

Regular School Board Meeting

Tuesday, February 2, 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. Announcement about 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

A.

- Minutes:
 - School Board Meeting January 5, 2021
 - Special School Board Meeting January 19, 2021
 - Special School Board Meeting January 20, 2021
 - Special School Board Meeting January 27, 2021

B.

- Personnel Items

C.

- Policies
 - Final reading: 423 Employee Student Relationships; 424 License Status; 464 General Leave; and 555 (old Policy 6.91) Student Field Trips., 902 Health and Safety Policy.
 - Remove Policies: 459 Non-Instructional Performance Appraisal; 458 Instructional Staff Performance Appraisal; 422 Policies Incorporated by Reference; 486 Specialized Training at District Expense; 491 Bonding of Personnel; 6.71 Secondary Student Health Service; 6.92 Eating and Beverage Consumption; 6.78 Crisis Intervention.

D. Electronic Virtual School Board Meeting Notice
- Chair Dr. DeeDee Currier

VIII. Donations:

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

A.

- Wire Transfers
- Bills to be paid

X. New Business - Dr. DeeDee Currier

A. Review and Approve Naming of Concord Education Center's Training Room to the Jill Lewis Training Center - Supt. Mark Zuzek

B. Review and Approve Memorandum of Understanding for Union Groups for COVID Leave - Supt. Mark Zuzek

C. Review and approve Revised Budget for 2020-2021 - Nicolle Roush

D. Review and approve maintenance payments to member districts - Nicolle Roush

E. Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore - Supt. 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
February 2021

- **Learning Models:** We continue to monitor our plans for in-person services. Students in special education programs on the ISD 917 calendar, continue to follow a modified hybrid plan. At this time those programs will return to full hybrid on February 22. Other special education programs are following the models of our member districts. It should be noted a classroom at the CEC and the JSC are currently in distance learning due to positive COVID-19 cases and multiple close contacts. Finally, secondary programs have returned to their full hybrid plans they started the year in.
- **Saliva Testing:** We have begun to offer saliva screening. We are hosting 5 testing sites: DCTC, AEC, CEC, LEC, and Cedar School. Our initial screening went smoothly.
- **Vaccination Roll Out:** We continue to work with both Dakota County Public Health and the Minnesota Department of Education as vaccinations for COVID-19 become available. While we have developed a prioritization list, the latest news from MDE on January 29 and February 1, indicate that staff should respond to a survey from MDE and they will be notified directly when vaccinations are available to them. We will continue to maintain our prioritization list and information from staff indicating their interest in the event that the system for vaccination changes once again.

As a point of information, while there is no perfect system for prioritization, nor are we health professionals, we have considered legal advice we've received in addition to feedback from other educational sources in developing the district's prioritization list. To summarize, we developed our prioritization list based on student needs. Staff most frequently face-to-face with students, working with students that are not able to social distance or maintain safety protocols, and working with medically fragile students may have higher priority than others. Further, because up to this point, the number of vaccines we have been allotted are very few in number, we are considered how to maximize effectiveness based on the number of staff at sites and programs.

- **Equity:** Our work with Equity Alliance MN is underway. The process for our initial step, an equity audit, will begin with a survey. We expect this survey to roll out in mid-February.

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, January 5, 2021, via Google Hangouts.

Members Present: Tom Bennett, DeeDee Currier, Kathy Lewis arrived at 4:45 PM, 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, and Linda Berg.

School Board Chair Dr. DeeDee Currier called the meeting to order at 4:30 PM.

Roll call was taken.

The Pledge of Allegiance was conducted by Dave Pemble.

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.

Dr. Melissa Schaller reported on updates from Student Services.

Eric VanBrocklin reported on updates from DCALS.

1. Motion by Byron Schwab, seconded by Kathy Lewis, 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:** December 1, 2020, Regular School Board Meeting
 - **Personnel:** *Rehires:* Becky Splett, Program Assistant, effective January 4, 2021. *Change in Status:* Kathleen Rick, .5 FTE to 1.0 FTE, effective August 24, 2020. *Leave of Absence:* Jason Norring, Special Education Teacher, effective 10/15/2020 - 08/31/2021. *Resignations and 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.
 - **Policies:** 601 School District Curriculum and Instruction Goals; 603 Curriculum Development, final reading. (Addendum A.)
2. Board Member Wendy Felton, introduced the following resolution accepting Donations in the amount of \$8180. Motion was seconded by Dave Pemble. (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.
3. Motion by Byron Schwab, seconded by Kathy Lewis to approve the bills from November 25, 2020, through December 30, 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.
4. Motion by Cindy Nordstrom, seconded by Byron Schwab, to approve the Temporary Work Agreement, as presented by the Executive Director of Business Services. (Addendum C.) 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.

The Accounts Receivable Aging Invoice was reviewed.

5. Board member DeeDee Currier introduced the following resolution: Resolution Recognizing Paraprofessional Week January 25-29, 2021. The motion for the adoption of the foregoing resolution was duly seconded by Melissa Sauser and upon vote being taken thereon, the following voted in favor thereof: 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. (Addendum D.)
6. Motion by Wendy Felton, seconded by Kathy Lewis, to approve the Memorandum of Understanding to add the mental health professionals to the Teachers' Contract for 2019-2021. (Addendum D.) 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. Discussion on superintendent process. The Personnel Committee (Vanda Pressnall, Dave Pemble, Tom Bennett, Melissa Sauser) will meet prior to the January 19, 2021 Board Work Session to discuss the

process. The School Board will set aside the third Tuesday of each month at 4 PM for possible superintendent search meetings. The Board would like a recap of past practices.

8. Dr. Melissa Schaller and Mark Zuzek reviewed with the Board the Equity Audit. There was a motion by Dave Pemble to endorse this contract. Dave Pemble withdrew his motion to endorse this contract.
9. Discussion on potential COVID-19 Memorandum of Understanding for leave language. A meeting will be held on January 6, 2021, with all the union representatives to review this for School Board action at the February board meeting.
10. The following policies were reviewed on a first reading basis: 422 Policies Incorporated by Reference; 423 Employee Student Relationships; 424 License Status; 458 Instructional Staff Performance Appraisal; General Leave; 486 Specialized Training at District Expense; 491 Bonding of Personnel; and 555 (old Policy 6.91) Student Field Trips. These policies will be finalized at the February 2021 Board meeting.
11. Motion by Byron Schwab, seconded by Dave Pemble, to remove Policy 459 – Non-Instructional Performance Appraisal, as presented, first reading. (Addendum E.) 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.
12. Motion by Byron Schwab, seconded by Dave Pemble, to adjourn the meeting. There was a unanimous vote to adjourn.

There being no further business the meeting adjourned at 6:19 PM.

The next regular School Board Meeting will be Tuesday, February 2, 2021, at 4:30 PM.

Clerk

INTERMEDIATE SCHOOL DISTRICT 917

A Special School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, January 19, 2021, via Google Hangouts.

Members Present: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab.

Members Absent: none.

Also Present: Linda Berg.

School Board Chair Dr. DeeDee Currier called the meeting to order at 4:52 PM.

Roll call was taken.

The Pledge of Allegiance was conducted by Cindy Nordstrom in the School Board Work session that was immediate before this meeting.

Chair DeeDee Currier 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.”

1. Motion by Dave Pemble, seconded by Byron Schwab, to approve using a search firm to select the next superintendent of Intermediate School District 917. Voting aye: Tom Bennett, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser. Voting naye: DeeDee Currier. Motion carried. (Note: after Byron Schwab made the second motion, he had to leave the meeting.)

2. There was a unanimous vote to adjourn the meeting.

There being no further business the meeting adjourned at 5:13 PM.

The next regular School Board Meeting will be Tuesday, February 2, 2021, at 4:30 PM.

Clerk

INTERMEDIATE SCHOOL DISTRICT 917

A Special School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, January 20, 2021, via Google Hangouts.

Members Present: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab.

Members Absent: none.

Also Present: Linda Berg.

School Board Chair Dr. DeeDee Currier called the meeting to order at 4:00 PM.

Roll call was taken.

The Pledge of Allegiance was conducted by Byron Schwab.

Chair DeeDee Currier 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.”

1. Motion by Byron Schwab, seconded by Kathy Lewis, to approve using MSBA as the search firm to select the next superintendent of Intermediate School District 917. 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 Byron Schwab, seconded by Dave Pemble to adjourn the meeting. There was a unanimous vote to adjourn the meeting.

There being no further business the meeting adjourned at 5:33 PM.

The next regular School Board Meeting will be Tuesday, February 2, 2021, at 4:30 PM.

Clerk

INTERMEDIATE SCHOOL DISTRICT 917

A Special School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, January 27, 2021, via Google Hangouts.

Members Present: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab.

Members Absent: none.

Also Present: Linda Berg.

School Board Chair Dr. DeeDee Currier called the meeting to order at 4:00 PM.

Roll call was taken.

The Pledge of Allegiance was conducted by Byron Schwab.

Chair DeeDee Currier 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.”

1. Motion by Byron Schwab, seconded by Melissa Sauser, to approve the MSBA Contract for the superintendent search for Intermediate School District 917. 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 Byron Schwab, seconded by Wendy Felton to adjourn the meeting. There was a unanimous vote to adjourn the meeting.

There being no further business the meeting adjourned at 4:16 PM.

The next regular School Board Meeting will be Tuesday, February 2, 2021, at 4:30 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF FEBRUARY 2, 2021**

NEW HIRES:

Fowsiyo Abdulle, Classroom Assistant, effective January 15, 2021.

Joseph Heaney, Special Education Teacher, effective January 11, 2021.

Janae Hemming, Classroom Assistant, effective January 11, 2021.

Nathaniel Koch, Classroom Assistant, effective January 11, 2021.

Kianna Martinson, Program Assistant, effective January 11, 2021.

Selena Terrazas, Classroom Assistant, effective January 25, 2021.

RE-HIRES:

CHANGE IN STATUS:

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS:

Jaime Bartels, Classroom Assistant, effective January 21, 2021.

Linda Minjares, Classroom Assistant, effective January 20, 2021.

Melissa Ludewig, Classroom Assistant, effective January 29, 2021.

Brennan Spicer, Classroom Assistant, effective January 22, 2021.

RETIREMENTS:

Cherry Cramer, Special Education Teacher, effective June 11, 2021.

Teri Erickson, Special Education Teacher, effective June 11, 2021.

Scott Teskey, Special Education Teacher, effective June 11, 2021.

RECOMMEND REMOVAL

Final reading, February 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

RECOMMEND REMOVAL, Final Reading, February 5, 2021

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 (ISD 917 Policy 6.77 DNR-DNI Orders--to be reviewed yet.)
Policy 519	Interviews of Students by Outside Agencies
Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Policy 524	Internet Acceptable Use and Safety Policy
Policy 525	Violence Prevention (ISD 917 Policy 413 Harassment and Violence)
Policy 535	Service Animals in Schools
Policy 610	Field Trips (ISD 917 Policy 6.91 to be reviewed)
Policy 710	Extracurricular Transportation
Policy 711	Video Recording on School Buses
Policy 712	Video Surveillance Other Than on Buses
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:

*Intermediate School District 917 Policy 491 Bonding of Licensed and Nonlicensed
Personnel*

Board approved May 1, 2007

Board reviewed, first reading, January 5, 2021

*Board reviewed, final reading - **Remove Policy** - February 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

SUGGEST REMOVING THIS POLICY

Final reading February 2, 2021

06. STUDENT

06.7 Student Health Service

06.71 Secondary Student Health Service

Secondary students attending ISD 917 Secondary Programs are not covered by an ISD 917 student accident insurance policy.

The Health Service of Dakota County Technical College will maintain health records on secondary students attending secondary programs at that location. Secondary students in the Mentor program located in their own resident districts will have their health records maintained on site at those locations. The only purpose for the health records at the Health Service of Dakota County Technical College is to have emergency phone number(s) should it be necessary to contact parents/guardians or a person designated by the parents/guardian in case of an emergency occurring during school hours.

First aid will be administered as necessary and recorded on the student's record. The school nurse of the home school shall be notified so that the health files are kept up to date.

11/20/79
Board Revised/Approved 4/20/99

Suggest removing policy - covered in another policy

Final reading, February 2, 2021

06. STUDENTS

06.7 Student Health and Safety

06.78 Crisis Intervention

The Intermediate School District 917 School Board recognizes that there are a variety of social and psychological factors which may impact students and place them at-risk in the learning process. These concerns include but are not limited to variables such as: (1) serious or life-threatening injuries; (2) abuse and neglect; (3) suspected chemical abuse; (4) stress, depression, suicide, and other psychiatric emergencies; (5) violence; (6) untimely death, and (7) disasters and other unique crisis situations.

The District 917 School Board is committed to providing a healthy learning environment that seeks to reduce the impact of these conditions through prevention, intervention and postvention programming.

The District 917 School Board is committed to active involvement in community-wide efforts to reduce the negative impact of these conditions, and to promote psychological health and wellness.

Therefore, the District 917 School Board directs the administration to develop a district-wide crisis response plan which includes: (1) prevention, intervention and postvention programming; (2) related in-service for 917 personnel; and (3) community involvement as appropriate.

Boards Approved 9/9/92

Revised 4/6/93

Reviewed _____

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

*Intermediate School District 917 Old Policy 6.9, now 555 Student Field Trips
Board approved November 20, 1979
Board reviewed, final reading, February 2, 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.

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

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:

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)

902 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. The provisions of this policy substantially reflect statutory requirements. This policy has been approved by the Minnesota Department of Education.]

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee

established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis ~~and shall be an addendum to this policy~~. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know

12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause

an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: Policy 407 (Employee Right to Know)

SUGGEST REMOVING THIS POLICY - INCOMPLETE

6. STUDENTS

6.9 Miscellaneous

6.92 Eating and Beverage Consumption

Food and beverages must be consumed in eating areas designed. ~~by building administrators.~~

~~Food and beverages are not to be consumed in classrooms, hallways, labs, shops, storage areas or other areas not appropriately designed as per this policy.~~

Board Approved 11/20/79
Revised 7/16/91

Suggest removing this policy

400 PERSONNEL

458 INSTRUCTIONAL STAFF PERFORMANCE APPRAISAL

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

Appraisal of instructional performance should serve several purposes:

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

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

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

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

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

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

Therefore, the Board charges the District administration with developing, organizing, and implementing a system-wide program for appraising all licensed personnel as one means to insure quality of instruction. The Board also encourages all instructors to be continually involved in a self-appraisal process for purposes of self-improvement.

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

Board Approved 4/21/98

Revised 6/25/79

Revised 3/19/85

Revised 10/1/91

Revised: May 1, 2007

To: Board of Education
Superintendent Mark Zuzek

From: Chair Dr. DeeDee Currier

Date: February 2, 2021

Re: Board Meetings

Recommendation: that the Board of Education approve converting all Board meetings to teleconference or other electronic means until further notice pursuant to Minnesota Statute 13.D.021.

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 \$1800.

1. Donation of \$300 to be used for the Mitten Day Project at Alliance Education Center, from T Immigration Employee Welfare, Bloomington. (Value: \$300.)
2. Donation of various types of adolescent and children's behavioral books from the Behavioral Institute for Children and Adolescents, Little Canada. (Value: \$1500.)

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: _____, 2021

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

01/15/2021 DIRECT DEPOSITS REGULAR PAY (013)	\$	696,748.53
01/15/2021 CHECKS	\$	-

NET PAYROLL **\$ 696,748.53**

Authorized Signature  Date 1/20/2021

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

12/31/2020 DIRECT DEPOSITS REGULAR PAY (012)	\$	705,715.62
12/31/2020 CHECKS	\$	-

NET PAYROLL \$ **705,715.62**

Authorized Signature  Date 1/5/2021

DATE: 01/26/2021
TIME: 13:00:50

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 7/21

SELECTION CRITERIA: chkstat.rundate between '20201231 00:00:00.000' and '20210126 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1903990	01/05/2021	FRONTIER COMMUNICATIONS	R	521.19	ACCOUNTS PAYABLE CHECK
1903991	01/05/2021	IND SCH DIST 192	R	70.00	ACCOUNTS PAYABLE CHECK
1903992	01/05/2021	INNOVATIVE OFFICE SOLUTIONS	R	1291.31	ACCOUNTS PAYABLE CHECK
1903993	01/05/2021	MARTIN LAW FIRM PLLC	R	1232.00	ACCOUNTS PAYABLE CHECK
1903994	01/05/2021	N2Y INC	R	1164.48	ACCOUNTS PAYABLE CHECK
1903995	01/05/2021	PROCARE THERAPY	R	3400.00	ACCOUNTS PAYABLE CHECK
1903996	01/05/2021	REPUBLIC SERVICES #923	R	366.81	ACCOUNTS PAYABLE CHECK
1903997	01/05/2021	SAM'S CLUB/SYNCHRONY BANK	R	100.00	ACCOUNTS PAYABLE CHECK
1903998	01/05/2021	SUNBELT STAFFING, LLC	R	1424.50	ACCOUNTS PAYABLE CHECK
1903999	01/05/2021	TEACHERS ON CALL	R	2134.51	ACCOUNTS PAYABLE CHECK
1904000	01/05/2021	VERIZON WIRELESS	R	1680.50	ACCOUNTS PAYABLE CHECK
1904001	01/05/2021	XCEL ENERGY	R	7243.98	ACCOUNTS PAYABLE CHECK
1904002	01/08/2021	IND SCH DIST 194	R	47828.27	ACCOUNTS PAYABLE CHECK
1904003	01/08/2021	SOURCEWELL TECHNOLOGIES	R	11755.25	ACCOUNTS PAYABLE CHECK
1904004	01/08/2021	UNIQUE SOFTWARE CORP	R	279.00	ACCOUNTS PAYABLE CHECK
1904005	01/14/2021	ANNE HOFF, SAFE HARBOR COUNSELING	R	1450.00	ACCOUNTS PAYABLE CHECK
1904006	01/14/2021	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1904007	01/14/2021	BAMBOO PROFESSIONALS, LLC	R	8222.50	ACCOUNTS PAYABLE CHECK
1904008	01/14/2021	CDWG	R	490.94	ACCOUNTS PAYABLE CHECK
1904009	01/14/2021	CHROMEBOOKPARTS.COM	R	101.98	ACCOUNTS PAYABLE CHECK
1904010	01/14/2021	CITY OF ROSEMOUNT	R	1106.80	ACCOUNTS PAYABLE CHECK
1904011	01/14/2021	DAKOTA COUNTY	R	55.00	ACCOUNTS PAYABLE CHECK
1904012	01/14/2021	DISTRICT 191 FOOD SERVICE	R	232.80	ACCOUNTS PAYABLE CHECK
1904013	01/14/2021	FOLLETT SCHOOL SOLUTIONS, INC	R	954.78	ACCOUNTS PAYABLE CHECK
1904014	01/14/2021	FRONTIER COMMUNICATIONS	R	810.00	ACCOUNTS PAYABLE CHECK
1904015	01/14/2021	GENERAL PARTS	R	990.00	ACCOUNTS PAYABLE CHECK
1904016	01/14/2021	IND SCH DIST 192	R	42842.78	ACCOUNTS PAYABLE CHECK
1904017	01/14/2021	MARCO INC	V	0.00	VOID: MULTI STUB CHECK
1904018	01/14/2021	MARCO INC	R	1429.92	ACCOUNTS PAYABLE CHECK
1904019	01/14/2021	MASPA	R	60.00	ACCOUNTS PAYABLE CHECK
1904020	01/14/2021	MENARDS	R	85.28	ACCOUNTS PAYABLE CHECK
1904021	01/14/2021	MN CLN SERVICES, INC	R	3962.40	ACCOUNTS PAYABLE CHECK
1904022	01/14/2021	MN ENERGY RESOURCES CORPORATION	R	1593.57	ACCOUNTS PAYABLE CHECK
1904023	01/14/2021	OUTDOOR IMAGES, INC	R	338.00	ACCOUNTS PAYABLE CHECK
1904024	01/14/2021	PLANSOURCE BENEFITS ADMINISTRATION,	R	3758.34	ACCOUNTS PAYABLE CHECK
1904025	01/14/2021	REINHART FOODSERVICE, LLC	R	975.58	ACCOUNTS PAYABLE CHECK
1904026	01/14/2021	SCHOLASTIC, INC	R	143.53	ACCOUNTS PAYABLE CHECK
1904027	01/14/2021	SSP/IGH ROTARY CLUB	R	140.00	ACCOUNTS PAYABLE CHECK
1904028	01/14/2021	TRUSTED EMPLOYEES	R	2.00	ACCOUNTS PAYABLE CHECK
1904029	01/14/2021	U.S. BANK	R	1800.00	ACCOUNTS PAYABLE CHECK
1904030	01/20/2021	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1904031	01/20/2021	EDUCATION MINNESOTA, LOCAL 3904	R	9837.35	ACCOUNTS PAYABLE CHECK
1904032	01/20/2021	NCPERS GROUP LIFE INS	R	32.00	ACCOUNTS PAYABLE CHECK
1904033	01/20/2021	O.P.E.I.U., LOCAL 12	R	573.77	ACCOUNTS PAYABLE CHECK
1904034	01/20/2021	RELATED SERVICES NURSES ESP	R	160.70	ACCOUNTS PAYABLE CHECK
1904035	01/20/2021	S.E.P., LOCAL 4242	R	3465.29	ACCOUNTS PAYABLE CHECK
1904036	01/20/2021	IVY FUNDS	R	2244.37	ACCOUNTS PAYABLE CHECK
1904037	01/21/2021	ALL IN ONE TRANSLATION AGENCY, LLC	R	90.00	ACCOUNTS PAYABLE CHECK
1904038	01/21/2021	BLUE BELL ENTERPRISES INC	R	5679.18	ACCOUNTS PAYABLE CHECK
1904039	01/21/2021	CARQUEST AUTO PARTS STORES	R	697.40	ACCOUNTS PAYABLE CHECK
1904040	01/21/2021	CHROMEBOOKPARTS.COM	R	53.99	ACCOUNTS PAYABLE CHECK
1904041	01/21/2021	CUB FOODS - INVER GROVE HTS	R	208.07	ACCOUNTS PAYABLE CHECK
1904042	01/21/2021	CUB FOODS - ROSEMOUNT	R	151.51	ACCOUNTS PAYABLE CHECK

DATE: 01/26/2021
TIME: 13:00:50

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2
ACCTPA21
ACCOUNTING PERIOD: 7/21

SELECTION CRITERIA: chkstat.rundate between '20201231 00:00:00.000' and '20210126 00:00:00.000'

1904043	01/21/2021	DAKOTA TRUCK UNDERWRITERS	R	38924.00	ACCOUNTS PAYABLE CHECK
1904044	01/21/2021	EDUCATORS BENEFIT CONSULTANTS, LLC	R	243.68	ACCOUNTS PAYABLE CHECK
1904045	01/21/2021	FRONTIER COMMUNICATIONS	R	1236.40	ACCOUNTS PAYABLE CHECK
1904046	01/21/2021	IND SCH DIST 191	R	26946.13	ACCOUNTS PAYABLE CHECK
1904047	01/21/2021	MASA	R	325.60	ACCOUNTS PAYABLE CHECK
1904048	01/21/2021	MEDICAREBLUE RX	R	66.40	ACCOUNTS PAYABLE CHECK
1904049	01/21/2021	MENARDS	R	98.30	ACCOUNTS PAYABLE CHECK
1904050	01/21/2021	OPG-3 INC	R	5400.00	ACCOUNTS PAYABLE CHECK
1904051	01/21/2021	PROCARE THERAPY	R	5498.75	ACCOUNTS PAYABLE CHECK
1904052	01/21/2021	SOCIALSCHOOL4EDU	R	8500.00	ACCOUNTS PAYABLE CHECK
1904053	01/21/2021	SUNBELT STAFFING, LLC	R	6160.00	ACCOUNTS PAYABLE CHECK
1904054	01/21/2021	SUPPORTING SUCCESS F/CHILDREN W/HEA	R	197.00	ACCOUNTS PAYABLE CHECK
1904055	01/21/2021	TEACHERS ON CALL	R	1536.00	ACCOUNTS PAYABLE CHECK
1904056	01/21/2021	TRIG LIFE SERVICES	R	2308.00	ACCOUNTS PAYABLE CHECK
1904057	01/21/2021	ULTIMATE CAR CARE	R	76.48	ACCOUNTS PAYABLE CHECK
1904058	01/21/2021	WESTONE	R	222.15	ACCOUNTS PAYABLE CHECK
1904059	01/22/2021	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1904060	01/22/2021	AMAZON.COM, LLC	R	2919.31	ACCOUNTS PAYABLE CHECK
*V4000822	01/20/2021	ACTUAL TACTUALS BRAILLE	R	836.95	ACCOUNTS PAYABLE VOUCHER
*V4000823	01/20/2021	BUG BUSTERS, INC.	R	341.00	ACCOUNTS PAYABLE VOUCHER
*V4000824	01/20/2021	CITY OF APPLE VALLEY	R	237.35	ACCOUNTS PAYABLE VOUCHER
*V4000825	01/20/2021	CITY OF INVER GROVE HTS	R	168.25	ACCOUNTS PAYABLE VOUCHER
*V4000826	01/20/2021	DISCOUNT SCHOOL SUPPLY	R	775.60	ACCOUNTS PAYABLE VOUCHER
*V4000827	01/20/2021	FOLLETT SCHOOL SOLUTIONS, INC	R	273.39	ACCOUNTS PAYABLE VOUCHER
*V4000828	01/20/2021	FREEDOM CONCEPTS INC	R	10738.72	ACCOUNTS PAYABLE VOUCHER
*V4000829	01/20/2021	HEALTHIEST YOU	R	4320.00	ACCOUNTS PAYABLE VOUCHER
*V4000830	01/20/2021	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4000831	01/20/2021	INNOVATIVE OFFICE SOLUTIONS	R	3319.51	ACCOUNTS PAYABLE VOUCHER
*V4000832	01/20/2021	LAKESHORE LEARNING MATERIALS	R	698.49	ACCOUNTS PAYABLE VOUCHER
*V4000833	01/20/2021	LOCKGUARD, INC	R	95.00	ACCOUNTS PAYABLE VOUCHER
*V4000834	01/20/2021	NEARPOD	R	2500.00	ACCOUNTS PAYABLE VOUCHER
*V4000835	01/20/2021	OFFICE DEPOT	V	0.00	VOID: MULTI STUB VOUCHER
*V4000836	01/20/2021	OFFICE DEPOT	V	0.00	VOID: MULTI STUB VOUCHER
*V4000837	01/20/2021	OFFICE DEPOT	R	2349.76	ACCOUNTS PAYABLE VOUCHER
*V4000838	01/20/2021	PITNEY BOWES	R	54.00	ACCOUNTS PAYABLE VOUCHER
*V4000839	01/20/2021	REALLY GOOD STUFF	R	313.59	ACCOUNTS PAYABLE VOUCHER
*V4000840	01/20/2021	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	120.00	ACCOUNTS PAYABLE VOUCHER
*V4000841	01/20/2021	SEESAW	R	825.00	ACCOUNTS PAYABLE VOUCHER
*V4000842	01/20/2021	THE HOME DEPOT PRO	R	4016.87	ACCOUNTS PAYABLE VOUCHER
*V4000843	01/20/2021	UNIVERSAL CLEANING SERVICES	R	9474.18	ACCOUNTS PAYABLE VOUCHER
*V4000844	01/20/2021	VIRCO MFG CORP	R	1912.66	ACCOUNTS PAYABLE VOUCHER
*V4000845	01/20/2021	ZANER-BLOSER	R	829.49	ACCOUNTS PAYABLE VOUCHER
*V4000846	01/20/2021	BARNES & NOBLE	R	452.74	ACCOUNTS PAYABLE VOUCHER
*V4000847	01/20/2021	CALENDLY LLC	R	10.00	ACCOUNTS PAYABLE VOUCHER
*V4000848	01/20/2021	CHILDRENS SUCCESS FOUNDATION	R	549.00	ACCOUNTS PAYABLE VOUCHER
*V4000849	01/20/2021	LOVING GUIDANCE INC	R	70.00	ACCOUNTS PAYABLE VOUCHER
*V4000850	01/20/2021	CUB FOODS - APPLE VALLEY	R	198.00	ACCOUNTS PAYABLE VOUCHER
*V4000851	01/20/2021	DOCHUB	R	59.88	ACCOUNTS PAYABLE VOUCHER
*V4000852	01/20/2021	INVER HILLS COMMUNITY COLLEGE	R	95.00	ACCOUNTS PAYABLE VOUCHER
*V4000853	01/20/2021	STEALTHWEAR PROTECTIVE CLOTHING INC	R	639.99	ACCOUNTS PAYABLE VOUCHER
*V4000854	01/20/2021	TARGET BANK	R	91.94	ACCOUNTS PAYABLE VOUCHER
*V4000855	01/20/2021	THERAPY NOTES, LLC	R	320.00	ACCOUNTS PAYABLE VOUCHER
*V4000856	01/20/2021	U.S. POST OFFICE	R	99.00	ACCOUNTS PAYABLE VOUCHER
*V4000857	01/20/2021	UNIVERSITY OF MINNESOTA	R	750.00	ACCOUNTS PAYABLE VOUCHER
*V4000858	01/20/2021	WELLS FARGO	R	4775.42	ACCOUNTS PAYABLE VOUCHER
*V6602950	01/13/2021	MAREN ELIZABETH AALGAARD	R	17.25	ACCOUNTS PAYABLE VOUCHER
*V6602951	01/13/2021	JOAN MARIE ABDULKADIR	R	14.95	ACCOUNTS PAYABLE VOUCHER

DATE: 01/26/2021
TIME: 13:00:50

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 3
ACCTPA21
ACCOUNTING PERIOD: 7/21

SELECTION CRITERIA: chkstat.rundate between '20201231 00:00:00.000' and '20210126 00:00:00.000'

*V6602952	01/13/2021	DANIEL DEAN CRAWFORD	R	90.16	ACCOUNTS PAYABLE VOUCHER
*V6602953	01/13/2021	KATHRYN ROSE CRONE	R	12.65	ACCOUNTS PAYABLE VOUCHER
*V6602954	01/13/2021	CRAIG ALAN CURTIS	R	205.85	ACCOUNTS PAYABLE VOUCHER
*V6602955	01/13/2021	MARY KAY DISTAD	R	11.00	ACCOUNTS PAYABLE VOUCHER
*V6602956	01/13/2021	JANA LEE HEIDEMANN	R	23.58	ACCOUNTS PAYABLE VOUCHER
*V6602957	01/13/2021	JOAN MARGARET KRAFT	R	55.78	ACCOUNTS PAYABLE VOUCHER
*V6602958	01/13/2021	ALICIA IRIS LANE	R	18.98	ACCOUNTS PAYABLE VOUCHER
*V6602959	01/13/2021	JESSICA KAY MONTGOMERY	R	5.13	ACCOUNTS PAYABLE VOUCHER
*V6602960	01/13/2021	JAMES ANTHONY MYRMAN	R	19.24	ACCOUNTS PAYABLE VOUCHER
*V6602961	01/13/2021	HOLLY MARIE PEMBLE	R	44.28	ACCOUNTS PAYABLE VOUCHER
*V6602962	01/13/2021	CALLY LEAH PRIEBE	R	55.37	ACCOUNTS PAYABLE VOUCHER
*V6602963	01/13/2021	NAOMI DEE SAWATZKY	R	11.50	ACCOUNTS PAYABLE VOUCHER
*V6602964	01/13/2021	CORTNEY ELIZABETH SMITH	R	4.03	ACCOUNTS PAYABLE VOUCHER
*V6602965	01/13/2021	WILLIAM MERVAN SPROULS	R	64.91	ACCOUNTS PAYABLE VOUCHER
*V6602966	01/13/2021	MARY DEE STADELMAN	R	43.70	ACCOUNTS PAYABLE VOUCHER
*V6602967	01/13/2021	JUDY LYNN STOOS	R	152.38	ACCOUNTS PAYABLE VOUCHER
*V6602968	01/13/2021	AMY LYNN SWANEY	R	1476.72	ACCOUNTS PAYABLE VOUCHER
*V6602969	01/13/2021	SHANYN NICOLE TUFTEE	R	17.25	ACCOUNTS PAYABLE VOUCHER
*V6602970	01/13/2021	BRIAN MATTHEW WATERS	R	33.87	ACCOUNTS PAYABLE VOUCHER
*V6602971	01/13/2021	SARAH MICHELLE WEILER	R	108.10	ACCOUNTS PAYABLE VOUCHER
*V6602972	01/13/2021	FRAN LOUISE WOOD	R	27.60	ACCOUNTS PAYABLE VOUCHER
*V7701342	01/04/2021	NATIONAL INSURANCE SERVICES OF WI,	R	9805.89	ACCOUNTS PAYABLE VOUCHER
*V7701343	01/08/2021	MEDICA	R	66334.79	ACCOUNTS PAYABLE VOUCHER
*V7701344	01/13/2021	MEDICA	R	91811.37	ACCOUNTS PAYABLE VOUCHER
*V7701345	01/13/2021	PLANSOURCE FLEX BEN.	R	1727.92	ACCOUNTS PAYABLE VOUCHER
*V7701346	01/13/2021	APPLE VALLEY ISD LLC	R	41961.98	ACCOUNTS PAYABLE VOUCHER
*V7701347	01/13/2021	SE ISD, DST	R	77888.99	ACCOUNTS PAYABLE VOUCHER
*V7701348	01/18/2021	PLANSOURCE FLEX BEN.	R	10340.26	ACCOUNTS PAYABLE VOUCHER
*V7701349	01/20/2021	MN CHILD SUPPORT PAYMENT CENTER	R	237.70	ACCOUNTS PAYABLE VOUCHER
*V7701350	01/20/2021	AMERIPRISE FINANCIAL ADVISORS	R	7804.50	ACCOUNTS PAYABLE VOUCHER
*V7701351	01/20/2021	AXA EQUITABLE LIFE INS CO	R	3902.39	ACCOUNTS PAYABLE VOUCHER
*V7701352	01/20/2021	FIDELITY INVSTMT TAX-EX SVC CO	R	8833.77	ACCOUNTS PAYABLE VOUCHER
*V7701353	01/20/2021	HEALTHQUITY, INC.	R	26480.01	ACCOUNTS PAYABLE VOUCHER
*V7701354	01/20/2021	HORACE MANN LIFE INS	R	2299.61	ACCOUNTS PAYABLE VOUCHER
*V7701355	01/20/2021	INTERNAL REVENUE SERVICE	R	233041.42	ACCOUNTS PAYABLE VOUCHER
*V7701356	01/20/2021	EDUCATION MN ESI BILLING TRUST	R	10416.30	ACCOUNTS PAYABLE VOUCHER
*V7701357	01/20/2021	MN DEPT OF REVENUE	R	37522.33	ACCOUNTS PAYABLE VOUCHER
*V7701358	01/20/2021	MN STATE RETIREMENT SYSTEM	R	2245.83	ACCOUNTS PAYABLE VOUCHER
*V7701359	01/20/2021	EXECUTIVE DIRECTOR	R	51369.69	ACCOUNTS PAYABLE VOUCHER
*V7701360	01/20/2021	STATE TREASURER, TRA	R	109709.23	ACCOUNTS PAYABLE VOUCHER
*V7701361	01/20/2021	VARIABLE ANNUITY LIFE INS CO	R	7860.30	ACCOUNTS PAYABLE VOUCHER
*V7701362	01/20/2021	VOYA	R	2743.53	ACCOUNTS PAYABLE VOUCHER
*V7701363	01/20/2021	MEDICA	R	74406.04	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1212829.84	
TOTAL REPORT				1212829.84	

MEMORANDUM

TO: ISD 917 School Board Members
FROM: Superintendent, Mark A. Zuzek
DATE: February 2, 2021
REGARDING: Jill Lewis Training Center

After consulting with representatives from our district administrative team and the family of Jill Lewis, it is my recommendation that Intermediate School District 917 name a particular portion of a particular building after Jill Lewis.

Specifically, I recommend that the training center at the Concord Education Center in Inver Grove Heights be named the Jill Lewis Training Center.

I make this recommendation for five reasons:

- The efforts and contributions of Jill Lewis to Intermediate School District 917, Inver Grove Heights Public Schools, and the broader communities of both Inver Grove Heights and Dakota County are unparalleled.
- Dan Sullivan, former Special Education Director of ISD 917, was another person that made an overwhelming strong impact on the students, staff, and communities of ISD 917. Mr. Sullivan's impact has been permanently recognized by the district in the naming of the Dan Sullivan Conference Room at the Alliance Education Center.
- In an effort to identify a space that Jill Lewis would want us to remember her by, I believe that the training center at the Concord Education Center is the perfect place. I make this recommendation because Jill worked tirelessly to form the strong commitment with Inver Grove Heights to open CEC at that site. Furthermore, this center is where all training of new staff occurs. Therefore, every person employed by ISD 917 currently and in the future will be aware of Ms. Lewis' contributions, generosity, and accomplishments.
- Although I strongly considered recommending changing the name of the Concord Education Center, in its entirety to reflect Ms. Lewis' contributions, I believe that this change at this time would be confusing for staff, community, and the member districts. It is a significant impact on the district to change the name of a site that has already been in operation for two school years.
- I also believe that the naming of the Concord Education Center helps all of our member districts to remember which location we are referring to because it is geographically based.

I am both cognitively and emotionally confident that if Jill were present at this Board meeting, she would agree with my judgment. I also know that if she were present, she would try to convince us to not waste our time honoring her in this way. Although I regret that she is not here, I know she would be the hardest one to convince if she were.

Please accept this recommendation I make with appreciation, confidence, and humility.

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

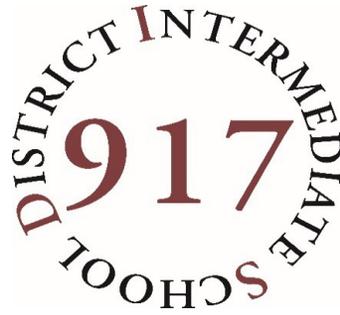
President

Chair

Chief Employee Negotiator
Dated: March ____, 2021

Clerk
Dated: March ____, 2021

DRAFT



Intermediate School District #917

Proposed Revised Budget

2020 - 2021

January 19, 2021

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

Secondary Technical Center Programs:

	2019-20 Final Hrly Rates	2020-21 Est. Hrly Rates (Using fund balance \$307,000)	% change	2020-21 Est. Hrly Rates (not using fund balance)	% change
* Secondary Career and Technical Programs Average Rate \$	14.61	\$ 15.05	3.01%	18.98	29.91%
Career Exploration Program Rate \$	9.05	\$ 9.32	2.98%	14.68	62.21%
Food Industry Careers Program Rate \$	8.20	\$ 8.44	2.93%	14.96	82.44%
	2019-20 Final Billable Hours	2020-21 Est. Billable Hours	% change		
Secondary Vocational Student Billable Hours	97918	75,082	-23.32%	based on Oct 1 counts	
DCALS Student Billable Hours (unweighted)	168688	151,548	-10.16%	based on Oct 1 counts	
DCALS South Student Billable Hours (unweighted)	17803	12,456.00	-30.03%	based on Oct 1 counts	
DCALS North Student Billable Hours (unweighted)	65393	64,356.00	-1.59%	based on Oct 1 counts	
DCALS Ext. Day Student Billable Hours (unweighted)	40163	57,090.00	42.15%	(Est. based on 3 yr avg.)	
Total Student Billable Hours	389,965	360,532	-7.55%		

Special Education Programs:

	2019-20 Actual Hrly Rates	2020-21 Est. Hrly Rates	% change	
Special Education Resource Program Average Rate \$	54.73	\$ 58.20	6.34%	
Purchase of Services Agreements Average Cost per F.T.E. \$	102,389.02	\$ 109,295.00	6.74%	
	2019-20 Actual Billable Hours	2020-21 Est. Billable Hours	% change	
Special Education Resource Student Billable Hours	541,986	564,052	4.07%	based on Oct 1 counts
Special Education Purchase of Service Billable Hrs	45,505	44,092	-3.10%	
Total Student Billable Hours	587,490	608,144	3.52%	

Intermediate School District 917

2020-2021

Overview of Proposed Revised Budget

Fund #	Fund Name	Actual Fund Balance 6/30/2020	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2021
1	Secondary	3,606,453	3,959,332	4,442,090	3,123,695
2	Special Education	6,476,733	40,099,850	39,991,881	6,584,702
5	Gen Capital Exp.	14,415	528,800	530,100	13,115
10	Institutional Support	0	37,606	37,606	0
13	Secondary Resale	19,180	10,287	10,287	19,180
14	Special Ed Resale	10,848	6,600	6,100	11,348
15	917 Support Services	671	0	0	671
50	Student Activities	3,820	2,450	2,300	3,970
	Total Operating Fund	10,132,120	44,644,925	45,020,364	9,756,681
3	Food and Nutrition	0	116,310	116,310	0
20	Internal Service Fund	-718,957	155,000	142,500	-706,457
21	Self Funded Dental Ins. Plan	381,792	503,000	485,000	399,792
22	Self Funded Health Ins. Plan	1,968,062	4,764,100	4,114,560	2,617,602
	Total Funds	11,763,017	50,183,335	49,878,734	12,067,618

The general funds projected reserved/unassigned fund balance as of 6/30/2021

Preliminary operating fund balance

\$ 9,756,681

Preliminary operating fund balance as a percentage of expenditures

21.67%

Excluding restricted fund balance (Fund 5)

21.90%

FY20 unassigned fund balance actuals per final audit

22.70%

Intermediate School District 917													1/13/2021				
Balance Sheet - GASB 54 Fund Balances																	
Governmental Funds as of June 30, 2021																	
General Fund													Food Service	Internal Service Fund	Self Funded Dental	Self Funded Medical	Student Activities
	Fund 1	Fund 2	Fund 5	Fund 10	Fund 13	Fund 14	Fund 15	Fund 3	Fund 20	Fund 21	Fund 22	Fund 50					
Nonspendable:																	
Inventories																	
Prepaid Expenses																	
Restricted for:																	
Health and Safety																	
Basic Skills Compensatory																	
Deferred Maintenance Projects																	
Operating Capitol/Bond Payment			13,115														
Safe Schools Levy																	
OPEB																	
Other Fund Activities																	
Committed for:																	
Fund Balance for Next Year Operations																	
Assigned for:																	
Next Year Severance Pay																	
Next Year Retiree Health Insurance																	
School Carryover Budgets																	
Scholarships																	
Encumbrances																	
Unassigned for:																	
Unassigned	3,123,695	6,584,702	0	0	19,180	11,348	671		-706,457	399,792	2,617,602	3,970					
20-21 Projected Fund Balance	\$ 3,123,695	6,584,702	13,115	0	19,180	11,348	671	0	-706,457	399,792	2,617,602	3,970	12,067,618				
19-20 Actual Fund Balance	\$ 3,606,453	6,476,733	14,415	0	19,180	10,848	671	0	-718,957	381,792	1,968,062	3,820	11,763,017				
Change	-482,758	107,969	-1,300	0	0	500	0	0	12,500	18,000	649,540	150	304,601				

Intermediate School District 917

Expenditure Comparison

2020-21 Adopted Budget and 2020-21 Revised Budget

Fund #	Description	FY 20-21 Adopted Expenditures	FY 20-21 Revised Exp. Budget	Difference	Percent Change
1	Secondary	4,687,098	4,442,090	-245,008	-5.23%
2	Special Ed.	43,879,811	39,991,881	-3,887,930	-8.86%
5	Capital Improvements	529,800	530,100	300	0.06%
10	Institutional Support	37,565	37,606	41	0.11%
13	Secondary Resale	17,464	10,287	-7,177	-41.10%
14	Special Ed Resale	11,800	6,100	-5,700	-48.31%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	2,700	2,300	-400	0.00%
	Total Operating Fund	49,166,238	45,020,364	-4,145,874	-8.43%
3	Food and Nutrition	191,370	116,310	-75,060	-39.22%
20	Internal Service Fund	142,500	142,500	0	0.00%
21	Self Funded Dental Ins. Plan	460,000	485,000	25,000	5.43%
22	Self Funded Health Ins. Plan	3,894,775	4,114,560	219,785	5.64%
	Total Funds	53,854,883	49,878,734	-3,976,149	-7.38%

Highlight of significant changes between 2020-21 adopted exp vs revised exp:

- Fund 1 Decrease .75 license teacher, .25 guidance counselor, .25 licensed mechatronics and promise fellows total (\$145,000). Decrease supplies, staff development activities (\$25,000), overhead costs for DCTC and 917 (\$29,000), health benefit estimates (\$50,000). and increase in Carl Perkins funds \$9,600.
- Fund 2 Increase contracted nursing \$157,700, overhead costs \$91,300, GEERS and CARES funds \$370,400, Basic Skills Compensatory \$161,400, and Unemployment \$95,000. Decrease salary and benefits of 90 non-licensed and 10 licensed staff open compliments unfilled (\$3.95) million, subs (\$149,500), mileage (\$93,000), supplies and technology equip. (\$234,600) and Medical Assistant/Third Party Billing (\$314,700).
- Funds 13 & 14 Decrease due to Distance Learning and Hybrid education resulting in less resale activities.
- Fund 3 Decrease due to not expanding Concord by 4 classrooms as anticipated and overall estimate of meals ordered during Covid this year.
- Funds 21 & 22 Anticipating an increase in claims due to participation and estimating employees seeking services with improvement of Covid situation.

Intermediate School District 917

Expenditure Comparison

2019-20 Actuals vs. 2020-21 Revised Budget

Fund #	Description	FY 19-20 Actual Expenditures	FY 20-21 Revised Exp. Budget	Difference	Percent Change
1	Secondary	4,101,077	4,442,090	341,013	8.32%
2	Special Ed.	37,119,354	39,991,881	2,872,527	7.74%
5	Capital Improvements	524,900	530,100	5,200	0.99%
10	Institutional Support	25,781	37,606	11,825	45.87%
13	Secondary Resale	18,400	10,287	-8,113	-44.09%
14	Special Ed Resale	6,301	6,100	-201	-3.20%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	2,520	2,300	-220	0.00%
	Total Operating Fund	41,798,333	45,020,364	3,222,031	7.71%
3	Food and Nutrition	114,598	116,310	1,712	1.49%
20	Internal Service Fund	139,516	142,500	2,984	2.14%
21	Self Funded Dental Ins. Plan	400,882	485,000	84,118	20.98%
22	Self Funded Health Ins. Plan	3,291,125	4,114,560	823,435	25.02%
	Total Funds	45,744,453	49,878,734	4,134,281	9.04%

Highlight of significant changes between 2019-20 actuals vs 2020-21 revised exp:

- Fund 1 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.

- Fund 2 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.

- Fund 10 Increase due to Health and Safety expenditures and telecommunication aid expenditures and did not spend health and wellness funds in FY20 so moved into FY21 budget.

- Fund 13 Decrease due to Distance Learning and Hybrid education resulting in less resale activities.

- Funds 21 & 22 Anticipating an increase in participation with increase in staff resulting in a increase in fees to administer program and claims.

FY21 Intermediate School District 917 Revised Budget Assumptions

2% increase in General Ed formula per ADM

2019-21 Contracts settled:

Teachers	4.35%	
Superintendent		

2019-21 Contracts settled:

Administrators (includes Bus. Manager, Sp. Ed Director, Asst Directors/Principals and IT)	2.21%	Average
---	-------	---------

2020-22 Contracts settled:

BCBA's Mental Health	3.47%	
----------------------	-------	--

2020-22 Contracts settled:

Classified School Year costs for salary and benefits		
Classified Full Year costs for salary and benefits		
Clerical costs for salary and benefits	4.00%	Average
Custodians costs for salary and benefits		
Executive Assistant costs for salary and benefits		
Health Assoc. costs for salary and benefits		
Interpreters cost for salary and benefits		
Paraprofessionals cost for salary and benefits		

Enrollment Assumptions:

Secondary Vocational Progra	Enrollment decrease	-65	ADMs
DCALSouth	Enrollment decrease	-5	ADMs
DCALS	Enrollment decrease	-16	ADMs
DCALNorth	Enrollment decrease	-1	ADMs
Ext Year On-line	Enrollment increase	16	ADMs
Special Education	Enrollment increasing	21	ADMs

Total ADM Changes -50

FY20 vs. FY21 staffing and budget comparison

Fund 1

DCALS	Replace 1 science teacher, senior staff moving into dean position			(\$31,314)
DCALS North	Increase .75 math teacher hired spring of FY20 (37,000 reported below under basic skills)	0.75	FTE	\$18,866
DCALS South	Decrease in supplies and equipment FY20 we had start up costs for opening new site			(\$37,700)
	Decrease in salaries and benefits .50 licensed FTE reported below under basic skills			(\$32,100)
Secondary Vocational Pr	Reduction .25 Mechatronics early retirement in FY21	0.25	FTE	(\$17,200)
District Wide	Increase .08 director of teaching and learning	0.08	FTE	\$15,600
	Increase 1.0 dean	1.00	FTE	\$133,649
	Increase in workers compensation and reemployment			\$6,500
	Increase Safe Schools Levy			\$55,388
	Increase in Carl Perkins Grant			\$71,440
	Increase in basic skills compensatory			\$69,126
	Decrease two vans purchased in FY20			(\$54,755)
	Decrease in DCTC and 917 Overhead			(\$12,472)
	Total Changes in Fund 1	2.08		\$185,028

Fund 2

SUN program	Increase 2 teachers, 9 paras, (three classes total - two of three classes opened mid-year)	8.00	FTE	\$466,000
TEA Program	Increase .5 teachers 1.0 mental health professional, 1.0 mental health coordinator decrease of 5 paraprofessionals	-2.50	FTE	\$107,000
	increase to program costs for salary and benefits due to loss of DHS grant			\$290,317
TESA Program	3 teachers, 1.0 para, 1.0 social worker and .50 lead teacher	4.50	FTE	\$399,000
District Wide Increases	Increase in overhead allocation			\$262,900
	Increase in Workers Compensation due to staffing growth and new mod. factor			\$135,450
	Increase in leases			\$64,100
	increase in para hours at Alliance Education Center			\$82,000
	Increase 1.0 dean care and treatments and TEA programs and reduction in -1.0 lead teacher			\$15,240
	Increase 1.0 centralize intake coordinator	1.00	FTE	\$103,900
	Increase 1.0 director of teaching and learning	0.91	FTE	\$175,700
	Increase 1 literacy specialist	1.00	FTE	\$89,200
	increase .40 DAPE, 1.0 speech lang. path, 1 school psych and 1 BCBA	3.40	FTE	\$274,000
	Increase subs, travel, supplies and equipment combined			\$55,800
	Increase in reemployment			\$39,000
	Increase overall in grant funds (ESSER, GEER, CRF grants, Grow Your Own grant, Title grant)			\$406,200
	Decrease in overall paraprofessional compliments outside of notations above	-23	FTE	-\$782,000
	Decrease overall in grant funds (MA, DHS, level VI staff development, L.C.T.S and Safe Schools)			-\$769,040
	Decrease overall remodeling in FY21 due to not having the build out expense from Concord in FY20			-\$245,500
	Total Changes in Fund 2	-6.69		\$1,169,267
	Net Changes	-4.61		\$1,354,295

ISD 917 Levies FY20 vs. FY21

District	FY20 Lease Levy payable 2020	FY21 Lease Levy payable 2021	FY21 AEC Levy payable 2020	FY22 AEC Levy payable 2021	FY20 Safe School Levy payable 2020	FY21 Safe School Levy payable 2021	FY21 LTFM payable 2020	FY22 LTFM payable 2021	\$ change from prior year levies	% Change from prior year levies
6	\$77,316.49	\$84,279.79	\$34,910.18	\$36,870.76	\$54,078.00	\$50,535.00	\$1,213.44	\$1,249.85	\$5,417.29	3.23%
191	\$163,695.58	\$174,616.72	\$75,540.01	\$65,004.43	\$138,585.00	\$126,105.00	\$4,147.24	\$4,212.15	(\$12,029.53)	-3.15%
192	\$190,002.19	\$211,445.11	\$68,982.99	\$73,268.54	\$118,347.00	\$117,480.00	\$2,637.01	\$2,705.30	\$24,929.76	6.56%
194	\$235,008.31	\$257,584.79	\$89,218.83	\$90,060.33	\$189,090.00	\$185,835.00	\$4,853.77	\$5,085.96	\$20,395.17	3.94%
195	\$11,045.57	\$14,285.59	\$4,197.36	\$4,202.54	\$11,322.00	\$10,830.00	\$309.93	\$305.70	\$2,748.97	10.23%
197	\$149,490.38	\$158,667.33	\$54,838.91	\$56,486.03	\$82,965.00	\$84,345.00	\$3,067.75	\$3,205.78	\$12,342.10	4.25%
199	\$115,404.67	\$122,095.69	\$44,291.06	\$47,630.30	\$57,420.00	\$58,095.00	\$1,680.96	\$1,774.68	\$10,798.98	4.94%
200	\$156,860.86	\$131,961.09	\$58,431.83	\$56,744.09	\$71,295.00	\$70,350.00	\$2,009.27	\$2,053.32	(\$27,488.46)	-9.52%
271	\$254,407.79	\$253,264.98	\$96,388.83	\$95,432.98	\$166,422.00	\$166,770.00	\$6,345.63	\$6,460.26	(\$1,636.03)	-0.31%
Totals	\$1,353,231.84	\$1,408,201.09	\$526,800.00	\$525,700.00	\$889,524.00	\$870,345.00	\$26,265.00	\$27,053.00	\$35,478.25	1.27%

* Lease Levy allocated based on 4 variables:

TNTC, APU's, Five Year Average Special Education Tuition Costs, and 18-19 Student Utilization

*Safe School Levy allocated based on APU's

*LTFM levy allocated based on 2 variables:

TNTC and APU's

ISD 917 2020-21 Maintenance Projects by building location:

Alliance Education Center:

Masonnite in classrooms	\$1,200	Fund 2
General repairs/maintenance	\$40,000	Fund 2

Concord Education Center

General repairs/maintenance	\$20,000	Fund 2
Delayed egress	\$10,000	Fund 2
Furniture for expansion of 2 classrooms	\$13,750	Fund 2

Lebanon Education Center:

General repairs/maintenance	\$20,000	Fund 2
-----------------------------	----------	--------

Grand Total **\$104,950**



**Classroom Utilization
2020-2021**

Member District Space

District	Number of Classrooms Owned by ISD 917	ISD 917 Program	Local District Location	Number of Classrooms Occupied for 2019-2020	Number of Classrooms Occupied for 2020-2021	Comments
SSD 6	4	D/HH	Lincoln Center	0	4	
				0	4	
ISD 191	6	D/HH	DEC	1	0	
		D/HH	Gideon Pond	3	0	
				4	0	
ISD 192	3	PACES	Boeckman Middle School	1	1	
		PACES	Farmington High School	1	1	
		PACES	Meadowview Elementary	1	1	
		ECSE TEA	Riverview Elementary	1	1	
				4	4	
ISD 194	4	PACES	Lakeville North High School	1	1	
		DASH	Lakeville North High School	1	1	
		D/HH	Lakeville North High School	1	1	
		PACES	McGuire Middle School	1	1	
		D/HH	Century Middle School	.5	0	
		PACES	Christina Huddleston and Cherry View Elementary School	2	2	
				6.5	6	
ISD 197	4	DASH	Henry Sibley High School	1	1	
				1	1	
ISD 199	4	ECSE TEA	Pine Bend Elementary	1	1	
		D/HH	Inver Grove Heights Middle School	0	.5	
		D/HH	Simley High	0	1.5	

			School			
				1	3	
ISD 200	3	DASH	Pine Crest Elementary	1	1	
		DASH	Hastings Middle School	1	0	
		DASH	Hastings High School	1	2	
				3	3	
ISD 271	0	ECSE TEA	Pond Family Center	0	1	
				0	1	
Total	28			19.5	22	

TO: School Board Members
Mark Zuzek, Superintendent

FROM: Nicolle Roush, Business Manager

DATE: February 2, 2021

SUBJECT: Cost for FY 2021 satellite special education classrooms

Each year Intermediate School District #917 reimburses the school districts for the maintenance costs for the classrooms that are used by #917. The amount of reimbursement is determined by increasing or decreasing the previous year's rate per classroom by the current consumer price index (Bureau of Labor Statistics reported a 1.4 % increase).

Below is a cost summary indicating the amount payable by District No. 917 for the maintenance cost of the special education classrooms we utilize in the member districts.

This is a summary of our cost per district:

<i>Superintendent</i>	<i>Business Official</i>	<i>Special Ed Director</i>	<i>District</i>	<i>Class-rooms</i>	<i>Amount Due</i>
Dave Webb	Aaron Bushberger	Kelly Tetric	006	4	\$20,819.16
Theresa Battle	Lisa Rider	Stephanie White	191	0	\$0.00
Jason Berg	Jane Houska	Sarah Kloeckl	192	4	\$20,819.16
Michael Baumann	Bill Holmgren	Renae Ouillette	194	6	\$31,228.74
Peter Olson-Skog	Brian Schultz	Sara Lein	197	1	\$5,204.79
Dave Bernhardson	Heather Aune	Abel Riouque	199	3	\$15,614.37
Robert McDowell	Jennifer Suebert	Megan Miller	200	3	\$15,614.37
Les Fujitake	Rod Zivkovich	Jennifer McIntyre	271	1	\$5,204.79
TOTAL				22	\$114,505.38

Recommendation: Approve the maintenance payments listed above.

xc: Accounts Payable

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO
MAKE RECOMMENDATIONS FOR REDUCTIONS IN
PROGRAMS AND POSITIONS AND
REASONS THEREFOR

WHEREAS, the financial condition of the member school districts dictates that their school board may be forced to reduce expenditures, and

WHEREAS, there may be a reduction in student enrollment, and,

WHEREAS, this reduction in revenue and decrease in student enrollment may include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts may be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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 duly passed and adopted.

Dated: _____

MEMORANDUM

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

The attached policies are on the Consent Agenda for the February 2, 2021, School Board meeting. This is the final reading.

Policies Suggested to be Removed:

Policy 6.71 Secondary Student Health Service; 6.92 Eating and Beverage Consumption; 6.78 Crisis Intervention. (FYI—These were on a first reading at the December meeting and should have been on the January meeting for final review.) Policy 459 – Non-Instructional Performance Appraisal; 422 Policies Incorporated by Reference; 458 Instructional Staff Performance Appraisal; Policy 491 Bonding of Personnel, and 486 Specialized Training at District Expense.

Policies to be revised – final reading: Revise Policy 902 Health and Safety Policy; 423 Employee Student Relationships; 424 License Status; 464 General Leave; and old Policy 6.91 renamed to Policy 555 Extended Student Field Trips.

These policies also need review and are on the agenda for a first reading on February 2, 2021:

Policy 9.28 – Buildings and Sites, last reviewed in 2007. This policy is not mandatory. Suggest removing this policy.

Policy 9.4 – Theft and Vandalism, last review in 1975. Suggest removing this policy. Covered in Policy 506 Student Discipline which was reviewed in June of 2020.

Policy 9.29 – Naming of School Buildings, last reviewed in 2007. **Rename to Policy 815** to follow MSBA policy numbering system. MSBA does not have a model policy regarding naming of school buildings so this policy is not mandatory.

Policy 903 – Acceptance of Gifts and Procedure, last reviewed in 2013. **Rename to Policy 915** (MSBA currently has a Policy 903 which is titled Visitors to School District Buildings and Sites.) This policy is not mandatory and does not require an annual review.

903 706 ACCEPTANCE OF GIFTS ~~AND PROCEDURE~~

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

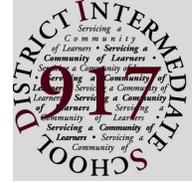
The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by ~~two-third of its members~~. (*Recommendation from Superintendent Zuzek that the approval be based on a **simple majority of the quorum***). The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal references: Minn. Stat. Section 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. Section 465.03 (Gifts)

~~Board Approved April 2, 2013~~



Donation Procedures

	<i>Action</i>	<i>Person Responsible</i>
<input type="checkbox"/>	1. A donation is made to ISD 917.	
<input type="checkbox"/>	2. Staff gives donation to Assistant Director/Principal or designee responsible for program or supervision.	✓ 917 Staff
<input type="checkbox"/>	3. Assistant Director/Principal or designee: <ul style="list-style-type: none"> ● Copies the check; ● Gives the copy to the Assistant to the Director of Special Education/Principal; and ● Submits the check to the Business Office indicating what program the donation is benefiting. OR <ul style="list-style-type: none"> ● For items likely to be claimed on taxes of individual or group donating (i.e. in the value range of \$100 or greater), a memo outlining the donation will be sent to the Director of Special Education/Principal and the Assistant to the Director of Special Education. * Note: Value estimation should never be given to the individual making a donation.	✓ Assistant Director/Principal or Designee
<input type="checkbox"/>	4. A thank you letter is written.	✓ Assistant to the Director of Special Education and the Director of Special Education/Principal

<input type="checkbox"/>	5. Copies of the letter are submitted to: <ul style="list-style-type: none">✓ Individual making the donation✓ Assistant Director in receipt of the donation✓ Superintendent's Office (to be included in the board packet)	✓ Assistant to the Director of Special Education/Principal

9.29 815 NAMING OF SCHOOL BUILDINGS OR FACILITIES

I. PURPOSE

The purpose of the policy is to provide guidance when naming a school, district building, or a major portion of a building or grounds. **A major portion of a building or facility shall be understood to be a uniquely utilized space, i.e. conference room, gymnasium, library, baseball field, training room, board room, etc.**

II. GENERAL STATEMENT OF POLICY

- A. The district recognizes that when more than one school building, portions of school buildings (media center, auditorium, fields, etc.) and/or building grounds are established, it may have defined official names to distinguish each facility.
- B. The district recognizes that the process to name a school building, major portion of a building or school grounds shall include an opportunity for participation of the member school districts communities.

III. PHILOSOPHY

- A. The naming of school buildings, major portions of a building or school grounds is the responsibility of the school board.
- B. In fulfilling the responsibility of naming school property, the board will make every effort to obtain member district stakeholder input.
- C. The name will be clearly identifying, widely known and recognized.
- D. The name may reflect geographical landmarks.
- E. If a major portion of a building or school grounds is proposed to be named after an individual, that person shall have attained local or national prominence via significant contributions in any field of endeavor. Such contributions of the significance of their place in history shall be clearly established beyond the generation of contribution. Individuals so recognized shall no longer be active in his/her career. Further, the individual for whom a portion of a school building or school grounds is

named must be shown to have broad-based, long-term impact to the district.

- F. The acceptance of a contribution will not be a condition of the naming of school buildings and school grounds.
- G. It is the intent of the school board that the naming of portions of the building and school grounds will occur infrequently and on a limited basis.
- H. Every effort will be made to name the buildings as close as possible to the time of initial construction in order to lessen the confusion about the new school.

IV. PROCEDURE

- A. The school board shall formally identify the need for a naming process for the identified school locations as well as the criteria it wishes to be considered.
- B. The superintendent or his/her designee will establish a committee to bring forth name recommendations for consideration by the board. The committee will be comprised of the superintendent or designee, the building principal, faculty members, ~~parents, and, if appropriate, students~~ **and other stakeholders as delineated by the administration.**
- C. Opportunities for public input must be available prior to the committee's recommendation to the school board. ~~The opportunities must be announced in the district's official newspaper and on the district website.~~
- D. The committee shall propose a list of names to the school board of not more than three (3) names for board consideration **for a building or major facility. For the naming of a specific portion of a building, the intention to name the space to acknowledge an honoree is often specific to that person. For this reason, the naming of portions or spaces within a building may often be proposed with only one recommendation for the school board to consider.**

~~Board Approved October 2, 2007~~

*Intermediate School District 917 Old Policy 6.9, now 555 Student Field Trips
Board approved November 20, 1979
Board reviewed, final reading, February 2, 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.

808 COVID-19 FACE COVERING POLICY

~~[Note: The Governor's Emergency Executive Order 20-81 generally requires Minnesotans to wear a face covering in certain settings and circumstances, including in various school settings. Emergency Executive Order 20-82 states that all Minnesota public schools must adhere to parameters determined by Minnesota Department of Health ("MDH") in implementing or shifting between in-person learning, hybrid learning and distance learning. MDH's Safe Learning Plan for 2020-21 and the 2020-2021 Planning Guide for Schools requires school district and charter schools to develop and implement a face covering policy that is clearly posted and communicated to students, staff, families, and potential visitors to the school building. The provisions of this policy substantially reflect the requirements of the 2020-2021 Planning Guide for Schools, Executive Order 20-81, and Executive Order 20-82].~~

~~The Minnesota Safe Learning Plan was updated, stating: "It is strongly recommended that districts and charter schools require staff to wear face masks and face shields together whenever possible during the school day. School districts and charter schools should strongly consider the following as the only exemptions for their masking and face shield requirement policy:~~

- ~~o When staff are serving students in settings where seeing a person's lips is necessary, staff are strongly encouraged to wear a clear face mask in addition to the required face shield. If they do not have access to a clear face mask, they can choose to only wear the required face shield.~~
- ~~o When staff are providing direct services that require close, physical, and prolonged contact, schools should follow MDH's Guidance for Delivering Direct Student Support Services: Staff Protective Equipment.~~
- ~~o When staff are performing duties in which a face mask and a face shield worn together are creating a safety concern (e.g. visual impairment while operating a vehicle, working in a kitchen, lab etc.), staff may choose to only wear the required face mask."~~

~~School boards may determine whether to amend this policy in light of these recommendations.]~~

I. PURPOSE

The purpose of this policy is to establish requirements for employees students and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

II. GENERAL OF STATEMENT OF POLICY

- A. The policy of the school district is to comply with **Executive Order 21-01**, **Executive Order 20-103**, Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect other people in case the wearer does not know they are infected.
- C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

III. DEFINITION OF FACE COVERING

- A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:
 - 1. Paper or disposable mask;
 - 2. Cloth face mask;
 - 3. Scarf;
 - 4. Neck gaiter;
 - 5. Bandana;
 - 6. Religious face covering; and
 - 7. Medical-grade masks and respirators
- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should

extend below the chin and to the ears, and there should be no exposed gap between the forehead and the shield's headpiece.

- C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING

- A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- B. A face shield may be used as an alternative to a face covering in the following situations:
 - 1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.
 - 2. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.
 - 3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
 - 4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.
- C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:
 - 1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;
 - 2. ~~When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities should maintain six feet of distance to the extent possible;~~

- ~~3. During activities, such as swimming or showering, where the face covering will get wet;~~

~~*[Note: The Minnesota Department of Health issued the following on December 16, 2020: "Consistent with Executive Order 20-103, face coverings must be worn at all times during indoor physical activity (e.g., when exercising in a gym, fitness center, or during recess), regardless of the level of physical exertion. Previous guidance allowing face coverings to be removed during high exertion activities is no longer applicable."]*~~

2. During specific activities that the Minnesota State High School League has identified as exceptions to mask/face covering requirements;

~~*[Note: The Minnesota State High School League set forth exceptions pursuant to Executive Order 20-81 in its Mask/Face Covering Guidance and Information].*~~

3. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
4. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
5. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
6. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, **or participating in the activity**, though people participating in these activities should maintain six feet of distance to the extent possible;
7. When required by school staff for the purposes of identification;
8. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;
9. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or
10. When communicating with a person who is deaf or hard of hearing or has

a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

V. IMPLEMENTATION

- A. This policy will be available on the website at www.isd917.org, About, School Board, Policies.
- B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.
- E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct.
- F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE

- A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to

learning, compliance with this policy is necessary.

- B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.
- C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning.
- D. The school district may, in its discretion, report violators of this policy to law enforcement. Any individual who willfully violates Emergency Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

Legal References: Emergency Executive Order 20-81
Emergency Executive Order 20-82
Emergency Executive Order 20-103
Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)
Minn. Stat. § 12.45 (Violations; Penalties)

Cross References: MSBA/MASA Model Policy 807 (Health and Safety Policy)

(RECOMMEND REMOVING THIS POLICY)

9.0 OTHER

9.2 OPERATIONS FINANCE

9.28 BUILDINGS AND SITES

I. PURPOSE

The case management and construction of the district's buildings is vested by statutory and constitutional authority in the school board. The purpose of this policy is to describe the authority of the school board in carrying out this responsibility.

II. DUTIES

1. Make and authorize contracts;
2. Purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
3. Provide for payment of claims against the school district in accordance with approved bids;
4. Authorize construction change orders which are within the construction budget in excess of \$50,000 per single occurrence.
5. Authorize construction change orders that are in excess of the construction budget.

Legal References: Minn. Const. Art. 13 section 1

Minn. Stat. Ch. 123B

Minn. Stat. section 465.035

Cross References: MSBA Service Manual

Chapter 13 School Law

Bulletin "F" (contracted bidding procedure)

Board Approved October 2, 2007

Recommend Removing This Policy

9.4 Theft and Vandalism

Theft and vandalism will be treated as legal matters. If a District 917 staff member has cause to believe a student has been involved in a theft or vandalized school property, the incident will be discussed with the student (and in some cases, the student's parents/guardians) in the presence of an administrator. The student's rights will be respected in all matters. If it is determined theft or vandalism has been committed by the student, the extent thereof and all other circumstances will determine if the matter should be referred to legal authorities. In any event, restitution shall be sought.

Board Approved 9/9/75