

## **Regular School Board Meeting**

Tuesday, January 5, 2021 4:30 PM

Google Hangouts, 130 145th Street East, Rosemount, MN 55068

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

**II. Roll Call - Linda Berg**

**III. Preamble - Supt. Mark Zuzek**

**IV. Conduct Pledge of Allegiance - Chair Dr. DeeDee Currier**

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

**VI. Updates from Student Services and DCALS - Dr. Melissa Schaller/Eric VanBrocklin**

**VII. Consent Items - Chair Dr. DeeDee Currier**

**VII.A.**

- Minutes:
- Personnel:
- Policies:
  - o Policy 601 School District Curriculum and Instruction Goals
  - o Policy 603 Curriculum Development

**VIII. Donations:**

**IX. Executive Director of Business Services Reports - Nicolle Roush**

- Bills
- Wire Transfers
- Investment Report

**X. New Business - Dr. DeeDee Currier**

**X.A. Review and Approve Temporary Work Agreement - Mark Zuzek**

**X.B. Review Accounts Receivable Aging Invoice Report**

**X.C. Resolution for Paraprofessional Week January 25-29, 2021.**

**X.D. Review and Approve Memorandum of Understanding to add to Teachers Contract - Supt. Mark Zuzek**

**X.E. Superintendent Search Process**

**X.F. Review Contract on Equity Audit - Mark Zuzek and Dr. Melissa Schaller**

**X.G. Discussion on potential COVID-19 Memorandum of Understanding for Leave Language - Mark Zuzek**

**XI. Policies - Supt. Mark Zuzek**

**XII. Adjournment - Dr. DeeDee Currier**

## 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.

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

**Executive Director of Student Services**  
**Board Update**  
**January 2021**

- **Learning Models:** Based on the directive from the Minnesota Department of Education to prioritize in person learning for students at risk including students receiving special education services and the plans of many of our member districts, we plan to bring students in for a modified hybrid model beginning the week of January 18. Students in Cohort A will attend school on Tuesdays and students in Cohort B will attend school on Thursdays. We will meet with our regional consultant on January 8 to review our plans in addition to various data points. Of course we will continue to monitor case rates as we approach this date.
  
- **Saliva Testing:** We have been developing our plans to offer saliva testing as required under the latest orders from the governor. At this time we are planning to host 5 testing sites: DCTC, AEC, CEC, LEC, and Cedar School. All programs have been assigned to one of those sites. Staff facilitating the testing have participated in training, and further procedures for testing are in development. Tests have been ordered. We will share details with staff regarding accessing testing later this week.
  
- **Equity:** Based on the proposals we received and discussion with the consultants, we are bringing forward a proposal to work with Equity Alliance Minnesota to proceed with equity efforts for ISD 917. While this will be a multi-year process, we hope to begin our efforts with a district equity audit yet this school year. Subsequent years will be spent developing our district's framework as well as facilitating a multitude of professional development activities.
  
- **Crisis planning:** Our initial plan to continue our work for crisis planning has been reviewed with the PREPaRE trainers we utilized over the summer. We shared this plan with our leadership team on January 5. Our next step is to convene a committee to begin accomplishing the initial plan tasks.

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, December 1, 2020, via Google Hangouts.

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

**Members Absent:** none.

**Also Present:** Nicolle Roush, Eric VanBrocklin, Melissa Schaller, Brooke Peterson, Jim Eichten, Jamie Dalbesio, Jennifer Hetland, Kearston Lazaretti, Hannah Radant, and Linda Berg.

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

Roll call was taken.

The Pledge of Allegiance was conducted by Wendy Felton.

Mark 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.

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.”

There were no visitors to be heard.

Jennifer Hetland introduced the Employee of the Fall Quarter Kearston Lazaretti and Jamie Dalbesio introduced Hannah Radant Teacher of the Fall Quarter.

Jim Eichten of MMKR presented the audit for 2019-2020. The audit was exceptional.

1. Motion by Byron Schwab, seconded by Wendy Felton, to approve the Audit for 2019-2020 as presented by Jim Eichten of MMKR. (Addendum A.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble , Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
2. Motion by Melissa Sauser, seconded by Kathy Lewis, to have a discussion on the consideration of a change to the start time of Board meetings. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble , Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
3. Motion by Dave Pemble, seconded by Melissa Sauser, to close the discussion on the change of start times for School Board meetings. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble , Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
4. Motion by Dave Pemble, seconded by Kathy Lewis, to approve the start time of 4:30 PM for the remainder of the School Board dates beginning on January 5, 2021, through June 15, 2021. Voting aye: Tom Bennett, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble , Melissa Sauser, Byron Schwab. Voting naye: DeeDee Currier. Motion carried.

Dr. Melissa Schaller reported on updates from Student Services.

Eric VanBrocklin reported on updates from DCALS.

5. Motion by Kathy Lewis, seconded by Vanda Pressnall to approve the consent items, as presented. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble , Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
  - **Minutes:** November 10, 2020, Regular School Board Meeting
  - **Personnel:** *New Hires:* Michelle Delaney, Classroom Assistant, effective November 30, 2020. Taryn Nygard, Classroom Assistant, effective November 17, 2020. Katie Crone, Program Assistant, effective November 17, 2020. *Resignations and terminations:* Damian Calamese, Program Assistant, effective November 2, 2020.
  - **Policies:** Policy 820 Provisions for the Closing of Schools Weather; 601 School District Curriculum and Instruction Goals; 603 Curriculum Development, final reading.
6. Board Member Cindy Nordstrom, introduced the following resolution accepting Donations in the amount of \$500. Motion was seconded by Wendy Felton. (Addendum B.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
7. Motion by Byron Schwab, seconded by Dave Pemble, to approve the bills from November 4, 2020 through November 25, 2020, Investment Report and wire transfers, as presented by the Executive Director of Business Services. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble , Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

- 8 The following policies were reviewed on a first reading basis. Policies to be removed include: Policy 6.71 Secondary Student Health Service; 6.92 Eating and Beverage Consumption; 6.78 Crisis Intervention. Revise Policy 902 Health and Safety Policy. These will be put on the consent agenda for final review on the January 5, 2021 School Board meeting.
9. Motion by Byron Schwab, seconded by Kathy Lewis to adjourn the meeting. There was a unanimous vote to adjourn.

There being no further business the meeting adjourned at 6:16 PM.

The next regular School Board Meeting will be Tuesday, January 5, 2021, at 4:30 PM.

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Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF JANUARY 5, 2021**

**NEW HIRES:**

**RE-HIRES:**

Becky Splett, Program Assistant, effective January 4, 2021.

**CHANGE IN STATUS:**

Kathleen Rick, .5 FTE to 1.0 FTE, effective August 24, 2020.

**LEAVES OF ABSENCE:**

Jason Norring, Special Education Teacher, effective 10/15/2020 - 08/31/2021.

**RESIGNATION & TERMINATIONS:**

Dawn Arends, Program Assistant, effective November 20, 2020.

Naomi Sawatsky, Classroom Assistant, effective January 1, 2021.

Jacob Watson, Classroom Assistant, effective December 1, 2020.

**RETIREMENTS:**

Cynthia Dively, Teacher of Deaf Hard of Hearing, effective June 11, 2021.

Mark Zuzek, Superintendent, effective June 30, 2021.

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum and instruction parameters for the school district that comply with requirements established by federal and state educational agencies.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to align its curriculum and instruction with all federal and state requirements established by law, "under which all learning in the school district should be directed and for which all school district learners should be held accountable" within the scope of the educational setting or a student's Individualized Education Program (IEP). To that end, the district is committed to providing an educational program that ensures all students will receive high quality, effective instruction, and be challenged to reach their maximum potential.

School District goals include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.
2. Prepare students to thrive in a rapidly changing world.
3. Foster a love of learning.
4. Promote a recognition of each individual's intrinsic value and capacity to contribute to society.
5. Ensure that the curriculum used is equitable, inclusive, and reflective of all students, especially students from historically marginalized groups.

### **III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge,

understanding and skills.

- D. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. “Performance measures” are measures to determine school district and school site progress toward curricular and instructional goals and include:
  - 1. measures that are aligned with what is being taught, collects timely information, and provides meaningful interpretations to the people who will be making decisions.
  - 2. standardized norm-referenced tests, curriculum-referenced tests, ability tests, state-required tests and assessments, and other appropriate performance measures.
  - 3. analysis of the opportunity gap between white students and students of color and other historically marginalized students.
- F. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

#### **IV. CONTINUOUS IMPROVEMENT PLANS**

- A. Each ISD 917 Principal/Assistant Director shall adopt a comprehensive, continuous improvement plan to support and improve learning and teaching that is aligned with state and federal regulations and includes the following:
  - 1. clearly defined goals and benchmarks for instruction and student achievement for all students,
  - 2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, and identify the strengths and weaknesses of instruction,
  - 3. strategies for improving instruction, curriculum, and student achievement,
  - 4. a process to implement strategies to support students from historically marginalized groups,
  - 5. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, instructional and assistive technology, and a

collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and

6. a system to periodically review and evaluate the effectiveness of continuous improvement plans, including: instruction and curriculum, strategies and best practices, and student outcomes.

B. Goals for the Continuous Improvement Plan shall include the following:

1. Academics,
2. Social-Emotional Learning, and
3. Equity.

## V. READING INSTRUCTION

A. Teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence.

1. The school district must identify all students who are not reading at grade level.
2. Reading assessments must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners.
3. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.
4. At least annually, the school district must give the legal guardian of each student who is not reading at or above grade level timely information about:
  - a. the student's reading proficiency as measured by a locally adopted assessment;
  - b. reading-related services currently being provided to the student and the student's progress; and
  - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)  
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

## **603 CURRICULUM DEVELOPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum that comply with requirements established by federal and state educational agencies.

### **II. GENERAL STATEMENT OF POLICY**

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district. The policy of the school district is to align its curriculum with all federal and state requirements established by law.

### **III. RESPONSIBILITY**

- A. The Director of Teaching and Learning shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development plan. Timelines shall be determined by the Director of Teaching and Learning that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the Director of Teaching and Learning. The advisory committee membership shall include teacher, support staff, member district representation, and administration representation, and shall provide translation to the extent appropriate and practicable.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
  - 1. Provide for articulation of courses of study from early childhood through transition.
  - 2. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
  - 3. Provide a program for assessing students' academic needs and ongoing monitoring of student progress.
  - 4. Provide for specific, particular, and special needs of all members of the student community.

5. Develop a local literacy plan to improve reading for every student.
  6. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. The Director of Teaching and Learning shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- E. The Director of Teaching and Learning shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

**Legal References:** Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
 Minn. Stat. § 120B.11 (School District Process)  
 Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
 Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)  
 Minn. Rules Part 3500.0550 (Inclusive Educational Program)  
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
 Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
 Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
 Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 604 (Instructional Curriculum)  
 MSBA/MASA Model Policy 605 (Alternative Programs)  
 MSBA/MASA Model Policy 613 (Graduation Requirements)  
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
 MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
 MSBA/MASA Model Policy 616 (School District System Accountability)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

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 \$8180.

1. Donation of \$75 to be used for the Mitten Day Program at Alliance Education Center, from Ann Fitzpatrick of Minneapolis. (Value: \$75.)
2. Donation of Physical Therapy equipment from Areal Bauer of Hastings. Donated items are: Lecky Squiggies Stander (Value \$1800); Small Rifton Pacer (Value (\$1785); and Medium Rifton Pacer. (Value \$1920.)
3. Donation of Physical therapy equipment from Jackie Trevins of Hastings. Donated items are: Rifton Pacer Small Gait Trainer with Seat (Value: \$1000); Grillo gait Trainer with seat (Value: \$1300); and Rifton swing. (Value: \$150.)
4. Donation of shopping bags to the Alliance Education Center from Hy-Vee of Lakeville to support the food shelf program. (Value: \$150.)

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: 12/30/2020  
TIME: 11:57:53

INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
ACCTPA21  
ACCOUNTING PERIOD: 6/21

SELECTION CRITERIA: chkstat.rundate between '20201125 00:00:00.000' and '20201230 00:00:00.000'

DISTRIBUTION FUND: 01

| CHECK NUMBER | ISSUE DATE | VENDOR                              | STATUS | TOTAL    | DESCRIPTION            |
|--------------|------------|-------------------------------------|--------|----------|------------------------|
| 1903848      | 12/01/2020 | WISCONSIN SCTF                      | R      | 845.39   | ACCOUNTS PAYABLE CHECK |
| 1903849      | 12/01/2020 | EDUCATION MINNESOTA, LOCAL 3904     | R      | 9718.49  | ACCOUNTS PAYABLE CHECK |
| 1903850      | 12/01/2020 | O.P.E.I.U., LOCAL 12                | R      | 573.77   | ACCOUNTS PAYABLE CHECK |
| 1903851      | 12/01/2020 | RELATED SERVICES NURSES ESP         | R      | 160.70   | ACCOUNTS PAYABLE CHECK |
| 1903852      | 12/01/2020 | S.E.P., LOCAL 4242                  | R      | 3565.52  | ACCOUNTS PAYABLE CHECK |
| 1903853      | 12/01/2020 | IVY FUNDS                           | R      | 2244.37  | ACCOUNTS PAYABLE CHECK |
| 1903854      | 12/03/2020 | ABLENET INC.                        | R      | 690.00   | ACCOUNTS PAYABLE CHECK |
| 1903855      | 12/03/2020 | ACCELERATED TECHNOLOGIES            | R      | 5665.45  | ACCOUNTS PAYABLE CHECK |
| 1903856      | 12/03/2020 | ACCELERATIONS EDUCATIONAL SOFTWARE  | R      | 530.90   | ACCOUNTS PAYABLE CHECK |
| 1903857      | 12/03/2020 | ANNE HOFF, SAFE HARBOR COUNSELING   | R      | 2300.00  | ACCOUNTS PAYABLE CHECK |
| 1903858      | 12/03/2020 | APPLE COMPUTER, INC                 | R      | 14053.00 | ACCOUNTS PAYABLE CHECK |
| 1903859      | 12/03/2020 | BAYCOM, INC.                        | R      | 5137.00  | ACCOUNTS PAYABLE CHECK |
| 1903860      | 12/03/2020 | CARQUEST AUTO PARTS STORES          | R      | 350.51   | ACCOUNTS PAYABLE CHECK |
| 1903861      | 12/03/2020 | CDWG                                | R      | 45.49    | ACCOUNTS PAYABLE CHECK |
| 1903862      | 12/03/2020 | CENTERPOINT ENERGY                  | R      | 363.04   | ACCOUNTS PAYABLE CHECK |
| 1903863      | 12/03/2020 | CENTURYLINK                         | R      | 1078.07  | ACCOUNTS PAYABLE CHECK |
| 1903864      | 12/03/2020 | CENTURYLINK COMMUNICATONS, LLC      | R      | 188.62   | ACCOUNTS PAYABLE CHECK |
| 1903865      | 12/03/2020 | CHROMEBOOKPARTS.COM                 | R      | 131.97   | ACCOUNTS PAYABLE CHECK |
| 1903866      | 12/03/2020 | CINTAS CORPORATION                  | R      | 181.80   | ACCOUNTS PAYABLE CHECK |
| 1903867      | 12/03/2020 | COMO LUBE & SUPPLIES                | R      | 165.00   | ACCOUNTS PAYABLE CHECK |
| 1903868      | 12/03/2020 | DEPARTMENT OF HUMAN SERVICES        | R      | 920.00   | ACCOUNTS PAYABLE CHECK |
| 1903869      | 12/03/2020 | FRONTIER COMMUNICATIONS             | R      | 524.36   | ACCOUNTS PAYABLE CHECK |
| 1903870      | 12/03/2020 | GRAINGER W W INC.                   | R      | 189.99   | ACCOUNTS PAYABLE CHECK |
| 1903871      | 12/03/2020 | LEARNING A-Z                        | R      | 115.45   | ACCOUNTS PAYABLE CHECK |
| 1903872      | 12/03/2020 | LOFFLER BUSINESS SYSTEMS            | R      | 1155.00  | ACCOUNTS PAYABLE CHECK |
| 1903873      | 12/03/2020 | MARCO INC                           | R      | 1467.42  | ACCOUNTS PAYABLE CHECK |
| 1903874      | 12/03/2020 | MEDICA                              | R      | 1079.68  | ACCOUNTS PAYABLE CHECK |
| 1903875      | 12/03/2020 | MEDICAREBLUE RX                     | R      | 42.00    | ACCOUNTS PAYABLE CHECK |
| 1903876      | 12/03/2020 | MN CLN SERVICES, INC                | R      | 5791.20  | ACCOUNTS PAYABLE CHECK |
| 1903877      | 12/03/2020 | NCS PEARSON, INC.                   | R      | 66.50    | ACCOUNTS PAYABLE CHECK |
| 1903878      | 12/03/2020 | PROCARE THERAPY                     | R      | 8835.00  | ACCOUNTS PAYABLE CHECK |
| 1903879      | 12/03/2020 | REINHART FOODSERVICE, LLC           | R      | 561.94   | ACCOUNTS PAYABLE CHECK |
| 1903880      | 12/03/2020 | SCHOLASTIC, INC                     | R      | 341.81   | ACCOUNTS PAYABLE CHECK |
| 1903881      | 12/03/2020 | SOURCEWELL TECHNOLOGIES             | R      | 3424.09  | ACCOUNTS PAYABLE CHECK |
| 1903882      | 12/03/2020 | STEALTHWEAR PROTECTIVE CLOTHING INC | R      | 2284.25  | ACCOUNTS PAYABLE CHECK |
| 1903883      | 12/03/2020 | SUNBELT STAFFING, LLC               | R      | 5582.50  | ACCOUNTS PAYABLE CHECK |
| 1903884      | 12/03/2020 | TEACHERS ON CALL                    | R      | 6814.64  | ACCOUNTS PAYABLE CHECK |
| 1903885      | 12/03/2020 | TRUSTED EMPLOYEES                   | R      | 10.00    | ACCOUNTS PAYABLE CHECK |
| 1903886      | 12/03/2020 | VERIZON WIRELESS                    | R      | 1833.13  | ACCOUNTS PAYABLE CHECK |
| 1903887      | 12/03/2020 | WH SECURITY, LLC                    | R      | 68.85    | ACCOUNTS PAYABLE CHECK |
| 1903888      | 12/03/2020 | XCEL ENERGY                         | R      | 7242.37  | ACCOUNTS PAYABLE CHECK |
| 1903889      | 12/04/2020 | AMAZON.COM, LLC                     | V      | 0.00     | VOID: MULTI STUB CHECK |
| 1903890      | 12/04/2020 | AMAZON.COM, LLC                     | V      | 0.00     | VOID: MULTI STUB CHECK |
| 1903891      | 12/04/2020 | AMAZON.COM, LLC                     | V      | 0.00     | VOID: MULTI STUB CHECK |
| 1903892      | 12/04/2020 | AMAZON.COM, LLC                     | R      | 7646.48  | ACCOUNTS PAYABLE CHECK |
| 1903893      | 12/10/2020 | ARVIG ENTERPRISES, INC              | R      | 2525.71  | ACCOUNTS PAYABLE CHECK |
| 1903894      | 12/10/2020 | BLUE BELL ENTERPRISES INC           | R      | 8967.89  | ACCOUNTS PAYABLE CHECK |
| 1903895      | 12/10/2020 | BRAINPOP LLC                        | R      | 2950.00  | ACCOUNTS PAYABLE CHECK |
| 1903896      | 12/10/2020 | CARQUEST AUTO PARTS STORES          | R      | 436.99   | ACCOUNTS PAYABLE CHECK |
| 1903897      | 12/10/2020 | CHROMEBOOKPARTS.COM                 | R      | 198.95   | ACCOUNTS PAYABLE CHECK |
| 1903898      | 12/10/2020 | CINTAS CORPORATION                  | R      | 1973.70  | ACCOUNTS PAYABLE CHECK |
| 1903899      | 12/10/2020 | CUB FOODS - ROSEMOUNT               | R      | 221.15   | ACCOUNTS PAYABLE CHECK |
| 1903900      | 12/10/2020 | DAKOTA COUNTY                       | R      | 55.00    | ACCOUNTS PAYABLE CHECK |

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| 1903901 | 12/10/2020 | DAKOTA COUNTY TECH COLLEGE          | R | 164456.73 | ACCOUNTS PAYABLE CHECK |
| 1903902 | 12/10/2020 | DISTRICT 191 FOOD SERVICE           | R | 538.70    | ACCOUNTS PAYABLE CHECK |
| 1903903 | 12/10/2020 | FRONTIER COMMUNICATIONS             | R | 89.36     | ACCOUNTS PAYABLE CHECK |
| 1903904 | 12/10/2020 | HEINEMANN                           | R | 246.40    | ACCOUNTS PAYABLE CHECK |
| 1903905 | 12/10/2020 | JESSICA DODGE                       | R | 3692.50   | ACCOUNTS PAYABLE CHECK |
| 1903906 | 12/10/2020 | LOFFLER                             | R | 371.25    | ACCOUNTS PAYABLE CHECK |
| 1903907 | 12/10/2020 | MARCO INC                           | R | 37.50     | ACCOUNTS PAYABLE CHECK |
| 1903908 | 12/10/2020 | MARTIN LAW FIRM PLLC                | R | 242.00    | ACCOUNTS PAYABLE CHECK |
| 1903909 | 12/10/2020 | OPG-3 INC                           | R | 2656.51   | ACCOUNTS PAYABLE CHECK |
| 1903910 | 12/10/2020 | PLANSOURCE BENEFITS ADMINISTRATION, | R | 3756.96   | ACCOUNTS PAYABLE CHECK |
| 1903911 | 12/10/2020 | REPUBLIC SERVICES #923              | R | 189.35    | ACCOUNTS PAYABLE CHECK |
| 1903912 | 12/10/2020 | SAM'S CLUB/SYNCHRONY BANK           | R | 48.84     | ACCOUNTS PAYABLE CHECK |
| 1903913 | 12/10/2020 | SCHOLASTIC, INC                     | R | 492.25    | ACCOUNTS PAYABLE CHECK |
| 1903914 | 12/10/2020 | SOURCEWELL TECHNOLOGIES             | R | 5279.80   | ACCOUNTS PAYABLE CHECK |
| 1903915 | 12/10/2020 | SPECIAL SCHOOL DIST #6              | R | 7077.34   | ACCOUNTS PAYABLE CHECK |
| 1903916 | 12/10/2020 | ST PAUL PIONEER PRESS               | R | 98.90     | ACCOUNTS PAYABLE CHECK |
| 1903917 | 12/10/2020 | SUNBELT STAFFING, LLC               | R | 1540.00   | ACCOUNTS PAYABLE CHECK |
| 1903918 | 12/10/2020 | SUPER TEACHERS WORKSHEETS           | R | 350.00    | ACCOUNTS PAYABLE CHECK |
| 1903919 | 12/10/2020 | TEACHERS ON CALL                    | R | 396.24    | ACCOUNTS PAYABLE CHECK |
| 1903920 | 12/10/2020 | TIERNEY BROS. INC                   | R | 133.49    | ACCOUNTS PAYABLE CHECK |
| 1903921 | 12/10/2020 | WESTONE                             | R | 586.37    | ACCOUNTS PAYABLE CHECK |
| 1903922 | 12/16/2020 | WISCONSIN SCTF                      | R | 845.39    | ACCOUNTS PAYABLE CHECK |
| 1903923 | 12/16/2020 | EDUCATION MINNESOTA, LOCAL 3904     | R | 9837.35   | ACCOUNTS PAYABLE CHECK |
| 1903924 | 12/16/2020 | NCPERS GROUP LIFE INS               | R | 32.00     | ACCOUNTS PAYABLE CHECK |
| 1903925 | 12/16/2020 | O.P.E.I.U., LOCAL 12                | R | 573.77    | ACCOUNTS PAYABLE CHECK |
| 1903926 | 12/16/2020 | RELATED SERVICES NURSES ESP         | R | 160.70    | ACCOUNTS PAYABLE CHECK |
| 1903927 | 12/16/2020 | S.E.P., LOCAL 4242                  | R | 3465.29   | ACCOUNTS PAYABLE CHECK |
| 1903928 | 12/16/2020 | IVY FUNDS                           | R | 2244.37   | ACCOUNTS PAYABLE CHECK |
| 1903929 | 12/17/2020 | ALL IN ONE TRANSLATION AGENCY, LLC  | R | 990.00    | ACCOUNTS PAYABLE CHECK |
| 1903930 | 12/17/2020 | BENCO                               | R | 323.14    | ACCOUNTS PAYABLE CHECK |
| 1903931 | 12/17/2020 | BUG BUSTERS, INC.                   | R | 341.00    | ACCOUNTS PAYABLE CHECK |
| 1903932 | 12/17/2020 | DAKOTA TRUCK UNDERWRITERS           | R | 38924.00  | ACCOUNTS PAYABLE CHECK |
| 1903933 | 12/17/2020 | EDUCATORS BENEFIT CONSULTANTS, LLC  | R | 246.32    | ACCOUNTS PAYABLE CHECK |
| 1903934 | 12/17/2020 | ESTR PUBLICATIONS                   | R | 88.00     | ACCOUNTS PAYABLE CHECK |
| 1903935 | 12/17/2020 | FRONTIER COMMUNICATIONS             | R | 1923.41   | ACCOUNTS PAYABLE CHECK |
| 1903936 | 12/17/2020 | FULLY LOADED ELECTRONICS            | R | 2970.00   | ACCOUNTS PAYABLE CHECK |
| 1903937 | 12/17/2020 | FUN AND FUNCTION                    | R | 163.83    | ACCOUNTS PAYABLE CHECK |
| 1903938 | 12/17/2020 | FUN AND FUNCTION                    | R | 3455.34   | ACCOUNTS PAYABLE CHECK |
| 1903939 | 12/17/2020 | IND SCH DIST 191                    | R | 10531.28  | ACCOUNTS PAYABLE CHECK |
| 1903940 | 12/17/2020 | IND SCH DIST 192                    | R | 18652.93  | ACCOUNTS PAYABLE CHECK |
| 1903941 | 12/17/2020 | IND SCH DIST 192                    | R | 358.00    | ACCOUNTS PAYABLE CHECK |
| 1903942 | 12/17/2020 | IND SCH DIST 194                    | R | 18415.68  | ACCOUNTS PAYABLE CHECK |
| 1903943 | 12/17/2020 | IND SCH DIST 195                    | R | 1123.48   | ACCOUNTS PAYABLE CHECK |
| 1903944 | 12/17/2020 | IND SCH DIST 197                    | R | 8079.87   | ACCOUNTS PAYABLE CHECK |
| 1903945 | 12/17/2020 | IND SCH DIST 199                    | R | 9356.79   | ACCOUNTS PAYABLE CHECK |
| 1903946 | 12/17/2020 | IND SCH DIST 200                    | R | 10142.85  | ACCOUNTS PAYABLE CHECK |
| 1903947 | 12/17/2020 | IND SCH DIST 271                    | R | 7302.34   | ACCOUNTS PAYABLE CHECK |
| 1903948 | 12/17/2020 | KAREN CASS FELLING, M.A., LP        | R | 300.00    | ACCOUNTS PAYABLE CHECK |
| 1903949 | 12/17/2020 | LEARNING ALLY                       | R | 990.00    | ACCOUNTS PAYABLE CHECK |
| 1903950 | 12/17/2020 | LYN-MAR PRINTING                    | R | 141.00    | ACCOUNTS PAYABLE CHECK |
| 1903951 | 12/17/2020 | OUTDOOR IMAGES, INC                 | R | 156.00    | ACCOUNTS PAYABLE CHECK |
| 1903952 | 12/17/2020 | PROCARE THERAPY                     | R | 2275.00   | ACCOUNTS PAYABLE CHECK |
| 1903953 | 12/17/2020 | ROSEMOUNT AUTO SERVICE              | R | 528.59    | ACCOUNTS PAYABLE CHECK |
| 1903954 | 12/17/2020 | ROSEMOUNT SAW & TOOL                | R | 105.26    | ACCOUNTS PAYABLE CHECK |
| 1903955 | 12/17/2020 | SCHOOL OUTFITTERS                   | R | 37.66     | ACCOUNTS PAYABLE CHECK |
| 1903956 | 12/17/2020 | SOURCEWELL TECHNOLOGIES             | R | 8364.84   | ACCOUNTS PAYABLE CHECK |
| 1903957 | 12/17/2020 | SUNBELT STAFFING, LLC               | R | 3080.00   | ACCOUNTS PAYABLE CHECK |

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| 1903958   | 12/17/2020 | TEAMWORKS INTERNATIONAL            | R | 468.75    | ACCOUNTS PAYABLE CHECK   |
| 1903959   | 12/17/2020 | TECHNOLOGY BY DESIGN, LLC          | R | 2688.00   | ACCOUNTS PAYABLE CHECK   |
| 1903960   | 12/22/2020 | BLUE BELL ENTERPRISES INC          | R | 6224.66   | ACCOUNTS PAYABLE CHECK   |
| 1903961   | 12/22/2020 | BLUECROSS BLUESHIELD OF MINNESOTA  | R | 802.20    | ACCOUNTS PAYABLE CHECK   |
| 1903962   | 12/22/2020 | CENTERPOINT ENERGY                 | R | 577.93    | ACCOUNTS PAYABLE CHECK   |
| 1903963   | 12/22/2020 | GRAINGER W W INC.                  | R | 149.61    | ACCOUNTS PAYABLE CHECK   |
| 1903964   | 12/22/2020 | IND SCH DIST 191                   | R | 26946.13  | ACCOUNTS PAYABLE CHECK   |
| 1903965   | 12/22/2020 | INVER HILLS COMMUNITY COLLEGE      | R | 267.50    | ACCOUNTS PAYABLE CHECK   |
| 1903966   | 12/22/2020 | MEDICAREBLUE RX                    | R | 66.40     | ACCOUNTS PAYABLE CHECK   |
| 1903967   | 12/22/2020 | MN ENERGY RESOURCES CORPORATION    | R | 1167.30   | ACCOUNTS PAYABLE CHECK   |
| 1903968   | 12/22/2020 | OPG-3 INC                          | R | 7228.49   | ACCOUNTS PAYABLE CHECK   |
| 1903969   | 12/22/2020 | SUNBELT STAFFING, LLC              | R | 3080.00   | ACCOUNTS PAYABLE CHECK   |
| 1903970   | 12/22/2020 | TEACHERS ON CALL                   | R | 3620.41   | ACCOUNTS PAYABLE CHECK   |
| 1903971   | 12/22/2020 | TIME FOR KIDS                      | R | 108.90    | ACCOUNTS PAYABLE CHECK   |
| 1903972   | 12/22/2020 | UNIVERSITY OF ST. THOMAS           | R | 3960.00   | ACCOUNTS PAYABLE CHECK   |
| 1903973   | 12/22/2020 | U.S. BANK CHARLOTTE                | R | 415900.00 | ACCOUNTS PAYABLE CHECK   |
| 1903974   | 12/23/2020 | AMAZON.COM, LLC                    | V | 0.00      | VOID: MULTI STUB CHECK   |
| 1903975   | 12/23/2020 | AMAZON.COM, LLC                    | R | 5651.28   | ACCOUNTS PAYABLE CHECK   |
| 1903976   | 12/29/2020 | CANON USA                          | R | 208.51    | ACCOUNTS PAYABLE CHECK   |
| 1903977   | 12/29/2020 | CENTURYLINK                        | R | 1078.07   | ACCOUNTS PAYABLE CHECK   |
| 1903978   | 12/29/2020 | CENTURYLINK COMMUNICATONS, LLC     | R | 185.29    | ACCOUNTS PAYABLE CHECK   |
| 1903979   | 12/29/2020 | PROCARE THERAPY                    | R | 2985.00   | ACCOUNTS PAYABLE CHECK   |
| 1903980   | 12/29/2020 | SUNBELT STAFFING, LLC              | R | 3080.00   | ACCOUNTS PAYABLE CHECK   |
| 1903981   | 12/29/2020 | THE HOME DEPOT PRO                 | R | 240.16    | ACCOUNTS PAYABLE CHECK   |
| 1903982   | 12/29/2020 | UNIQUE SOFTWARE CORP               | R | 179.00    | ACCOUNTS PAYABLE CHECK   |
| 1903983   | 12/30/2020 | WISCONSIN SCTF                     | R | 845.39    | ACCOUNTS PAYABLE CHECK   |
| 1903984   | 12/30/2020 | EDUCATION MINNESOTA, LOCAL 3904    | R | 9837.35   | ACCOUNTS PAYABLE CHECK   |
| 1903985   | 12/30/2020 | O.P.E.I.U., LOCAL 12               | R | 573.77    | ACCOUNTS PAYABLE CHECK   |
| 1903986   | 12/30/2020 | RELATED SERVICES NURSES ESP        | R | 160.70    | ACCOUNTS PAYABLE CHECK   |
| 1903987   | 12/30/2020 | S.E.P., LOCAL 4242                 | R | 3465.29   | ACCOUNTS PAYABLE CHECK   |
| 1903988   | 12/30/2020 | IVY FUNDS                          | R | 2244.37   | ACCOUNTS PAYABLE CHECK   |
| 1903989   | 12/30/2020 | CDWG                               | R | 3468.60   | ACCOUNTS PAYABLE CHECK   |
| *V4000783 | 12/11/2020 | BARNES & NOBLE                     | R | 214.25    | ACCOUNTS PAYABLE VOUCHER |
| *V4000784 | 12/11/2020 | WELLS FARGO                        | R | 3753.14   | ACCOUNTS PAYABLE VOUCHER |
| *V4000785 | 12/11/2020 | CITY OF APPLE VALLEY               | R | 743.59    | ACCOUNTS PAYABLE VOUCHER |
| *V4000786 | 12/11/2020 | CITY OF INVER GROVE HTS            | R | 358.04    | ACCOUNTS PAYABLE VOUCHER |
| *V4000787 | 12/11/2020 | CLEARMASK, LLC                     | R | 670.00    | ACCOUNTS PAYABLE VOUCHER |
| *V4000788 | 12/11/2020 | LOVING GUIDANCE INC                | R | 299.95    | ACCOUNTS PAYABLE VOUCHER |
| *V4000789 | 12/11/2020 | CUB FOODS - ROSEMOUNT              | R | 220.00    | ACCOUNTS PAYABLE VOUCHER |
| *V4000790 | 12/11/2020 | CURRICULUM ASSOCIATES, LLC         | R | 670.88    | ACCOUNTS PAYABLE VOUCHER |
| *V4000791 | 12/11/2020 | DIRECT TEXTILE SUPPLY, LLC         | R | 3262.27   | ACCOUNTS PAYABLE VOUCHER |
| *V4000792 | 12/11/2020 | DISCOUNT SCHOOL SUPPLY             | R | 647.95    | ACCOUNTS PAYABLE VOUCHER |
| *V4000793 | 12/11/2020 | ELLISON EDUCATION                  | R | 636.00    | ACCOUNTS PAYABLE VOUCHER |
| *V4000794 | 12/11/2020 | GOPHER SPORT                       | R | 721.10    | ACCOUNTS PAYABLE VOUCHER |
| *V4000795 | 12/11/2020 | HEALTHIEST YOU                     | R | 4610.00   | ACCOUNTS PAYABLE VOUCHER |
| *V4000796 | 12/11/2020 | INNOVATIVE OFFICE SOLUTIONS        | V | 0.00      | VOID: MULTI STUB VOUCHER |
| *V4000797 | 12/11/2020 | INNOVATIVE OFFICE SOLUTIONS        | V | 0.00      | VOID: MULTI STUB VOUCHER |
| *V4000798 | 12/11/2020 | INNOVATIVE OFFICE SOLUTIONS        | R | 3373.48   | ACCOUNTS PAYABLE VOUCHER |
| *V4000799 | 12/11/2020 | INTERNATIONAL LITERACY ASSOCIATION | R | 144.00    | ACCOUNTS PAYABLE VOUCHER |
| *V4000800 | 12/11/2020 | ISTE20 LIVE                        | R | 625.00    | ACCOUNTS PAYABLE VOUCHER |
| *V4000801 | 12/11/2020 | LEARNING A-Z                       | R | 1203.40   | ACCOUNTS PAYABLE VOUCHER |
| *V4000802 | 12/11/2020 | MAXI AIDS, INC                     | R | 342.29    | ACCOUNTS PAYABLE VOUCHER |
| *V4000803 | 12/11/2020 | MICRON CPG                         | R | 21.49     | ACCOUNTS PAYABLE VOUCHER |
| *V4000804 | 12/11/2020 | MSDSONLINE DBA VELOCITYEHS         | R | 2700.00   | ACCOUNTS PAYABLE VOUCHER |
| *V4000805 | 12/11/2020 | OMEGA LABS INC                     | R | 475.20    | ACCOUNTS PAYABLE VOUCHER |
| *V4000806 | 12/11/2020 | PAPER DIRECT                       | R | 134.94    | ACCOUNTS PAYABLE VOUCHER |
| *V4000807 | 12/11/2020 | ROSETTA STONE                      | R | 179.00    | ACCOUNTS PAYABLE VOUCHER |

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| *V4000808 | 12/11/2020 | SCHOOL NURSE SUPPLY            | R | 191.43  | ACCOUNTS PAYABLE VOUCHER |
| *V4000809 | 12/11/2020 | SCHOOL SPECIALTY               | V | 0.00    | VOID: MULTI STUB VOUCHER |
| *V4000810 | 12/11/2020 | SCHOOL SPECIALTY               | R | 1222.54 | ACCOUNTS PAYABLE VOUCHER |
| *V4000811 | 12/11/2020 | SEESAW                         | R | 120.00  | ACCOUNTS PAYABLE VOUCHER |
| *V4000812 | 12/11/2020 | SOUTHPAW ENTERPRISES           | R | 4544.72 | ACCOUNTS PAYABLE VOUCHER |
| *V4000813 | 12/11/2020 | SUPER DUPER SCHOOL CO          | R | 235.86  | ACCOUNTS PAYABLE VOUCHER |
| *V4000814 | 12/11/2020 | TFH SPECIAL NEEDS TOYS         | R | 35.00   | ACCOUNTS PAYABLE VOUCHER |
| *V4000815 | 12/11/2020 | THE HOME DEPOT PRO             | R | 2534.07 | ACCOUNTS PAYABLE VOUCHER |
| *V4000816 | 12/11/2020 | THERAPY NOTES, LLC             | R | 320.00  | ACCOUNTS PAYABLE VOUCHER |
| *V4000817 | 12/11/2020 | UNIVERSAL CLEANING SERVICES    | R | 9474.18 | ACCOUNTS PAYABLE VOUCHER |
| *V4000818 | 12/11/2020 | USI                            | R | 381.89  | ACCOUNTS PAYABLE VOUCHER |
| *V4000819 | 12/11/2020 | VAN PAPER COMPANY              | R | 4542.00 | ACCOUNTS PAYABLE VOUCHER |
| *V4000820 | 12/11/2020 | WALMART                        | R | 98.54   | ACCOUNTS PAYABLE VOUCHER |
| *V4000821 | 12/11/2020 | WESTERN PSYCHOLOGICAL SERVICES | R | 370.00  | ACCOUNTS PAYABLE VOUCHER |
| *V6602869 | 12/09/2020 | JOAN MARIE ABDULKADIR          | R | 29.90   | ACCOUNTS PAYABLE VOUCHER |
| *V6602870 | 12/09/2020 | HOLLY SUZANNE ABEL             | R | 12.08   | ACCOUNTS PAYABLE VOUCHER |
| *V6602871 | 12/09/2020 | MARGARET M. ALTMAN             | R | 18.40   | ACCOUNTS PAYABLE VOUCHER |
| *V6602872 | 12/09/2020 | VICKIE A. BJERKE               | R | 22.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602873 | 12/09/2020 | LOREEN M. BOHNERT              | R | 19.20   | ACCOUNTS PAYABLE VOUCHER |
| *V6602874 | 12/09/2020 | CRAIG ALAN CURTIS              | R | 173.65  | ACCOUNTS PAYABLE VOUCHER |
| *V6602875 | 12/09/2020 | LUCINDA SUE HANSON             | R | 38.20   | ACCOUNTS PAYABLE VOUCHER |
| *V6602876 | 12/09/2020 | MELISSA ROCHELL HO             | R | 30.24   | ACCOUNTS PAYABLE VOUCHER |
| *V6602877 | 12/09/2020 | CAROL LEIGH KURTEN             | R | 62.10   | ACCOUNTS PAYABLE VOUCHER |
| *V6602878 | 12/09/2020 | JENNIFER ANN LENTZ             | R | 48.88   | ACCOUNTS PAYABLE VOUCHER |
| *V6602879 | 12/09/2020 | SARAH MARIE LUDEWIG            | R | 28.73   | ACCOUNTS PAYABLE VOUCHER |
| *V6602880 | 12/09/2020 | MEGAN MARIE LUSCOMB            | R | 10.35   | ACCOUNTS PAYABLE VOUCHER |
| *V6602881 | 12/09/2020 | MONIQUE NICOLE MARPLE          | R | 25.30   | ACCOUNTS PAYABLE VOUCHER |
| *V6602882 | 12/09/2020 | EMMA IRENE KAE MAYES           | R | 85.90   | ACCOUNTS PAYABLE VOUCHER |
| *V6602883 | 12/09/2020 | JESSICA KAY MONTGOMERY         | R | 31.63   | ACCOUNTS PAYABLE VOUCHER |
| *V6602884 | 12/09/2020 | SHARLENE LYNN NAGLE            | R | 302.01  | ACCOUNTS PAYABLE VOUCHER |
| *V6602885 | 12/09/2020 | JENNIFER LEE OLSON             | R | 480.00  | ACCOUNTS PAYABLE VOUCHER |
| *V6602886 | 12/09/2020 | HOLLY MARIE PEMBLE             | R | 55.78   | ACCOUNTS PAYABLE VOUCHER |
| *V6602887 | 12/09/2020 | MOLLY ANN PETERSON             | R | 100.63  | ACCOUNTS PAYABLE VOUCHER |
| *V6602888 | 12/09/2020 | WILLIAM MERVAN SPROULS         | R | 169.99  | ACCOUNTS PAYABLE VOUCHER |
| *V6602889 | 12/09/2020 | ANN MARGUERITE STAPLES         | R | 32.20   | ACCOUNTS PAYABLE VOUCHER |
| *V6602890 | 12/09/2020 | HEATHER LYNN STOSZ             | R | 140.88  | ACCOUNTS PAYABLE VOUCHER |
| *V6602891 | 12/09/2020 | BRETT MICHAEL SWANSON          | R | 17.31   | ACCOUNTS PAYABLE VOUCHER |
| *V6602892 | 12/09/2020 | ANTJE DORIS VEIT               | R | 22.46   | ACCOUNTS PAYABLE VOUCHER |
| *V6602893 | 12/09/2020 | BRIAN MATTHEW WATERS           | R | 33.29   | ACCOUNTS PAYABLE VOUCHER |
| *V6602894 | 12/23/2020 | MAREN ELIZABETH AALGAARD       | R | 2.88    | ACCOUNTS PAYABLE VOUCHER |
| *V6602895 | 12/23/2020 | MARGARET M. ALTMAN             | R | 30.48   | ACCOUNTS PAYABLE VOUCHER |
| *V6602896 | 12/23/2020 | TARA JO BLACKERT               | R | 45.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602897 | 12/23/2020 | LOREEN M. BOHNERT              | R | 45.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602898 | 12/23/2020 | TARA LYNN BRENNER              | R | 23.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602899 | 12/23/2020 | MATTHEW KYLE BRUNS             | R | 45.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602900 | 12/23/2020 | DON JAMES BUDACH               | R | 90.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602901 | 12/23/2020 | ANNE LOUISE BYER               | R | 45.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602902 | 12/23/2020 | EMILY MARGARET CLARK           | R | 112.70  | ACCOUNTS PAYABLE VOUCHER |
| *V6602903 | 12/23/2020 | CRAIG ALAN CURTIS              | R | 90.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602904 | 12/23/2020 | JAMIE AUTUMN DALBESIO          | R | 90.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602905 | 12/23/2020 | MEGHAN LOUISE DOBSON           | R | 90.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602906 | 12/23/2020 | NANCY JEAN DYE                 | R | 21.28   | ACCOUNTS PAYABLE VOUCHER |
| *V6602907 | 12/23/2020 | PAMELA VICK GARRETSON          | R | 90.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602908 | 12/23/2020 | JENNIFER AMY HETLAND           | R | 90.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602909 | 12/23/2020 | MELISSA ROCHELL HO             | R | 45.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602910 | 12/23/2020 | JUSTIN DAVID HOELSCHER         | R | 45.00   | ACCOUNTS PAYABLE VOUCHER |
| *V6602911 | 12/23/2020 | AMY TAMARAH WOLF KAUFMAN       | R | 37.95   | ACCOUNTS PAYABLE VOUCHER |

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| *V6602912 | 12/23/2020 | LORI ANN KLEIN                     | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602913 | 12/23/2020 | SHANNA MARIE KNUTSON               | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602914 | 12/23/2020 | CAROL LEIGH KURTEN                 | R | 17.25     | ACCOUNTS PAYABLE VOUCHER |
| *V6602915 | 12/23/2020 | LAURA MARIE KVAMME                 | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602916 | 12/23/2020 | CORY LEE LANGENFELD                | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602917 | 12/23/2020 | MEGAN MARIE LUSCOMB                | R | 34.51     | ACCOUNTS PAYABLE VOUCHER |
| *V6602918 | 12/23/2020 | CATHLEEN CAROL MATTICE             | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602919 | 12/23/2020 | SHANNON BRENNAN BRENNAN            | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602920 | 12/23/2020 | JAMES ANTHONY MYRMAN               | R | 9.20      | ACCOUNTS PAYABLE VOUCHER |
| *V6602921 | 12/23/2020 | RACHEL ERIN NOVY                   | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602922 | 12/23/2020 | JENNIFER LEE OLSON                 | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602923 | 12/23/2020 | NANCY MAE OLSON                    | R | 25.30     | ACCOUNTS PAYABLE VOUCHER |
| *V6602924 | 12/23/2020 | AMANDA LYNN PETERS                 | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602925 | 12/23/2020 | BROOKE ALLYSON PETERSON            | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602926 | 12/23/2020 | EMILY ANN PFISTERER                | R | 137.43    | ACCOUNTS PAYABLE VOUCHER |
| *V6602927 | 12/23/2020 | HANNAH ELAINE PITZL                | R | 69.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602928 | 12/23/2020 | NICHOLAS RAYMOND REDING            | R | 62.68     | ACCOUNTS PAYABLE VOUCHER |
| *V6602929 | 12/23/2020 | WENDI MARLAINE RENKEN              | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602930 | 12/23/2020 | MELANIE ANN RIX                    | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602931 | 12/23/2020 | NICOLLE KATHERINE ROUSH            | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602932 | 12/23/2020 | NAOMI DEE SAWATZKY                 | R | 46.58     | ACCOUNTS PAYABLE VOUCHER |
| *V6602933 | 12/23/2020 | MELISSA RAE SCHALLER               | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602934 | 12/23/2020 | AMBER GRACE SCHMITZ                | R | 12.08     | ACCOUNTS PAYABLE VOUCHER |
| *V6602935 | 12/23/2020 | MARIAH CHRISTINE SETTELL           | R | 15.87     | ACCOUNTS PAYABLE VOUCHER |
| *V6602936 | 12/23/2020 | KARISA LYNN SORENSEN               | R | 16.10     | ACCOUNTS PAYABLE VOUCHER |
| *V6602937 | 12/23/2020 | MARY DEE STADELMAN                 | R | 34.50     | ACCOUNTS PAYABLE VOUCHER |
| *V6602938 | 12/23/2020 | SAMANTHA JO STRONG                 | R | 34.50     | ACCOUNTS PAYABLE VOUCHER |
| *V6602939 | 12/23/2020 | AMY LYNN SWANEY                    | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602940 | 12/23/2020 | BRITTANY IRENE SWANSON             | R | 15.64     | ACCOUNTS PAYABLE VOUCHER |
| *V6602941 | 12/23/2020 | THOMAS JOSEPH SZEWCZYK             | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602942 | 12/23/2020 | PHILLIP HENRY TARMANN              | R | 37.15     | ACCOUNTS PAYABLE VOUCHER |
| *V6602943 | 12/23/2020 | TAYLOR MAY THOMAS                  | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602944 | 12/23/2020 | SHANYN NICOLE TUFTEE               | R | 118.60    | ACCOUNTS PAYABLE VOUCHER |
| *V6602945 | 12/23/2020 | ERIC JOSEPH VAN BROCKLIN           | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602946 | 12/23/2020 | MICHELLE LYNN VOLLBRECHT           | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602947 | 12/23/2020 | FRAN LOUISE WOOD                   | R | 121.33    | ACCOUNTS PAYABLE VOUCHER |
| *V6602948 | 12/23/2020 | SCOTT MICHAEL ZEHNDER              | R | 20.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6602949 | 12/23/2020 | MARK A. ZUZEK                      | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V7701284 | 11/30/2020 | MEDICA                             | R | 47122.25  | ACCOUNTS PAYABLE VOUCHER |
| *V7701285 | 11/30/2020 | PLANSOURCE FLEX BEN.               | R | 3890.68   | ACCOUNTS PAYABLE VOUCHER |
| *V7701286 | 12/01/2020 | MN CHILD SUPPORT PAYMENT CENTER    | R | 237.70    | ACCOUNTS PAYABLE VOUCHER |
| *V7701287 | 12/01/2020 | AFLAC                              | R | 2062.42   | ACCOUNTS PAYABLE VOUCHER |
| *V7701288 | 12/01/2020 | AMERIPRISE FINANCIAL ADVISORS      | R | 7679.50   | ACCOUNTS PAYABLE VOUCHER |
| *V7701289 | 12/01/2020 | AXA EQUITABLE LIFE INS CO          | R | 3946.15   | ACCOUNTS PAYABLE VOUCHER |
| *V7701290 | 12/01/2020 | FIDELITY INVSTMT TAX-EX SVC CO     | R | 7150.43   | ACCOUNTS PAYABLE VOUCHER |
| *V7701291 | 12/01/2020 | HEALTH EQUITY, INC.                | R | 26336.86  | ACCOUNTS PAYABLE VOUCHER |
| *V7701292 | 12/01/2020 | HORACE MANN LIFE INS               | R | 2299.61   | ACCOUNTS PAYABLE VOUCHER |
| *V7701293 | 12/01/2020 | INTERNAL REVENUE SERVICE           | R | 229851.00 | ACCOUNTS PAYABLE VOUCHER |
| *V7701294 | 12/01/2020 | EDUCATION MN ESI BILLING TRUST     | R | 10416.30  | ACCOUNTS PAYABLE VOUCHER |
| *V7701295 | 12/01/2020 | MN DEPT OF REVENUE                 | R | 37636.11  | ACCOUNTS PAYABLE VOUCHER |
| *V7701296 | 12/01/2020 | MN STATE RETIREMENT SYSTEM         | R | 2245.83   | ACCOUNTS PAYABLE VOUCHER |
| *V7701297 | 12/01/2020 | EXECUTIVE DIRECTOR                 | R | 50786.50  | ACCOUNTS PAYABLE VOUCHER |
| *V7701298 | 12/01/2020 | STATE TREASURER, TRA               | R | 110200.55 | ACCOUNTS PAYABLE VOUCHER |
| *V7701299 | 12/01/2020 | VARIABLE ANNUITY LIFE INS CO       | R | 7904.06   | ACCOUNTS PAYABLE VOUCHER |
| *V7701300 | 12/01/2020 | VOYA                               | R | 2743.53   | ACCOUNTS PAYABLE VOUCHER |
| *V7701301 | 12/02/2020 | MEDICA                             | R | 66888.44  | ACCOUNTS PAYABLE VOUCHER |
| *V7701302 | 12/03/2020 | KANSAS CITY LIFE INSURANCE COMPANY | R | 9924.72   | ACCOUNTS PAYABLE VOUCHER |

SOURCEWELL  
DATE: 12/30/2020  
TIME: 11:57:53

INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 6  
ACCTPA21  
ACCOUNTING PERIOD: 6/21

SELECTION CRITERIA: chkstat.rundate between '20201125 00:00:00.000' and '20201230 00:00:00.000'

|              |            |                                 |   |            |                          |
|--------------|------------|---------------------------------|---|------------|--------------------------|
| *V7701303    | 12/08/2020 | APPLE VALLEY ISD LLC            | R | 41735.41   | ACCOUNTS PAYABLE VOUCHER |
| *V7701304    | 12/08/2020 | SE ISD, DST                     | R | 79662.74   | ACCOUNTS PAYABLE VOUCHER |
| *V7701305    | 12/09/2020 | MEDICA                          | R | 40867.09   | ACCOUNTS PAYABLE VOUCHER |
| *V7701306    | 12/09/2020 | PLANSOURCE FLEX BEN.            | R | 2374.43    | ACCOUNTS PAYABLE VOUCHER |
| *V7701307    | 12/14/2020 | MEDICA                          | R | 67300.40   | ACCOUNTS PAYABLE VOUCHER |
| *V7701308    | 12/16/2020 | MN CHILD SUPPORT PAYMENT CENTER | R | 237.70     | ACCOUNTS PAYABLE VOUCHER |
| *V7701309    | 12/16/2020 | AMERIPRISE FINANCIAL ADVISORS   | R | 7679.50    | ACCOUNTS PAYABLE VOUCHER |
| *V7701310    | 12/16/2020 | AXA EQUITABLE LIFE INS CO       | R | 3902.39    | ACCOUNTS PAYABLE VOUCHER |
| *V7701311    | 12/16/2020 | FIDELITY INVSTMT TAX-EX SVC CO  | R | 7150.43    | ACCOUNTS PAYABLE VOUCHER |
| *V7701312    | 12/16/2020 | HEALTHQUITY, INC.               | R | 28044.92   | ACCOUNTS PAYABLE VOUCHER |
| *V7701313    | 12/16/2020 | HORACE MANN LIFE INS            | R | 2299.61    | ACCOUNTS PAYABLE VOUCHER |
| *V7701314    | 12/16/2020 | INTERNAL REVENUE SERVICE        | R | 246705.29  | ACCOUNTS PAYABLE VOUCHER |
| *V7701315    | 12/16/2020 | EDUCATION MN ESI BILLING TRUST  | R | 10416.30   | ACCOUNTS PAYABLE VOUCHER |
| *V7701316    | 12/16/2020 | MN DEPT OF REVENUE              | R | 40858.96   | ACCOUNTS PAYABLE VOUCHER |
| *V7701317    | 12/16/2020 | MN STATE RETIREMENT SYSTEM      | R | 2245.83    | ACCOUNTS PAYABLE VOUCHER |
| *V7701318    | 12/16/2020 | EXECUTIVE DIRECTOR              | R | 60552.62   | ACCOUNTS PAYABLE VOUCHER |
| *V7701319    | 12/16/2020 | STATE TREASURER, TRA            | R | 110449.74  | ACCOUNTS PAYABLE VOUCHER |
| *V7701320    | 12/16/2020 | VARIABLE ANNUITY LIFE INS CO    | R | 7904.06    | ACCOUNTS PAYABLE VOUCHER |
| *V7701321    | 12/16/2020 | VOYA                            | R | 2743.53    | ACCOUNTS PAYABLE VOUCHER |
| *V7701322    | 12/18/2020 | DELTA DENTAL OF MINNESOTA       | R | 31286.92   | ACCOUNTS PAYABLE VOUCHER |
| *V7701323    | 12/18/2020 | MEDICA                          | R | 59036.58   | ACCOUNTS PAYABLE VOUCHER |
| *V7701324    | 12/23/2020 | MEDICA                          | R | 54523.93   | ACCOUNTS PAYABLE VOUCHER |
| *V7701325    | 12/23/2020 | PLANSOURCE FLEX BEN.            | R | 534.93     | ACCOUNTS PAYABLE VOUCHER |
| *V7701326    | 12/30/2020 | MEDICA                          | R | 70276.52   | ACCOUNTS PAYABLE VOUCHER |
| *V7701327    | 12/30/2020 | MN CHILD SUPPORT PAYMENT CENTER | R | 237.70     | ACCOUNTS PAYABLE VOUCHER |
| *V7701328    | 12/30/2020 | AFLAC                           | R | 2003.26    | ACCOUNTS PAYABLE VOUCHER |
| *V7701329    | 12/30/2020 | AMERIPRISE FINANCIAL ADVISORS   | R | 7804.50    | ACCOUNTS PAYABLE VOUCHER |
| *V7701330    | 12/30/2020 | AXA EQUITABLE LIFE INS CO       | R | 3902.39    | ACCOUNTS PAYABLE VOUCHER |
| *V7701331    | 12/30/2020 | FIDELITY INVSTMT TAX-EX SVC CO  | R | 7150.43    | ACCOUNTS PAYABLE VOUCHER |
| *V7701332    | 12/30/2020 | HEALTHQUITY, INC.               | R | 27615.20   | ACCOUNTS PAYABLE VOUCHER |
| *V7701333    | 12/30/2020 | HORACE MANN LIFE INS            | R | 2299.61    | ACCOUNTS PAYABLE VOUCHER |
| *V7701334    | 12/30/2020 | INTERNAL REVENUE SERVICE        | R | 231592.29  | ACCOUNTS PAYABLE VOUCHER |
| *V7701335    | 12/30/2020 | EDUCATION MN ESI BILLING TRUST  | R | 10416.30   | ACCOUNTS PAYABLE VOUCHER |
| *V7701336    | 12/30/2020 | MN DEPT OF REVENUE              | R | 38005.51   | ACCOUNTS PAYABLE VOUCHER |
| *V7701337    | 12/30/2020 | MN STATE RETIREMENT SYSTEM      | R | 2245.83    | ACCOUNTS PAYABLE VOUCHER |
| *V7701338    | 12/30/2020 | EXECUTIVE DIRECTOR              | R | 52193.21   | ACCOUNTS PAYABLE VOUCHER |
| *V7701339    | 12/30/2020 | STATE TREASURER, TRA            | R | 110005.72  | ACCOUNTS PAYABLE VOUCHER |
| *V7701340    | 12/30/2020 | VARIABLE ANNUITY LIFE INS CO    | R | 7860.30    | ACCOUNTS PAYABLE VOUCHER |
| *V7701341    | 12/30/2020 | VOYA                            | R | 2743.53    | ACCOUNTS PAYABLE VOUCHER |
| TOTAL FUND   |            |                                 |   | 3157231.74 |                          |
| TOTAL REPORT |            |                                 |   | 3157231.74 |                          |

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

|  |    |            |
|--|----|------------|
| 12/15/2020 DIRECT DEPOSITS REGULAR PAY (011) | \$ | 749,076.14 |
| 12/15/2020 CHECKS                            | \$ | -          |

**NET PAYROLL** **\$ 749,076.14**

Authorized Signature  Date 12/14/2020

\* note--includes PA/CA/SA RETRO

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

**NOVEMBER 2020**

| ACCOUNT NAME                                | ACCT NO | BEGINNING BALANCE    | PURCHASES CREDITS | SALES TRANSFERS   | INVESTMENT FEES | INTEREST EARNED | ENDING BALANCE       |
|---|---------|----------------------|-------------------|-------------------|-----------------|-----------------|----------------------|
| MSDLAF + MAX                                | 01      | 11,295,503.94        | 0.00              | 750,000.00        | 0.00            | 614.73          | 10,546,118.67        |
| MSDLAF Liquid                               | 01      | 0.04                 | 0.00              | 0.00              | 0.00            | 0.00            | 0.04                 |
| MSDLAF TERM<br>(CD's,Term,Comm)<br>maturity | 01      | 0.00                 | 0.00              | 0.00              | 0.00            | 0.00            | 0.00                 |
| <b>TOTAL</b>                                |         | <b>11,295,503.98</b> | <b>0.00</b>       | <b>750,000.00</b> | <b>0.00</b>     | <b>614.73</b>   | <b>10,546,118.71</b> |

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

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

NOTE: **November 2020** Average MSDLAF Liquid Rate was .05% and the MSDLAF+MAX Average Rate was .07%. MSDLAF Term Average Rate is .00%.



## Account Statement - Transaction Summary

For the Month Ending **November 30, 2020**

### INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

#### MSDLAF+ Liquid Class

|                      |      |
|----------------------|------|
| Opening Market Value | 0.04 |
| Purchases            | 0.00 |
| Redemptions          | 0.00 |
| Unsettled Trades     | 0.00 |
| Change in Value      | 0.00 |

**Closing Market Value** **\$0.04**

Cash Dividends and Income 0.00

#### MSDLAF+ MAX Class

|                      |               |
|----------------------|---------------|
| Opening Market Value | 11,295,503.94 |
| Purchases            | 614.73        |
| Redemptions          | (750,000.00)  |
| Unsettled Trades     | 0.00          |
| Change in Value      | 0.00          |

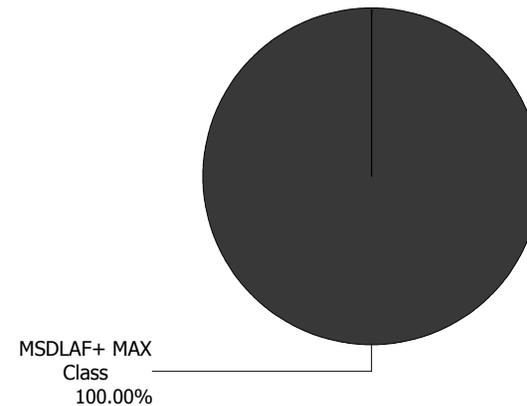
**Closing Market Value** **\$10,546,118.67**

Cash Dividends and Income 614.73

#### Asset Summary

|                             | November 30, 2020      | October 31, 2020       |
|-----------------------------|------------------------|------------------------|
| <b>MSDLAF+ Liquid Class</b> | 0.04                   | 0.04                   |
| <b>MSDLAF+ MAX Class</b>    | 10,546,118.67          | 11,295,503.94          |
| <b>Total</b>                | <b>\$10,546,118.71</b> | <b>\$11,295,503.98</b> |

#### Asset Allocation





## Account Statement

For the Month Ending **November 30, 2020**

### INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

| Trade Date                  | Settlement Date | Transaction Description | Share or Unit Price | Dollar Amount of Transaction | Total Shares Owned |
|-----------------------------|-----------------|-------------------------|---------------------|------------------------------|--------------------|
| <b>MSDLAF+ Liquid Class</b> |                 |                         |                     |                              |                    |
| <b>Opening Balance</b>      |                 |                         |                     |                              | <b>0.04</b>        |
| <b>Closing Balance</b>      |                 |                         |                     |                              | <b>0.04</b>        |

|                                   | Month of November | Fiscal YTD July-November |                                   |       |
|-----------------------------------|-------------------|--------------------------|-----------------------------------|-------|
| <b>Opening Balance</b>            | 0.04              | 830.96                   | <b>Closing Balance</b>            | 0.04  |
| <b>Purchases</b>                  | 0.00              | 0.11                     | <b>Average Monthly Balance</b>    | 0.04  |
| <b>Redemptions (Excl. Checks)</b> | 0.00              | (831.03)                 | <b>Monthly Distribution Yield</b> | 0.05% |
| <b>Check Disbursements</b>        | 0.00              | 0.00                     |                                   |       |
| <b>Closing Balance</b>            | <b>0.04</b>       | <b>0.04</b>              |                                   |       |
| <b>Cash Dividends and Income</b>  | 0.00              | 0.11                     |                                   |       |

### MSDLAF+ MAX Class

|                        |          |   |      |              |                      |
|------------------------|----------|---|------|--------------|----------------------|
| <b>Opening Balance</b> |          |   |      |              | <b>11,295,503.94</b> |
| 11/24/20               | 11/24/20 | Redemption - Wire Redemption                    | 1.00 | (750,000.00) | 10,545,503.94        |
| 11/30/20               | 12/01/20 | Accrual Income Div Reinvestment - Distributions | 1.00 | 614.73       | 10,546,118.67        |



## Account Statement

For the Month Ending **November 30, 2020**

### INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

| Trade Date                        | Settlement Date          | Transaction Description         | Share or Unit Price               | Dollar Amount of Transaction | Total Shares Owned   |
|-----------------------------------|--------------------------|---------------------------------|-----------------------------------|------------------------------|----------------------|
| <b>Closing Balance</b>            |                          |                                 |                                   |                              | <b>10,546,118.67</b> |
|                                   | <b>Month of November</b> | <b>Fiscal YTD July-November</b> |                                   |                              |                      |
| <b>Opening Balance</b>            | 11,295,503.94            | 8,240,776.45                    | <b>Closing Balance</b>            | 10,546,118.67                |                      |
| <b>Purchases</b>                  | 614.73                   | 3,805,342.22                    | <b>Average Monthly Balance</b>    | 11,120,524.43                |                      |
| <b>Redemptions (Excl. Checks)</b> | (750,000.00)             | (1,500,000.00)                  | <b>Monthly Distribution Yield</b> | 0.07%                        |                      |
| <b>Check Disbursements</b>        | 0.00                     | 0.00                            |                                   |                              |                      |
| <b>Closing Balance</b>            | <b>10,546,118.67</b>     | <b>10,546,118.67</b>            |                                   |                              |                      |
| <b>Cash Dividends and Income</b>  | 614.73                   | 4,511.19                        |                                   |                              |                      |

| Last Name         | First Name | Position/Title             | Assignment   | Details of Assignment   | Assignment Start Date | End Date   | # of Work Days | Hours Per Day | Total # of Hours | Hourly Rate | Est. Total Amount |
|-------------------|------------|----------------------------|--------------|---|-----------------------|------------|----------------|---------------|------------------|-------------|-------------------|
| ABBOTT            | SHELBY     | Psychologist               | Extra Duty   | Update WJ-IV presentation.  | 7/1/2020              | 9/2/2020R  | 9              | 6             | 54               | 36.34       | 1962.36           |
| Baker             | Breanna    | Nurse                      | Extra Duty   | COVID Related hours   | 9/14/2020             | 11/30/2020 | 15             | 4             | 60               | 29.11       | 1746.6            |
| Beinbrech         | Alicia     | SLI - Interpreter          | Extra Duty   | Interp for Dist 271 Stu M Brian-Conference  | 10/13/2020            | 10/13/2020 | 1              | 2             | 2                | 25          | 50                |
| Berger            | Amanda     | Student Assistant          | SA           | Morgan Schulz   | 9/3/2020              | 6/10/2021  | 172            | 7             | 1204             | 18.01       | 21684.04          |
| Biegler           | Pam        | Other                      | Teacher      | Coordinating online program   | 8/31/2020             | 6/11/2021  | 82             | 2             | 164              | 48.05       | 7880              |
| Black             | Rebecca    | Program Assistant          | Extra Duty   | Caregiver Support Group   | 10/1/2020             | 6/30/2021  | 6              | 2             | 12               | 20.02       | 240.24            |
| Blackert          | Tara       | Mental Health Practitioner | Prof. Dev.   | TEA admin planning  | 7/1/2020              | 8/12/2020R | 2              | 8             | 16               | 54.67       | 874.72            |
| Blaschka          | Amy        | Mental Health Practitioner | Extra Duty   | Hours to complete Diagnostic Assessments  | 9/8/2020              | 6/11/2021  | 6              | 5             | 30               | 34.83       | 1044.9            |
| Boehmer           | Amanda     | SPED Teacher               | Extra Duty   | Behavioral Tools trainer prep   | 9/25/2020             | 9/28/2020  | 1              | 7             | 7                | 36.42       | 254.94            |
| Boehmer           | Amanda     | SPED Teacher               | Training     | Training on Vision Program - The JSC will be using chromebooks in place of the desktops - Training on AT  | 8/26/2020R            | 9/30/2020  | 2              | 3             | 6                | 36.42       | 218.52            |
| Bowen             | Ryo        | Student Assistant          | SA           | Student Assistant - Dist 194 Stu F Schaffer   | 9/3/2020              | 6/10/2021  | 175            | 7.25          | 1268.75          | 18.41       | 23357.69          |
| BUCKINGHAM        | GWEN       | Nurse                      | Extra Duty   | COVID related issues over the weekend.  | 11/14/2020            | 11/15/2020 | 2              | 2             | 4                | 45.53       | 182.12            |
| Burgio            | Michael    | SPED Teacher               | Extra Duty   | Behavioral tools training prep  | 9/30/2020             | 10/30/2020 | 2              | 3.5           | 7                | 53.9        | 377.3             |
| Calander-Roll     | Marissa    | Classroom Assistant        | Training     | MN Deaf-Blind Intervener Training   | 10/23/2020            | 3/31/2021  | 12             | 4.25          | 51               | 18.41       | 938.91            |
| Cecchini          | Lisa       | Student Assistant          | SA           | Hallie Thone  | 9/3/2020              | 6/10/2021  | 175            | 6.75          | 1181.25          | 18.01       | 21274.31          |
| Craig             | Rachel     | Classroom Assistant        | Training     | MN Deaf-Blind Intervener Training   | 10/23/2020            | 3/31/2021  | 12             | 4.25          | 51               | 20.02       | 1021.02           |
| David             | Christine  | Mental Health Practitioner | Extra Duty   | Time to complete diagnostic assessments   | 9/8/2020              | 6/11/2021  | 8              | 5             | 40               | 36.03       | 1441.2            |
| ENFIEJIAN         | VAL        | Psychologist               | Extra Duty   | Update WJ-IV presentation.  | 7/1/2020              | 8/24/2020R | 9              | 6             | 54               | 59.59       | 3217.86           |
| Fancher-White     | Meredith   | Student Assistant          | SA           | Adrian (AJ) Beal  | 9/3/2020              | 6/11/2021  | 171            | 7.25          | 1239.75          | 19.21       | 23815.6           |
| GLOCKNER          | MEGAN      | Psychologist               | Extra Duty   | Update WJ-IV presentation.  | 7/1/2020              | 8/24/2020R | 9              | 6             | 54               | 36.34       | 1962.36           |
| Henry             | Kathleen   | Mental Health Practitioner | Extra Duty   | Time to complete Diagnostic Assessments   | 9/8/2020              | 6/11/2021  | 8              | 5             | 40               | 40.53       | 1621.2            |
| Ho                | Melissa    | Nurse                      | Extra Duty   | Extra Duty due to COVID   | 9/15/2020             | 1/15/2021  | 60             | 1             | 60               | 34.89       | 2093.4            |
| HOELSCHER         | JUSTIN     | Lead Teacher               | Extra Duty   | PCM TRAINER PREP  | 7/1/2020              | 9/30/2020  | 1              | 4             | 4                | 30.29       | 121.16            |
| Hurla             | Amy        | Mental Health Practitioner | Extra Duty   | Time to complete diagnostic assessments   | 9/8/2020              | 6/11/2021  | 7              | 5             | 35               | 33.83       | 1184.05           |
| Jacobs            | Cindy      | Occupational Therapist     | Teacher      | Attend intakes at TESA  | 7/6/2020              | 8/27/2020R | 4              | 2             | 8                | 56.75       | 454               |
| Kneer             | Amber      | Program Assistant          | Extra Duty   | PCM trainer prep  | 7/1/2020              | 9/30/2020  | 1              | 4             | 4                | 20.68       | 82.72             |
| KOPROWICZ-SCHWARZ | JOHANNA    | Student Assistant          | SA           | SA FOR CARSON WINTERS   | 1/4/2021              | 6/10/2021  | 123            | 7.25          | 891.75           | 18.27       | 16292.27          |
| Lamphere          | Anna       | Mental Health Practitioner | Extra Duty   | Time to complete student diagnostic assessments   | 9/8/2020              | 6/11/2021  | 10             | 5             | 50               | 53.6        | 2680              |
| Lane              | Alicia     | Student Assistant          | Training     | MN Deaf-Blind Intervener Training   | 10/23/2020            | 3/31/2021  | 12             | 4.25          | 51               | 18.01       | 918.51            |
| Lane              | Alicia     | Student Assistant          | SA           | Student Assistant - Dist 271 Stu A Miller   | 9/3/2020              | 6/10/2021  | 172            | 7.25          | 1247             | 18.01       | 22458.47          |
| Larsen            | Betsy      | SPED Teacher               | Teacher      | Covering for LNHS DASH Teacher  | 10/19/2020            | 6/8/2021   | 153            | 2             | 306              | 54.28       | 16609.68          |
| Larsen            | Betsy      | SPED Teacher               | Teacher      | Joseph Finley (403) Homebound   | 9/8/2020              | 6/11/2021  | 38             | 1.25          | 47.5             | 54.28       | 2578.3            |
| Larsen            | Betsy      | SPED Teacher               | Teacher      | Aiden Simones (416) - Homebound   | 9/8/2020              | 6/11/2021  | 38             | 1.25          | 47.5             | 54.28       | 2578.3            |
| Lawrence          | Mary       | Student Assistant          | SA           | Justin Lukash   | 9/3/2020              | 6/10/2021  | 175            | 6.75          | 1181.25          | 18.81       | 22219.31          |
| Martin            | Kim        | SPED Teacher               | Extra Duty   | Nurtured heart trainer  | 8/31/2020             | 6/10/2021  | 82             | 4             | 328              | 51.05       | 16744.4           |
| McNamara Rachuy   | Becky      | Other                      | Teacher      | sub for Scott Teckey  | 10/19/2020            | 12/11/2020 | 36             | 8             | 288              | 25          | 7200              |
| Monson            | Jodi       | SLI - Interpreter          | Extra Duty   | Captioning/interpreting workshop wk videos  | 8/31/2020             | 9/3/2020   | 4              | 2             | 8                | 25          | 200               |
| Novy              | Rachel     | Lead Teacher               | Extra Duty   | Behavioral tools training prep  | 9/30/2020             | 10/30/2020 | 2              | 3.5           | 7                | 51.05       | 357.35            |
| NOVY              | RACHEL     | Lead Teacher               | Lead Teacher | Lead teacher duties and COVID planning  | 8/1/2020              | 6/3/2021   | 50             | 2             | 100              | 51.05       | 5105              |
| Petersen          | Jennifer   | Mental Health Practitioner | Extra Duty   | PCM trainer prep  | 7/1/2020              | 9/30/2020  | 1              | 4             | 4                | 54.67       | 218.68            |
| PETERSON          | JUSTIN     | Other                      | Extra Duty   | District wide deliveries.   | 8/3/2020              | 6/30/2021  | 176            | 5             | 880              | 15.81       | 13912.8           |
| Pitzl             | Hannah     | Classroom Assistant        | CA           | Float position w/ Wednesdays off ***Hannah Pitzl is a Classroom Assistant that works M, T, Th, F with Wednesdays off (total of 136 days for the school year) and will need a TWA as her hours on Tuesdays (8:00 a.m. - 1:00 p.m. = 5 hours/day) are different than the other days (M, Th, F 8:00 a.m. - 3:15 p.m. = 7.25 hours/day). She works 38 Tuesdays at 5 hours/day for a total of 190 hours AND 98 days at 7.25 hours/day for a total of 710.5 hours. The total hours for both would be 900.5 hours. This of course does not divide equally for the TWA (900.5 divided by 136 days equals 6.621 averaged) and I know we're to do things in .25 hours. That being said, I rounded her TWA up to 6.75 hours x 136 = 918 total hours. | 9/3/2020              | 6/10/2021  | 136            | 6.75          | 918              | 18.41       | 16900.38          |
| Richard           | Lisa       | Student Assistant          | SA           | SA for Patrick Bickel   | 10/5/2020             | 6/11/2021  | 151            | 7             | 1057             | 18.01       | 19036.57          |
| Savage            | Dawn       | SLI - Interpreter          | Extra Duty   | Interp for DHH resource staff - mtgs/insvcs   | 8/26/2020             | 6/10/2021  | 15             | 2             | 30               | 30.74       | 922.2             |
| Six               | Susanne    | Health Associate           | SA           | One on One HA for AW  | 9/17/2020             | 6/10/2021  | 70             | 6.75          | 472.5            | 28.75       | 13584.38          |
| Strong            | Samantha   | Classroom Assistant        | Training     | MN Deaf-Blind Intervener Training   | 10/23/2020            | 3/31/2021  | 12             | 4.25          | 51               | 18.01       | 918.51            |
| Tarmann           | Phillip    | Mental Health Practitioner | Extra Duty   | Time to complete diagnostic assessments   | 9/1/2020              | 6/11/2021  | 8              | 5             | 40               | 46.28       | 1851.2            |
| Toay              | Gretchen   | SLI - Interpreter          | Extra Duty   | Interp for DHH resource staff - mtgs/insvcs   | 8/26/2020             | 6/10/2021  | 50             | 2             | 100              | 27.64       | 2764              |
| Waletski          | Gregory    | SLI - Interpreter          | Extra Duty   | Interp alt sch act-Upward Bound-Dist 197 Stu ECR  | 12/12/2020            | 5/28/2021  | 13             | 2             | 26               | 25          | 650               |
| Waletski          | Gregory    | SLI - Interpreter          | Extra Duty   | Interp for DHH resource staff - mtgs/insvcs   | 9/1/2020              | 6/10/2021  | 2              | 1             | 2                | 25          | 50                |
| Waters            | Brian      | SPED Teacher               | Extra Duty   | PCM trainer prep  | 7/1/2020              | 9/30/2020  | 1              | 4             | 4                | 32.69       | 130.76            |
| Zickrick          | Michael    | SPED Teacher               | Extra Duty   | PCM Trainer prep  | 7/1/2020              | 9/30/2020  | 1              | 4             | 4                | 53.6        | 214.4             |

**Intermediate School District 917**  
**Accounts Receivable Aged Report As of 12/15/20**

| Member Districts         | 31-60 Days |                 | 61-90 Days |          | Over 90 Days |                     | Totals                 |
|--------------------------|------------|-----------------|------------|----------|--------------|---------------------|------------------------|
|                          | \$         | -               | \$         | -        | \$           | -                   | \$ -                   |
| ISD 194                  | \$         | 2,617.49        | \$         | -        | \$           | -                   | \$ 2,617.49            |
|                          | \$         | -               | \$         | -        | \$           | -                   | \$ -                   |
|                          | \$         | -               | \$         | -        | \$           | -                   | \$ -                   |
|                          | \$         | -               | \$         | -        | \$           | -                   | \$ -                   |
|                          | \$         | -               | \$         | -        | \$           | -                   | \$ -                   |
| <b>Totals</b>            | <b>\$</b>  | <b>2,617.49</b> | <b>\$</b>  | <b>-</b> | <b>\$</b>    | <b>-</b>            | <b>\$ 2,617.49</b>     |
| <b>All Others</b>        |            |                 |            |          |              |                     |                        |
| MDE                      | \$         | -               | \$         | -        | \$           | 1,899,944.16        | \$ 1,899,944.16        |
| Misc employee receivable | \$         | -               | \$         | -        | \$           | 1,300.00            | \$ 1,300.00            |
|                          | \$         | -               | \$         | -        | \$           | -                   | \$ -                   |
|                          | \$         | -               | \$         | -        | \$           | -                   | \$ -                   |
|                          | \$         | -               | \$         | -        | \$           | -                   | \$ -                   |
|                          | \$         | -               | \$         | -        | \$           | -                   | \$ -                   |
| <b>Totals</b>            | <b>\$</b>  | <b>-</b>        | <b>\$</b>  | <b>-</b> | <b>\$</b>    | <b>1,901,244.16</b> | <b>\$ 1,901,244.16</b> |
| <b>Grand Total</b>       | <b>\$</b>  | <b>2,617.49</b> | <b>\$</b>  | <b>-</b> | <b>\$</b>    | <b>1,901,244.16</b> | <b>\$ 1,903,861.65</b> |
| <b>Total Receivables</b> |            |                 |            |          |              |                     | <b>\$ 2,050,301.19</b> |

Prepared by: T. Welch

**Intermediate School District #917**  
**School Board**

**RESOLUTION**

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

WHEREAS, Intermediate School District #917 provides educational services to member and non-member districts throughout Dakota County and beyond, and

WHEREAS, the quality of these educational opportunities offered by Intermediate School District #917 are unquestionably high, and

WHEREAS, Intermediate School District #917 students have demonstrated a high degree of success as a result of their participation in Intermediate School District #917 programs, and

WHEREAS, the success of Intermediate School District #917 programs and student achievement is enhanced by the talents and efforts of our paraprofessional staff, and

WHEREAS, the week of January 25-29, 2021, has been designated as “Paraprofessional Recognition Week” by the Governor of the State of Minnesota,

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Intermediate School District #917 and on behalf of the participating school districts, parents and students as follows:

**The School Board of Intermediate School District #917 formally recognizes the outstanding efforts and performance of its program, student, and classroom assistants, technical tutors, and health associates and thanks these talented and dedicated people for their service and dedication to the students of our intermediate district.**

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

Whereupon said resolution was declared duly passed and adopted.

Enacted by the School Board of Intermediate School District #917 this 5<sup>th</sup> day of January, 2021.

**Attachment K**

**Memorandum of Understanding**

Between

The School Board of Intermediate School District #917

and

Education Minnesota Teachers Local 3904

Intermediate School District 917

Local 3904

This Memorandum of Understanding (MOU) addresses the membership of individuals within this contract, due to the change and update to a position as a result of an audit from the Department of Human Services (DHS).

Due to a change in the Therapeutic Educational Alternative (TEA) program as a result of an audit from DHS, the District has been forced to stop hiring mental health practitioners and is now hiring mental health professionals. The difference between the two positions has to do with credentials and that professionals can utilize therapy, while practitioners cannot. DHS is requiring therapy as part of the TEA program.

As agreed upon between Local 3904 and the District, mental health professionals will be included as part of this contract. This applies to the following sections:

1. Article III, Section 2 - Definition of Employee: "... including all employees employed by the school district in a position of teacher as defined in Minn. Stat. § 179A.03, Subd. 18, which include physical therapist, occupational therapist, art therapist, music therapist, speech language pathologist, audiologist, licensed school nurse, licensed school social worker, school psychologist, and mental health practitioner **and mental health professional**, but excluding the following: superintendent, business manager, directors, coordinators, and supervisors, who devote more than fifty percent (50%) of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law."
2. Article VII, Section 15 - Reimbursement for Additional Certification: "Assignments requiring licensure beyond or outside that required of teachers/PELSB will be awarded an annual stipend of \$250 to help offset their additional expenses for CEU's and/or certification and licensing fees. These assignments may include: audiologist; nurse; occupational therapist; orientation and mobility specialist; physical therapist; school psychologist; speech/language pathologist; mental health practitioner; **mental health professional**; and social worker."

Duration: This MOU applies to the 2019-2021 contract and the language of "mental health professional" is intended to be incorporated into the body of the 2021-2023 contract as part of negotiations.

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

Education Minnesota: Local 3904  
Intermediate School District 917

Intermediate School District  
DISTRICT NO. 917

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Employee Negotiator  
Dated: January \_\_\_\_, 2021

\_\_\_\_\_  
Clerk  
Dated: January \_\_\_\_, 2021

## EAST METRO INTEGRATION DISTRICT 6067 dba Equity Alliance MN CONTRACT FORM

| Client                   |                                  | Provider                 |                           |
|--------------------------|----------------------------------|--------------------------|---------------------------|
| <b>Name:</b>             | Intermediate School District 917 | <b>Name:</b>             | Equity Alliance MN        |
| <b>Address:</b>          | 1300 145th St. E                 | <b>Address:</b>          | 6063 Hudson Rd. Suite 281 |
| <b>City, State, Zip:</b> | Rosemount, MN 55068              | <b>City, State, Zip:</b> | Woodbury, MN 55125        |
|                          |                                  | <b>Tax ID#</b>           | 41-1819999                |

This Contract is made and entered into this 28nd day of December, 2020 by and between Equity Alliance MN (EA-MN) and Intermediate School District 917 (Client). EA-MN will provide an Equity Audit for Client.

### 1. Services to be Performed by and Contributions of Equity Alliance MN

Equity Alliance MN agrees to perform the following services for Client during the term of this Agreement:

**Title of Service:** Equity Audit

**Brief Description:** Quantitative and qualitative research methods will be used to conduct the audit. Data will be collected by document review, survey administration, online data analysis, building and classroom walkthroughs, student and staff focus groups, and community conversations.

**Dates/Timeline:** Dates and times for audit to be determined between EA-MN and Client at January 4, 2021 meeting.

**Rate:** \$13.15 per student x 865 students

**Total:** \$12,874.75

### 2. Contributions of Client

- Coordinate all communication activities for Equity Audit needs
- Designate a “point of contact” for Equity Audit district support, district data gathering and scheduling

### 3. Joint Accountabilities

- Timeline development
- Shared agenda planning with continuous feedback
- Clear and consistent communication regarding information pertinent to the details of the Equity Audit and Equity Action Plan

### 4. Payment for Services:

| Service Provided | Cost                              | Total              |
|------------------|-----------------------------------|--------------------|
| Equity Audit     |                                   | \$12,874.75        |
| <b>Total</b>     | <b>Total (Student count 865*)</b> | <b>\$12,874.75</b> |

\*enrollment numbers may need to be updated for 12/28/20

- EA-MN will submit an invoice for services in March 2021 and June 2021 for all services.
  - Client will remit payment within 45 days of receipt of invoices.
5. **Compliance with Laws:** Provider agrees to comply with all applicable statutes, regulations, and ordinances. This Contract shall be construed and enforced in accordance with the laws of the state of Minnesota.
  6. **Confidential Information:** Throughout the term of this Contract, Provider may receive and have access to certain information that is proprietary to Client. Provider agrees to treat this information as confidential and to use this information only in relation to services provided to Client.
  7. **Ownership of Work and Intellectual Property:** All conceptual ideas, written and recorded materials, and other products or work used or created by EA-MN pursuant to this Agreement shall be the property of and solely owned by EA-MN. In case of termination of this Agreement, Client will return materials to EA-MN, and Client will cease using the materials or any derivative works. In the absence of early termination of this Agreement, training materials provided by EA-MN will be made available to Client for educational purposes within Client. Credit to EA-MN will be noted when using materials provided by EA-MN.
  8. **Sub-contracting:** It is expressly recognized that this Contract is entered into on the basis of the unique qualifications of EA-MN. Neither this contract nor any of the Provider's rights or obligations may be subcontracted by the Provider without the prior written consent of Client.
  9. **Notices:** Any notice provided for under this contract shall be sufficient if it is in writing and delivered either in person, by United States mail, or electronic mail, with verification of receipt of correspondence.
  10. **Entire Contract:** This Contract contains the entire agreement between the parties relating to the retention of Provider by Client and supersedes all prior agreements and understandings, whether written or oral, between the parties relating to such, and this Agreement may not be amended or changed except by a writing executed by both parties.
  11. **End of Contract:** This Contract can be extended beyond the time limits listed or revised if mutually agreed upon in writing.
  12. **Termination:** This Contract may be terminated with (30) thirty days written notice by either party if conflicts are unable to be resolved. If at any time there is a shortfall of the expectations described above in the value of the project, including completion time, quality, and communication/client interaction, the Contract may be terminated with (30) thirty days written notice.
  13. **Force Majeure Clause:** We are dedicated to the work, but we also understand that timelines may need to be shifted in order to be in compliance with state and/or federal regulations regarding COVID-19. Both parties agree that if timelines do need to be adjusted, whether by the request of EA-MN or the request of the Client, that a written agreement will be signed by both parties and added to this Contract as an addendum.

Each person signing below represents and warrants that he/she is authorized to enter into this Contract and to commit his/her organization to its terms. The Undersigned agree to the Contract as described.

\_\_\_\_\_  
Sebastian Witherspoon  
Executive Director, Equity Alliance MN

\_\_\_\_\_  
Mark Zuzek  
Superintendent, Intermediate School District 917

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



December 1, 2020

Mark Zuzek, Superintendent  
Intermediate School District 917  
1300 145<sup>th</sup> Street East  
Rosemount, MN 55068

Dear Superintendent Zuzek,

Equity Alliance MN is excited and grateful for the opportunity to submit a proposal to help support the Intermediate School District 917 to facilitate an equity audit and action plan. We have also included information about our professional development series and equity executive coaching and facilitation services. We appreciated the time to learn about your district's unique needs. We believe our partnership will support your efforts to build or more equitable and inclusive school community.

Equity Alliance MN has been leading educational and community equity work for over 25 years. Through collaborative learning and advocacy, we work WITH organizations to support systemic equity and integration through careful and intentional use of transformational and proven methods and practices. We excel in providing professional development, facilitation, equity audits, equity action planning, and equity programming with and for staff, students and districts such as yours.

We have a long history of effectively working with communities, school districts, higher education and non-profit organizations to focus on equity mindset, growth and support a continued momentum forward to equity in all of our systems. We have led several trainings, facilitated listening and community sessions, and provided key professional development for a variety of stakeholders. We use data-informed practices to move work forward while working to also recognize the systemic and individual behaviors to shift mindset, policies and narratives.

With so many recent challenges in our community, we continue to adapt our offerings to meet the unique needs of districts by being flexible and accommodating. One example of this includes work with Northfield Community Schools. In March of 2020, when our country shifted to social distancing and working from home due to COVID-19, we worked with Northfield leadership to continue to provide quality training and support for staff around equity. We are adaptable and willing to work with your department, timeline and additional needs.

I look forward to talking with you further. Please contact me with any questions you may have.

Sincerely,

Sebastian Witherspoon  
Executive Director, Equity Alliance MN

## **Equity Alliance MN Proposal for Intermediate School District 917**

### **DELIVERABLES**

#### **EQUITY AUDIT**

Equity Alliance MN will lead and facilitate an Equity Audit that leverages quantitative and qualitative research methods to gather data through document review, surveys, focus groups, facility walkthroughs and community conversations. A Summary of Findings and an Executive Report will be presented to the District.

#### **EQUITY ACTION PLAN**

Equity Alliance MN will facilitate and support the development on an Equity Action Plan with the Intermediate School District 917. The Equity Action Plan will include creating a definition of equity for the Department, leveraging the audit findings to identify equity priorities, determining systemic barriers and delivery gaps to create a plan with identified timelines and goals.

#### **LISTEN2LEAD: A JOURNEY TO EQUITY CONCIIOUSNESS - TIERED PROFESSIONAL DEVELOPMENT SERIES**

Equity Alliance MN will provide our Listen2Lead Professional Development Series, in a preferred modality (in person, virtual or a hybrid model) that takes participants from Culture to Bias to Race to better understand racial and cultural inequities and how to identify and combat them in learning spaces.

#### **EXECUTIVE COACHING AND FACILITATION**

Equity Alliance MN will work with and alongside the identified Intermediate School District 917 team to provide professional expertise, support and guidance through executive coaching and support. This can include, but is not limited to, consultation and support in the development of the intermediate district's equity work by providing guidance utilizing components of our Equity Action Plan process.

## EQUITY AUDIT

An Equity Audit is a process that supports a district, school, agency or department through data-informed practices to guide decision-making, implementation and action on how to develop context specific strategies to college, program and community concerns. It is an approach to identify systemic issues and concerns that can be addressed over time through commitment to building relationships, addressing disparities, providing support and continued focus on results through continuous improvement.

Equity Alliance MN provides programs with the necessary framework, research, support and tools to provide a comprehensive Equity Audit. Our process is structured to gather quantitative and qualitative data and information through a deep and inclusive process to understand the outcomes of current systems, as well as the current climate and experiences of lived experiences.

Equity Audits result in a comprehensive audit that provides insight into current practices, educates on systemic and programmatic inequities, and a foundation to implement the necessary processes and steps to plan for change.

An Equity Audit will support the Intermediate School District 917 through qualitative and quantitative research including:

- Walkthroughs at the classroom, school, organization and/or district level
- Surveys to gather quantitative data from stakeholders
- Focus groups and community conversations to provide to gather voice and insight
- Data aggregation of a variety of data points through an equity lens
- A summary of findings and recommendations

Equity Alliance MN recognizes the challenges for programs to do this alone. While we have a process to support your work, we also recognize each program is unique and will work with you to provide customized supports and insight tailored to the equity and community needs of your community.

### *Initial Assessment Questions:*

- 🌀 How do the current systems, structures and procedures in place lead to inequities within the Intermediate School District 917?
- 🌀 What do students, staff and the community believe the current reality is that may contribute to inequities within Intermediate School District 917?
- 🌀 What aspects of the culture and climate of the Intermediate School District 917 promote/hinder the ability to address identified inequities?

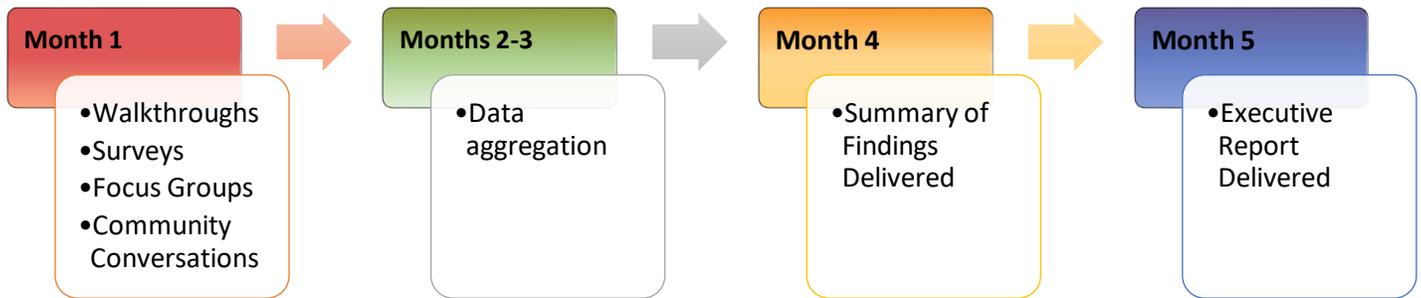
### *Methodology:*

Quantitative and qualitative research methods will be used to conduct the audit. Data will be collected by document review, survey administration, online data analysis, organization, school and classroom walkthroughs, student and staff focus groups, and campus community conversations.

## Activities Summary – Equity Audit

- 🌀 Quantitative and qualitative research methods will be used to conduct the audit.
- 🌀 Data will be collected by document review, survey administration, online data analysis, organization/building and classroom walkthroughs, student and staff focus groups, and community conversations.
- 🌀 Summary of Findings and Executive Report.

## Work Timeline – Equity Audit:



## Deliverables and Budget – Equity Audit:

| Deliverables   | Budget   |
|--|--|
| <ul style="list-style-type: none"> <li>🌀 Aggregated data from walkthroughs, survey, focus groups and community conversations</li> <li>🌀 Summary of findings</li> <li>🌀 Executive report</li> </ul> | <p>\$13.15 per student x 865 students (based on MDE October 1, 2020 count) = <b>\$11,374.75</b></p> <p>Travel Costs: <b>\$1,500.00</b></p> |
|  | <b>Total Cost: \$12,874.75</b>   |

## EQUITY ACTION PLAN

Equity Alliance MN provides districts with the necessary framework, support and tools to create Equity Action Plans for school districts and organizations. Our process is structured to be effective, efficient, inclusive, and to inspire the action that is needed to support our students, families and staff in achieving educational equity for ALL students.

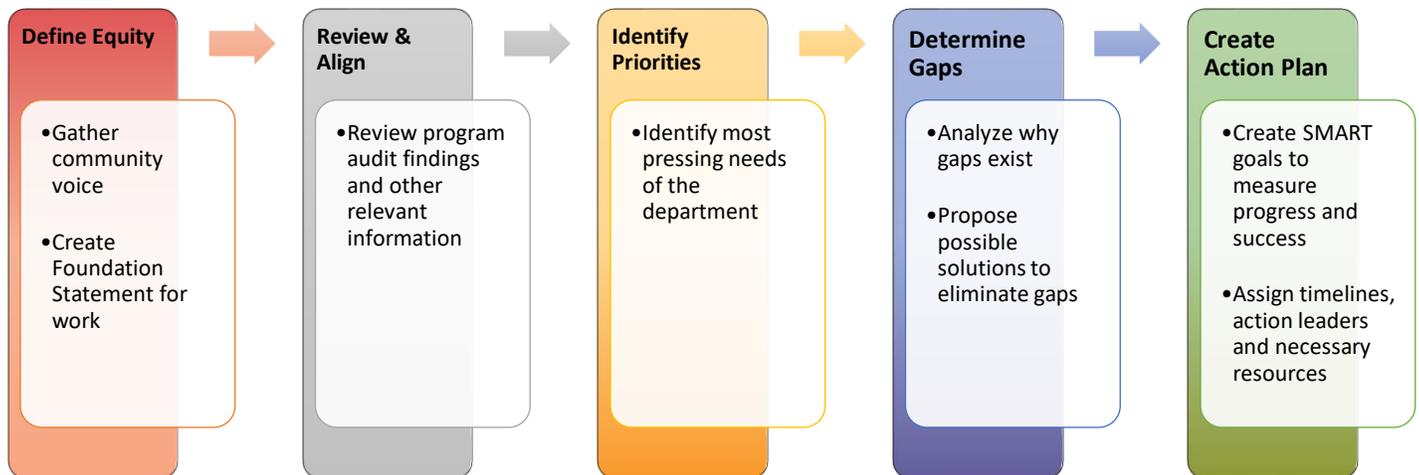
Through this data-informed process, we work with you to be inclusive and ensure community voice is included to make meaningful and powerful shifts toward making the shifts and eliminating barriers to educational equity that often go unrecognized without intentionality and support. We aim to include voices at all levels including district and school-level partners, community partners, families and youth through the facilitation and support of Equity Alliance MN.

Equity Action Plans will result in a plan that is more than words.

### Activities Summary - Equity Action Plan Development:

- 🕒 Define equity for the district
- 🕒 Review district audit, data and relevant policies and practices
- 🕒 Identify equity priorities
- 🕒 Determine system and delivery gaps in supporting equity
- 🕒 Create an Equity Action Plan

### Work Timeline - Equity Action Plan Development:



**Deliverables and Budget – Equity Action Plan Development:**

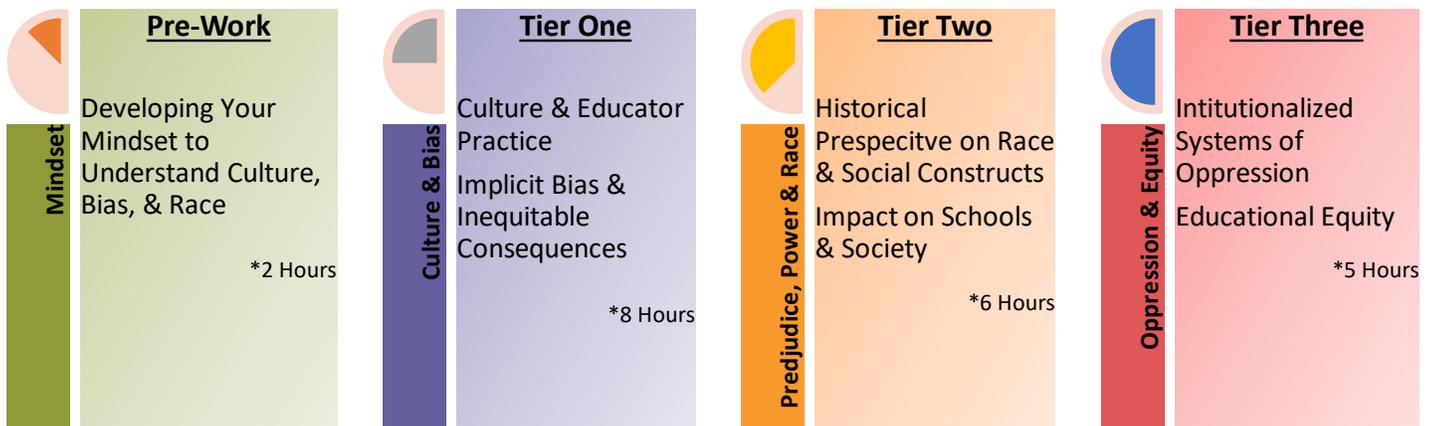
| Deliverables  | Budget  |
|---|---|
| <ul style="list-style-type: none"> <li> Department definition of equity</li> <li> Program-created action plan</li> <li> SMART goals and timelines</li> </ul> | <p>28 hours: in-person/live facilitation (2 people)</p> <p>36 hours: professional coaching for equity team, project management, materials development, product creation, data organization, communications, etc.</p> <p>Total for hourly service: <b>\$32,200.00</b></p> <p>Travel Costs: <b>\$1,500.00</b></p> |
|   | <b>Total Cost: \$33,700.00</b>  |

## LISTEN2LEAD: A JOURNEY TO EQUITY CONCIIOUSNESS A TIERED PROFESSIONAL DEVELOPMENT SERIES

*Listne2Lead* is Equity Alliance MN’s Tiered Professional Development Series that is a progression-based professional development series that takes participants from **Culture to Bias to Race** to better understand racial inequities and how to identify and combat them in their learning spaces.

**Participants will:**

- Understand how culture, power, and race impact self and others.
- Be able to identify the impacts of racism and bias in and out of the classroom (policies, practices, scope and sequence, course offerings, etc.).
- Develop new language to enter racial discourse to address the racial opportunity gap.
- Develop an understanding of culture, power and race in the higher education system.
- Be able to identify their role in supporting the inequities within systems.
- Develop skills to identify, challenge and interrupt persisting inequities within their own educational systems.



Below is the sequenced session descriptions. We work with your team to customize the training needs of your faculty and staff including timeframes and delivery models from in-person to virtual.

### Pre-Work: Mindset

#### Developing Your Mindset to Understand Culture, Bias, and Race (2 Hours)

In this session, participants will develop an understanding of their own mindset towards culture, bias and race. The participants will learn about mindset and how misperceptions and fear can cause a lack of a growth-mindset towards others and situations that occur around us. This strand primes the participants to gain impactful understanding and growth in learning as they move through the entire L2L PD Series.

## Tier One: Culture & Bias

### Culture and Educator Practice (6 Hours)

In this session, participants will develop an understanding of the ways that culture shapes values and behaviors. Participants will learn key cultural continuums and reflect on ways that cultural mismatches impact self and others. This strand supports intercultural development and as a result, better positions participants to be proactive in navigating complex and culturally nuanced interactions in district/schools/departments. It supports organizational efforts to reduce and transform bias.

### Implicit Bias and Inequitable Consequences (2 Hours)

Participants will learn some of the neuroscience behind how and why the brain makes interpretations outside of conscious awareness and how those interpretations impact one's choices. Participants will critically examine the impacts of cultural/racial bias on self as well as others and identify ways to reduce and transform bias in their spheres of influence.

## Tier Two: Prejudice, Power & Race

### Prejudice, Power & Race (6 Hours)

Participants will examine from a historical perspective the role that race has played in the formation and social construction of America. Participants will examine their conditioning around the role of race in their personal and professional lives. **Participants will explore the tenants (racial prejudice and power) and various forms of racism in this portion of the training.** Lastly, participants will develop additional facilitation and reflective skills to analyze, interrupt, and design/implement sustainable action plans towards eliminating racial disparities utilizing student data to eradicate racial predictability in student outcomes/achievement for all students, in particular, Indigenous and Students of Color.

## Tier Three: Oppression & Equity

### Institutionalized Systems of Oppression (2 Hours)

Participants will take their learning about implicit bias, prejudice, power, and race deeper through systems analysis, critical reflection, and dialogue to better understand and articulate the ways that schooling has historically been a damaging process for many students of color.

### Educational Equity (3 Hours)

Participants will examine the characteristics of educational equity and learn processes for identifying both inequitable and equitable policies and practices within school and higher education systems and engage in activities that support immediate and long-term goals and change initiatives in support of more equitable student and staff outcomes. Participants will also be able to identify the different progressions of equity, educational equity, and race equity.

## Activities Summary – Listen2Lead Tiered Professional Development Series

### Pre-Work: Mindset

- Developing Your Mindset to Understand Culture, Bias, and Race (2 Hours)

### Tier One: Culture & Bias

- Culture and Educator Practice (6 Hours)

### Tier Two: Prejudice, Power & Race

- Implicit Bias and Inequitable Consequences (2 Hours)
- Prejudice, Power & Race (6 Hours)

### Tier Three: Oppression & Equity

- Institutionalized Systems of Oppression (2 Hours)
- Educational Equity (3 Hours)

### Work Timeline - Tiered Professional Development Sessions:

Customized to needs of the Department. Can provide yearlong, one day or virtual professional development opportunities. These sessions can also span across academic years.

### Deliverables and Budget – Tiered Professional Development Sessions:

| Deliverables  | Budget  |
|---|---|
| <ul style="list-style-type: none"> <li>Full sessions of PD</li> </ul> | Tiered Series of up to 100 participants: <b>\$32,500.00</b> |
|   | <b>Total Cost: \$32,500.00</b>                              |

### Executive Coaching and Facilitation

Equity Alliance MN will work with and alongside the identified Intermediate School District 917 team to provide professional expertise, support and guidance through executive coaching and support.

Equity Alliance MN will consult and support the development of the district’s equity work by providing guidance utilizing components of our Equity Action Plan process.

We will work with the district in delving deeper into outlined initiatives based on current and future district planning.

We will schedule times that work with the identified Intermediate School District 917 team to determine our support and path. Should additional work arise, additional contracts can be entered into to support work beyond executive coaching.

| Deliverables  | Proposed Cost  |
|---|--|
| Provide Executive Coaching, Guidance and Consultation as needed and requested by Intermediate School District 917 | Hourly rate for coaching, guidance and consultation: \$350 and hour per EA-MN staff member |

## COMPREHENSIVE CONTRACT PROPOSAL COST

| Activity   | Cost           |
|--|----------------|
| Equity Audit   | \$12,874.75    |
| Equity Action Plan Development                               | \$33,700.00    |
| Tiered Professional Development Series                       | \$32,500.00    |
| Executive Coaching and Facilitation                          | \$350 per hour |
| *Discount for multiple services (15% for 2 or more services) |                |

The Comprehensive Contract Proposal can be a single year or a multiple-year contract consideration. Equity Alliance MN believes in working with partners to deliver these types of opportunities around equity and finding a payment model that can also support the work.

**Force Majeure Clause:** We are dedicated to the work and we also understand that timelines may need to be shifted in order to be in compliance with state and/or federal regulations regarding COVID-19. Both parties agree that if timelines do need to be adjusted, whether by the request of EA-MN or the request of the Client, that a written agreement will be signed by both parties and added to this Contract as an addendum.

## KEY FACILITATORS

### Sebastian Witherspoon, Executive Director

Sebastian Witherspoon has served as the Executive Director of Equity Alliance MN since July 2019. Prior to this, he served as Director of Equity Services for St. Cloud Area Public Schools for 10 years. Sebastian is a passionate educator who has dedicated seventeen years to helping students, staff, families, and others in leadership roles to develop empathy for underserved and historically marginalized folks by developing programs that create opportunity and educational access. Sebastian has facilitated a variety of professional development opportunities on why equity, especially racial equity, is an essential educational component for all students, not just those of color. Passionate and thoughtful, Sebastian's purpose is to create meaningful and lasting change organizationally and in the lives of others through empowering educators to effect change in their schools and communities.

### Chris Devine, Equity Program Specialist

Chris Devine is an Equity Programs Specialist for Equity Alliance Minnesota. Chris Devine started his professional educational journey in 2009 when he moved away from running multiple businesses to focus on adding a teaching license to his B.A. in history from the University of Minnesota. Since 2009, Chris has held multiple school-based roles including, middle/high school teacher, Intervention Specialist, Digital Technology Coach, AVID Coordinator, District AVID Coordinator, and AVID Staff Developer. His main focus is to support districts to understand how to reach and love every student in their buildings through relationships and understanding. Chris also has a Masters in Literacy Education and is currently obtaining an Administrative Licensure. Beyond his time with school districts, he enjoys spending time with his wife and two daughters enjoying downhill mountain biking and continually losing at family game nights!

### Tonya M. Sconiers, Equity Program Specialist

As a consultant, Tonya champions Equity Alliance MN mission: “through collaborative learning and advocacy, be the leading force for systemic educational equity and integration.” Tonya is a passionate educator, dedicated to ensuring systemic equity and lifelong success for students and our communities. She brings 30 years of people and educational leadership to Equity Alliance MN across multiple environments. Prior to joining the dynamic EA MN team, Tonya served as a teacher, high school assistant principal, and a principal for 30 years, forging pathways to success for students and partnering with communities to ensure equitable outcomes. She has had the opportunity to advise and work alongside a number of boards and organizations including the LISC, YWCA, Men As Peacemakers, and Safe Haven. Outside of work, Tonya enjoys spending time shopping, traveling, splashing around Lake Superior, and hanging out in Duluth where she lives with her amazing husband, Mohammed, and energetic standard poodle, Winston.

### Regina Seabrook, Equity Program Specialist

Regina Seabrook is an Equity Program Specialist for Equity Alliance MN and is collaborative leader and education advocate. With her team, she plans, coordinates and provides educational equity focused professional and organizational learning in collaborative partnership with school leaders, schools, and districts. Ms. Seabrook is a veteran educator of 22 years and was a 2010 Finalist for Minnesota Teacher

of the Year. She has a strong background in culturally responsive curriculum and instruction, after-school program development, Response-to-Intervention systems management, strategic planning, grant writing, public speaking and community partnership development. She was part of the team that developed the Minnesota Cultural Competency Training in partnership with the Professional Educator Licensing and Standards Board. She earned Bachelor's Degrees in Sociology from Hamline University and Social Studies Education from the University of Minnesota-Duluth, a Master's Degree in Education from Hamline University, and her principal and superintendent credentials from St. Mary's University of Minnesota. In her spare time, she enjoys spending time with her family and also serving on civic and religious boards and committees including the Coalition to Increase Teachers of Color and American Indian Teachers Steering Committee, the Conflict Resolution Minnesota Board of Directors, the Mount Olive Lutheran Church Council and the Mount Olive Lutheran Church Women of the ELCA.

### **Dr. Julia Williams, Assessment and Evaluation Consultant**

Julia Williams, Ph.D., is an Associate Professor of Education Emeritus with the University of Minnesota Duluth. She holds a doctorate degree in Educational Leadership, a master's degree in Curriculum and Instruction and a B.S in Secondary English Education. Her areas of specialty include assessment, continuous improvement processes and planning and program evaluation. She is a licensed secondary principal and district superintendent. Dr. Williams has taught courses at the undergraduate and graduate levels in assessment, program evaluation, curriculum, and leadership. She also served as Faculty on Special Assignment for her last five years at UMD, working to design and implement campus assessment processes and practices and developing trainings and providing assistance to faculty and staff to institute strong assessment practices and reporting. Dr. Williams' research and publications include studies of schools and the integration of leadership, staff development, student achievement and supervision and she has presented and published nationally and internationally. She has served as primary investigator and as evaluator on multiple grants awarded by the National Science Foundation and the US Department of Homeland Security. Julia has served as lead evaluator for reviews for schools, systems, digital schools, corporations, and corporation systems. She had been a member of the NCA/CASI Minnesota State Council for many years and received the Excellence in Education Award for the state in 2013. She received the UMD Chancellor's Award for Service in 2017.



## Intermediate School District 917

1300 145<sup>th</sup> Street East  
Rosemount, MN 55068-2999  
Phone: (651) 23-8229  
Fax: (651) 423-8781  
[www.isd917.org](http://www.isd917.org)

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

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**Mark A. Zuzek**, Superintendent  
**Nicolle Roush**, Executive Director of Business Services  
**Dr. Melissa Schaller**, Executive Director of Student Services  
**Eric Van Brocklin**, Principal of DCALS / Career Technical Center  
**Dr. Brooke Peterson**, Director of Teaching and Learning

January 4, 2021

Dear School Board Members,

There is an updated MOU that is on Boardbook. The Families First Coronavirus Response Act (FFCRA) was extended through March 31, 2021 so employers now have the option to extend those leave benefits to their employees. This letter summarizes the addition to the updated MOU.

With both FFCRA and with the MOU, the employee can use up to 80 hours total (or a two-week part-time equivalent). They could access those hours in various increments, but that is the total amount they can use.

The MOU states (#4): "Those who have previously accessed paid leave under the FFCRA during its enactment from April 1, 2020 through March 31, 2021 will not be eligible for leave under this MOU or will be eligible for 80 hours (or two-week/ten-workday, part-time equivalent) less the hours used under FFCRA for the reasons listed in bullet 1b, whichever is greater." So, an employee will have access to those 80 hours (or two-week, part-time equivalent) of COVID leave for the entirety of the school year, either through FFCRA or the MOU, should they not extend FFCRA again after March 31st. They could use a couple days (or hours) here or there. For example, someone might be exposed to COVID-19 right before spring break and only need to use a few days, then may contract or be exposed to COVID-19 again a month later and use the remainder of the days/hours at that time.

We have asked our supervisors to accommodate staff as much as possible to work from home. Whenever possible, it is much easier for teachers/licensed staff to be able to work from home. Some supervisors have their staff support classrooms that are working online or have them complete training or other tasks remotely. However, for many support staff, primarily paraprofessionals, it is harder to find things for them to do remotely if/when students are attending in-person.

On Wednesday, January 6th, administration will meet with representatives from each of the unions. It will be our intention to have the MOU approved at the February school board meeting. We believe that this is important for three reasons:

1. Staff have used the leave responsibly and have not taken advantage of it.
2. If we make it possible to work from home, then the amount of staff compensation for the leave will be low. If we make it possible for staff to be compensated, then they are less likely to report to work while they are contagious.
3. There is a combined limit of ten workdays total with FFCRA and district contribution. This reasonably limits our potential financial liability.

I recommend that we negotiate with the unions to seek agreement on the language in the MOU.

Sincerely,

Mark A. Zuzek

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

---

**Assistant Directors:** Shannon Brennan, Don Budach, Jamie Dalbesio, Jennifer Hetland, Jennifer Olson

## Memorandum of Understanding

Between

The School Board of Intermediate School District #917

and

Education Minnesota Teachers Local 3904

Intermediate School District 917

Local 3904

WHEREAS, the recent outbreak and spread of coronavirus (COVID-19) has prompted many necessary changes for school districts and employees for the 2020-21 school year; and

WHEREAS, the parties agree that the current collective bargaining agreement or individual contract between the parties governs the terms and conditions of employment; and

WHEREAS, in response to COVID-19, Congress passed the Families First Coronavirus Response Act (FFCRA or Act). Among other things, this Act requires certain employers to provide up to 80 hours (or part-time employee's two-week/ten-workday equivalent) of paid sick leave to eligible employees for specified reasons related to COVID-19. After an extension, this provision expires on March 31, 2021; and

WHEREAS, in the event that Congress allows the paid sick leave entitlement of the FFCRA to expire on March 31, 2021 and neither Congress nor the Minnesota Legislature replace it with another form of paid employee leave for COVID-19 related absences, the parties wish to make additional paid sick leave available to eligible employees for qualifying reasons related to COVID-19.

NOW THEREFORE, the parties resolve as follows:

1. ISD 917 agrees to provide up to 80 hours (or part-time employee's two-week/ten-workday equivalent) of paid sick leave to employees for the following COVID-19 qualifying reasons:
  - a. The employee was exposed to a positive case of COVID-19 while performing job-related duties at an ISD 917 program/worksites; and
  - b. The employee will take a COVID-19 test after day nine (9) up to day thirteen (13) and provide the results to ISD 917 when received; and
    - The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; or
    - The employee has been advised by a healthcare provider to self-quarantine related to COVID-19; or
    - The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

An employee who fulfills the requirements of 1a and 1b shall be entitled to use sick leave on the similar terms as paid sick leave is currently available to employees under the FFCRA that is expiring on March 31, 2021.

2. This MOU will apply from April 1, 2021 through the end of the day on June 11, 2021. Leave provided by this MOU will not be available prior to April 1, 2021. Unused sick leave under this MOU

is not available for use following the expiration of this MOU.

3. This MOU will not go into effect if either Congress or the Minnesota Legislature pass legislation effective in 2021 that provides for paid leave related to COVID-19 on either the same or similar terms as the provisions of the FFCRA that are set to expire on March 31, 2021. If state or federal legislation is passed that provides for some additional leave, but not the full 80 hours (or two-week/ten-workday, part-time equivalent), then the leave provided by this MOU will be proportionately reduced. If state or federal legislation is passed after this MOU has gone into effect, the leave provided under this MOU will be proportionately reduced or eliminated.
4. The implementation of the eighty hours (or two-week/ten-workday, part time equivalent) of paid sick leave provided by this MOU will be implemented and enforced just as FFCRA sick leave was implemented and enforced by ISD 917 prior to April 1, 2021, including but not limited to the requirement of documentation from a healthcare provider to access leave. Those who have previously accessed paid leave under the FFCRA during its enactment from April 1, 2020 through March 31, 2021 will not be eligible for leave under this MOU or will be eligible for 80 hours (or two-week/ten-workday, part-time equivalent) less the hours used under FFCRA for the reasons listed in bullet 1b, whichever is greater.
5. An employee accessing leave through this MOU must use the district form to apply, located on the district website. All applications for leave through this MOU must be received by the district within two weeks of first use of this leave, or preferably as soon as the need is known, or leave may be denied.
6. The parties recognize and agree that this MOU is arising out of the unique circumstances of a public health emergency. Nothing herein shall create a past practice or be deemed precedent setting for either party. The parties agree that this MOU may not be used to contradict the other party's position or introduced as evidence of a past practice in any future proceeding including a grievance arbitration. This MOU addresses the collective bargaining agreement in effect in 2020-21 only. This MOU will sunset as described in bullet number two (2).

By signing below, the parties agree to the above-described understanding.

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

Education Minnesota: Local 3904  
Intermediate School District 917

Intermediate School District  
DISTRICT NO. 917

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Employee Negotiator  
Dated: March \_\_\_\_, 2021

\_\_\_\_\_  
Clerk  
Dated: March \_\_\_\_, 2021

DRAFT

## MEMORANDUM

TO: School Board  
FROM: Mark A. Zuzek  
DATE: January 2, 2021  
REGARDING: Policy Review Update for the board meeting

### **The following policies are being recommended for removal:**

- Policy 422 - Policy by Reference. Last reviewed in 2007. Update with MSBA Policy 422. This policy is only referential and is not required. Superintendent Zuzek recommends that this policy be eliminated.
- Policy 486 - Specialized Training at District Expense. Last reviewed in 2007. That when appropriate, if an employee is compensated for additional specific training, the employee may be reimbursed for the training. This language is unenforceable. Superintendent Zuzek recommends that this policy be eliminated.
- Policy 491 - Bonding of Personnel. Last reviewed in 2007. Superintendent Zuzek recommends that this policy be eliminated.

### **The following policies are being reviewed on a first reading basis. These policies are not mandatory and do not require an annual review. They will be on a five-year review cycle.**

- Policy 423 - Employee-Student Relationships. This was last reviewed in 2007. Same as MSBA policy with the addition of one change under School District Action.
- Policy 424 - License Status. MSBA reviewed in 2018. Couple minor word changes.
- Policy 459 - Non-instructional Staff Performance Appraisal. Last reviewed in 2007.
- Policy 464 - General Leave. One change under D.
- Policy 555 - Old Policy 6.91 Student Field Trips (Out of State). Last revised in 1979.

## RECOMMEND REMOVAL JANUARY 5, 2021

### 400 PERSONNEL

#### 422 POLICIES INCORPORATED BY REFERENCE

##### I. PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

|            |   |
|------------|---|
| Policy 102 | Equal Educational Opportunity   |
| Policy 103 | Complaints – Students, Employees, Parents, Other Persons  |
| Policy 206 | Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations |
| Policy 211 | Criminal or Civil Action Against School District, School Board Member, Employee, or Student                                     |
| Policy 305 | Policy Implementation   |
| Policy 505 | Distribution of Nonschool-Sponsored Unofficial Materials on School Premises by Students and Employees                           |
| Policy 507 | Corporal Punishment   |
| Policy 510 | Student Activities  |
| Policy 511 | Student Fundraising   |
| Policy 517 | Student Recruiting  |
| Policy 518 | DNR-DNI Orders  |
| Policy 519 | Interviews of Students by Outside Agencies  |
| Policy 524 | Internet Acceptable Use and Safety Policy   |
| Policy 525 | Violence Prevention   |
| Policy 610 | Field Trips   |
| Policy 710 | Extracurricular Transportation  |
| Policy 802 | Disposition of Obsolete Equipment and Material  |

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

##### *Legal References:*

##### *Cross References:*

Adopted: May 1, 2007

**400 PERSONNEL**

**423 EMPLOYEE-STUDENT RELATIONSHIPS**

**I. PURPOSE**

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

**II. GENERAL STATEMENT OF POLICY**

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having any interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal

act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

### IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may include reporting to appropriate state or federal authorities, including the ~~Board of Teaching~~ **Minnesota Professional Educator Licensure and Standards Board** or the appropriate licensing authority **and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults**. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

### V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)  
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)  
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)  
**Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)**  
**Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)**  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)  
Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 421 (Gifts to Employees)  
MSBA/MASA Model Policy 507 (Corporal Punishment)

## 424 LICENSE STATUS

### I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

### II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district or professional registration for positions such as occupational therapist, physical therapist, registered school nurse, mental health professional, etc.
- B. No person shall be a qualified teacher until the school district verifies through the Minnesota education licensing system available on ~~the Minnesota Department of Education~~ **the Minnesota Professional Educator Licensing and Standards Board website** that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

### III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses. This has been typically handled by ~~personnel~~ **human resources**.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching

assignment.

- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

***Legal References:*** Minn. Stat. § 122A.16 (Highly Qualified Teacher Defined)  
Minn. Stat. § 122A.22 (District Recording of Teacher Licenses)  
Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)  
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)  
*Vettleson v. Special Sch. Dist. No. 1*, 361 N.W.2d 425 (Minn. App. 1985)  
*Lucio v. School Bd. of Independent Sch. Dist. No. 625*, 574 N.W.2d 737 (Minn. App. 1998)  
*In the Matter of the Proposed Discharge of John R. Statz* (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

***Cross References:***

*Intermediate School District 917 Policy 459 Non-instructional Staff  
Performance Appraisal  
Board reviewed May 1, 2007  
Board reviewed, first reading, January 5, 2021*

**459 NON-INSTRUCTIONAL STAFF PERFORMANCE APPRAISAL**

District 917 non-instructional staff shall have their performance appraised regularly. The performance appraisal shall take place a minimum of one time per year and may consist of:

1. Formal observation of performance;
2. A review of assigned goal attainment;
3. An objective measure of production (quality and quantity) attained by the employee;
4. A comparison of employee activities against assigned duties;
5. Or any combination of the above.

The employee performance appraisal shall be documented on the appropriate District 917 staff performance appraisal form and discussed with the employee. The employee shall have an opportunity to respond in writing to the appraisal if he or she so desires and shall be furnished with a copy of the performance appraisal. The performance appraisal document shall be placed in the employee's file and may be used as criteria when considering the employee's change in either salary or position.

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

Board Approved 6-25-79  
Revised 6-19-85  
Revised 10-1-91  
Reviewed and Approved by Administration 12-7-98  
Revised: May 1, 2007

**464 GENERAL LEAVE**

**I. PURPOSE**

The purpose of this policy is to establish the means and method that the district will follow in the event an employee requests an unpaid leave of absence.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of Intermediate School District #917 to allow unpaid leaves of absence only in extraordinary circumstances that cannot be addressed through another provision of the District's leave policies or as a disciplinary action.
- B. Employees of the School District may apply for an unpaid leave of absence, subject to the provisions of this policy and/or the terms of the applicant's respective negotiated agreement. The granting of such leave for periods of up to one week, shall be at the sole discretion of the superintendent or the superintendent's designee. School Board approval shall be required for general leaves in excess of one week.
- C. Such leave may be granted by the superintendent (designee) for extended illness of the employee, extended illness of the family of the employee, or other reasons acceptable to the superintendent (designee) or, in the case of leaves of over one week in duration, acceptable to the School Board. Such acceptable reasons are limited to extraordinary situations requiring the employee's presence that cannot be attended to outside of the scheduled work day and when the employee has no personal leave available. Employee's prior use of personal leave will be considered in determining whether or not to grant unpaid leave.
- D. ~~Under no~~ **In typical** circumstances, **employees will not be granted** ~~shall unpaid~~ general leave ~~be used~~ for employee vacations. **In extraordinary circumstances, the superintendent has the authority to approve general leave for vacations.**
- E. General leave will not normally be granted to an employee for the purpose of working for another employer.
- F. Maximum leave granted shall be no longer than one year. Exceptions may be considered in cases where the employment is to be in government service.
- G. Employees returning to the District from general leave will be placed in similar and/or comparable positions as held at the time of leave granting.
- H. General leave time shall not be applicable to completion of employee probationary status.

Board Approved 6/24/80  
Revised 2/19/92  
Revised 5/3/05  
Revised: May 1, 2007

**RECOMMEND REMOVAL**  
First reading, January 5, 2021

**400 PERSONNEL**

**486 SPECIALIZED TRAINING AT DISTRICT EXPENSE**

**LETTER OF AGREEMENT**

This Letter of Agreement is entered into between Intermediate School District 917 (hereinafter referred to as the "School District") and \_\_\_\_\_ (hereinafter referred to as the "Employee") and the parties hereto agree as follows:

1. It is in the best interests of the School District and the Employee to provide special training for School District employees as needed.
2. The School District will pay for specific special training for employees, from time to time, as determined by the School District.
3. Employees who participate in such special training, at School District expense, shall be required to continue working for the School District for a minimum period of time following completion of training. The specific amount of time depends upon particular circumstances and the cost of the special training, as agreed between the School District and the Employee.
4. In the event the Employee enters into this Agreement and terminates employment with the School District for reasons other than incapacity or death, prior to the completion of the specified time period following the special training, the Employee shall be required to reimburse the School District for the cost of the special training.
5. The special training that the School District is offering and the Employee accepts is that of [specify training]

\_\_\_\_\_

[beginning and ending dates] \_\_\_\_\_

The cost of the special training is [specify dollar amount] \_\_\_\_\_.

6. The Employee and the School District agree that the minimum period of time that the Employee shall continue to work for the School District following completion of the above referenced specialized training is

\_\_\_\_\_.

training.] [insert number of months after completion of

The Employee, with full understanding of the provisions of this Letter of Agreement, hereby agrees to undertake the special training, at School District expense, and further agrees to reimburse the School District for the cost of the training if the employee terminates employment with the School District prior to the minimum period of time as specified herein.

**EMPLOYEE**

**INTERMEDIATE SCHOOL DISTRICT 917**

\_\_\_\_\_  
\_\_\_\_\_

Superintendent

Date: \_\_\_\_\_  
\_\_\_\_\_

Date:

Approved by Board 3/17/98  
Revised: May 1, 2007

*Intermediate School District 917 Policy 491 Bonding of Licensed and Nonlicensed  
Personnel  
Board approved May 1, 2007  
Board reviewed, first reading, January 5, 2021*

**400 PERSONNEL**

**491 BONDING OF LICENSED AND NONLICENSED PERSONNEL**

The District 917 School Board shall secure blanket bonds on all personnel, licensed and nonlicensed, who handle school district funds.

Adopted June 25, 1979  
Revised 1/18/99  
Revised: May 1, 2007

*Intermediate School District 917 Old Policy 6.9, now 555 Student Field Trips  
Board approved November 20, 1979  
Board reviewed, first reading, January 5, 2021*

**6.9† 555 Extended Student Field Trips (Out of State)**

Any program which is considering an ~~out of state field trip~~ **overnight field trip** must obtain approval ~~in the fall of any year~~ from the ~~administration~~ **superintendent** before prior to discussing such trip with the students. Once the concept of the field trip is approved normal procedures shall be followed.

The authority of the field trip must be in writing.