538	09/17/2020	CINTAS CORPORATION	R	236.16	ACCOUNTS PAYABLE CHECK
1903539	09/17/2020	DAKOTA TRUCK UNDERWRITERS	R	38924.00	ACCOUNTS PAYABLE CHECK
1903540	09/17/2020	EDCLUB INC	R	99.75	ACCOUNTS PAYABLE CHECK
1903541	09/17/2020	EDUCATORS BENEFIT CONSULTANTS, LLC	R	241.48	ACCOUNTS PAYABLE CHECK
1903542	09/17/2020	FRONTIER COMMUNICATIONS	R	89.23	ACCOUNTS PAYABLE CHECK
1903543	09/17/2020	HITESMAN & WOLD, PA	R	757.00	ACCOUNTS PAYABLE CHECK
1903544	09/17/2020	HOUGHTON MIFFLIN HARCOURT	R	17440.00	ACCOUNTS PAYABLE CHECK
1903545	09/17/2020	JET BLACK	R	1240.00	ACCOUNTS PAYABLE CHECK
1903546	09/17/2020	LAB MIDWEST	R	3500.00	ACCOUNTS PAYABLE CHECK
1903547	09/17/2020	MCGRAW-HILL EDUCATION	R	7726.34	ACCOUNTS PAYABLE CHECK
1903548	09/17/2020	OBERG CONSULTING INC	R	500.00	ACCOUNTS PAYABLE CHECK
1903549	09/17/2020	SAVVAS LEARNING COMPANY LLC	R	2400.00	ACCOUNTS PAYABLE CHECK
1903550	09/17/2020	PROCARE THERAPY	R	2320.00	ACCOUNTS PAYABLE CHECK
1903551	09/17/2020	RESEARCH PRESS CO, INC.	R	42.99	ACCOUNTS PAYABLE CHECK
1903552	09/17/2020	SCHOLASTIC INC.	R	187.13	ACCOUNTS PAYABLE CHECK
1903553	09/17/2020	SCHOOL SPECIALTY	R	79.11	ACCOUNTS PAYABLE CHECK
1903554	09/17/2020	SOURCEWELL TECHNOLOGIES	R	3384.02	ACCOUNTS PAYABLE CHECK
1903555	09/17/2020	SOUTHPAW ENTERPRISES	R	2183.77	ACCOUNTS PAYABLE CHECK
1903556	09/17/2020	STARFALL EDUCATION	R	270.00	ACCOUNTS PAYABLE CHECK
1903557	09/17/2020	SUNBELT STAFFING, LLC	R	3137.75	ACCOUNTS PAYABLE CHECK
1903558	09/17/2020	TEACHERS ON CALL	R	411.66	ACCOUNTS PAYABLE CHECK
1903559	09/17/2020	VAN PAPER COMPANY	R	558.00	ACCOUNTS PAYABLE CHECK
1903560	09/17/2020	VOMELA SPECIALTY COMPANY INC	R	7186.07	ACCOUNTS PAYABLE CHECK
1903561	09/17/2020	ZOOM VIDEO COMMUNICATIONS INC	R	2880.00	ACCOUNTS PAYABLE CHECK
1903562	09/23/2020	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1903563	09/23/2020	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1903564	09/23/2020	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1903565	09/23/2020	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1903566	09/23/2020	AMAZON.COM, LLC	R	23429.12	ACCOUNTS PAYABLE CHECK
1903567	09/24/2020	APPLE COMPUTER, INC	R	174.00	ACCOUNTS PAYABLE CHECK
1903568	09/24/2020	BLUECROSS BLUESHIELD OF MINNESOTA	R	814.50	ACCOUNTS PAYABLE CHECK
1903569	09/24/2020	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1903570	09/24/2020	CDWG	R	2307.07	ACCOUNTS PAYABLE CHECK
1903571	09/24/2020	CENTERPOINT ENERGY	R	59.02	ACCOUNTS PAYABLE CHECK
1903572	09/24/2020	CITY OF ROSEMOUNT	R	1524.45	ACCOUNTS PAYABLE CHECK
1903573	09/24/2020	EDUCATION.COM	R	600.00	ACCOUNTS PAYABLE CHECK
1903574	09/24/2020	FISHER SCIENCE EDUCATION	R	739.12	ACCOUNTS PAYABLE CHECK
1903575	09/24/2020	FRONTIER COMMUNICATIONS	R	1919.34	ACCOUNTS PAYABLE CHECK
1903576	09/24/2020	GENERATIVE LEARNING	R	8400.00	ACCOUNTS PAYABLE CHECK
1903577	09/24/2020	INCLUSIVE TLC INC	R	385.00	ACCOUNTS PAYABLE CHECK
1903578	09/24/2020	IND SCH DIST 191	R	26946.13	ACCOUNTS PAYABLE CHECK
1903579	09/24/2020	INT SCH DIST 287	R	2838.75	ACCOUNTS PAYABLE CHECK

SOURCEWELL  
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INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 3  
ACCTPA21  
ACCOUNTING PERIOD: 3/21

SELECTION CRITERIA: chkstat.rundate between '20200902 00:00:00.000' and '20200930 00:00:00.000'

1903580	09/24/2020	INTEGRATED PROTECTION SYSTEMS	R	1800.00	ACCOUNTS PAYABLE CHECK
1903581	09/24/2020	INTEREUM	R	2260.74	ACCOUNTS PAYABLE CHECK
1903582	09/24/2020	KAREN SATRE	R	300.00	ACCOUNTS PAYABLE CHECK
1903583	09/24/2020	MEDICAREBLUE RX	R	42.00	ACCOUNTS PAYABLE CHECK
1903584	09/24/2020	MN SCHOOL BOARDS ASSN	R	255.00	ACCOUNTS PAYABLE CHECK
1903585	09/24/2020	OUTDOOR IMAGES, INC	R	158.00	ACCOUNTS PAYABLE CHECK
1903586	09/24/2020	SAVVAS LEARNING COMPANY LLC	R	15077.99	ACCOUNTS PAYABLE CHECK
1903587	09/24/2020	REINHART FOODSERVICE, LLC	R	521.75	ACCOUNTS PAYABLE CHECK
1903588	09/24/2020	SCHOLASTIC INC.	R	901.01	ACCOUNTS PAYABLE CHECK
1903589	09/24/2020	TWIN CITY HARDWARE COMPANY INC	R	43.92	ACCOUNTS PAYABLE CHECK
1903590	09/24/2020	VAN PAPER COMPANY	R	334.80	ACCOUNTS PAYABLE CHECK
*V4000664	09/15/2020	BEST BUY BUSINESS ADVANTAGE	R	899.85	ACCOUNTS PAYABLE VOUCHER
*V4000665	09/15/2020	WELLS FARGO	R	3260.88	ACCOUNTS PAYABLE VOUCHER
*V4000666	09/15/2020	CITY OF APPLE VALLEY	R	726.73	ACCOUNTS PAYABLE VOUCHER
*V4000667	09/15/2020	CITY OF INVER GROVE HTS	R	274.04	ACCOUNTS PAYABLE VOUCHER
*V4000668	09/15/2020	DIRECT TEXTILE SUPPLY, LLC	R	2875.21	ACCOUNTS PAYABLE VOUCHER
*V4000669	09/15/2020	FUN AND FUNCTION	R	505.95	ACCOUNTS PAYABLE VOUCHER
*V4000670	09/15/2020	HEALTHIEST YOU	R	3940.00	ACCOUNTS PAYABLE VOUCHER
*V4000671	09/15/2020	INNOVATIVE OFFICE SOLUTIONS	R	161.43	ACCOUNTS PAYABLE VOUCHER
*V4000672	09/15/2020	INTEGRATED PROTECTION SYSTEMS	R	3808.30	ACCOUNTS PAYABLE VOUCHER
*V4000673	09/15/2020	INVER HILLS COMMUNITY COLLEGE	R	380.00	ACCOUNTS PAYABLE VOUCHER
*V4000674	09/15/2020	MONARCH TEACHING TECHNOLOGIES	R	4650.00	ACCOUNTS PAYABLE VOUCHER
*V4000675	09/15/2020	NETOP	R	1264.80	ACCOUNTS PAYABLE VOUCHER
*V4000676	09/15/2020	NEWMATIC INC	R	293.27	ACCOUNTS PAYABLE VOUCHER
*V4000677	09/15/2020	SCRUBS.COM	R	7172.76	ACCOUNTS PAYABLE VOUCHER
*V4000678	09/15/2020	THE HOME DEPOT PRO	R	3110.84	ACCOUNTS PAYABLE VOUCHER
*V4000679	09/15/2020	THE THERAPLAY INSTITUTE	R	180.45	ACCOUNTS PAYABLE VOUCHER
*V4000680	09/15/2020	THE TOUCHPOINT SOLUTION	R	379.96	ACCOUNTS PAYABLE VOUCHER
*V4000681	09/15/2020	TOBII DYNAVOX LLC	R	13157.88	ACCOUNTS PAYABLE VOUCHER
*V4000682	09/15/2020	UNIVERSAL CLEANING SERVICES	R	15678.36	ACCOUNTS PAYABLE VOUCHER
*V4000683	09/15/2020	VIRCO MFG CORP	R	7700.34	ACCOUNTS PAYABLE VOUCHER
*V4000684	09/15/2020	UNIVERSAL CLEANING SERVICES	R	3270.00	ACCOUNTS PAYABLE VOUCHER
*V6602641	09/09/2020	DEEDEE CHRISTINE CURRIER	R	33.35	ACCOUNTS PAYABLE VOUCHER
*V6602642	09/09/2020	CRAIG ALAN CURTIS	R	204.13	ACCOUNTS PAYABLE VOUCHER
*V6602643	09/09/2020	BYRON LEITH SCHWAB	R	17.25	ACCOUNTS PAYABLE VOUCHER
*V6602644	09/23/2020	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602645	09/23/2020	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
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*V6602649	09/23/2020	CRAIG ALAN CURTIS	R	405.68	ACCOUNTS PAYABLE VOUCHER
*V6602650	09/23/2020	JAMIE AUTUMN DALBESIO	R	136.00	ACCOUNTS PAYABLE VOUCHER
*V6602651	09/23/2020	MEGHAN LOUISE DOBSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602652	09/23/2020	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602653	09/23/2020	JENNIFER AMY HETLAND	R	269.98	ACCOUNTS PAYABLE VOUCHER
*V6602654	09/23/2020	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
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SOURCEWELL  
DATE: 09/30/2020  
TIME: 09:46:16

INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 4  
ACCTPA21  
ACCOUNTING PERIOD: 3/21

SELECTION CRITERIA: chkstat.rundate between '20200902 00:00:00.000' and '20200930 00:00:00.000'

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*V6602681	09/23/2020	THOMAS JOSEPH SZEWCZYK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602682	09/23/2020	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602683	09/23/2020	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
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*V7701166	09/02/2020	HORACE MANN LIFE INS	R	783.33	ACCOUNTS PAYABLE VOUCHER
*V7701167	09/02/2020	INTERNAL REVENUE SERVICE	R	219603.52	ACCOUNTS PAYABLE VOUCHER
*V7701168	09/02/2020	EDUCATION MN ESI BILLING TRUST	R	2729.14	ACCOUNTS PAYABLE VOUCHER
*V7701169	09/02/2020	MN DEPT OF REVENUE	R	34959.44	ACCOUNTS PAYABLE VOUCHER
*V7701170	09/02/2020	MN STATE RETIREMENT SYSTEM	R	145.83	ACCOUNTS PAYABLE VOUCHER
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*V7701193	09/16/2020	VOYA	R	1263.32	ACCOUNTS PAYABLE VOUCHER
*V7701194	09/16/2020	MEDICA	R	45014.97	ACCOUNTS PAYABLE VOUCHER

SOURCEWELL  
DATE: 09/30/2020  
TIME: 09:46:16

INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 5  
ACCTPA21  
ACCOUNTING PERIOD: 3/21

SELECTION CRITERIA: chkstat.rundate between '20200902 00:00:00.000' and '20200930 00:00:00.000'

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*V7701198	09/23/2020	PLANSOURCE FLEX BEN.	R	2225.02	ACCOUNTS PAYABLE VOUCHER
*V7701199	09/23/2020	APPLE VALLEY ISD LLC	R	41735.41	ACCOUNTS PAYABLE VOUCHER
*V7701200	09/23/2020	SE ISD, DST	R	77595.79	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1850035.80	
TOTAL REPORT				1850035.80	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

Reported & Approved

07/15/2020 REGULAR PAY (001)	\$	142,531.97
07/15/2020 EXTRA HOURS (925)	\$	22,011.95
07/15/2020 SUMMER PAY (9S1)	\$	469,247.51

**NET PAYROLL** \$ **633,791.43**

Authorized Signature



Date

9-22-2020

# MEMORANDUM

TO: School Board  
FROM: Mark A. Zuzek  
DATE: October 1, 2020  
REGARDING: Policy Review Update for the board meeting

The attached policies will be reviewed at our October 6, 2020, School Board meeting.

**Policies Suggested to be Removed:** (These were last reviewed in 2007. The policies below are covered by statute or contract language or are simply not necessary.)

452 – Employment of Temporary Employees. (These are reviewed quarterly by the School Board through the Temporary Work Agreement documents.)

453 – Non-Licensed Substitute Pay Schedule – (Recommend removing it because we use Teachers On Call to provide these services, and that contract articulates the relationship with TOC and the pay rates.)

454 – Instructor Attendance (referenced in staff handbook, not a required policy).

458 – Instructional Staff Performance Appraisal (referenced in statute, and in employee contracts).

462 – Building Security (outdated, only references keys and says nothing about video, or motion and door alarms. There is significant variation in the security protocols at each site).

463 – Jury Duty (referenced in employee contracts).

**The following policies need to be reviewed annually:**

Policy 456 – Substitute Instructor Pay Schedule – This policy needs annual review. (FYI – the teacher substitute pay rate is approved at the July Board meeting.)

Policy 521 – Student Disability Non-Discrimination. This is a new policy that was part of one of our older policies that was converted to Policy 506. This policy is mandatory and needs annual review.

**These policies also need review:**

Policy 461 – Staff Use of District Facilities Equipment. This policy was last reviewed in 2007.

Policy 465 – Employee Time off for Union Negotiations. This is covered in statute and the teacher and paraprofessional contracts. This policy was last reviewed in 2007. This policy is not mandatory and does not require an annual review.

Policy 820 - Provisions for the Closing of Schools Due to Inclement Weather or Other Exigency. This policy is not mandatory and does not require an annual review.

Policy 483 – Uniforms for School District Personnel, **Safety Eyewear and Other Personal Protective Equipment.** This was combined with Policy 484 – Safety Eyewear. This policy was last reviewed in 2007. This policy is not mandatory and does not require an annual review.

## Suggest removing this policy

### 400 PERSONNEL

#### 452 EMPLOYMENT OF TEMPORARY EMPLOYEES

Under the direction of the superintendent, the District administration is authorized to employ temporary employees as required to meet the ongoing needs of Intermediate School District 917.

The Superintendent or designee will approve all rates of pay and hours of employment based upon employee contracts and/or School Board Policy.

The Administration will report and recommend Board approval of temporary staff and support personnel on a quarterly basis at regularly scheduled Board meetings. FYI - **This is done quarterly as the TWA - Temporary Work Agreement and Board Approved.**

The payroll department will be informed about temporary employees with timely reports to meet payroll requirements, withholding needs, etc.

Temporary employees are encouraged to apply for regular or part-time positions.

Board Approved 1/16/90

Revised: May 1, 2007

**RECOMMEND REMOVING THIS POLICY**

**453 NON-LICENSED SUBSTITUTE PAY SCHEDULE**

Custodial/Maintenance Substitutes

Short-term: Custodial- Initial step, Level II  
Maintenance- Initial step, Level IV  
Long-term: Placement on the Custodial/Maintenance salary schedule.

Interpreter Substitutes

Short-term: Initial step, Noncertified  
Long-term: Placement on the Interpreter salary schedule.

~~Secretarial~~ Administrative Assistants/Clerical Substitutes

Short-term: Initial step, Level II  
Long-term: Placement on the Secretarial/Clerical salary schedule.

Program Assistant Substitutes

Short-term: Initial step  
Long-term: Placement on the Program Assistant salary schedule.

The above referenced steps and salary schedules are those in the agreement in effect at the time of employment.

Long-term shall refer to any assignment lasting longer than 30 duty days.

The above pay rates are a guideline.

The Superintendent or his/her designee is authorized to place substitutes at a higher position on the respective salary schedules based on training, experience and market considerations.

## **Suggest removing this policy**

### **400 PERSONNEL**

### **454 INSTRUCTOR ATTENDANCE**

Faculty and staff are expected to set the example for students by starting and ending their planned classes on time as scheduled and by their own regular and punctual attendance.

When faculty and staff are to be absent from work, prior approval must be obtained from their immediate supervisor. Notify your supervisor of your impending absence and the need for a substitute. Provide other information as appropriate (i.e. details on instruction).

Upon return from absence an employee absence report identifying time away from work must be turned in. This will need to be verified by the employee's immediate supervisor.

In the event an employee anticipates being late for work (car trouble or other emergency) notify your immediate supervisor.

Intermediate School District 917 administration shall develop procedures to implement the above policy.

7/22/80  
Board Approved 7/17/90  
Revised: May 1, 2007

## **Suggest removing this policy**

### **400PERSONNEL**

#### **458 INSTRUCTIONAL STAFF PERFORMANCE APPRAISAL**

The Board of Intermediate School District No. 917 recognizes that the instruction process is complex and that the appraisal of this process is a difficult and technical function. It is universally accepted that excellence in teaching is the most important element in a sound educational program, instructor appraisal must be done.

Appraisal of instructional performance should serve several purposes:

1. To maintain and/or raise the quality of instruction and educational services available to the students of our district;
2. To aid the individual instructor to improve professionally;
3. To gather information for staff development decisions and activities.

District 917 administration will maintain a continuous appraisal of the instructional staff with performance appraisals to be made as follows:

1. Probationary instructors, a minimum of three (3) formal performance appraisals per school year.
2. Nonprobationary instructors, a minimum of one (1) formal performance appraisal every three (3) years.

The appraiser of performance shall utilize the appropriate District 917 appraisal form and develop a written performance appraisal. The written performance appraisal must be discussed with the staff person. In all cases, the staff person may include his or her response to the appraisal for inclusion in the file.

Performance appraisal reports will be made a part of the instructor's record and may be used by the administration and Board when changes in personnel status are being considered. The instructor shall receive a copy of the review if he or she so desires.

All appraisals of instructor performance shall be conducted openly and with full knowledge of the employee.

Therefore, the Board charges the District administration with developing, organizing, and implementing a system-wide program for appraising all licensed personnel as one means to insure

quality of instruction. The Board also encourages all instructors to be continually involved in a self-appraisal process for purposes of self-improvement.

District 917 administration shall make an effort to improve the performance of all employees in areas needing improvement as indicated in the employee performance appraisal process.

Board Approved 4/21/98

Revised 6/25/79

Revised 3/19/85

Revised 10/1/91

Revised: May 1, 2007

## **Suggest removing this policy**

### **400 PERSONNEL**

#### **462 BUILDING SECURITY**

Building and/or laboratory, equipment and facility security is the responsibility of all District 917 staff. The following shall be policy governing building key handling procedures as developed by District 917 administration.

1. All keys for District 917 building door locks shall be acquired through the District key acquisition process.
2. There shall be no independent building key transfers (from staff to staff). Keys shall be transferred through a standard process as established by District 917 administration and approved by the School Board.
3. Building door keys shall be maintained in the possession of staff and not given to students or other unauthorized staff. Any exceptions to this must have building administration approval.
4. Lost building door keys shall be reported immediately to the appropriate Supervisor.
5. Duplication of building door keys shall be done through the appropriate building administration. Staff members shall not duplicate or have duplicated building door keys.
6. Staff needing door keys for their assigned responsibilities/assignments, etc. shall be issued the necessary keys and thereafter shall be responsible for unlocking and locking their own classrooms, laboratories, pods and office areas (security is the responsibility of all staff).
7. Terminating employees shall turn in all building keys in their possession prior to receiving their final pay check. Similarly transferring employees shall turn in building door keys prior to transferring to another location within the district. Additionally, those staff reassigned and remaining at the same building location (and not needing certain building keys for their new assignment) shall turn in all unnecessary building keys to their Supervisor.

District 917 administration shall develop procedures to implement the above policy.

Board Approved 6/25/79  
Revised 4/7/92

Revised: May 1, 2007

**Suggest removing this policy**

**400 PERSONNEL**

**463 JURY DUTY**

School District 917 employees recognize that certain civic duties are an obligation of all citizens.

The school district will pay the regular salary to the employee during the time of service on jury duty.

The employee will reimburse to the district any sum paid for such jury duty. Any sum paid for travel expense will be retained by the employee.

The employee is expected to return to work immediately on dates when he/she is excused from jury duty.

Board Approved 6/25/79  
Revised 12/2/91  
Revised 5/1/2007  
Revised 10/2/12

## **456 SUBSTITUTE INSTRUCTOR PAY SCHEDULE**

### **I. Definition**

A daily substitute teacher is a person hired to replace an absent teacher on a daily basis to cover the teacher's regular assignment for that day pursuant to the direction of the building principal or assigned supervisor.

A long-term substitute teacher is a person hired to replace an absent teacher on a long-term basis to cover the teacher's regular assignment performing all duties of the absent teacher pursuant to the direction of the building principal or assigned supervisor. In accordance with Minn. Stat. section 179.03, a licensed long-term substitute shall be considered a long-term substitute when they are in the same position for 31 days or more.

### **II. Compensation**

Daily substitute teachers shall be paid an established hourly rate consistent with the portion of the day actually worked or required by the payment policies if the District uses a contracted service.

Long-term substitute teachers will be paid as determined by the agreed upon placement on the teacher salary schedule.

The Board of Education shall annually approve the daily substitute hourly rate prior to the beginning of each school year.

### **III. Benefits**

Regular daily and long-term teacher substitutes are not entitled to insurance benefits granted to regular or part-time district teachers. Long-term substitute teachers are eligible for pro-rated leave benefits.

### **IV. Internal Substitute Instructor**

District 917 teachers assigned by their principal/supervisor to teach beyond their normal student contact hours shall be paid their hourly rate pro rata to the employee's contract for the additional student contact time.

District 917 program assistants with teacher licensure who agree to a substitute assignment for a short-term assignment shall be paid their program assistant's hourly rate or teacher daily substitute hourly rate whichever is greater. The program assistant will also maintain their insurance and leave benefits. When a program assistant agrees to a long-term substitute assignment, hourly pay will be determined by the agreed upon placement on the teacher salary schedule. The program assistant will also maintain their insurance and leave benefits when in a long-term teacher substitute assignment.

#### V. Summer School Substitute Instructor Pay

Summer school substitute instructors shall be paid the daily substitute teacher rate. District 917 contracted teachers who substitute during summer school sessions shall be paid their hourly rate pro rata to the employee's contract.

## 521 STUDENT DISABILITY NONDISCRIMINATION

*[Note: School districts are required by statute to have a policy addressing these issues.]*

*[Note to School board from M. Zuzek: There was a single reference (6.33) to this required policy in the previous Student Discipline Policy 6.3. This will be a new Policy.]*

### I. PURPOSE

The purpose of this policy is to protect ~~disabled~~—students **with disabilities** from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

### II. GENERAL STATEMENT OF POLICY

- A. ~~Disabled students~~ **Students with disabilities** who meet the criteria of paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; or
  - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### III. COORDINATOR

Persons who have questions or comments should contact **Don Budach, Assistant Director, 1300 145<sup>th</sup> Street East, Rosemount, 651-423-8426**. This person is the school

district's Americans with Disabilities Act/Section 504 coordinator.

**Legal References:** Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

#### **461 Staff Use of District Facilities/Equipment**

District 917 School Board and Administration urges staff use of the District's facilities to develop and improve instructional aids, curriculum, instructional materials and laboratory organization. This type of activity will take place however, only when proper administrative supervision is in the facility. Use of district facilities, laboratories and/or equipment for personal gain or personal use is strictly prohibited. Tools, equipment, furnishings, materials, supplies, etc. shall only be taken from the district facility with prior written approval.

All civic projects which involve the use of school equipment and/or materials, need administrative written approval prior to any commitment being made by district staff, and said projects must be in agreement with District 917 School Board Policy.

6/25/79  
Revised 5/7/91  
Revised: May 1, 2007

*Intermediate School District Policy 465 Employee Time Off For Union Negotiation Activities*  
*Approved August 18, 1992*  
*Revised: May 1, 2007*  
*Board review, first reading, October 6, 2020*

***[Note to School Board from M. Zuzek: The provisions in this Policy are required by Minnesota Statute, and the provisions are also found in the Teacher and Paraprofessional contracts. Although the procedures are required, the policy is not mandatory.]***

## **465 EMPLOYEE TIME OFF FOR UNION NEGOTIATION ACTIVITIES**

Section 1. Statutory: Pursuant to Minnesota Stat. § 179A.07, Subd. 6, the School District will provide reasonable time off to employees who are elected officers or appointed representatives of a Union to conduct the duties of the exclusive representative in connection with negotiations, mediation or arbitration activities between the School District and the Union. Except as otherwise provided in this policy, such time off will be without pay.

Section 2. Avoid Interruption of Services: To the extent practicable, the School District shall endeavor to schedule meetings with employee organizations at off hours so as not to interfere with the employee work schedule.

Section 3. Attendance: When it is necessary to conduct negotiation, mediation or arbitration activities during working hours, the School District shall permit one employee of the appropriate unit, as determined by the union, to be in attendance at such session without loss of pay. If more than one employee attends such meetings, such employee will receive a deduction in wages for lost time.

Section 4. Request for Leave: An employee seeking either paid or unpaid absence pursuant to this policy shall make timely written request to the School District for such leave.

*Intermediate School District 917 Policy 483 Uniforms for School District Personnel, Safety Eyewear, and Other Personal Protective Equipment  
Board Reviewed, May 1, 2007  
Board reviewed, first reading, October 6, 2020*

#### **483 UNIFORMS FOR SCHOOL DISTRICT PERSONNEL, SAFETY EYEWEAR, AND OTHER PERSONAL PROTECTIVE EQUIPMENT**

The District 917 School Board recognizes that for employees in certain positions, it is appropriate for the School District to provide uniforms for use in their employment with the School District. Examples include staff working in areas where clothing becomes easily soiled (e.g., shop areas) or where sanitation makes fresh uniforms desirable (e.g. Food Service,) or in situations where consistent employee image is important.

The Board authorizes the furnishing of uniforms and other appropriate apparel (e.g., shop coats) to employees for use during their hours of employment with District 917. The administration shall develop procedures determining which positions shall have uniforms, the conditions of issuance and use, and other pertinent matters.

The District 917 School Board recognizes that state and federal laws, and reasonable safety precautions require that safety eyewear and other personal protective equipment (PPE) be worn by employees who are required to perform duties in areas requiring safety eyewear or PPE.

The District 917 School Board authorizes the purchase of safety eyewear and PPE for this purpose, and authorizes furnishing prescription safety eyewear to those employees who require corrective lenses, and who are required in the performance of their duties to be in areas requiring safety eyewear.

The administration shall develop procedures to implement this policy.

*Intermediate School District 917 Policy 820 Provisions for the closing of Schools Due to  
Inclement Weather or Other Exigency  
Board Approved May 1, 2007, as Policy 466  
Board Reviewed October 6th, 2020, first reading*

**820 PROVISIONS FOR THE CLOSING OF SCHOOLS DUE TO  
INCLEMENT WEATHER OR OTHER EXIGENCY**

**I. PURPOSE**

The purpose of this policy is to establish the procedures to be followed in the event that school is to be cancelled due to inclement weather or other exigency.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of this school district not to place staff or students at serious risk due to extremely hazardous driving conditions going to and from school.
- B. The school board is also cognizant of this district's unique role in providing educational services to member and other districts and the fact that many Intermediate District 917 employees are assigned at work locations that are situated in other school district's facilities.
- C. This policy establishes the procedures to be followed in various situations when schools may be closed. In situations not anticipated by the provisions of this policy, the superintendent shall make the sole determination as to how the situation shall be addressed. The superintendent's decision in these instances shall be final.
- D. Collective bargaining agreements that contain language that is contrary to this policy shall control.
- E. Employees may be required to report to work even when school is cancelled for students.

**III. DEFINITIONS**

- A. "Dangerous driving conditions" means that highway conditions are extremely hazardous and the Minnesota Highway Department or other government agency has recommended that no unnecessary travel be attempted.
- B. "Extremely cold weather conditions" means an absolute temperature or wind chill temperature that is so severe as to present a health and safety risk for children

walking to school or waiting at bus stops.

- C. “Emergency Employee” means any Intermediate District 917 employee who is designated to perform services as delineated by this Policy.
- D. “Hourly Employee” means any Intermediate District 917 employee who is paid at an hourly rate.

#### IV. MAKING THE DECISION TO CLOSE SCHOOL

- A. Only the superintendent or his specifically authorized representative may approve a school closing.
- B. In making the decision whether or not to close school, the superintendent shall consider:
  - 1. The status of other member school districts. If other member districts remain open, this will be a major consideration against closing ISD 917.
  - 2. Dangerous driving conditions could exist in isolated parts of Dakota County. These conditions shall be a major consideration for closing ISD 917. Since employees come from long distances to reach their work location, they should carefully consider their personal risk in light of the conditions they might encounter on the way to work.
    - a) If the district remains open and employees determine that the risk is too great for them to attempt to reach their work location, they may elect to take a vacation day, personal day, non-duty day or an unpaid day. Emergency leave shall not be granted in these situations.
    - b) This criteria also applies to situations where employees at member school district locations elect to stay home because of the local conditions when that district remains open.

#### V. PROCEDURES FOR CLOSING SCHOOL FOR ISD 917 STUDENTS

- A. On days when the weather forecast or early morning weather conditions are questionable, the superintendent will ~~implement the Intermediate School District #917 “calling tree” alert. The superintendent will call:~~ **implement the Infinite Campus Messenger system for all staff, students and families. Messages will be received via text, voice, or email, depending on the choice made for being contacted. The superintendent will also call or text the following staff:**
  - 1. ~~Director of Special Education~~ **Executive Director of Student Services**
  - 2. Principal STC/DCALS
  - 3. **Executive Director of Business Services** ~~Business Manager~~

4. Executive Assistant to the Superintendent
  5. ~~Chair, School Board~~
  6. President, Dakota County Technical College
  7. Superintendent's Office of any member district that is not closed on that day
- B. In addition to making the official announcement, employees and parents should monitor ~~radio station WCCO, AM 830; WCCO Television, Channel #4; WCCORADIO.COM; or WCCO.COM~~ for the official announcement.
- C. ~~Each department administrator shall initiate an internal calling tree document and distribute it to all staff having a calling responsibility during the opening week of school each fall.~~ Department heads should remind staff of the closing procedures when serious inclement weather is forecast.
- D. In the event of an Intermediate School District #917 closing, ~~no students attending programs at: Dakota County Technical College, Alliance Education Center, or Apple Valley site should report to school.~~ Alliance Education school administrator shall assure that the school building is attended by at least one emergency employee whenever the District declares a school closing due to any reason. ~~This will assure that no students arrive at the building only to find it locked.~~ **Typically, when school is closed due to an emergency, all ISD 917 locations will be closed. The exception is when an emergency, (gas leak, pipe burst, etc.) only affects a single site.**
- E. ~~Students attending Intermediate School District #917 classes at other locations in member school districts that have not closed will have school as normal or in accordance with the announcement made by that district.~~

## VI. STAFF RESPONSIBILITIES IN THE EVENT OF AN INTERMEDIATE DISTRICT 917 SCHOOL CLOSING

- A. ~~The official announcement on the radio is based on an automated system that does not allow for many variations on the information to be broadcast. One of those variations is; "teachers should still report."~~ If that language is contained in the announcement, it pertains to all Intermediate School District Employees. **The Superintendent will inform staff when school is cancelled whether or not they are expected to report to work. If that language is in the announcement, If staff are expected to report to work,** employees are expected to report for work as soon as possible **they safely can.** ~~Employees should report to their respective supervisors for work assignments for the day. Employees who expect to be more than one-hour late should contact their supervisor to indicate what time they expect to report. Additional information may be relayed through the calling tree.~~ **Program supervisors will inform their employees of their work expectations for the day. Often, there may be tasks that can also be completed by working**

**remotely.**

1. Employees who are unable to report for work on a day when school is closed and employees are expected to report, may use a vacation day, personal day, non-duty day or non-paid day and are to submit an absence report or time-sheet indicating the option chosen. Emergency leave will not be granted in these instances.
2. Employees who have already reported in sick (prior to the public announcement or having been contacted ~~through the calling tree~~) on a day that school is cancelled but staff are to report will be charged for a sick day.
3. Supervisors, **deans**, and lead teachers shall plan for staff assignments during days when schools are closed for students but employees must report. These activities may include: staff development, classroom preparation, paperwork, curriculum activities, cleaning, etc., depending upon the employee classification and assignment.
4. All employees (salaried and hourly) will be paid their normal wages on a day when school is closed and employees are not required to report. ~~Time sheets shall be marked “SD” (Snow Day).~~

B. ~~If the official announcement on the radio does not indicate that “teachers should still report,” then only designated “emergency employees” and employees who are assigned in member district locations that have not closed are required to report. In this event, employees’ payroll shall be in accordance with the following provisions.~~ **If the announcement about a school closing communicates that staff should not report to work, then staff do not need to physically report to work. However, there may also be the expectation that remote working is required.**

1. Emergency employees who are hourly employees will receive overtime pay for the time worked on a day when school is closed and other employees are not required to ~~report work~~. A minimum of four (4) hours will be worked on such a day.
2. Salaried employees shall be paid as though present at work. Salaried employees who are “emergency employees” and report for work will not receive any additional remuneration.
3. Hourly employees shall be paid as though present at work for the number of hours that they were scheduled to work on that day.
4. Employees who have already called in sick will not be charged for a sick day.

5. Employees who are on vacation, personal day or other paid absence will not be charged for that day.

**VII. STAFF RESPONSIBILITIES IN THE EVENT OF A MEMBER DISTRICT SCHOOL CLOSING WITH INTERMEDIATE DISTRICT #917 REMAINING OPEN**

- A. Employees are expected to follow the directions of the member district where their work location is situated.
- B. When their work location school is closed, employees are to ~~call~~ **communicate with** their supervisor to receive direction as to whether or not they are excused for the day.
- C. Supervisors may reassign employees to another work location for the day. This could be at another program that needs assistance or a central location to perform other appropriate duties.
- D. Employees who feel that the local driving conditions for them are too dangerous to drive to the reassigned work location may use vacation, personal leave, non-duty day, or unpaid leave. No emergency leave will be granted in these situations.
- E. If the supervisor does not reassign the employees, they are excused for the day and will be paid for the hours that they were scheduled to work. Employees who have already called in sick will not be charged for a sick day. Employees who were on a scheduled personal leave day or vacation will not be charged for that day.

~~Board Approved October 5, 2004~~

~~Revised: May 1, 2007~~



## **Revised Strategic Directives**

~~2017-2020~~ **2021-2024**

### **Intermediate School District 917**

*.....to serve as  
the best resource.....*

*(from the District 917 mission statement)*

### **Directives for Intermediate School District 917**

*Board Approved May 2, 2017 \_\_\_\_\_*

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## Introduction

This document identifies strategic directives to guide decision-making and to help the organization be more responsive to learners and effective in delivering educational services.

The Intermediate **District 917** is a complex organization operating within a complex environment. These directives ~~are to~~ bring clarity and focus to the work of District 917, ~~as our staff does their work~~ with a shared vision, mission, and commitment to our core organizational values.

This is a flexible **and dynamic** document. It will change and evolve as staff, families, students, member school districts, and our communities help shape District 917's work.

One should read this document carefully and consider it a guide for Intermediate School District staff as they work to meet the needs of students and the school districts served by 917. In addition, this document is designed to serve as a communication tool to provide and bring clarity to the educational services provided by Intermediate School District 917.

## Why Are Strategic Directives Needed?

Intermediate School District 917's mission is to provide services to our member E-12 school districts, students and families for low incidence special education needs, secondary career and technical education, and secondary alternative education. Our members and Intermediate School District 917 face a wide range of factors, trends, and forces that affect our relationships, our internal environment, and may or may not be within the control of the member districts or ISD 917.

The passage of the federal law known as the Every Student Succeeds ACT (ESSA) replacing No Child Left Behind (NCLB) required the state to submit an ESSA state plan in early 2017. The new state plan may provide more flexibility for local school districts in testing, teacher performance and standards but it may also bring new compliance and reporting requirements.

The following statements describe many of the critical challenges our member districts and Intermediate School District 917 are currently faced with and may continue to be faced with for the next several years during changes at the federal and state levels of government.

Member Districts are faced with:

- Challenging financial situations because of variables that affect their district's revenue and expenses;
- **Managing school districts' educational services during a global pandemic requiring resolve and flexibility;**
- The public, state and federal government, demanding increased accountability in all areas of education—especially student performance in reading, science and math;
- Students who are not engaged and are at risk of not graduating or who are dropping out;
- Increasing special education costs and increased numbers of students with low-incidence disabilities demanding customized services;
- Difficulty in hiring and retaining staff in all **many** staffing categories;
- Increasing numbers of students needing culturally **responsive** adaptations;
- **A much needed focus on equity in response to increasing diversity;**
- Increasing numbers of students with significant mental health needs;
- A greater emphasis from political leaders, business leaders, industry leaders, education administrators, teachers, and parents regarding the need for secondary career and technical programs as pathways to careers and college;
- ~~Implementation of state legislation for principal and teacher evaluation;~~
- Legislative mandates on roles and procedures for schools related to student discipline, student safety, and staff safety.

Member District Special Education Programs are faced with:

- Attrition and shortage of special education licensed instructional and support staff;
- Federal and state mandates specifying services to be delivered as well as implementation regulations;
- Significant paperwork requirements;
- An increasing number of students with multiple and complex needs;
- Legislative policy changes for use of restrictive procedures in schools;
- An increasing number of students with significant mental health needs.

Intermediate School District 917, board members, superintendent, and administrators are faced with:

- Planning and implementing building adaptations and needed maintenance with limited revenue sources for leased facilities and planning for program needs utilizing Long-Term Maintenance Levy for owned facilities;
- Member district leadership changes because of retirements and periodic leadership changes;
- Financial uncertainty due to financial challenges of our member districts and legislative changes that have modified special education funding formulas;
- Identifying and accessing space to accommodate programs with increasing enrollment in appropriate locations;
- A decrease in the number of students participating in technical program opportunities due to member district enrollment guidelines or addition of program options in member schools;
- The challenge of starting new career and technical programs that address industry needs and student needs without a source of “startup” funding;
- A continuing shift in student career and technical enrollment toward more students with individual education plans which increases the need to modify career and technical curriculum to provide for all students’ needs;
- Recruiting staff in all areas with appropriate licensure and high quality teaching proficiency;
- Working with a contracted vendor to secure ~~Maintaining~~ licensed and competent substitute staff;
- Adapting to the increasingly complex needs of students with mental health needs served in our special education programs;
- Staying current with parent/student rights due to ever changing state and federal laws and regulations;
- Increased requirements for documentation and record keeping;
- Providing for the safety and security of students and staff;
- Passing legislation at the state and federal level to increase funding for special education programming and services to reduce the E-12 school districts’ general fund cross subsidies;
- Updating, adding, and replacing technology for students and staff.

Intermediate District 917 is committed to providing successful learning opportunities for students and support services for districts. The scope and scale of changes facing the

students, educators, and districts we serve requires that we continuously review and modify our operational actions and goals to respond to these changes. District 917 is committed to utilizing the strategic directives to guide our annual administrative operational actions and goals.

\* \* \* \* \*

## **OUR VISION**

**Intermediate School District 917 will be a community of students, families, teachers, staff members, school districts, regional organizations and associations actively engaged in ensuring student learning success.**

- Effectively addressing students' needs is the center of our work. We will deliver services that promote educational excellence and provide what is needed to address individual learner needs. We are known for our creative solutions to changing and emerging student learning needs and our commitment to customer satisfaction and cost containment.
- School districts are confident that District 917 listens, responds, and adapts to their needs and the needs of their students.
- The leaders of our organization constantly seek to improve and expand the services and opportunities offered by District 917. Everyone who works at District 917 is committed to continuous improvement and professional development. Leaders forge partnerships among organizations — public, private, or non-profit — that support learner success and our own financial stability.
- We are committed to providing equity for our students and our staff. It is imperative to be culturally responsive and provide access and fair treatment for all stakeholders regardless of disempowering conditions or status regarding sex, race, gender, socioeconomic status, religion, ability, or family of origin.
- Student and staff environments are areas of creativity that stimulate learning. The environments in which we educate are safe, secure, clean, and appropriate for delivering programs and services of high quality.
- We are responsive to families' wishes to keep students in educational environments that are close to their homes and home schools. District 917's educational programs and services are designed for mobile delivery, to the extent possible, and adaptable to host sites which may include homes, schools, libraries, online or in other accessible and desirable community locations.
- Families, school districts and businesses throughout Dakota County and the southern metropolitan area view the programs and services of District 917 as high quality, in terms of the models used to serve changing student needs, staff competency use of appropriate technology, and facilities. District 917's programs and services are respected for cost-effectiveness and integrity.

\*\*\*\*\*

## ***OUR MISSION***

**Intermediate School District 917 serves as a quality, cost effective resource for member school districts committed together to success **and equity** for all learners.**

### **“Serves” means**

We are a service organization; we bring an attitude of service to everything we do. We assess and continually improve customer satisfaction.

### **“Quality” means**

We are accountable for excellent, cost-effective programs. Member school districts turn to us as a “first resource” when seeking external resources.

### **“Cost effective” means**

We always look for solutions and strategies balancing the responsibility to achieve quality programs and services in the most cost effective manner.

### **“Resource” means**

We provide or facilitate the means to achieve success for each learner. As partners of the referring school district, community or county agency, we find solutions to identified learner needs.

### **“Member school districts” means**

These are the principal customers for whose benefit we exist. We actively listen to understand and respond to their needs relative to student learning.

### **“Success” means**

We are accountable to member school districts for learner success. We know and report student achievement and growth.

### **“Equity” means**

A continued effort at all levels of the organization to identify and reduce or eliminate barriers to success.

### **“All learners” means**

We are a resource for any learner, currently birth to 21, with identified needs. Learners are not necessarily “bound” to a school building. We also support the families of these learners.

\* \* \* \* \*

## **CORE ORGANIZATIONAL VALUES**

**“Collaboration”** means working together to achieve more collectively than individually.

**“Passion for Service”** means solving problems considering the perspective of member districts, students and families.

**“Continuous Improvement”** means ongoing improvement of programs and services, including being both innovative, breakthrough improvement and adaptable, incremental improvement.

**“Stewardship”** means managing financial and human resources carefully and responsibly.

**“Equity”** means fairness and impartiality to others. Giving as much advantage, consideration and latitude to one person as to another. **A continued effort at all levels of the organization to identify and reduce or eliminate barriers to success.**

**“Open Communication”** means directly, clearly, and transparently sharing information and engaging in dialogue.

**“Integrity”** means being honest and fair.

\*\*\*\*\*

## **STRATEGIC DIRECTIVES AND STRATEGIES**

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

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

### **Strategies:**

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

**Strategic Directive 2: Increase achievement of all learners served.**

### **Strategies:**

1. Expand the scope of learning opportunities for students in 917 programs through the use of online options, project based learning, work based learning, and assistive technology.
2. Utilize inclusive and culturally responsive practices to provide equitable access for all students.
3. Develop a variety of systematic approaches to gather student achievement data to enhance instruction and learning.
4. Provide staff development opportunities. Leadership will use a laser-focused approach to choose strategies that enhance student performance.

5. ~~Develop and administer common assessments within all classes to provide assurance of alignment of outcomes and instruction as well as to provide the data necessary to identify best instructional practice. Utilize research-based best practices for instruction, assessment, and alignment.~~
6. Adopt and implement curriculums that align with state standards and measure student progress.
7. Continually monitor and assess the social and emotional well-being of our students and provide consistent well-targeted interventions for both individual students, and at program and systemic levels.
8. Promote best practices in providing programming for students with disabilities including providing instruction tailored to disability areas, age, and grade.
9. Research and implement a variety of models to address students in need of alternative approaches to education.
10. Continue to enhance our model to support transitional needs of students ages 18 through 21.
11. Promote and support the use of assistive technology to supplement instruction.

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

**Strategies:**

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

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

**Strategies:**

1. Emphasize and maintain a focus on responsible approaches to the use of state and district funds.
2. Educate internal and external stakeholders of the full cost of service delivery.
3. Study current funding formulas and legislation initiatives to maximize available funds.
4. Maintain and expand the opportunities with DCTC and IHCC to provide learning opportunities for secondary programs and articulation to post-secondary programs.
5. Monitor the effectiveness of district administration and support staff to balance the effectiveness of our staffing infrastructure and our fiduciary responsibility to our member districts.
6. Continue the curriculum development process which focuses on standards, skill development, and student learning.
7. Enhance our recruitment and retention activities for all staff and explore flexible contract options and incentives for difficult to fill positions.
8. Monitor staffing ratios and class sizes to be in compliance with Minnesota Special Education Rules.
9. Continually assess member district needs and assets to avoid duplication and provide needed services.

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

**Strategies:**

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

***IN SUMMARY...***

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

Board Approved September 8, 2020

**ISD 917 Leadership Goals  
2020-2021  
District Focus**

- SD1, s-1      1.      **Stakeholder Communications:** Maintain high-quality, relevant communications with major school stakeholders in each member district. Maintain strong relationships with internal and external stakeholders.
- SD1, s-3      2.      **COVID-19 Pandemic Response:** Manage the ISD 917 response to the COVID-19 Pandemic following MDE, MDH, CDC, and member district recommendations.
- SD2, s-7 (We need a greater focus on equity in our Strategic Plan, and Strategic Directives).
3.      **Equity Leadership:** Develop strategies to identify, reduce, and eliminate barriers to access across all organizational levels. Develop equity leadership agreements and protocols to formalize and actualize system-wide equity lenses.
- SD1, s-3      4.      **Website and Social Media:** Refresh and enhance the ISD 917 website. Although the website is intended to be a static source of information, our goal is to make it visually appealing, intuitive, and accurate. To promote both family and community engagement, we will maintain a presence on Facebook, Twitter, and Instagram.
- SD4, s-6      5.      **Career Pathways:** Develop career pathways for the growth of employees pursuing licensure, with a focus on increasing the diversity of staff.
- SD4 s-1      6.      **Infrastructure Analysis:** Monitor and evaluate procedures and staffing levels in all organizational operations to ensure that they are sufficient to effectively complete necessary processes.
- SD5, s-1      7.      **Policy:** Continue to review and update ISD 917 Board of Education policies.
- SD4, s-6      8.      **Safety and Crisis Management:** Review and update safety-related and crisis management policies, procedures, practices, and protocols.

**2020-2021**

**Secondary Programs Focus**

- SD1, s-3      1.      Provide monthly updates to our member districts' high schools and administration regarding our activities and programs.
- SD2, s-1      2.      Strive to maintain steady enrollment within all our programs, Alternative Learning Centers and Career and Technical Education, by responsive to student interests, employment data, and member district needs.

- |          |    |  |
|----------|----|--|
| SD2, s-8 | 3. | Expand the Alternative Learning Center program in Farmington, by supporting all our ISD 917 members who may need educational options for students in grades 8-10.  |
| SD3, s-3 | 4. | Collaborate with community agencies, colleges, and business partners to offer learning experiences for students both within our programs and those receiving support services from within the community. Given the COVID-19 restrictions, we will need to be creative and responsive in our ISD 917 Work Seminar and Work-Based Learning programs. |
| SD2, s-1 | 5. | Implement our Mechatronics/Robotics instruction within our ALC and CTE programs. We will provide curriculum and training for students that could lead to industry certification. We are also going to evolve our transportation courses to meet the high employment demands and student interests.   |

### 2020-2021

#### Special Education Focus

- |                  |    |  |
|------------------|----|--|
| SD2, s3; SD3, s1 | 1. | Focus on addressing the needs of students through the utilization of perspectives mindful of equity and trauma. This includes the purposeful implementation of appropriate social/emotional frameworks in our most intense, setting IV programs.   |
| SD2, s-2         | 2. | Engage staff in the utilization of data to drive instruction day-to-day with formal and informal measures. Further, enhance staff skills in the utilization of data in the individualized education plan process including interpretation and application of assessment results in long-term planning. |
| SD2,s2; SD3,s1   | 3. | Implement learning targets and high yield instructional strategies supported through coaching and professional development to increase student achievement with a focus on student achievement in academic areas including reading.  |

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# Assurance of Compliance Assurance of Compliance :

UserID: [Intermediate](#) District: Intermediate School District 917 Role: DistrictUser [Logout](#)

## AOC Links

- [Help](#)

## Contact Us

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- [E-mail: mde.compliance-assistance@state.mn.us](mailto:mde.compliance-assistance@state.mn.us)
- Phone: 651-582-8338
- Address:  
1500 Highway 36 West, Roseville, MN 55113

## 0917-06 Intermediate School District 917 -INFORMATION NEEDED TO EVIDENCE COMPLIANCE- School Year: 20-21

\* - indicates required fields.

### Coordinator Identification Information

	Human Rights Coordinator	Title IX Coordinator	504 Coordinator
<b>Name*</b>	Don Budach	Don Budach	Don Budach
<b>Telephone Number*</b>	6514238246	6514238246	6514238246
<b>Fax Number*</b>	6514238781	6514238781	6514238781
<b>E-Mail Address*</b>	don.budach@isd917.org	don.budach@isd917.org	don.budach@isd917.org

### Mandated Reporter Training

Minnesota Statutes, section 626.556, subd. 12. Districts must inform all mandated reporters of the duties.

**Date of Verification**

09/30/2020

I verify that all mandated reporters employed by or otherwise associated with any school in this district have been informed of mandated reporting requirements and of the prohibition of retaliation against anyone reporting maltreatment.

## Document Submittal Verification

Does MDE have current and accurate copies of the following documents?  
Please submit updated policy if revised since Last Submitted Date.

Document	Last Submitted Date	Upload Document
Harassment and Violence policy	09/23/2019	Select file:

## District Compliance Requirements Checklist

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal and state financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), including installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date.

The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons who are authorized to submit information on behalf of the district.

Check all statements in which the district has complied with the state and federal requirements prohibiting discrimination.

### Federal Laws:

Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 C.F.R. Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.

Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion,

sex, or national origin.

Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000e(k)).

Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.

The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits discrimination on the basis of age (over 40 years).

Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.

The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.

Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).

The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).

The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).

Prohibition of Discrimination Based on Blindness (20 USC § 1684).

#### State Laws:

The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.

Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.

Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.

Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.

Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.

Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.

**By clicking "Submit" you are affirming that these laws are available in each building in**

**the district, that the information that you have provided is accurate, and that you have the authority to submit this assurance on behalf of the district.**

**NOTE: When data entry is complete, click "Submit" to send data to The State Department of Education.**

[Submit] [Cancel]

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To: School Board Members  
Superintendent Mark Zuzek

From: Jake Edlund, Benefits Specialist

Date: September 18, 2020

Subject: Ancillary Benefit Insurance Renewal – Life, Accidental Death and Dismemberment (AD&D) and Long-Term Disability (LTD)

**Pertinent Facts:**

1. Life Insurance is entering year 2 of a 3-year rate guarantee at \$.077 (which when accepted reduced our rate from \$.099 per \$1,000 of coverage), however, these items were part of bid request this year in an attempt to bundle products with one insurance carrier.
2. Intermediate School District 917 (ISD 917) requested quotes primarily for LTD group insurance to go into effect January 1, 2021. Our prior 1-year agreement is set to expire at the end of 2020 with Kansas City Life.
3. ISD 917 requested our current agent of record, National Insurance Services (NIS), to obtain request for proposals from other carriers to see what competitive offers were available for our LTD group insurance.
4. **Group Long-Term Disability (LTD) Insurance** requests for proposals were submitted to carriers at Kansas City Life (our current carrier), Madison National Life (MNL), Reliance Standard to match or beat our current pricing and plan design. Our broker for health benefits (One Digital) also requested quotes to match our current plan design from: Standard Insurance, MetLife, Lincoln Financial, Mutual of Omaha, Prudential, Voya and Hartford Insurance.
  - a. The only companies to supply a quote were MetLife (non-competitive), Madison National and Kansas City Life. Kansas City Life and MetLife quoted higher rates than our current rate for LTD coverage.
  - b. Kansas City Life proposed an increase to \$0.24 per \$100 covered payroll (\$0.192 is our current rate, an increase of \$0.048) due to an increase in experience with recent claims incurred. This rate would be guaranteed for 2 years to align with our current life insurance expiration.

- c. Madison National Life proposed a rate matching our current rate of \$0.192 per \$100 of covered payroll and guaranteed this rate for 3 years from the effective date of January 1, 2021.
  - d. Concern was expressed by the district in the idea of having two different carriers carry our ancillary benefit lines on varying expiration dates.
    - i. NIS noted they would be able to administer insurance carriers seamlessly for no impact to the district for administration purposes. Billing would remain the same along with reconciliation at no additional cost or burden to the district.
  - e. Based off the two best proposals it is recommended the district switch LTD coverage to be carried through Madison National Life for a 3-year rate guarantee at our current pricing of \$.192 per 100 covered payroll. This continuation would result in minimal disruption to services and a retain our current premium cost resulting in a 3-year lock of rates during a time where the district has incurred claims resulting in a higher experience rating.
5. **Group Life Insurance** requests for proposals were submitted the same carriers mentioned in the LTD section. The goal was to try and either find reduced pricing or a package Life and LTD coverage together for 2+ year guarantee that matched or beat our current rates.
- a. The proposal received from Kansas City Life (current carrier) matched our current rate of \$.077 continuing into year 2 of our 3-year rate guarantee.
  - b. The proposal from Madison National Life was for a higher rate at \$.13 per \$1,000 of coverage with a 3-year rate guarantee. The 3-year rate guarantee in life would match the guarantee offered in their LTD package but come in at \$0.053 higher than our current rate with Kansas City Life for life insurance.
  - c. Other vendor quotes were not competitive, or they declined to provide a quote matching our current plan design or pricing.
  - d. Based on these two competitive proposals, it is recommended we continue coverage with Kansas City Life. This would ensure continuation of our life policy with minimal disruption services.

**Recommendation:**

The school board approves continuing with Kansas City Life Insurance as our life insurance provider going into the second year of a 3-year rate guarantee with the lowest rate offered. It is also recommended we switch LTD coverage to Madison National Life for a 3-year rate guarantee at our current rate. By splitting coverage with two different carriers, NIS will be able to continue administration with minimal disruption from an administrative and billing standpoint. This will allow us to continue at our current rate for LTD coverage with a goal of going into the next renewal with a lower experience rating after a period of higher claims on the district LTD plans.

TO: School Board Members  
Superintendent Mark Zuzek

FROM: Nicolle Roush, Business Manager

DATE: September 30, 2020

RE: Medical and Dental Insurance Plan Renewals

**Pertinent Facts:**

1. Intermediate School District 917's medical insurance and dental insurance policies renew on January 1, 2021.
2. For fiscal year 2020, ISD 917 was required to bid our medical insurance. In accordance with the Health Insurance Transparency Act, we are required to go out to bid every two years. The bid opening was held on August 13<sup>th</sup> at 10 am.
  - a. Due to the pandemic the bids were received by mail and electronic submission in agreement with Teresa Stiff (program assistant), Jennifer Klaustermeier (teachers), Chase Ambrosia (OneDigital), and Nicolle Roush (Business manager). An email notification of the process was also sent to Justin Hoelscher, Holly Pemble, Pam Biegler and Dian Erickson on July 29, 2020. ISD 917 received proposals from Allina/Aetna, BCBS, Medica, PreferredOne, PEIP and a decline from Health Partners.
3. The district insurance committee met on August 29<sup>th</sup> and September 16<sup>th</sup>, 2020 with our representative Chase Ambrosia from OneDigital to review our claims history, which continues to remain stable.
  - a. The district's decision in 2019 to 'laser' a high-risk individual where the district would accept a higher share of claims costs proved beneficial. We kept our rates lower in 2019 and the individual came off the district insurance plan without incurring any additional claims.
  - b. Each carrier had an opportunity to have a second look to see if they were willing to improve their initial bid proposals. We received these on September 4, 2020. Medica and PreferredOne were the only carriers that submitted a second bid which included additional improvements upon initial bids.
  - c. Medica offered cost reductions compared to prior year of 11% or total annual fixed costs of \$510,406. Preferred one's fixed costs were slightly higher by \$16k.
  - d. Due to the cost of administering run out claims and the excellent customer services provided by Medica the committee recommends staying with Medica.
4. The move in 2016 to a self-funded medical insurance plan has proven to be a successful decision. After reviewing the claims and fixed costs through August 2020, the district anticipates an estimated reserve of \$2.86 million and OneDigital projections with run out claims is \$2.52 million.

- a. Based on our claims, the reserve levels and the recommendations received by Onedigital, the committee is recommending a 1% increase in premiums for both single and family insurance plans with no benefit changes effective January 1, 2021.
  - i. The 1% increase proposed results in monthly premiums for co-pay plan single \$901, family \$2,705 and H.S.A plan single \$661, family \$2002.
- 5. The self-funded dental insurance continues to maintain a healthy stable reserve balance. Estimated fund balance at the end of FY 19-20 is at \$492,700. This is a jump from the prior year likely due to COVID-19 and less utilization in correlation with COVID restrictions.
  - a. The dental program was included in the official bid this year to review the market and possible enhancements to the benefit with a goal of increasing utilization. Delta Dental kept their rates the same and quoted how much of an impact plan changes would make to rates for 2021 and beyond.
  - b. We reviewed altering copays for service and increasing the maximum dollar benefit allowed in a calendar year.
  - c. Based on the current reserve, lack of utilization and minimal cost increase to the plan, it was agreed that we should remove the annual deductible copays. The hope is this will make the benefit more affordable for employees to use and encourage preventive services.
  - d. With the current reserve and dental enhancements in addition to factoring the blended claims history and our reserves the committee recommends a 0% change in the premiums for both single and family insurance with benefit design changes effective January 1, 2020.

**Recommendation:**

The insurance committee recommends the School Board approve staying with Medica for administration of the self-funded insurance plan with no benefit changes and a 1% premium increase, and Delta Dental for administration of the self-funded dental plan with the benefit enhancement of removing the annual deductible and no premium increase effective for the January 1, 2021 plan year.

Intermediate School District 917												Duplicated Count 10/1/20		
Special Education Programs														
2020-2021														
School District:														
Center Based Programs	6	191	192	194	195	196	197	199	200	271	Other	Total		
Customized Alt. Solutions Educ. (CASE)	1	1	2	0	0	1	2	0	2	2	1	12		
Anthony Louis Center	0	0	0	0	0	0	0	0	0	0	0	0		
Options	0	3	0	2	0	4	0	0	0	6	7	22		
Transition (TESA)	8	5	15	35	0	2	1	13	2	31	10	122		
Multi-Disabled (DASH)	2	0	2	1	0	0	1	1	12	0	2	21		
Deaf/Hard of Hearing	1	5	4	2	0	2	9	0	0	3	3	29		
Autism (PACES)	0	2	11	23	1	2	0	0	0	0	0	39		
Students W/Unique Needs (SUN)	12	21	27	23	0	2	15	10	11	18	7	146		
Emotional/Beh. Dis. (IDEA)	7	5	2	9	0	0	3	11	9	9	5	60		
Riverside (residential corrections)	0	2	0	2	0	1	2	1	1	0	4	13		
New Chance (day corrections)	0	0	0	0	0	1	1	0	0	0	1	3		
Therapeutic Education Alternative (TEA)	2	5	14	6	1	2	3	9	5	9	1	57		
SUBTOTAL												524		
<b>Purchase of Service and Itinerant Programs</b>														
OT	0	0	0	0	9	0	0	0	0	0	0	9		
Vision	2	14	11	24	2	0	9	11	10	24	0	107		
Deaf and Hard of Hearing	14	23	20	41	5	2	17	22	24	1	0	169		
Audiology	16	28	27	50	7	3	22	25	24	57	0	259		
Physically Impaired	7	25	21	44	2	2	16	14	16	0	0	147		
Physical Therapy	0		63	72	4	0	0	0	13	0	0	152		
DCALS/DCALS NORTH/DCALS SOUTH	2	5	26	0	1	22	6	2	11	0	0	75		
SUBTOTAL												918		
<b>TOTAL</b>	<b>74</b>	<b>144</b>	<b>245</b>	<b>334</b>	<b>32</b>	<b>46</b>	<b>107</b>	<b>119</b>	<b>140</b>	<b>160</b>	<b>41</b>	<b>1442</b>		
School Districts														
6	So. St. Paul			196			Rosemount/Apple Valley/Eagan							
191	Burnsville/Eagan/Savage			197			West St. Paul/Mendota Hghts/Eagan							
192	Farmington			199			Inver Grove Heights							
194	Lakeville			200			Hastings							
195	Randolph			271			Bloomington							

# DCALS TECHNICAL STUDENTS

Prepared 10/1/2020

**October 1, 2020**

PROGRAM	DCAL	191	192	200	194	195	197	271	199	917	917	917	917	917	DCAL	DCAL	TOTAL
		BURN	FARM	HAST	LAKE	RAND	SIB	BL	SIM	IDEA	TESA	SUN	TEA	CASE	NORTH	SOUTH	
CAREER EXPLOR.			6		1		3				2	1	1				14
COM. NETWORKING		2	2		1	1			1		1						8
COM. SER & REPAIR									1								1
COM. GAMING			7	2	1				3		2						15
CONST. TRADES		1	6		7		1		2		1						18
FOOD IND. CAREERS		1	1								3						5
FUNDAMENTAL CHEF	1	1			3	2			4		4	1					16
GRAPHICS		2	5		5	4	1		1		3					1	22
HEAVY DUTY TRUCK		1	8		3	1			5	1							19
MECHATRONICS	18	1	1		1		1				1						23
MEDICAL CAREERS		1	10		1	2	1		2		3					1	21
WORK EXPERIENCE	4														12		16
TOTAL AUTO CARE	2	1	19		9	1	1		4							2	39
<b>TOTAL (Technical)</b>	<b>25</b>	<b>11</b>	<b>65</b>	<b>2</b>	<b>32</b>	<b>11</b>	<b>8</b>	<b>0</b>	<b>23</b>	<b>1</b>	<b>20</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>12</b>	<b>4</b>	<b>217</b>
<b>TOTAL OF ALL SPECIAL PROGRAMS STUDENTS IN SECONDARY TECHNICAL PROGRAMS BY DISTRICT</b>																	
DISTRICT	196	191	192	200	194	197	6	199	195	833	831	271	719	720	721	625	TOTAL
IDEA				1													1
TEA		1															1
CASE																	0
SUN								2									2
TESA	1	2	4		6		2	2					1		1	1	20
DCALS	12	1	4	3	1	2			1					1			25
DCALS NORTH	3					3	2	3									12
DCALS SOUTH			4														4
<b>TOTAL</b>	<b>16</b>	<b>4</b>	<b>12</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>65</b>

**DCALS  
Technical  
Programs  
October 1st Count**

<b>MEMBER DISTRICTS</b>	<b>14-15</b>	<b>15-16</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>
#006 - South St Paul	4	4	4	6	4	3	4
#191 - Burnsville	44	48	18	35	11	17	15
#192 - Farmington	107	119	103	105	123	108	77
#194 - Lakeville	41	46	29	39	22	35	39
#195 - Randolph	7	10	2	4	6	12	12
#197 - Henry Sibley (West St Paul)	18	16	19	17	22	23	13
#199 - Simley (Inver Grove Hgts)	3	15	10	48	45	44	30
#200 - Hastings	28	22	27	13	14	15	6
#271 - Bloomington	49	57	77	66	60	44	0
<b>TOTAL</b>	<b>301</b>	<b>338</b>	<b>289</b>	<b>333</b>	<b>307</b>	<b>301</b>	<b>196</b>
<b>NON MEMBER DISTRICTS</b>							
#196 - Apple Valley, Eagan, Rosemount	6	14	8	7	6	27	16
#256 - Red Wing				1			
# 719 - Prior Lake	1	3			1	1	1
#720							1
#721							1
#621 - Mounds View						2	
#622 - North St Paul, Maplewood						2	
#625 - St Paul					3	5	2
#831 - Forest Lake					1	1	
#833 South Washington County						1	
#656 - Faribault				1	1		
#761 - Owatonna				1			
#4091 Arcadi Charter School			1				
#659 - Northfield	1						
<b>TOTAL</b>	<b>8</b>	<b>16</b>	<b>9</b>	<b>10</b>	<b>12</b>	<b>39</b>	<b>21</b>
<b>GRAND TOTAL</b>	<b>309</b>	<b>354</b>	<b>298</b>	<b>343</b>	<b>319</b>	<b>340</b>	<b>216</b>

<b>RESIDENT DISTRICT (seat-based)</b>	<b>10/1/2020</b>	<b>Seat-based = students who are hybrid and distance learning, for daily attendance is taken on both.</b>			
#006 South St. Paul	10				
#191 Burnsville	1				
#196 Rosemount/Apple Valley/Eagan	3				
#197 West St. Paul/Mendota Heights/Eagan	28				
#199 Inver Grove Heights	9				
#279 Osseo	1				
#622 North St. Paul - Maplewood	1				
#624 White Bear Lake	1				
#625 St. Paul	8				
<b>TOTAL</b>	<b>62</b>				
<b>Distance Learning</b>					
#6 South St. Paul	1				
#196 Rosemount/Apple Valley/Eagan	1				
#197 West St. Paul/Mendota Heights/Eagan	21				
#199 Inver Grove Heights	8				
#272 Eden Prairie	1				
#281 Robbinsdale	1				
#625 St. Paul	15				
#831 Forest Lake	1				
#833 So. Washington County	1				
<b>TOTAL</b>	<b>50</b>				

# DAKOTA COUNTY AREA LEARNING SCHOOL, ISD #917

## RESIDENT DISTRICT ENROLLMENT REPORT

2020-2021

Unduplicated Count

<b>RESIDENT DISTRICT</b>	<i>SEAT BASED</i>	<i>Distance Learning</i>	
#1 - Minneapolis	1	2	
#6 - South St Paul	0	1	
#191 - Burnsville	7	15	
#192 - Farmington	37	38	
#194 - Lakeville	2	5	
#195 - Randolph	2	0	
#196 - Apple Valley/Eagan/Rosemount	66	64	
#197 - West St. Paul	2	0	
#199 - Inver Grove Heights	3	2	
#200 - Hastings	13	18	
#256 - Red Wing	0	1	
#271 - Bloomington	0	2	
#622 - North St Paul/Maplewood	0	0	
#625 - St Paul	0	0	
#659 - Northfield	2	0	
#719 - Prior Lake	0	1	
#720 - Shakopee	0	1	
#833 - South Washington Co	0	1	
<b>TOTAL</b>	<b>135</b>	<b>151</b>	<b>286</b>

**DCALS DISTANCE LEARNING  
OCTOBER 1, 2020**

RESIDENT DISTRICT	DCALS	DCALS NORTH	DCALS SOUTH
#1 Minneapolis	2		
#6 South St Paul	1	1	
#191 Burnsville	15		
#192 Farmington	38		4
#194 Lakeville	5		
#196 Rosemount/AV/Eagan	64	1	
#197 West St Paul		21	
#199 Inver Grove Heights	2	8	
#200 Hastings	18		
#256 Red Wing	1		
#271 Bloomington	2		
#272 Eden Prairie		1	
#281 Robbinsdale		1	
#625 St Paul		15	
#719 Prior Lake	1		
#720 Shakopee	1		
#831 Forest Lake		1	
#833 South Washington Count	1	1	
	151	50	4

**DCALS SOUTH**

**2020-2021**

**OCTOBER 1, 2020**

<b>District</b>	<b>STUDENT</b>
<b>192</b>	<b>12</b>
<b>Distance Learning</b>	
<b>192</b>	<b>4</b>

# DCALS ISD #917

## HOME DISTRICT ENROLLMENT REPORT 2020-2021 All Secondary Programs

<b>MEMBER DISTRICTS</b>	<b>DCALS STC</b>	<b>DCALS</b>	<b>DCALS N</b>	<b>DCALS S</b>	<b>TOTAL</b>
#006 - South St Paul	4		10		14
#191 - Burnsville	15	7	1		23
#192 - Farmington	77	37		12	126
#194 - Lakeville	39	2			41
#195 - Randolph	12	2			14
#197 - Henry Sibley (West St Paul)	13	2	28		43
#199 - Simley (Inver Grove Hgts)	30	3	9		42
#200 - Hastings	6	13			19
#271- Bloomington	0	0			0
<b>TOTAL</b>	<b>196</b>	<b>66</b>	<b>48</b>	<b>12</b>	<b>322</b>
<b>NON MEMBER DISTRICTS</b>					
#196 - Apple Valley, Eagan, Rosemount	16	66	3		85
#1 Minneapolis		1			1
#720	1				1
#721	1				1
#719	1				1
#279			1		1
#622			1		1
#624			1		1
#625 - Saint Paul	2		8		10
#659		2			2
<b>TOTAL</b>	<b>21</b>	<b>69</b>	<b>14</b>		<b>104</b>
<b>GRAND TOTAL</b>	<b>217</b>	<b>135</b>	<b>62</b>	<b>12</b>	<b>426</b>



## STATE of MINNESOTA

# Proclamation

WHEREAS: The vision, dedication, and determination of a principal provides the mobilizing force behind any school reform effort; and

WHEREAS: Principals are expected to be educational visionaries, instructional leaders, assessment experts, disciplinarians, community builders, public relations experts, budget analysts, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives, as well as being entrusted with the education and development of young people, our most valuable resource; and

WHEREAS: Principals play a vital role in the successful implementation of Every Student Succeeds Act (ESSA); and

WHEREAS: Principals set the academic tone for their schools and work collaboratively with teachers to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives for schools to achieve educational excellence; and

WHEREAS: Minnesota recognizes outstanding elementary, middle level, and high school principals who have succeeded in providing high-quality learning opportunities for students in public, private, and independent schools, as well as their exemplary contributions to the profession; and

WHEREAS: The State of Minnesota honors and recognizes the contribution of all school principals and assistant principals at all grade levels to the success of students in Minnesota elementary and secondary schools and encourages residents of Minnesota to observe Minnesota Principals Week with appropriate ceremonies and activities that promote awareness of school leadership's role in ensuring that every child has access to a high-quality education.

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, do hereby proclaim the week of October 5-11, 2020, as:

## PRINCIPALS WEEK

in the State of Minnesota.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 1<sup>st</sup> day of October.

A handwritten signature in black ink, reading "Tim Walz".

GOVERNOR



A handwritten signature in black ink, reading "Steve Simon".

SECRETARY OF STATE

Filed on October 1, 2020  
Office of the Minnesota  
Secretary of State,  
Steve Simon

Video recording of October 6, 2020 School Board Meeting via Google Hangouts.

<https://drive.google.com/file/d/1KoGaA8YBYAClnBDKeVAPltfyGKy0UoIN/view>