

## **Regular School Board Meeting**

Tuesday, April 6, 2021 4:30 PM

ZOOM, 130 145th Street East, Rosemount, MN 55068

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

**II. Roll Call - Linda Berg**

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

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

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

**VI. 917 Licensed and Non-Licensed Employee of the Spring Quarter**

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

A.

- Minutes:
  - March 2, 2021 - Regular School Board Meeting
  - March 16, 2021 - Special School Board Meeting
  - March 23, 2021 - Special School Board Meeting
  - March 25-26, 2021 - Special School Board Meeting
  - March 29, 2021 - Special School Board Meeting
- Personnel:
- Policies
  - 705 (old 9.27) - Investment policy.
  - 714 (old 9.26) - Fund Balance.
  - 740 (old 9.11) - Facility Utilization.

**VIII. Donations:**

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

A.

- Bills
- Wire Transfers
- Investment Report

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

A. Review and Approve Temporary Employee Report - Mark Zuzek

B. Resolution Terminating Probationary Teachers - Mark Zuzek

C. Review Accounts Receivable Aging Report - Nicolle Roush

D. Review and Approve 917 Calendar for 2021-2022 -  
Mark Zuzek

E. Review and Approve Lead Teachers for Special  
Education - Dr. Melissa Schaller

F. Review and Approve Lead Teachers for DCALS -  
Eric VanBrocklin

G. Review and Approve Contract with Dr. Michael  
Favor for the position of ISD 917 Superintendent  
beginning on July 1, 2021 - Chair Dr. DeeDee  
Currier

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

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

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

- **Returning to Learning:** The Returning to Learning committee is continuing to meet to review MDE's Safe Learning Plan, monitor COVID-19 case data, staffing, and member district actions to consider next steps related to our in person models to serve the needs of our students. The committee's next meetings are scheduled for April 7 and April 21. Of note, we currently need about 90 paraprofessionals to fill open positions should we return to full in person learning. Additionally, staff hired since March of 2020 have not been trained in Professional Crisis Management due to limitations with in person training. This is the greatest challenge we have moving forward.
  
- **Equity:** Our work with Equity Alliance MN continues. Surveying staff is complete. Student surveys will be complete by April 9. Scheduling of focus groups and site visits is underway. All requested data for the equity audit has been shared with Equity Alliance MN.
  
- **Planning for FY22:** We continue to plan for FY22. Staffing needs have been established and posting requests have been submitted to human resources. In the coming weeks, budget requests will be finalized including curriculum and professional development needs as well as deferred maintenance for the upcoming year.

**Person nominated: Thomas Ledoux – Licensed Employee**

Please tell us is a brief statement why you are nominating this person:

Tom is proficient in Heavy Duty Truck Technologies, punctual, and has been a proponent of the CTE program for many years within 917. He has aligned his HDT program with many colleges for his students to receive articulated credit and achieve career advancement. He has found many students jobs while being a student here at DCTC here or during the summer months. Has adapted to the ever changing, educational world during his tenure at 917 both as a teacher and a liaison between administration and our member districts. Has been a strong participant in our local union and serves on the negotiations team to this day. He is definitely a teacher we depend on and we can "hitch our trailer to."

**Person nominated: Richelle Gernes - Non-Licensed Employee**

Please tell us is a brief statement why you are nominating this person:

Richelle is so helpful with any questions regarding the Aesop/Absence system. She is always so friendly and will find out the answers to your questions so quickly. She takes care of our classroom by always finding subs to help out. During this COVID time, she has had to juggle various learning models. Thanks so much Richelle!

Richelle is an amazing resource for me. She answers questions about almost anything and if she doesn't know the answer she finds someone that does. She is extremely prompt and returns messages during the day and night. Richelle is extremely reliable. I count on her daily emails that are always timely. Not only is she efficient but she is always nice!

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, March 2, 2021, via Google Hangouts. The meeting was recorded and will be available by emailing linda.berg@isd917.org.

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

**Members Absent:** None.

**Also Present:** Nicolle Roush, Eric VanBrocklin, Melissa Schaller, Brooke Peterson, Darla Donnelly, Melissa Ho, Valerie Dosland, Lesley Chester, Don Budach, 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 Cindy Nordstrom.

There were no visitors to be heard.

Dr. Melissa Schaller reported on updates from Student Services.

Eric VanBrocklin reported on updates from DCALS.

Don Budach introduced Melissa Ho – Licensed 917 Employee of the Winter Quarter.

Eric VanBrocklin introduced Darla Donnelly – Non-licensed 917 Employee of the Winter Quarter.

Valerie Dosland, Lobbyist with Ewald Consulting, reported on legislative issues.

1. Motion by Byron Schwab, seconded by 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:** February 2, 2021, Regular School Board Meeting
  - **Minutes:** February 9, 2021, Special School Board Work Session
  - **Personnel:** *New Hires:* Keith Malone, Classroom Assistant, effective February 22, 2021. Ibnplongsab Vang, Classroom Assistant, effective February 22, 2021. Shana Wright, Classroom Assistant, effective February 3, 2021. *Change in Status:* Molly Peterson, Physical Therapist moving from .4FT to .25 FTE, effective February 1, 2021. *Leaves of Absence:* Daniel Crawford, Classroom Assistant, effective 02/10/2021 - 06/01/2021. *Resignations and Terminations:* Makayla Keith, Classroom Assistant, effective January 25, 2021. Erin Veters, Classroom Assistant, effective June 10, 2021. *Retirements:* James Cochran, Special Education Teacher, effective June 11, 2021. Donna Greenfield, Special Education Teacher, effective June 11, 2021. Patricia Mattos, Enrollment Coordinator, effective June 30, 2021.
  - **Policies:** *Final reading:* Remove Policy 9.28 – Buildings and Sites; Remove Policy 9.4 – Theft and Vandalism. Final readings on revised policies: 815 – Naming of School Buildings; Policy 706 – Acceptance of Gifts and Procedure; and Policy 516 – Student Medications. (Addendum A.)

2. Board Member Kathy Lewis introduced the following resolution accepting Donations in the amount of \$469. Motion was seconded by Wendy Felton. (Addendum B.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
3. Motion by Bryan Schwab, seconded by Dave Pemble , to approve the bills from January 23, 2021, to February 19, 2021, 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.

Melissa Sauser volunteered to be on the Calendar Committee.

There was discussion on the personnel committee members and who will be on the negotiations for the teachers this year. This will all be decided at the July Organizational meeting.

4. Motion by Dave Pemble, seconded by Byron Schwab, to remove the following policies: 9.12 – Resale of items through ISD 917; 9.13 – Selling Vehicles and Accepting Vehicle Donations; 9.21 – Student Activities; 9.24 – Imprest Petty Cash Fund; 9.25 – Direct Deposit. 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.
5. The following policies were reviewed on a first reading basis: 705 – Investment Policy – 714 – Fund Balance; and 740 – Facility Utilization.
6. Motion by Dave Pemble, seconded by Byron Schwab, to close the meeting per Minn. Stat. Section 13D.05 to discuss Mark Zuzek’s medical records. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried. (Note: Wendy Felton and Vanda Pressnall already left the virtual meeting to go into the closed session.)

Meeting went into closed session at 5:43 PM. Meeting resumed to open session at 6:24 PM.

7. Motion by Dave Pemble, seconded by Byron Schwab, to adjourn the meeting. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. There being no further business the meeting adjourned at 6:28 PM.

The next regular School Board Meeting will be Tuesday, April 6, 2021, at 4:30 PM.

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Clerk

## INTERMEDIATE SCHOOL DISTRICT 917

A Special School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, March 16, 2021, via ZOOM.

**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 and Barb Dorn.

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 Dave Pemble.

Barb Dorn started the meeting.

1. The Board and MSBA Representative Barb Dorn reviewed and discussed 917's Stakeholder Report.
2. Ms. Dorn also reviewed the interview training and preparation with the Board members.
3. Chair Dr. DeeDee Currier will make the reference checks for the finalists.
4. The Personnel Committee, HR Coordinator, and the Executive Director of Business Services will meet and prepare the new superintendent's contract so that it is ready for discussion after the superintendent is selected.
5. Draft of Round 1 interview schedule and Draft Round 1 interview questions were reviewed.
6. Review and discuss Draft Round 1 interview schedule and Draft Round 1 interview questions.
7. Timeline for interviews on Friday, March 26 will start at 8:30 until Noon. Reconvening at 1:30 for deliberations on finalists to be brought back for a second interview.

Motion by Dave Pemble, seconded by Byron Schwab to adjourn the meeting. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.

There being no further business the meeting adjourned at 6:26 PM.

The next regular School Board Meeting will be Tuesday, April 6, 2021, at 4:30 PM.

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Clerk

## INTERMEDIATE SCHOOL DISTRICT 917

A Special School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, March 23, 2021, via ZOOM.

**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, Steve Niklaus, and Barb Dorn.

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.

Barb Dorn with MSBA reviewed interview questions and procedures for the upcoming interviews.

Steve Niklaus of MSBA reviewed with the School Board the 13 candidates. Each Board member raised their hand for their top six choices.

1. Motion by Dave Pemble, seconded by Tom Bennett, to move to extend an offer for first round interviews for the Intermediate School District 917 superintendency to the following six candidates: Candidates A, E, F, J. L. and M. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.

The candidates selected are:

Efe Agbamu, Assistant Superintendent, St. Paul Public Schools  
Mark Bezek, Superintendent, Somerset Area Schools  
Michael Favor, Assistant Superintendent, Roseville Area Schools  
Beth Giese, Superintendent, St. Francis Area Schools  
Jeffrey Holmberg, Assistant Superintendent, Prior Lake-Savage Area Schools  
Melissa Schaller, Executive Director of Student Services, Intermediate School District 917

2. Motion by Byron Schwab, seconded by Dave Pemble to adjourn the meeting. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.

There being no further business the meeting adjourned at 5:35 PM.

The next Special School Board meetings are:

- March 25 2021 – 1:00 PM, First round of interviews
- March 26, 2021 – 8:25 AM, First round of interviews

- March 29, 2021 – 1 PM, Second round of interviews

The next regular School Board Meeting will be Tuesday, April 6, 2021, at 4:30 PM.

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Clerk

## INTERMEDIATE SCHOOL DISTRICT 917

A Special School Board Meeting of the Intermediate School District 917 School Board was held on Thursday, March 25, 2021, via ZOOM.

**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 and Barb Dorn.

School Board Chair Dr. DeeDee Currier called the meeting to order at 12:50 PM.

Roll call was taken.

The Pledge of Allegiance was conducted by Byron Schwab.

1. Motion by Dave Pemble, seconded by Byron Schwab, to approve the agenda as presented. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.
2. The following candidates were interviewed in the first round on Thursday, March 25, 2021:  
  
Melissa Schaller, Executive Director of Student Services, Intermediate School District 917  
Efe Agbamu, Assistant Superintendent, St. Paul Public Schools  
Beth Giese, Superintendent, St. Francis Area Schools
3. Motion by Dave Pemble, seconded by Kathy Lewis, to recess until Friday morning, March 26, at 8:25 AM, to continue with first round interviews. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.

Meeting resumed at 8:25 AM on Friday, March 26, 2021. Roll call was taken and all school board members were present.

4. The following candidates were interviewed in the first round on Friday, March 26, 2021:

Mark Bezek, Superintendent, Somerset Area Schools  
Michael Favor, Assistant Superintendent, Roseville Area Schools  
Jeffrey Holmberg, Assistant Superintendent, Prior Lake-Savage Area Schools

The Board recessed at 12:15 PM.

The Board reconvened at 1:30 PM to begin deliberations on selecting the finalists.

5. Motion by Melissa Sauser, seconded by Dave Pemble, to select Dr. Michael Favor for a second interview for the 917 superintendency position. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy

Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.

6. Motion by Byron Schwab, seconded Vanda Pressnall, to select Dr. Melissa Schaller for a second interview for the 917 superintendency position. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.
7. Motion by Tom Bennett, seconded by Byron Schwab, to select Efe Agbamu for a second interview for the 917 superintendency position. Voting aye: Byron Schwab, Tom Bennett, DeeDee Currier, Kathy Lewis. Voting naye: Cindy Nordstrom, Melissa Sauser, Vanda Pressnall, Wendy Felton, Dave Pemble. Motion did not pass.
8. Motion by Melissa Sauser, seconded by Dave Pemble, to select Jeffrey Holmgren for a second interview for the 917 superintendency position. Voting aye: Byron Schwab, Tom Bennett, DeeDee Currier, Kathy Lewis, Cindy Nordstrom, Melissa Sauser, Vanda Pressnall, Wendy Felton, Dave Pemble. Voting naye: none. Motion passed.
9. Motion by Cindy Nordstrom, seconded by Tom Bennett, to select Efe Agumba as an alternate should one of the three candidates bow out for any reason. Voting aye: Byron Schwab, Tom Bennett, DeeDee Currier, Kathy Lewis, Cindy Nordstrom, Melissa Sauser, Vanda Pressnall, Wendy Felton, Dave Pemble. Voting naye: none. Motion passed.
10. Motion by Cindy Nordstrom, seconded by Dave Pemble, to adjourn the meeting. Voting aye: Byron Schwab, Tom Bennett, DeeDee Currier, Kathy Lewis, Cindy Nordstrom, Melissa Sauser, Vanda Pressnall, Wendy Felton, Dave Pemble. Voting naye: none. Motion passed.

There being no further business the meeting adjourned at 3:38 PM.

The next Special School Board meeting is:

March 29, 2021 – 1 PM, Second round of interviews

The next regular School Board Meeting will be Tuesday, April 6, 2021, at 4:30 PM.

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Clerk

## INTERMEDIATE SCHOOL DISTRICT 917

A Special School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, March 29, 2021, via ZOOM.

**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 and Barb Dorn.

School Board Chair Dr. DeeDee Currier called the meeting to order at 1:00 PM.

Roll call was taken.

The Pledge of Allegiance was conducted by Tom Bennett.

1. Motion by Tom Bennett, seconded by Byron Schwab, to approve the agenda. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.

Second round interviews were conducted with the following candidates:

Melissa Schaller, Executive Director of Student Services  
Jeffrey Holmberg, Assistant Superintendent, Prior Lake-Savage Area Schools  
Michael Favor, Assistant Superintendent, Roseville Area Schools

Board recessed at 4:36 PM and reconvened at 5:04 PM for deliberations. The Board reviewed references for all candidates and the EMD (Exceeds, Meets, Does Not Meet) forms that each Board Member filled out for each candidate.

2. Motion by Cindy Nordstrom, seconded by Tom Bennett, to extend the offer of an employment contract for the position of Intermediate School District 917 Superintendent to Dr. Michael Favor, contingent upon the following: that a mutually-agreeable employment contract is negotiated, and a criminal background check is completed with results acceptable to the School Board. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: Wendy Felton. Motion passed.
3. Motion by Byron Schwab, seconded by Tom Bennett, to adjourn the meeting. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.

There being no further business the meeting adjourned at 6:18 PM

The next regular School Board Meeting will be Tuesday, April 6, 2021, at 4:30 PM.

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Clerk

<u>Last name</u>	<u>First name</u>	<u>Position</u>	<u>New Hire, Rehire, or Employee Status Change</u>	<u>Site</u>	<u>Program</u>	<u>Reason for Vacancy</u>	<u>Educational Level</u>	<u>Lane &amp; Step</u>	<u>Salary/ Hourly Rate</u>	<u>Start/ Effective Date</u>
Arrigoni	Trista	School Counselor, Long-Term Substitute	New Hire	DCALS - North	DCALS	Replacement	Bachelor's + 58 graduate credits	BA+30, Step 1	\$43,904.00 prorated to \$7,119.57	30 days from 03.22.2021 - 05.07.2021
Martinson	Kianna	Teacher, Special Education	Status Change	Concord Education Center	SUN	Addition	Master's degree	MA, Step 1	\$45,164 prorated to \$14,249.60	03.15.2021

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF APRIL 6, 2021**

**NEW HIRES:**

Trista Arrigoni, Long Term Substitute School Counselor, effective March 22, 2021 - May 7, 2021.

Maria Dumer, Classroom Assistant, effective March 10, 2021.

Brecken Johnson, Classroom Assistant, effective April 5, 2021.

Tandra Johnson, Classroom Assistant, effective March 09, 2021.

Jessica King, Classroom Assistant, effective March 08, 2021.

Sophia Mai, Classroom Assistant, effective April 5, 2021.

Melissa McNeill, Classroom Assistant, effective March 22, 2021.

Dorothy Vitullo, Classroom Assistant, effective March 22, 2021.

**RE-HIRES:**

Bruce Alexander, Custodian, returning from furlough effective April 12, 2021.

**CHANGE IN STATUS:**

Kianna Martinson, Special Education Teacher, effective March 15, 2021.

**LEAVES OF ABSENCE:**

Kimberly Nelson, Classroom Assistant, effective March 8, 2021 to June 11, 2021.

Michelle Parker, Special Education Teacher, effective February 22, 2021 to June 4, 2021.

Joan Wambheim, Program Assistant, effective April 5, 2021 to June 11, 2021.

**RESIGNATION & TERMINATIONS:**

Fowsiyo Abdulle, Classroom Assistant, effective March 26, 2021.

Trejean Curry, Classroom Assistant, effective February 11, 2021.

Zachary Dobbmeyer, Classroom Assistant, effective March 26, 2021.

Emily Mateo, Teacher, effective June 11, 2021.

Andrea Menzia, Classroom Assistant, effective March 26, 2021.

Kathleen Rick, Speech Language Pathologist, effective June 11, 2021.

Cassandra Sinner, Program Assistant, effective April 8, 2021.

Samantha Wittstruck, Program Assistant, effective March 8, 2021.

**RETIREMENTS:**

Lorilea Klimek, Program Assistant, effective July 29, 2021.

Linda Lacher-Gaddard, Special Education Teacher, effective June 11, 2021.

Carol Lundquist, Special Education Teacher, effective June 11, 2021.

**~~9.0~~ OTHER**

**~~9.2~~ Operations Finance**

**~~9.27~~ 705 Investments**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

**III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

**IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
  - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.
  - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and

budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

## **V. DELEGATION OF AUTHORITY**

- A. The ~~Business Manager~~ **Executive Director of Business Services** of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

#### **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds.

#### **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.

2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any

one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.

3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

**Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.**

## **XI. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a notification to broker and certification by broker which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the notification to broker and certification by broker and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## XII. SAFEKEEPING AND COLLATERALIZATION

- A. Securities purchased will be retained at the institution where the securities are purchased. Investments shall be safekept in the School's name. Certificates will be held at the financial institution in the School's name. All securities should be a risk category one according to the Governmental Accounting Standard No. 3.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

## XIII. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a semi-annual investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed and describe the investment portfolio in terms of investment securities, maturities, risk characteristics and other features. **The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter.** The report shall explain the total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the year. The annual report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. **Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of**

**return and shall suggest revisions and improvements that might be made in the investment program.**

- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

#### **XIV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

#### **XV. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investment of excess funds upon compliance with Minn. Stat. § 471.38.

**Legal References:** Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)

Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)

Minn. Stat. § 118A.03 (Depositories and Collateral)

Minn. Stat. § 118A.04 (Investments)

Minn. Stat. § 118A.05 (Contracts and Agreements)

Minn. Stat. § 118A.06 (Delivery and Safekeeping)

**Minn. Stat. § 471.38 (Claims)**

**Cross References:** MSBA/MASA Model Policy 703 (Annual Audit)

MSBA Service Manual, Chapter 7, Education Funding

Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

**~~9. OTHER~~**

**~~9.1 Operations Finance~~**

**9.26 714 Fund Balances**

**I. PURPOSE**

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

**III. DEFINITIONS**

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external

providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

#### **IV. CLASSIFICATION OF FUND BALANCES**

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

#### **V. MINIMUM FUND BALANCE**

The school district will strive to maintain a minimum unassigned general fund balance of 15% percent of the annual budget.

#### **VI. ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

*[Note: The school board determines this order.]*

## **VII. COMMITTING FUND BALANCE**

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

## **VIII. ASSIGNING FUND BALANCE**

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent and ~~Business Manager~~ **the Executive Director of Business Services**. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

## **IX. REVIEW**

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

**Legal References:** Statement No. 54 of the Governmental Accounting Standards Board

**Cross References:** MSBA Service Manual, Chapter 7, Education Funding

~~Board Approved 6/3/03~~  
~~Revised 6/7/2011~~

*Intermediate School District 917 Policy 740 Facility Utilization  
(Old policy 9.11)*

*Revised 1/7/2003*

*Board reviewed, final reading April 6, 2021*

~~9. OTHER~~

~~9.1 Facility~~

~~9.11~~ **740 FACILITY UTILIZATION**

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the procedures to be used to grant access to district facilities by outside agencies or groups.

II. GENERAL STATEMENT OF POLICY

- A. District 917 will allow use of district facilities to eligible community, industrial or educational groups. These groups shall be engaged in educational, civic or recreational activities consistent with public school education or District 917 goals.
- B. Facility use by outside agencies will in all cases be scheduled so that on-going instructional programs of the district shall have first preference when requesting the use of district facilities.

III. PROCEDURES

- A. Outside agencies granted use of district facilities for various activities must be under adult supervision and must assume full responsibility for damage to district facilities. The agency shall agree to indemnify District 917 for any and all damage to school or other property arising from facility use. An occupancy agreement must be completed by both District 917 and the outside agency prior to rental of the facility (see enclosed attachment).
- B. Agencies or persons using District 917 facilities must comply with local and state fire and police ordinances regarding public assemblies. Additionally, agencies or persons using District 917 facilities must comply with district facility use regulations and procedures.
- C. The district administration has established a fee schedule, based on classification, for district facility and equipment use. The district administration may also establish scheduling timelines and procedures, and other administrative procedures as are necessary to regulate the use of

facilities. The School Board shall approve any major modifications of these procedures.

Board Approved 5/16/78

Revised 9/2/86

Revised 3/23/92

Revised 1/7/2003

# ATTACHMENT A

## INTERMEDIATE SCHOOL DISTRICT 917

### OCCUPANCY AGREEMENT

THIS AGREEMENT is between the Board of Education of Intermediate School District 917 ("Licensor"), and \_\_\_\_\_ ("Licensee"), and is governed by Minnesota law.

1. **PERMITTED USE:** Licensor agrees to allow Licensee use of the following:

LOCATION:

DATE AND TIME:

DESCRIPTION OF ACTIVITY OR EVENT (Attach additional pages as necessary):

See Attached

Licensee expressly understands and agrees that this Agreement is not intended to and does not create a landlord-tenant relationship between the parties. Licensee is granted only a permit to occupy and use the space for the purpose and during the period identified above. It is specifically understood that the permission to use the space and the period of use are not exclusive to Licensee, and Licensor shall have the right to enter and use the space at all reasonable times for purposes of inspecting the same or for such other purposes as may be required by Licensor.

2. **FEE.** For its use of the space, Licensee agrees to pay to the Licensor a fee of \$ \_\_\_\_\_ which amount shall be payable to \_\_\_\_\_.

3. **CONTRACT ADMINISTRATION.**

Licensee's authorized agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Licensor's authorized agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

4. **MAINTENANCE OF SPACE.** Licensee agrees to maintain the space in a reasonably clean and sanitary condition. After Licensee has completed its use and occupancy of the space, Licensor will inspect the space for damaged, missing or destroyed items, including fixtures, equipment and machinery. With respect to such damaged, missing or destroyed items, Licensor shall have the right, in its sole discretion, to either (1) repair, restore, or replace such items at its own cost, and submit an invoice for the same to Licensee, which Licensee agrees to pay within thirty (30) days thereafter, or (b) to require Licensee to repair, restore, or replace all damaged, missing or destroyed items to the satisfaction of Licensor all at Licensee's cost.
5. **RULES AND REGULATIONS.** Licensee agrees to honor and abide by all rules and regulations set forth by Licensor during its occupancy of the space, including complying with designated smoking areas.
6. **LICENSEE'S INSURANCE.** Prior to Licensee's occupancy of the space, Licensee shall provide Licensor with a certificate of general liability and property damage insurance naming Licensor as an additional insured and reflecting coverage to \$300,000 for death by wrongful act or omission, and to \$300,000 for any claimant in any other case, but not to exceed \$1,000,000 for any number of claims arising out of a single occurrence. Licensee shall maintain this coverage at its sole expense during its use of the space.
7. **HOLD HARMLESS AND INDEMNITY.** Licensee shall indemnify and hold Licensor harmless for any suits, actions or claims, whether formal or informal, direct or indirect, for injury, death, property damage or loss, including loss as a result of theft or misappropriation, made by or on behalf of any person or persons, or arising out of any work or thing done in or about the space or structures or equipment in the space

when such has been authorized by Licensee, except as such injury, death or property damage or loss is attributable solely to Licensor's negligence as determined by a court of law. Licensee hereby assumes all responsibility for security throughout its occupancy and use of the space.

8. **MINNESOTA DATA PRACTICES ACT.** Licensee agrees to comply with the terms of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, in handling all data related to this Agreement.
9. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** Licensee agrees that in occupying the space, it is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. section 12101, et seq., and any regulations promulgated pursuant to the Act. Licensor IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
10. **AUDIT.** The books, records, documents, and accounting practices and procedures of Licensee relevant to this agreement shall be subject to examination by Licensor, the Minnesota Department of Administration, and either the Minnesota Legislative Auditor or State Auditor.
11. **NO ASSIGNMENT; AMENDMENTS.** Licensee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of Licensor. All amendments to this Agreement shall be in writing and executed by a duly authorized representative of each party.
12. **CANCELLATION.** This Agreement may be cancelled by either party at any time, for any reason, upon seven days written notice to the other party.

**1. LICENSOR**

By (authorized Intermediate District 917 signature)
Title
Date

**2. LICENSEE**

By (authorized signature)
Title
Date

I. General Procedures

A. Requests by District Instructional Personnel, Student Groups, and School Organizations.

District facilities not directly assigned to an instructional program must be reserved by staff under the terms of this procedure. Use of facilities directly assigned to an

instructional program must be approved in advance by the program supervisor's office.

1. Reserving Common Use Space (Dakota County Technical College)

Instructional personnel, student groups, and school organizations which wish to reserve common use space, ~~including Conference Rooms 1-306 A-D, 2-140, 2-141, and 2-142,~~ must present the request to the Business Office.

B. Requests by the Public

1. Members of the public wishing to reserve facilities at ISD 917 must complete an application form available from the Business Office. The completed form must identify the responsible individual and be returned to:

Business Office  
Intermediate School District 917  
1300 – 145<sup>th</sup> Street East  
Rosemount, MN 55068-2999  
651-423-8229

~~2. Members of the public wishing to use facilities at Thompson Heights School must complete an application form available from the Thompson Heights School building administrator. The completed form must identify the responsible individual and be returned to:~~

~~Building Administrator  
Thompson Heights School  
1400 Thompson Avenue  
South St. Paul, MN 55075  
651-423-8245~~

3. The request will be reviewed to determine appropriate fees and conditions appropriate under these procedures, and approval or disapproval will be granted by the responsible authority.
4. Permit holder may not assign, transfer, sublet or charge a fee for the use of facilities.
5. All activities must be under competent supervision. Maintenance staff will supervise the operation of the facilities but will not be required to supervise the group or its activities.
6. All permits shall be revocable and shall not be considered as a lease. The school board or its authorized agent may reject any application or cancel any permit.
7. Furniture and equipment owned by the district shall not be moved or removed from buildings owned by District 917.

8. Prior approval must be obtained for any apparatus or other equipment to be moved into the building and same must be removed promptly so as not to interfere with the normal school program.
  9. Organizations using the school facilities shall agree to indemnify the district for any and all damage by any person or persons attending the affair, and likewise the school district against any and all liability and any and all damages to any person or persons.
  10. It is policy of District 917 School Board that no person may smoke or use tobacco products (1) in any building which is owned or leased by the School District; or (2) in any vehicle which is owned or leased by the School District.
  11. The use of intoxicating beverages or liquors anywhere in or on the premises is prohibited.
  12. All local and state ordinances and laws of the police and fire departments must be observed.
  13. Any use of audio visual or other school district equipment must show item approval on the use permit.
  14. Regular school activities and organizations of the school shall have first priority in the use of any school facilities.

## II. Eligibility of Groups and Fees

District facilities are open to nonprofit community, industrial or educational groups so long as they are engaged in educational, civic or recreational activities consistent with public school education or District 917 goals.

Programs of the district shall have first preference to the time and use of facilities, and normally facilities will not be available to the public during any time classes are in session.

### A. Classifications

For the purpose of determining fees, the following classifications are in force:

#### Class I

1. School-related staff, student, and parent groups. Examples: advisory committees, technical organizations, student clubs, employee organizations or unions.
2. Organized youth groups. Examples: Brownies, Scouts or 4-H.

3. Special meetings sponsored by local civic organizations which are of general interest, educational, open to the public, and no admission is charged.
4. Meetings sponsored by state or county agencies or units of state or local government.

Class II

4. Organized community groups when charging an admission fee, shall be contracted through the Business Office, ~~or the building administrator in the case of Thompson Heights.~~

B. Fees Based on Classifications

Class I

1. No facility utilization fee will be charged.

Class II

1. Classrooms \$125
2. Computer labs \$175
3. Shop facilities \$225
4. **Outdoor field space at Alliance Education Center \$150 per week**

9.11 for outdoor space field space to be 150 per week since we do not have this addressed if anyone wants to use the space at Alliance from private?

Revised 1/7/2003

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 \$3445.00.

1. \$500 from Walmart of Bentonville, AR, to purchase items for the Positive Behavioral Interventions and Supports (PBIS) Program. Value: \$500.
2. Donation of an EasyStand Evolve Stander from Larry Thompson of Lakeville to be used for physical therapy needs. Value: \$2200.
3. Donation of various shoes, including Billy shoes, from the Winter's family to be used for students with these specific needs. Value: \$180.
4. Donation of various items from Donorschoose.org for the Blind/Visually Impaired Students. Value: \$565.

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

DATE: 03/31/2021  
TIME: 09:10:46

INTERMEDIATE SCHOOL DISTRICT 917  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
ACCTPA21  
ACCOUNTING PERIOD: 9/21

SELECTION CRITERIA: chkstat.rundate between '20210220 00:00:00.000' and '20210331 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1904148	03/03/2021	OPG-3 INC	V	-6634.01	VOID MANUAL CHECK
* 1904161	02/25/2021	360 COMMUNITIES	R	15509.00	ACCOUNTS PAYABLE CHECK
1904162	02/25/2021	ALL IN ONE TRANSLATION AGENCY, LLC	R	585.00	ACCOUNTS PAYABLE CHECK
1904163	02/25/2021	ASCD	R	89.00	ACCOUNTS PAYABLE CHECK
1904164	02/25/2021	CENTERPOINT ENERGY	R	933.47	ACCOUNTS PAYABLE CHECK
1904165	02/25/2021	CHROMEBOOKPARTS.COM	R	181.97	ACCOUNTS PAYABLE CHECK
1904166	02/25/2021	CUB FOODS - ROSEMOUNT	R	211.44	ACCOUNTS PAYABLE CHECK
1904167	02/25/2021	IND SCH DIST 191	R	26946.13	ACCOUNTS PAYABLE CHECK
1904168	02/25/2021	IND SCH DIST 192	R	358.00	ACCOUNTS PAYABLE CHECK
1904169	02/25/2021	MEDICA	R	466.89	ACCOUNTS PAYABLE CHECK
1904170	02/25/2021	MEDICAREBLUE RX	R	66.40	ACCOUNTS PAYABLE CHECK
1904171	02/25/2021	MENARDS	R	13.62	ACCOUNTS PAYABLE CHECK
1904172	02/25/2021	PROCARE THERAPY	R	3380.00	ACCOUNTS PAYABLE CHECK
1904173	02/25/2021	REINHART FOODSERVICE, LLC	R	452.69	ACCOUNTS PAYABLE CHECK
1904174	02/25/2021	RUPP ANDERSON SQUIRES & WALDSPURGER	R	45.00	ACCOUNTS PAYABLE CHECK
1904175	02/25/2021	SOURCEWELL TECHNOLOGIES	R	4130.55	ACCOUNTS PAYABLE CHECK
1904176	02/25/2021	SOUTHWEST/WEST CENTRAL SERVICE CORP	R	12.00	ACCOUNTS PAYABLE CHECK
1904177	02/25/2021	SUNBELT STAFFING, LLC	R	5621.00	ACCOUNTS PAYABLE CHECK
1904178	02/25/2021	UNIQUE SOFTWARE CORP	R	369.00	ACCOUNTS PAYABLE CHECK
1904179	02/26/2021	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1904180	02/26/2021	EDUCATION MINNESOTA, LOCAL 3904	R	9785.34	ACCOUNTS PAYABLE CHECK
1904181	02/26/2021	MESSERLI & KRAMER P.A.	R	11.39	ACCOUNTS PAYABLE CHECK
1904182	02/26/2021	O.P.E.I.U., LOCAL 12	R	573.77	ACCOUNTS PAYABLE CHECK
1904183	02/26/2021	RELATED SERVICES NURSES ESP	R	160.70	ACCOUNTS PAYABLE CHECK
1904184	02/26/2021	S.E.P., LOCAL 4242	R	3420.90	ACCOUNTS PAYABLE CHECK
1904185	02/26/2021	IVY FUNDS	R	2244.37	ACCOUNTS PAYABLE CHECK
1904186	03/04/2021	ALL IN ONE TRANSLATION AGENCY, LLC	R	180.00	ACCOUNTS PAYABLE CHECK
1904187	03/04/2021	ASL INTERPRETING SERVICES, INC	R	128.00	ACCOUNTS PAYABLE CHECK
1904188	03/04/2021	ATTAINMENT CO	R	104.00	ACCOUNTS PAYABLE CHECK
1904189	03/04/2021	BLUE BELL ENTERPRISES INC	R	7192.94	ACCOUNTS PAYABLE CHECK
1904190	03/04/2021	CDWG	R	772.43	ACCOUNTS PAYABLE CHECK
1904191	03/04/2021	CENTURYLINK	R	1106.25	ACCOUNTS PAYABLE CHECK
1904192	03/04/2021	CENTURYLINK COMMUNICATONS, LLC	R	190.84	ACCOUNTS PAYABLE CHECK
1904193	03/04/2021	MARCO INC	R	1467.42	ACCOUNTS PAYABLE CHECK
1904194	03/04/2021	MASTER TRANSMISSION	R	60.98	ACCOUNTS PAYABLE CHECK
1904195	03/04/2021	MCGRAW-HILL EDUCATION, INC	R	67.07	ACCOUNTS PAYABLE CHECK
* 1904195	03/10/2021	MCGRAW-HILL EDUCATION, INC	V	-67.07	VOID MANUAL CHECK
1904196	03/04/2021	MENARDS	R	359.00	ACCOUNTS PAYABLE CHECK
1904197	03/04/2021	PELLICCI ACE HARDWARE	R	65.26	ACCOUNTS PAYABLE CHECK
1904198	03/04/2021	PROCARE THERAPY	R	1620.00	ACCOUNTS PAYABLE CHECK
1904199	03/04/2021	REINHART FOODSERVICE, LLC	R	469.64	ACCOUNTS PAYABLE CHECK
1904200	03/04/2021	TEACHERS ON CALL	R	5118.01	ACCOUNTS PAYABLE CHECK
1904201	03/04/2021	TRIG LIFE SERVICES	R	1154.00	ACCOUNTS PAYABLE CHECK
1904202	03/04/2021	VERIZON WIRELESS	R	1759.17	ACCOUNTS PAYABLE CHECK
1904203	03/04/2021	WH SECURITY, LLC	R	68.85	ACCOUNTS PAYABLE CHECK
1904204	03/11/2021	ANNE HOFF, SAFE HARBOR COUNSELING	R	2565.00	ACCOUNTS PAYABLE CHECK
1904205	03/11/2021	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1904206	03/11/2021	CARQUEST AUTO PARTS STORES	R	552.60	ACCOUNTS PAYABLE CHECK
1904207	03/11/2021	CDWG	R	986.94	ACCOUNTS PAYABLE CHECK
1904208	03/11/2021	DAKOTA COUNTY	R	55.00	ACCOUNTS PAYABLE CHECK
1904209	03/11/2021	DISTRICT 191 FOOD SERVICE	R	47.70	ACCOUNTS PAYABLE CHECK
1904210	03/11/2021	EDCLUB INC	R	176.50	ACCOUNTS PAYABLE CHECK
1904211	03/11/2021	FRONTIER COMMUNICATIONS	R	92.86	ACCOUNTS PAYABLE CHECK

DATE: 03/31/2021  
TIME: 09:10:46

INTERMEDIATE SCHOOL DISTRICT 917  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2  
ACCTPA21  
ACCOUNTING PERIOD: 9/21

SELECTION CRITERIA: chkstat.rundate between '20210220 00:00:00.000' and '20210331 00:00:00.000'

1904212	03/11/2021	GRAINGER W W INC.	R	45.98	ACCOUNTS PAYABLE CHECK
1904213	03/11/2021	HILDI INCORPORATED	R	5690.00	ACCOUNTS PAYABLE CHECK
1904214	03/11/2021	INT SCH DIST 287	R	2895.50	ACCOUNTS PAYABLE CHECK
1904215	03/11/2021	MARTIN LAW FIRM PLLC	R	1584.00	ACCOUNTS PAYABLE CHECK
1904216	03/11/2021	MCGRAW HILL LLC	R	57.77	ACCOUNTS PAYABLE CHECK
1904217	03/11/2021	MENARDS	R	23.95	ACCOUNTS PAYABLE CHECK
1904218	03/11/2021	MINNESOTA ALLIANCE WITH YOUTH	R	6000.00	ACCOUNTS PAYABLE CHECK
1904219	03/11/2021	MN CLN SERVICES, INC	R	4216.40	ACCOUNTS PAYABLE CHECK
1904220	03/11/2021	MN ENERGY RESOURCES CORPORATION	R	1634.99	ACCOUNTS PAYABLE CHECK
1904221	03/11/2021	OPG-3 INC	R	6634.01	ACCOUNTS PAYABLE CHECK
1904222	03/11/2021	PLANSOURCE BENEFITS ADMINISTRATION,	R	3746.88	ACCOUNTS PAYABLE CHECK
1904223	03/11/2021	PROCARE THERAPY	R	4300.00	ACCOUNTS PAYABLE CHECK
1904224	03/11/2021	REPUBLIC SERVICES #923	R	606.67	ACCOUNTS PAYABLE CHECK
1904225	03/11/2021	SCHOOL NURSE SUPPLY	R	35.75	ACCOUNTS PAYABLE CHECK
1904226	03/11/2021	ST PAUL PIONEER PRESS	R	148.95	ACCOUNTS PAYABLE CHECK
1904227	03/11/2021	SUNBELT STAFFING, LLC	R	3080.00	ACCOUNTS PAYABLE CHECK
1904228	03/11/2021	TIERNEY BROS. INC	R	7723.72	ACCOUNTS PAYABLE CHECK
1904229	03/11/2021	WESTONE	R	439.29	ACCOUNTS PAYABLE CHECK
1904230	03/11/2021	XCEL ENERGY	R	9307.47	ACCOUNTS PAYABLE CHECK
1904231	03/15/2021	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1904232	03/15/2021	EDUCATION MINNESOTA, LOCAL 3904	R	9785.34	ACCOUNTS PAYABLE CHECK
1904233	03/15/2021	MESSERLI & KRAMER P.A.	R	11.39	ACCOUNTS PAYABLE CHECK
1904234	03/15/2021	NCPERS GROUP LIFE INS	R	32.00	ACCOUNTS PAYABLE CHECK
1904235	03/15/2021	O.P.E.I.U., LOCAL 12	R	573.77	ACCOUNTS PAYABLE CHECK
1904236	03/15/2021	RELATED SERVICES NURSES ESP	R	160.70	ACCOUNTS PAYABLE CHECK
1904237	03/15/2021	S.E.P., LOCAL 4242	R	3400.62	ACCOUNTS PAYABLE CHECK
1904238	03/15/2021	IVY FUNDS	R	2244.37	ACCOUNTS PAYABLE CHECK
1904239	03/17/2021	ACCELERATED TECHNOLOGIES	R	700.00	ACCOUNTS PAYABLE CHECK
1904240	03/17/2021	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1904241	03/17/2021	AMAZON.COM, LLC	R	2875.82	ACCOUNTS PAYABLE CHECK
1904242	03/17/2021	ASL INTERPRETING SERVICES, INC	R	128.00	ACCOUNTS PAYABLE CHECK
1904243	03/17/2021	BLUE BELL ENTERPRISES INC	R	9647.31	ACCOUNTS PAYABLE CHECK
1904244	03/17/2021	CDWG	R	1015.55	ACCOUNTS PAYABLE CHECK
1904245	03/17/2021	CHROMEBOOKPARTS.COM	R	91.96	ACCOUNTS PAYABLE CHECK
1904246	03/17/2021	DAKOTA TRUCK UNDERWRITERS	R	18385.00	ACCOUNTS PAYABLE CHECK
1904247	03/17/2021	EDUCATORS BENEFIT CONSULTANTS, LLC	R	243.46	ACCOUNTS PAYABLE CHECK
1904248	03/17/2021	FOLLETT SCHOOL SOLUTIONS, INC	R	183.39	ACCOUNTS PAYABLE CHECK
1904249	03/17/2021	FRONTIER COMMUNICATIONS	R	2490.39	ACCOUNTS PAYABLE CHECK
1904250	03/17/2021	GRAINGER W W INC.	R	228.57	ACCOUNTS PAYABLE CHECK
1904251	03/17/2021	IND SCH DIST 192	R	358.00	ACCOUNTS PAYABLE CHECK
1904252	03/17/2021	KAREN CASS FELLING, M.A., LP	R	600.00	ACCOUNTS PAYABLE CHECK
1904253	03/17/2021	KEYGUARD ASSISTIVE TECHNOLOGY	R	75.94	ACCOUNTS PAYABLE CHECK
1904254	03/17/2021	OFFICE DEPOT	R	188.86	ACCOUNTS PAYABLE CHECK
1904255	03/17/2021	PROCARE THERAPY	R	3407.50	ACCOUNTS PAYABLE CHECK
1904256	03/17/2021	SCHOLASTIC, INC	R	349.93	ACCOUNTS PAYABLE CHECK
1904257	03/17/2021	SUNBELT STAFFING, LLC	R	3080.00	ACCOUNTS PAYABLE CHECK
1904258	03/17/2021	TEACHERS ON CALL	R	9523.45	ACCOUNTS PAYABLE CHECK
1904259	03/17/2021	TECHNOLOGY BY DESIGN, LLC	R	1472.00	ACCOUNTS PAYABLE CHECK
1904260	03/17/2021	TRUSTED EMPLOYEES	R	2.00	ACCOUNTS PAYABLE CHECK
1904261	03/26/2021	ALL IN ONE TRANSLATION AGENCY, LLC	R	90.00	ACCOUNTS PAYABLE CHECK
1904262	03/26/2021	CDWG	R	319.88	ACCOUNTS PAYABLE CHECK
1904263	03/26/2021	CENTERPOINT ENERGY	R	718.55	ACCOUNTS PAYABLE CHECK
1904264	03/26/2021	DELEGARD TOOL CO	R	397.31	ACCOUNTS PAYABLE CHECK
1904265	03/26/2021	MEDICAREBLUE RX	R	66.40	ACCOUNTS PAYABLE CHECK
1904266	03/26/2021	PROCARE THERAPY	R	4283.75	ACCOUNTS PAYABLE CHECK
1904267	03/26/2021	SUNBELT STAFFING, LLC	R	3137.75	ACCOUNTS PAYABLE CHECK
1904268	03/26/2021	TIERNEY BROS. INC	R	258.00	ACCOUNTS PAYABLE CHECK

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1904269	03/26/2021	UNIQUE SOFTWARE CORP	R	358.00	ACCOUNTS PAYABLE CHECK
1904270	03/31/2021	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1904271	03/31/2021	EDUCATION MINNESOTA, LOCAL 3904	R	9785.34	ACCOUNTS PAYABLE CHECK
1904272	03/31/2021	MESSERLI & KRAMER P.A.	R	11.39	ACCOUNTS PAYABLE CHECK
1904273	03/31/2021	NCPERS GROUP LIFE INS	R	32.00	ACCOUNTS PAYABLE CHECK
1904274	03/31/2021	O.P.E.I.U., LOCAL 12	R	573.77	ACCOUNTS PAYABLE CHECK
1904275	03/31/2021	RELATED SERVICES NURSES ESP	R	160.70	ACCOUNTS PAYABLE CHECK
1904276	03/31/2021	S.E.P., LOCAL 4242	R	3400.62	ACCOUNTS PAYABLE CHECK
1904277	03/31/2021	IVY FUNDS	R	2244.37	ACCOUNTS PAYABLE CHECK
*V4000883	03/10/2021	CALENDLY LLC	R	10.00	ACCOUNTS PAYABLE VOUCHER
*V4000884	03/10/2021	WELLS FARGO	R	5422.07	ACCOUNTS PAYABLE VOUCHER
*V4000885	03/10/2021	CITY OF INVER GROVE HTS	R	132.65	ACCOUNTS PAYABLE VOUCHER
*V4000886	03/10/2021	LOVING GUIDANCE INC	R	1878.00	ACCOUNTS PAYABLE VOUCHER
*V4000887	03/10/2021	DAKOTA COUNTY LUMBER	R	498.35	ACCOUNTS PAYABLE VOUCHER
*V4000888	03/10/2021	ENABLING DEVICES	R	178.95	ACCOUNTS PAYABLE VOUCHER
*V4000889	03/10/2021	FULLY LOADED ELECTRONICS	R	1755.00	ACCOUNTS PAYABLE VOUCHER
*V4000890	03/10/2021	GLOBAL EQUIPMENT COMPANY	R	1963.95	ACCOUNTS PAYABLE VOUCHER
*V4000891	03/10/2021	GOPHER SPORT	R	1329.30	ACCOUNTS PAYABLE VOUCHER
*V4000892	03/10/2021	GYNZY	R	995.00	ACCOUNTS PAYABLE VOUCHER
*V4000893	03/10/2021	HEALTHIEST YOU	R	3890.00	ACCOUNTS PAYABLE VOUCHER
*V4000894	03/10/2021	INNOVATIVE OFFICE SOLUTIONS	R	4208.04	ACCOUNTS PAYABLE VOUCHER
*V4000895	03/10/2021	MACMH (MN ASSOC FOR CHILDREN'S MENT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V4000896	03/10/2021	MASTER TECHNOLOGY GROUP INC	R	230.00	ACCOUNTS PAYABLE VOUCHER
*V4000897	03/10/2021	MCKESSON MEDICAL	R	263.73	ACCOUNTS PAYABLE VOUCHER
*V4000898	03/10/2021	METALCRAFT, INC	R	339.86	ACCOUNTS PAYABLE VOUCHER
*V4000899	03/10/2021	PROFESSIONAL WIRELESS COMMUNICATION	R	335.00	ACCOUNTS PAYABLE VOUCHER
*V4000900	03/10/2021	SCHOOL NURSE SUPPLY	R	110.19	ACCOUNTS PAYABLE VOUCHER
*V4000901	03/10/2021	SCHOOL SPECIALTY, LLC	R	153.97	ACCOUNTS PAYABLE VOUCHER
*V4000902	03/10/2021	SIGNUPGENIUS	R	269.89	ACCOUNTS PAYABLE VOUCHER
*V4000903	03/10/2021	SOUTHWEST/WEST CENTRAL SERVICE CORP	R	220.00	ACCOUNTS PAYABLE VOUCHER
*V4000904	03/10/2021	SUNBURST ACQUISITION LLC	R	229.95	ACCOUNTS PAYABLE VOUCHER
*V4000905	03/10/2021	SUNSHINE COTTAGE	R	136.25	ACCOUNTS PAYABLE VOUCHER
*V4000906	03/10/2021	THE HOME DEPOT PRO	R	1196.17	ACCOUNTS PAYABLE VOUCHER
*V4000907	03/10/2021	THERAPY NOTES, LLC	R	340.00	ACCOUNTS PAYABLE VOUCHER
*V4000908	03/10/2021	UNIVERSITY OF ST. THOMAS	R	17412.00	ACCOUNTS PAYABLE VOUCHER
*V4000909	03/10/2021	VIRCO MFG CORP	R	655.88	ACCOUNTS PAYABLE VOUCHER
*V4000910	03/10/2021	VISTAR TECHNOLOGIES	R	3931.66	ACCOUNTS PAYABLE VOUCHER
*V4000911	03/10/2021	VOYAGER SOPRIS LEARNING, INC	R	542.77	ACCOUNTS PAYABLE VOUCHER
*V6603036	02/24/2021	LINDA IRENE BECKER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603037	02/24/2021	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603038	02/24/2021	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603039	02/24/2021	TARA LYNN BRENNER	R	11.20	ACCOUNTS PAYABLE VOUCHER
*V6603040	02/24/2021	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603041	02/24/2021	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603042	02/24/2021	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603043	02/24/2021	DEEDEE CHRISTINE CURRIER	R	32.48	ACCOUNTS PAYABLE VOUCHER
*V6603044	02/24/2021	CRAIG ALAN CURTIS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603045	02/24/2021	JAMIE AUTUMN DALBESIO	R	140.67	ACCOUNTS PAYABLE VOUCHER
*V6603046	02/24/2021	MEGHAN LOUISE DOBSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603047	02/24/2021	NANCY JEAN DYE	R	3.92	ACCOUNTS PAYABLE VOUCHER
*V6603048	02/24/2021	KATHERINE DIANE ENGEL	R	61.04	ACCOUNTS PAYABLE VOUCHER
*V6603049	02/24/2021	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603050	02/24/2021	DONNA GAYLE GREENFIELD	R	56.00	ACCOUNTS PAYABLE VOUCHER
*V6603051	02/24/2021	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603052	02/24/2021	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603053	02/24/2021	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603054	02/24/2021	COURTNEY ELIZABETH INMAN	R	27.44	ACCOUNTS PAYABLE VOUCHER

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*V6603055	02/24/2021	LORI ANN KLEIN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603056	02/24/2021	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603057	02/24/2021	CAROL LEIGH KURTEN	R	10.64	ACCOUNTS PAYABLE VOUCHER
*V6603058	02/24/2021	LAURA MARIE KVAMME	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603059	02/24/2021	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603060	02/24/2021	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603061	02/24/2021	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603062	02/24/2021	JODI KAY MONSON	R	40.00	ACCOUNTS PAYABLE VOUCHER
*V6603063	02/24/2021	JAMES ANTHONY MYRMAN	R	15.68	ACCOUNTS PAYABLE VOUCHER
*V6603064	02/24/2021	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603065	02/24/2021	JENNIFER LEE OLSON	R	570.00	ACCOUNTS PAYABLE VOUCHER
*V6603066	02/24/2021	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603067	02/24/2021	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603068	02/24/2021	CALLY LEAH PRIEBE	R	31.36	ACCOUNTS PAYABLE VOUCHER
*V6603069	02/24/2021	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603070	02/24/2021	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603071	02/24/2021	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603072	02/24/2021	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603073	02/24/2021	AMBER GRACE SCHMITZ	R	28.00	ACCOUNTS PAYABLE VOUCHER
*V6603074	02/24/2021	MICHELLE JEAN SHANLEY	R	185.68	ACCOUNTS PAYABLE VOUCHER
*V6603075	02/24/2021	WILLIAM MERVAN SPROULS	R	57.99	ACCOUNTS PAYABLE VOUCHER
*V6603076	02/24/2021	MARY DEE STADELMAN	R	34.16	ACCOUNTS PAYABLE VOUCHER
*V6603077	02/24/2021	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603078	02/24/2021	THOMAS JOSEPH SZEWCZYK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603079	02/24/2021	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603080	02/24/2021	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603081	02/24/2021	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603082	02/24/2021	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603083	02/24/2021	BRIAN MATTHEW WATERS	R	18.20	ACCOUNTS PAYABLE VOUCHER
*V6603084	02/24/2021	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6603085	02/24/2021	MARK A. ZUZEK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603086	03/10/2021	RYO ZAYN BOWEN	R	35.28	ACCOUNTS PAYABLE VOUCHER
*V6603087	03/10/2021	CRAIG ALAN CURTIS	R	188.16	ACCOUNTS PAYABLE VOUCHER
*V6603088	03/10/2021	JAMIE AUTUMN DALBESIO	R	68.32	ACCOUNTS PAYABLE VOUCHER
*V6603089	03/10/2021	NANCY JEAN DYE	R	7.84	ACCOUNTS PAYABLE VOUCHER
*V6603090	03/10/2021	PAMELA VICK GARRETSON	R	258.16	ACCOUNTS PAYABLE VOUCHER
*V6603091	03/10/2021	RICHELLE E. GERNES	R	18.24	ACCOUNTS PAYABLE VOUCHER
*V6603092	03/10/2021	CORALEE ANN HUDDLE	R	568.00	ACCOUNTS PAYABLE VOUCHER
*V6603093	03/10/2021	AMY TAMARAH WOLF KAUFMAN	R	20.72	ACCOUNTS PAYABLE VOUCHER
*V6603094	03/10/2021	LAUREN ROSE KELLY	R	12.50	ACCOUNTS PAYABLE VOUCHER
*V6603095	03/10/2021	CAROL LEIGH KURTEN	R	10.64	ACCOUNTS PAYABLE VOUCHER
*V6603096	03/10/2021	MEGAN MARIE LUSCOMB	R	4.48	ACCOUNTS PAYABLE VOUCHER
*V6603097	03/10/2021	JESSICA EMMA MATHISON	R	11.20	ACCOUNTS PAYABLE VOUCHER
*V6603098	03/10/2021	EMMA IRENE KAE MAYES	R	26.88	ACCOUNTS PAYABLE VOUCHER
*V6603099	03/10/2021	JESSICA KAY MONTGOMERY	R	24.64	ACCOUNTS PAYABLE VOUCHER
*V6603100	03/10/2021	JAMES ANTHONY MYRMAN	R	7.84	ACCOUNTS PAYABLE VOUCHER
*V6603101	03/10/2021	HOLLY MARIE PEMBLE	R	39.20	ACCOUNTS PAYABLE VOUCHER
*V6603102	03/10/2021	EMILY ANN PFISTERER	R	128.80	ACCOUNTS PAYABLE VOUCHER
*V6603103	03/10/2021	MIRIAM JOY ALYSHA RESCH	R	12.32	ACCOUNTS PAYABLE VOUCHER
*V6603104	03/10/2021	KATHRYN KELLY REUDER	R	57.23	ACCOUNTS PAYABLE VOUCHER
*V6603105	03/10/2021	ANN MARGUERITE STAPLES	R	31.36	ACCOUNTS PAYABLE VOUCHER
*V6603106	03/10/2021	JUDY LYNN STOOS	R	55.44	ACCOUNTS PAYABLE VOUCHER
*V6603107	03/10/2021	SHANYN NICOLE TUFTEE	R	121.52	ACCOUNTS PAYABLE VOUCHER
*V6603108	03/10/2021	MICHELLE LYNN VOLLBRECHT	R	47.94	ACCOUNTS PAYABLE VOUCHER
*V6603109	03/10/2021	BRIAN MATTHEW WATERS	R	4.87	ACCOUNTS PAYABLE VOUCHER
*V6603110	03/10/2021	LORI JAYNE WILSON	R	85.57	ACCOUNTS PAYABLE VOUCHER
*V6603111	03/10/2021	FRAN LOUISE WOOD	R	203.84	ACCOUNTS PAYABLE VOUCHER

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*V6603112	03/24/2021	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603113	03/24/2021	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603114	03/24/2021	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603115	03/24/2021	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603116	03/24/2021	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603117	03/24/2021	CRAIG ALAN CURTIS	R	308.96	ACCOUNTS PAYABLE VOUCHER
*V6603118	03/24/2021	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603119	03/24/2021	MEGHAN LOUISE DOBSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603120	03/24/2021	KATHERINE DIANE ENGEL	R	65.52	ACCOUNTS PAYABLE VOUCHER
*V6603121	03/24/2021	SHERILYN FAYE FRISQUE	R	437.89	ACCOUNTS PAYABLE VOUCHER
*V6603122	03/24/2021	ELIZABETH KAY GARLOUGH	R	35.28	ACCOUNTS PAYABLE VOUCHER
*V6603123	03/24/2021	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603124	03/24/2021	DONNA GAYLE GREENFIELD	R	101.36	ACCOUNTS PAYABLE VOUCHER
*V6603125	03/24/2021	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603126	03/24/2021	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603127	03/24/2021	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603128	03/24/2021	COURTNEY ELIZABETH INMAN	R	14.56	ACCOUNTS PAYABLE VOUCHER
*V6603129	03/24/2021	LAUREN ROSE KELLY	R	9.05	ACCOUNTS PAYABLE VOUCHER
*V6603130	03/24/2021	LORI ANN KLEIN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603131	03/24/2021	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603132	03/24/2021	MEGHAN LEE KUNTZ	R	25.76	ACCOUNTS PAYABLE VOUCHER
*V6603133	03/24/2021	LAURA MARIE KVAMME	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603134	03/24/2021	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603135	03/24/2021	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603136	03/24/2021	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603137	03/24/2021	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603138	03/24/2021	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603139	03/24/2021	NANCY MAE OLSON	R	57.12	ACCOUNTS PAYABLE VOUCHER
*V6603140	03/24/2021	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603141	03/24/2021	JENNIFER MAE PETERSEN	R	49.28	ACCOUNTS PAYABLE VOUCHER
*V6603142	03/24/2021	MOLLY ANN PETERSON	R	17.36	ACCOUNTS PAYABLE VOUCHER
*V6603143	03/24/2021	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603144	03/24/2021	LYNN MARIE QUAM	R	14.00	ACCOUNTS PAYABLE VOUCHER
*V6603145	03/24/2021	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603146	03/24/2021	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603147	03/24/2021	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603148	03/24/2021	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603149	03/24/2021	AMBER GRACE SCHMITZ	R	43.12	ACCOUNTS PAYABLE VOUCHER
*V6603150	03/24/2021	CORTNEY ELIZABETH SMITH	R	4.48	ACCOUNTS PAYABLE VOUCHER
*V6603151	03/24/2021	NATHANAEL THOMAS STELLER	R	49.95	ACCOUNTS PAYABLE VOUCHER
*V6603152	03/24/2021	AMY LYNN SWANEY	R	228.31	ACCOUNTS PAYABLE VOUCHER
*V6603153	03/24/2021	THOMAS JOSEPH SZEWCZYK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603154	03/24/2021	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603155	03/24/2021	GRETCHEN ANN TOAY	R	59.92	ACCOUNTS PAYABLE VOUCHER
*V6603156	03/24/2021	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603157	03/24/2021	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603158	03/24/2021	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603159	03/24/2021	GREGORY ALEXANDER WALETSKI	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6603160	03/24/2021	REESA ANN WALTMAN	R	20.16	ACCOUNTS PAYABLE VOUCHER
*V6603161	03/24/2021	BRIAN MATTHEW WATERS	R	10.36	ACCOUNTS PAYABLE VOUCHER
*V6603162	03/24/2021	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6603163	03/24/2021	MARK A. ZUZEK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V7701406	02/26/2021	MN CHILD SUPPORT PAYMENT CENTER	R	237.70	ACCOUNTS PAYABLE VOUCHER
*V7701407	02/26/2021	AFLAC	R	2003.26	ACCOUNTS PAYABLE VOUCHER
*V7701408	02/26/2021	AMERIPRISE FINANCIAL ADVISORS	R	7954.50	ACCOUNTS PAYABLE VOUCHER
*V7701409	02/26/2021	AXA EQUITABLE LIFE INS CO	R	3902.39	ACCOUNTS PAYABLE VOUCHER
*V7701410	02/26/2021	FIDELITY INVSTMT TAX-EX SVC CO	R	6026.27	ACCOUNTS PAYABLE VOUCHER

DATE: 03/31/2021  
TIME: 09:10:46

INTERMEDIATE SCHOOL DISTRICT 917  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 6  
ACCTPA21  
ACCOUNTING PERIOD: 9/21

SELECTION CRITERIA: chkstat.rundate between '20210220 00:00:00.000' and '20210331 00:00:00.000'

*V7701411	02/26/2021	HEALTH EQUITY, INC.	R	26367.15	ACCOUNTS PAYABLE VOUCHER
*V7701412	02/26/2021	HORACE MANN LIFE INS	R	2299.61	ACCOUNTS PAYABLE VOUCHER
*V7701413	02/26/2021	INTERNAL REVENUE SERVICE	R	234275.15	ACCOUNTS PAYABLE VOUCHER
*V7701414	02/26/2021	EDUCATION MN ESI BILLING TRUST	R	10416.30	ACCOUNTS PAYABLE VOUCHER
*V7701415	02/26/2021	MN DEPT OF REVENUE	R	38059.88	ACCOUNTS PAYABLE VOUCHER
*V7701416	02/26/2021	MN STATE RETIREMENT SYSTEM	R	2345.83	ACCOUNTS PAYABLE VOUCHER
*V7701417	02/26/2021	EXECUTIVE DIRECTOR	R	52015.68	ACCOUNTS PAYABLE VOUCHER
*V7701418	02/26/2021	STATE TREASURER, TRA	R	109104.89	ACCOUNTS PAYABLE VOUCHER
*V7701419	02/26/2021	VARIABLE ANNUITY LIFE INS CO	R	7860.30	ACCOUNTS PAYABLE VOUCHER
*V7701420	02/26/2021	VOYA	R	2743.53	ACCOUNTS PAYABLE VOUCHER
*V7701421	02/26/2021	MEDICA	R	42771.27	ACCOUNTS PAYABLE VOUCHER
*V7701422	02/26/2021	PLANSOURCE FLEX BEN.	R	4129.74	ACCOUNTS PAYABLE VOUCHER
*V7701423	03/01/2021	NATIONAL INSURANCE SERVICES OF WI,	R	9575.44	ACCOUNTS PAYABLE VOUCHER
*V7701424	03/03/2021	APPLE VALLEY ISD LLC	R	41961.98	ACCOUNTS PAYABLE VOUCHER
*V7701425	03/03/2021	SE ISD, DST	R	77888.99	ACCOUNTS PAYABLE VOUCHER
*V7701426	03/03/2021	PLANSOURCE FLEX BEN.	R	234.49	ACCOUNTS PAYABLE VOUCHER
*V7701427	03/03/2021	MEDICA	R	47566.19	ACCOUNTS PAYABLE VOUCHER
*V7701428	03/10/2021	MEDICA	R	118651.93	ACCOUNTS PAYABLE VOUCHER
*V7701429	03/10/2021	PLANSOURCE FLEX BEN.	R	3160.22	ACCOUNTS PAYABLE VOUCHER
*V7701430	03/10/2021	MEDICA	R	65797.18	ACCOUNTS PAYABLE VOUCHER
*V7701431	03/15/2021	MN CHILD SUPPORT PAYMENT CENTER	R	237.70	ACCOUNTS PAYABLE VOUCHER
*V7701432	03/15/2021	AMERIPRISE FINANCIAL ADVISORS	R	7954.50	ACCOUNTS PAYABLE VOUCHER
*V7701433	03/15/2021	AXA EQUITABLE LIFE INS CO	R	3902.39	ACCOUNTS PAYABLE VOUCHER
*V7701434	03/15/2021	FIDELITY INVSTMT TAX-EX SVC CO	R	6026.27	ACCOUNTS PAYABLE VOUCHER
*V7701435	03/15/2021	HEALTH EQUITY, INC.	R	26474.24	ACCOUNTS PAYABLE VOUCHER
*V7701436	03/15/2021	HORACE MANN LIFE INS	R	2299.61	ACCOUNTS PAYABLE VOUCHER
*V7701437	03/15/2021	INTERNAL REVENUE SERVICE	R	236137.22	ACCOUNTS PAYABLE VOUCHER
*V7701438	03/15/2021	EDUCATION MN ESI BILLING TRUST	R	10416.30	ACCOUNTS PAYABLE VOUCHER
*V7701439	03/15/2021	MN DEPT OF REVENUE	R	38389.61	ACCOUNTS PAYABLE VOUCHER
*V7701440	03/15/2021	MN STATE RETIREMENT SYSTEM	R	2345.83	ACCOUNTS PAYABLE VOUCHER
*V7701441	03/15/2021	EXECUTIVE DIRECTOR	R	51975.14	ACCOUNTS PAYABLE VOUCHER
*V7701442	03/15/2021	STATE TREASURER, TRA	R	110591.64	ACCOUNTS PAYABLE VOUCHER
*V7701443	03/15/2021	VARIABLE ANNUITY LIFE INS CO	R	7860.30	ACCOUNTS PAYABLE VOUCHER
*V7701444	03/15/2021	VOYA	R	2743.53	ACCOUNTS PAYABLE VOUCHER
*V7701445	03/19/2021	MEDICA	R	106600.04	ACCOUNTS PAYABLE VOUCHER
*V7701446	03/19/2021	PLANSOURCE FLEX BEN.	R	3108.63	ACCOUNTS PAYABLE VOUCHER
*V7701447	03/19/2021	DELTA DENTAL OF MINNESOTA	R	46312.86	ACCOUNTS PAYABLE VOUCHER
*V7701448	03/29/2021	MEDICA	R	55199.12	ACCOUNTS PAYABLE VOUCHER
*V7701449	03/29/2021	PLANSOURCE FLEX BEN.	R	594.04	ACCOUNTS PAYABLE VOUCHER
*V7701450	03/31/2021	MN CHILD SUPPORT PAYMENT CENTER	R	237.70	ACCOUNTS PAYABLE VOUCHER
*V7701451	03/31/2021	AFLAC	R	2003.26	ACCOUNTS PAYABLE VOUCHER
*V7701452	03/31/2021	AMERIPRISE FINANCIAL ADVISORS	R	7954.50	ACCOUNTS PAYABLE VOUCHER
*V7701453	03/31/2021	AXA EQUITABLE LIFE INS CO	R	3902.39	ACCOUNTS PAYABLE VOUCHER
*V7701454	03/31/2021	FIDELITY INVSTMT TAX-EX SVC CO	R	6026.27	ACCOUNTS PAYABLE VOUCHER
*V7701455	03/31/2021	HEALTH EQUITY, INC.	R	26238.27	ACCOUNTS PAYABLE VOUCHER
*V7701456	03/31/2021	HORACE MANN LIFE INS	R	2299.61	ACCOUNTS PAYABLE VOUCHER
*V7701457	03/31/2021	INTERNAL REVENUE SERVICE	R	234772.35	ACCOUNTS PAYABLE VOUCHER
*V7701458	03/31/2021	EDUCATION MN ESI BILLING TRUST	R	10416.30	ACCOUNTS PAYABLE VOUCHER
*V7701459	03/31/2021	MN DEPT OF REVENUE	R	38166.42	ACCOUNTS PAYABLE VOUCHER
*V7701460	03/31/2021	MN STATE RETIREMENT SYSTEM	R	22245.83	ACCOUNTS PAYABLE VOUCHER
*V7701461	03/31/2021	EXECUTIVE DIRECTOR	R	52309.28	ACCOUNTS PAYABLE VOUCHER
*V7701462	03/31/2021	STATE TREASURER, TRA	R	109551.91	ACCOUNTS PAYABLE VOUCHER
*V7701463	03/31/2021	VARIABLE ANNUITY LIFE INS CO	R	7860.30	ACCOUNTS PAYABLE VOUCHER
*V7701464	03/31/2021	VOYA	R	2743.53	ACCOUNTS PAYABLE VOUCHER
*V7701465	03/31/2021	MEDICA	R	42772.13	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2519733.78	

DATE: 03/31/2021  
TIME: 09:10:46

INTERMEDIATE SCHOOL DISTRICT 917  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 7  
ACCTPA21  
ACCOUNTING PERIOD: 9/21

SELECTION CRITERIA: chkstat.rundate between '20210220 00:00:00.000' and '20210331 00:00:00.000'

TOTAL REPORT

2519733.78

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

02/12/2021 DIRECT DEPOSITS REGULAR PAY (015)	\$	700,559.02
02/12/2021 CHECKS	\$	-

**NET PAYROLL** \$ **700,559.02**

Authorized Signature  Date 7/10/2021

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

01/29/2021 DIRECT DEPOSITS REGULAR PAY (014)	\$	692,898.40
01/29/2021 CHECKS	\$	-

**NET PAYROLL** \$ **692,898.40**

Authorized Signature  Date 1/27/2021

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

02/26/2021 DIRECT DEPOSITS REGULAR PAY (016)	\$	700,055.62
02/26/2021 CHECKS	\$	-

**NET PAYROLL** **\$ 700,055.62**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

03/31/2021 DIRECT DEPOSITS REGULAR PAY (018)	\$	701,968.66
03/31/2021 CHECKS	\$	-

**NET PAYROLL** **\$ 701,968.66**

Authorized Signature  Date 3/29/2021

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

01/29/2021 DIRECT DEPOSITS REGULAR PAY (014)	\$	692,898.40
01/29/2021 CHECKS	\$	-

**NET PAYROLL** \$ **692,898.40**

Authorized Signature  Date 1-29-21

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

02/26/2021 DIRECT DEPOSITS REGULAR PAY (016)	\$	700,055.62
02/26/2021 CHECKS	\$	-

**NET PAYROLL** \$ **700,055.62**

Authorized Signature  Date 3/1/2021

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

03/15/2021 DIRECT DEPOSITS REGULAR PAY (017)	\$	703,723.99
03/15/2021 CHECKS	\$	-

**NET PAYROLL** \$ **703,723.99**

Authorized Signature  Date 3-15-21



## Account Statement - Transaction Summary

For the Month Ending **February 28, 2021**

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

#### MSDLAF+ Liquid Class

Opening Market Value	0.04
Purchases	0.00
Redemptions	(0.04)
Unsettled Trades	0.00
Change in Value	0.00

**Closing Market Value** **\$0.00**

Cash Dividends and Income 0.00

#### MSDLAF+ MAX Class

Opening Market Value	8,546,948.42
Purchases	2,750,318.45
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

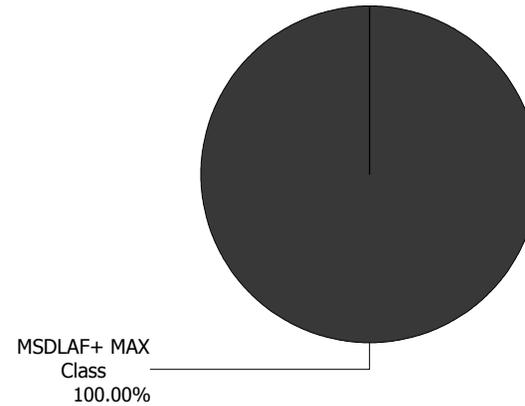
**Closing Market Value** **\$11,297,266.87**

Cash Dividends and Income 318.41

#### Asset Summary

	February 28, 2021	January 31, 2021
<b>MSDLAF+ Liquid Class</b>	0.00	0.04
<b>MSDLAF+ MAX Class</b>	11,297,266.87	8,546,948.42
<b>Total</b>	<b>\$11,297,266.87</b>	<b>\$8,546,948.46</b>

#### Asset Allocation





## Account Statement

For the Month Ending **February 28, 2021**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>MSDLAF+ Liquid Class</b>					
<b>Opening Balance</b>					<b>0.04</b>
02/01/21	02/01/21	Exchange from MSDLAF+ Liquid Class to MSDLAF+ MAX Class	1.00	(0.04)	0.00
<b>Closing Balance</b>					<b>0.00</b>

	Month of February	Fiscal YTD July-February		Closing Balance	Average Monthly Balance	Monthly Distribution Yield
<b>Opening Balance</b>	0.04	830.96	<b>Closing Balance</b>	0.00		
<b>Purchases</b>	0.00	0.11	<b>Average Monthly Balance</b>	0.00		
<b>Redemptions (Excl. Checks)</b>	(0.04)	(831.07)	<b>Monthly Distribution Yield</b>	0.02%		
<b>Check Disbursements</b>	0.00	0.00				
<b>Closing Balance</b>	<b>0.00</b>	<b>0.00</b>				
<b>Cash Dividends and Income</b>	0.00	0.11				

### MSDLAF+ MAX Class

<b>Opening Balance</b>					<b>8,546,948.42</b>
02/01/21	02/01/21	Exchange from MSDLAF+ Liquid Class to MSDLAF+ MAX Class (available: 02/16/21)	1.00	0.04	8,546,948.46
02/02/21	02/02/21	Purchase - ACH Purchase	1.00	750,000.00	9,296,948.46
02/17/21	02/17/21	Purchase - ACH Purchase	1.00	2,000,000.00	11,296,948.46
02/26/21	03/01/21	Accrual Income Div Reinvestment - Distributions	1.00	318.41	11,297,266.87



## Account Statement

For the Month Ending **February 28, 2021**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>Closing Balance</b>					<b>11,297,266.87</b>
		<b>Month of February</b>	<b>Fiscal YTD July-February</b>		
<b>Opening Balance</b>		8,546,948.42	8,240,776.45	<b>Closing Balance</b>	11,297,266.87
<b>Purchases</b>		2,750,318.45	6,556,490.42	<b>Average Monthly Balance</b>	10,127,339.72
<b>Redemptions (Excl. Checks)</b>		0.00	(3,500,000.00)	<b>Monthly Distribution Yield</b>	0.04%
<b>Check Disbursements</b>		0.00	0.00		
<b>Closing Balance</b>		<b>11,297,266.87</b>	<b>11,297,266.87</b>		
<b>Cash Dividends and Income</b>		318.41	5,659.35		

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

**February 2021**

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE
MSDLAF + MAX	01	8,546,948.42	2,750,000.04	0.00	0.00	318.41	11,297,266.87
MSDLAF Liquid	01	0.04	0.00	0.04	0.00	0.00	0.00
MSDLAF TERM (CD's,Term,Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>8,546,948.46</b>	<b>2,750,000.04</b>	<b>0.04</b>	<b>0.00</b>	<b>318.41</b>	<b>11,297,266.87</b>

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

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

NOTE: **February 2021** Average MSDLAF Liquid Rate was .02% and the MSDLAF+MAX Average Rate was .04%. MSDLAF Term Average Rate is .00%.

Last Name	First Name	Position/Title	Assignment	Details of Assignment	Assignment Start Date	End Date	# of Work Days	Hours Per Day	Total # of Hours	Hourly Rate	Est. Total Amount
Ellis	Andrea	Health Associate	Extra Duty	COVID saliva Testing at AEC	1/18/2021	1/18/2021	1	5	5	25.87	129.35
Fleming	Angelita	SLP - Speech Language Pa	Training	Prep time for AT training	1/18/2021	1/18/2021	1	0.75	0.75	51.05	38.29
Garlough	Elizabeth	Occupational Therapist	Training	Prep time for AT training	1/18/2021	1/18/2021	1	0.75	0.75	40.97	30.73
Helm	Heidi	SPED Teacher	Teacher	Working instead of using Flex Week	2/12/2021	2/19/2021	5	8	40	53.6	2144
Hemminger	Jenae	Classroom Assistant	CA	Stay late w/student (late transportation) & behavior debrief	2/8/2021	2/12/2021	2	1	2	18.27	36.54
Hills	Hannah	Classroom Assistant	Extra Duty	Helping with COVID Testing	1/18/2021	1/18/2021	1	5	5	19.09	94.45
Huddle	Coralee	Classroom Assistant	CA	Stayed late for student supervision during IEP mtg.	3/2/2021	3/2/2021	1	0.5	0.5	19.09	9.55
Hurla	Amy	Mental Health Practitioner	Training	Prep time for MH trainings	1/11/2021	6/11/2021	5	1	5	33.83	169.15
Karnes	Emma	Program Assistant	PA	Stayed late for student supervision	3/2/2021	3/8/2021	2	0.5	1	19.09	19.09
Kettler	Kathryn	Mental Health Practitioner	Training	Prep time for MH trainings	1/11/2021	6/11/2021	5	1	5	36.42	182.1
Lamphere	Anna	Mental Health Practitioner	Training	Prep time for MH trainings	1/11/2021	6/11/2021	5	1	5	53.6	268
Lamphere	Anna	Mental Health Practitioner	Extra Duty	Complete Diagnostic Assessments on new students	3/1/2021	6/10/2021	2	5	10	53.6	536
Reding	Nicholas	Classroom Assistant	CA	Supervision of student during IEP meeting	3/2/2021	3/2/2021	1	0.5	0.5	19.09	9.55
Schaller	Melissa	Other	Extra Duty	acting superintendent for intermittent leave situation	3/8/2021	3/31/2021	18	4	72	82	5904
Stanley	Patty	SLI - Interpreter	Extra Duty	Interp for D/HH students	3/1/2021	6/10/2021	68	0.5	34	27.64	939.76
STORLIE	AMANDA	Program Assistant	Extra Duty	Attending an equity meeting.	2/10/2021	6/9/2021	17	1	17	20.9	355.3
										TOTAL	10865.86

**RESOLUTION**

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF JORDAN SCOTT, MARK BAUER, CHRISTYNA JAROSH, COLLEEN REDFIELD, JENNA MOON, LISA KENT, SARAH LUDEWIG, CAROLINE PETERSON, ANNA ZAPPETILLO, REBECCA ALBERS (SCHUMACHER), LAUREN DAME, MADELEINE AUGUST, AMANDA GARDING, JENNIFER KERKOFF, RYLEE KNIPS, KARINA LOZANO, HEATHER WINBLAD, EMILY PAYNE, LORI WILSON, BRITTANY SWANSON, LATRICIA DOMALLY, AMBER SCHERER, BRIANA RUIZ-BRUCE, JOHN VOLKERT, KIANNA MARTINSON**

WHEREAS, **JORDAN SCOTT, MARK BAUER, CHRISTYNA JAROSH, COLLEEN REDFIELD, JENNA MOON, LISA KENT, SARAH LUDEWIG, CAROLINE PETERSON, ANNA ZAPPETILLO, REBECCA ALBERS (SCHUMACHER), LAUREN DAME, MADELEINE AUGUST, AMANDA GARDING, JENNIFER KERKOFF, RYLEE KNIPS, KARINA LOZANO, HEATHER WINBLAD, EMILY PAYNE, LORI WILSON, BRITTANY SWANSON, LATRICIA DOMALLY, AMBER SCHERER, BRIANA RUIZ-BRUCE, JOHN VOLKERT, KIANNA MARTINSON** are probationary teachers in Intermediate School District 917.

BE IT RESOLVED by the School Board of Intermediate School District No. 917, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of **JORDAN SCOTT, MARK BAUER, CHRISTYNA JAROSH, COLLEEN REDFIELD, JENNA MOON, LISA KENT, SARAH LUDEWIG, CAROLINE PETERSON, ANNA ZAPPETILLO, REBECCA ALBERS (SCHUMACHER), LAUREN DAME, MADELEINE AUGUST, AMANDA GARDING, JENNIFER KERKOFF, RYLEE KNIPS, KARINA LOZANO, HEATHER WINBLAD, EMILY PAYNE, LORI WILSON, BRITTANY SWANSON, LATRICIA DOMALLY, AMBER SCHERER, BRIANA RUIZ-BRUCE, JOHN VOLKERT, KIANNA MARTINSON** , probationary teachers in Intermediate School District No. 917, is hereby terminated at the close of the current 2019-2020 school year.

BE IT FURTHER RESOLVED that written notices be sent to said teachers regarding termination and nonrenewal of contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION  
AND NONRENEWAL**

NAME  
STREET  
CITY, STATE ZIP

Dear NAME:

You are hereby notified that at a regular meeting of the School Board of Intermediate School District No. 917 held on April 6, 2021, a resolution was adopted by a majority roll call vote of the Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-2022 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the nonrenewal of your teaching contract. However, such request must be received within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF  
INTERMEDIATE SCHOOL DISTRICT NO. 917

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Clerk of the School Board

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

Whereupon said resolution was declared duly passed and adopted.

**Intermediate School District 917  
Accounts Receivable Aged Report As of 3/31/21**

<b>Member Districts</b>	<b>31-60 Days</b>		<b>61-90 Days</b>		<b>Over 90 Days</b>		<b>Totals</b>
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>All Others</b>							
MDE	\$ -	\$ -	\$ -	\$ -	\$ 453,589.11	\$ 453,589.11	\$ 453,589.11
Misc employee receivables	\$ 3,676.92	\$ -	\$ -	\$ -	\$ 1,100.00	\$ 4,776.92	\$ 4,776.92
Student Chromebook receivab	\$ -	\$ -	\$ -	\$ -	\$ 247.42	\$ 247.42	\$ 247.42
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Totals</b>	<b>\$ 3,676.92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 454,936.53</b>	<b>\$ 458,613.45</b>	<b>\$ 458,613.45</b>
<b>Grand Total</b>	<b>\$ 3,676.92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 454,936.53</b>	<b>\$ 458,613.45</b>	<b>\$ 458,613.45</b>
<b>Total Receivables</b>						<b>\$ 466,426.79</b>	

Prepared by: T. Welch

July 2021

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
<b>Sept. 2021</b>				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
<b>Nov. 2021</b>				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
<b>Jan. 2022</b>				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
<b>Mar. 2022</b>				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
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<b>May 2022</b>				
M	T	W	Th	F
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23	24	25	26	27
30	31			

21/18

20/18

20/19

19/19

21/21

Aug. 2021

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
<b>Oct. 2021</b>				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
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<b>Dec. 2021</b>				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
<b>Feb. 2022</b>				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				
<b>April 2022</b>				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
<b>June 2022</b>				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

2/0

19/19

16/16

19/19

19/18

7.5/7



2021-2022  
Calendar

**Intermediate School  
District 917**  
(AEC, Anthony Louis Center, Cedar School,  
CEC, CTE, DCALS, LEC, Options, Riverside/New  
Chance, and TESA@DCTC)

**Calendar Definition**

- August 24-25 New certified staff inservice days, no school for students
- August 25 Second year teacher inservice, no school for students
- August 30-Sept. 3 Inservice days certified staff, no school for students
- September 2 All staff report, Welcome Back inservice
- September 6 Labor Day, no school for staff/students
- September 7 First student day
- October 21-22 No school for staff/students
- November 2 Cedar School Only, school closed for elections  
Conferences Cedar School
- November 5 No school, inservice certified staff, CTE, DCALS  
No school (except Cedar), conferences, Special Education
- November 24 All staff inservice, no school for students
- November 25-26 Thanksgiving break, no school for staff/students
- Dec. 23-Dec. 31 Winter break, no school for staff/students
- January 17 Martin Luther King Day, no school for staff/students
- January 21 Inservice certified staff, no school for students
- February 21 Presidents' Day, no school staff/students
- March 25 No school, inservice certified staff, CTE, DCALS  
In session, Special Education
- March 28-April 1 Spring Break, no school for staff/students
- April 8 No school, conferences, Special Education  
In session, CTE, DCALS
- April 15 Spring holiday, no school all staff
- May 30 Memorial Day, no school for staff/students
- June 9 Last student day
- June 10 Last day certified staff, ½ day of duty

**General Calendar Key:**

- First and last day of school
- New certified staff inservice
- No school for staff or students
- Staff inservice/conferences, No school for students

**Site Specific Notations:**

- Special Education conferences, no students; CTE and DCALS in session
- CTE and DCALS inservice, no students; Special Education in session
- JSC in session
- JSC teacher last day
- Cedar School conferences, no students

**Intermediate School District 917  
Calendar 2021-2022**

1. There are 174 student days, 185 teacher days, and 176 paraprofessional days (unless following a member district calendar).
2. First-year teachers work 187 duty days, which includes August 24-25, 2021.
3. Second-year teachers work 186 duty days, which includes August 25, 2021.
4. Staff assigned to ISD 917 special education programs housed in member district schools will follow the calendar of the host district.
5. Special Education has .5 staff day counted for evening event like an open house depending on site or program and 1.0 staff day for evening conference on Thursday, November 4, 2021 and Thursday, April 7, 2022.
6. CTE and DCALS have 1.0 staff day for a fall and spring open house event.
7. CTE has .5 staff day for Student of Distinction.
8. DCALS has .5 staff day for graduation.
9. Paraprofessional professional development will occur on September 2, 2021 and as detailed in the next lines.
10. Paraprofessional inservice for paraprofessionals working in ISD 917 main sites, ISD 194, ISD 200, and ISD 271 sites scheduled on November 24, 2021.
11. Paraprofessional inservice for paraprofessionals working in SSD 6, sites scheduled on October 15, 2021.
12. Paraprofessional inservice for paraprofessionals working in ISD 197 sites scheduled on November 2, 2021.
13. Paraprofessional inservice for paraprofessionals working in ISD 192 sites scheduled on November 29, 2021.
14. Paraprofessional inservice for paraprofessionals working in ISD 199 sites scheduled on December 3, 2021.
15. Teacher inservice dates on October 20, and January 21 will be split 3.75 hours of workshop and 3.75 hours of work time.
16. CTE and DCALS programs will have an inservice day on March 25, 2022.
17. Special Education will have a conference day on April 8, 2022.
18. Friday, June 10, 2021, is 3.75 hours of scheduled work time for certified staff.
19. Itinerant staff work calendars will be confirmed by their respective supervisor.
20. Juvenile Services Center only: June 11-21, 2021-Summer Session I
21. Juvenile Services Center only: June 22, 2021-0.5 day teacher workshop
22. Juvenile Services Center only: Tuesday, July 6-Friday, August 6, 2022-Summer Session II
23. Juvenile Services Center only: June 10-20, 2022-Summer Session I
24. Juvenile Services Center only: June 21, 2022-0.5 day teacher workshop
25. Juvenile Services Center only: Tuesday, July 5-Friday, August 5, 2022-Summer Session II
26. Special education extended school year will be Mon - Thurs, July 6 - July 30, 2020 (Staff prep day, July 6)
27. Special education extended school year will be Mon - Thurs, July 11 - August 4, 2022 (Staff prep day, July 11)

**Quarters for DCALS**

First: September 7-November 4-40 days  
Second: November 8-January 20-44 days  
Third: January 24-March 24-43 days  
Fourth: April 4-June 9-47 days

**Semesters for Special Education**

First: September 7-January 21-84 days  
Second January 24-June 9-90 days



To: Mark Zuzek  
Superintendent

From: Melissa Schaller  
Executive Director of Student Services

Re: 2021-2022 Special Education Lead Teacher Assignments

Date: March 30, 2021

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

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

Based on a review of interested applicants, I am recommending that the following individuals be appointed as lead staff according to the ISD 917 Local 3904 contract for the 2021-2022 school year:

<b>Name</b>	<b>Program</b>
Matt Bruns	DCALS-Special Education
Melissa Ho	Nursing
Justin Hoelscher	CASE, IDEA, and SUN-Alliance Education Center
Cathy Mattice	SUN-Concord Education Center
Rachel Novy	CASE, IDEA, and SUN-Alliance Education Center
Amanda Peters	Physical Health Disabilities
Hannah Radant	DASH, PACES, and TESA
Wendi Renken	DASH, PACES, and TESA
Melanie Rix	Anthony Louis, JSC, Options, SLP, TEA, and ECSE TEA
Nichole Short	School Psychology
Shanyn Tufte	Physical Therapy

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



## Intermediate School District 917

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

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

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

**TO:** Mark Zuzek, Supt.  
**FROM:** Eric Van Brocklin, Principal  
**RE:** Lead Teacher positions  
**DATE:** March 22, 2021

I am writing to respectfully recommend the following staff members for the lead teacher positions for the 2021-2022 school year.

<u>Name</u>	<u>Comment</u>
Dale Engman	Dakota County Area Learning School (CTE)
Pam Biegler/Erin Sanford(split)	Dakota County Area Learning School (Main)
Don Williams	Dakota County Area Learning School (North)
John Borup	Dakota County Area Learning School (South)

**EVB**

**INTERMEDIATE SCHOOL DISTRICT 917**

**TERMS AND CONDITIONS OF EMPLOYMENT FOR  
SUPERINTENDENT**

**EFFECTIVE JULY 1, 2021 – JUNE 30, 2024**

**APPROVED BY THE SCHOOL BOARD**

**April 6, 2021**

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**ARTICLE I:  
PURPOSE**

This contract is entered into between Intermediate School District No. 917, Rosemount, Minnesota, hereinafter referred to as the School District, and **Dr. Michael Favor**, hereinafter referred to as the Superintendent, a legally qualified and licensed superintendent who agrees to perform the duties of the Superintendent of the School District.

**ARTICLE II:  
APPLICABLE STATUTE**

This contract is entered into between the School District and the Superintendent in conformance with M.S. 123B.143.

**ARTICLE III:  
LICENSE**

The Superintendent shall furnish the School Board, throughout the life of this contract, a valid and appropriate license to act as superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.

**ARTICLE IV:  
DURATION, EXPIRATION, TERMINATION DURING THE TERM,  
MUTUAL CONSENT, AND CONTINGENCY**

Section 1. Duration:

This contract is for a term of three (3) years commencing on July 1, 2021 and ending on June 30, 2024. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent or unless terminated as provided in this contract.

Section 2. Expiration:

This contract shall expire at the end of the term specified in Section 1 above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent contract is entered into in accordance with M.S. 123B.143, Subd. 1., notwithstanding the following procedural agreement outlined in (a.) to (e.) below:

- a. Final Notice: The School Board will take action to determine whether to offer the Superintendent a subsequent contract no later than twelve (12) months prior to the expiration of this contract and shall give the Superintendent written notice of its action.
- b. Preliminary Notice: At least 30 days before taking action not to offer the Superintendent a subsequent contract, the School Board shall give preliminary written notice of its intent not to offer a subsequent contract.
- c. Request for Meeting: Within ten (10) days thereafter the Superintendent may request a meeting with the School Board to discuss its intentions, the reasons therefore, and ways in which any concerns of the School Board might be addressed by the parties.
- d. Meeting Between the Parties: Upon receipt of such request, the School Board shall hold a meeting with the Superintendent.
- e. Final Action: The School Board shall not take action not to offer a subsequent contract until at least seven (7) days after such meeting, which action of the School Board shall be final.

Six (6) to nine (9) months prior to the expiration of this contract, at the Superintendent's written request, the school board shall conduct a performance evaluation of the Superintendent pursuant to M.S. 13D.05, Subd. 3. Additionally, during the 2021-2022 school year and the 2022-2023 school year, the school board will conduct performance evaluation of the Superintendent pursuant to M.S. 13D.05, Subd 3.

### Section 3. Termination During the Term:

The Superintendent's employment may be terminated during the term of this contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Minnesota Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the striking process as provided by BMS rules. The arbitrator shall conduct a hearing under arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding on the parties, subject to judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by

the arbitrator. If the Superintendent fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

Section 4. Mutual Consent:

This Contract may be terminated at any time by mutual consent of the School Board and the Superintendent.

Section 5. Contingency:

If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Superintendent completing the terms of the existing Contract.

**ARTICLE V:  
DUTIES**

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District Superintendents under the Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall oversee the selection of all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District; and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

**ARTICLE VI:  
DUTY YEAR, VACATION, AND HOLIDAYS**

Section 1. Basic Work Year:

The Superintendent's duty year shall be for the entire twelve (12)-month contract year, and the Superintendent shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy. When necessary to calculate a per diem salary, the per diem shall be arrived at by dividing the base salary by 220.

## Section 2. Vacation:

Subd. 1. The Superintendent shall earn 26 working days of annual paid vacation in the 2021-2022 contract year and each subsequent year. A superintendent working less than a full year shall accrue vacation on a prorated basis. Unused vacation may accumulate to a maximum of 70 days.

Subd. 2. Vacation may be used after it is credited. Vacation is credited on a monthly basis with the total days being divided by twelve (12). A draw in advance on vacation not yet earned or credited may be granted at the approval of the School Board.

Subd. 3. The School District shall pay to the Superintendent the cash value of the accrued vacation days upon request. Such payment shall be made on July 15<sup>th</sup> following the close of the Contract year. Notwithstanding the foregoing, the total number of accumulated vacation days cashed out hereunder shall not exceed 70. Upon termination of employment, the Superintendent shall be entitled to payment for any unused vacation days accrued and earned pursuant to the provisions of this paragraph. The amount of accumulated vacation days that will be paid to the Superintendent upon contract non-renewal or resignation/retirement from employment with the District will be equal to the lesser of the number of accumulated vacation days at the time of contract non-renewal or resignation/retirement, or the difference between 70 days and the number of days that have been cashed out and paid to the Superintendent during his employment. For purposes of converting accumulated vacation into cash in order to make a payment to the Superintendent hereunder, the value of a day of vacation shall be determined by prorating the Superintendent's applicable annual base salary by the number of work days during the year. Applicable annual base salary shall be the Superintendent's base salary for the contract year that just closed for purposes of the payments made while employed and the Superintendent's base salary at the time his employment terminates for purposes of the payment made upon contract non-renewal or resignation/retirement. This payment may either be paid in the form of a monetary payment or in a contribution to a qualified health savings plan at the discretion of the Superintendent. If the superintendent is

terminated for cause pursuant to Minn. Stat. 122A.40, the District will not pay out unused accumulated leave.

### Section 3. Holidays:

The Superintendent shall be eligible for eleven (11) paid holidays as designated by the School Board each contract year. These holidays include:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. After Thanksgiving Day
5. December 24
6. December 25
7. New Year's Day
8. Martin Luther King Day
9. Presidents' Day
10. The Friday before the Sunday following the first full moon after the northern Spring equinox
11. Memorial Day

### Section 4. Personal Leave:

The Superintendent may be granted two (2) paid personal leave days each year. Personal leave shall not accumulate.

## **ARTICLE VII: LEAVES**

### Section 1: Sick Leave

Subd. 1: The Superintendent shall earn sick leave at the rate of twelve (12) days during each year of service in the employ of the School District, or a maximum of one (1) day per month of employment. The Superintendent shall be credited with twelve (12) days at the beginning of each year of employment, but not more than one (1) per month for time worked. A Superintendent working less than a full year shall accrue sick leave on a pro-rata basis. In the event that the Superintendent uses credited sick leave prior to completion of the year in which such credit is earned, the Superintendent shall be liable to the School District for any sick leave pay advanced beyond actual accrual in the event the Superintendent leaves the service of the School District. The Superintendent will execute an authorization allowing the School District to withhold an amount equal to the amount of overpayment of sick leave.

Subd. 2: The Superintendent may use one (1) day of accumulated sick leave for each day of illness or disability of the Superintendent's child who is less than eighteen (18) years old or under age 20 who is still attending secondary school, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent for such reasonable periods as the Superintendent's attendance with the child may be necessary, on the same terms the Superintendent is able to use sick leave benefits for the Superintendent's own illness (Minn. Stat. § 181.9413).

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

Subd. 4. Medical Verification: The Superintendent shall be required to provide the School District with medical verification from a qualified healthcare provider if requested by the School Board.

## Section 2. Medical Leave

Subd. 1. Personal Medical Leave of Absence: A Superintendent who is unable to work because of a personal illness or disability may, upon written request to human resources, pursuant to School District procedure, be granted an unpaid medical leave of absence. Such leave shall run concurrently, that is at the same time, with Family Medical Leave Act (FMLA) provisions, if the Superintendent is eligible under FMLA as noted in subdivision two (2) of this section. The Superintendent's accrued paid leaves must be exhausted before the Superintendent transitions to an unpaid personal medical leave of absence.

Maternity Leave: The start of a personal physical disability absence for prenatal care, pregnancy, delivery, and recovery from childbirth shall be determined by the Superintendent's physician. The end of a personal physical disability absence for childbirth shall also be determined by the Superintendent's physician. This must be communicated to the School District in writing. Leaves extending beyond the physician's documentation shall fall under parental leave, may be eligible under the Family Medical Leave Act as noted in subdivision two (2) of this section, and shall run concurrently with FMLA.

Subd. 2. Family Medical Leave of Absence: In accordance with the Family Medical Leave Act (FMLA), eligible Superintendents are entitled to twelve (12) workweeks of unpaid leave within a rolling twelve (12)-month period. Non-contract days, such as winter and spring breaks, summer, and weekends shall not count toward the twelve (12) workweeks and accrued paid leave shall not be deducted.

- a) FMLA Eligibility: Over the twelve (12) months prior to leave, Superintendents must have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave.

Any use of PTO, sick leave, or unpaid time off are not be counted toward the 1,250-hour benchmark.

- b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:
  - i. The Superintendent's own serious health condition, as defined by the FMLA.
  - ii. The Superintendent's need to care for an immediate family member (spouse, child, parent) with a serious health condition, as defined by the FMLA.
  - iii. The placement (adoption or foster care) or birth of a child up to one year after the child's birth or placement.
- c) FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the Superintendent's accrued paid leave must be exhausted before the Superintendent transitions to an unpaid leave of absence.
- d) Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However, the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

Subd. 3. Notification and Request for Medical Leave: A Superintendent must give written notice to human resources requesting a medical leave of absence at least three (3) calendar months before the beginning of the requested medical leave or within 24 hours of receipt of notice of arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date, or as soon as possible following the onset of a serious health condition. The request for medical leave shall adhere to procedure outlined per policy and on the School District's website.

Subd. 4. Medical Verification: The Superintendent shall be required to provide the School District with medical verification from a qualified healthcare provider for their own or the family member's serious health condition when requesting the leave of absence.

Subd. 5. Returning from Medical Leave: A Superintendent on a medical leave of absence under this Section must notify human resources or his/her administrative designee in writing, at least one (1) week prior to his/her intention to return from leave.

- a) If the Superintendent is returning from a personal medical leave of absence, the Superintendent must also provide medical verification from a qualified healthcare provider of the Superintendent's release from medical restrictions allowing them to return to full capacity at work.

The Superintendent may provide medical verification from a qualified healthcare provider of the Superintendent's work restrictions due to the Superintendent's serious medical condition, and the School District will attempt to accommodate those restrictions if possible.

- b) Upon return from a medical leave, the Superintendent shall be returned to the former position held from which the Superintendent was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the Superintendent's return would interfere with student achievement.

### Section 3. Parental Leave

Subd. 1. A Superintendent shall be afforded a parental leave of absence of no more than twelve (12) months in duration for the care of a newborn child or an adopted child, provided that the Superintendent is caring for the child on a full-time basis. The parental leave will run concurrently, that is at the same time, as family medical leave should the leave be an FMLA-qualified leave of absence.

Subd. 2. Notification and Request for Parental Leave: A Superintendent shall give written notice to human resources, pursuant to School District procedure, requesting a parental leave of absence at least three (3) calendar months before the beginning of the requested leave or within 24 hours of receipt of notice of the arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date.

Subd. 3. Returning from Parental Leave: For partial school year leaves, a Superintendent on a parental leave of absence under this Section must confirm with human resources his/her intention to return from parental leave at least two (2) weeks prior to his/her approved leave end date. For full school-year leaves, a Superintendent on a parental leave of absence under this Section must confirm with human resources or his/her administrative designee in writing, his/her intention to return from parental leave in July of the next school year by March 1 of the leave school year.

Upon return from a parental leave, the Superintendent shall be returned to the position of Superintendent.

Subd. 4. Failure of the Superintendent to return from a parental leave pursuant to the agreed upon return date with the School District, may constitute job abandonment and be grounds for termination.

Subd. 5. The School Board may adjust the proposed beginning or end date of a parental leave to coincide with a natural break in the school year.

### Section 4. Civic Duty/Military Leave

Subd. 1. Jury Duty: A Superintendent summoned to serve on a jury may request to be excused from such jury service. Superintendents who are not excused will be permitted time off without the loss of pay contingent upon the Superintendent reimbursing the School District any fees / per diem received from the court for said jury duty. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the Superintendent to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 2. Subpoenaed Witness: A Superintendent subpoenaed in cases involving the School District or students (e.g., a parent custody case) served within the School District, will be permitted time off without the loss of pay and will be allowed to retain any allowable expenses reimbursed by the court. A Superintendent subpoenaed in cases unrelated to the School District, will be permitted time off and use of paid or unpaid leave at the discretion of the School Board. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the Superintendent to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 3. Military: Military leave shall be granted pursuant to State and Federal laws.

#### Section 5. General Unpaid Personal Leave

Subd. 1. A Superintendent shall be afforded a general unpaid personal leave of absence, subject to the provisions in this section and District Policy 464, through written request from the Superintendent to the School Board. Any leave within this section must also be approved by the School Board if it extends beyond five (5) days. The granting of such leave shall be at the sole discretion of the School Board.

A general leave may be granted by the School Board for extended personal illness, extended illness of the Superintendent's immediate family member, additional educational requirements, or other reasons acceptable to the School Board.

Subd. 2. A general leave of absence pursuant to this section shall be leave without pay and the Superintendent will not be permitted to use accrued leave to subsidize his/her general leave of absence.

Subd. 3. A Superintendent on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the School Board in writing of his/her intention to return for the upcoming school year no later than March 1 of the leave school year. For partial school year leaves, a Superintendent on a general leave of absence under this Section must notify the Superintendent in writing, of his/her intention

to return from general leave at least one (1) month prior to his/her approved leave end date.

#### Section 6. Insurance Implications

Subd. 1. Qualified FMLA Leaves: A Superintendent on a leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group insurance programs, if permitted under the insurance policy provisions, and shall continue to be responsible to pay any amount not paid by District contributions to the insurance premium for any month during which the FMLA-qualified leave falls.

Subd. 2. Other Leaves: For leaves under this article that do not qualify per the FMLA, the Superintendent shall pay the full insurance premium (School District and Superintendent contributions) for any month in which the Superintendent does not work at least one (1) day.

Subd. 3. Payment: The Superintendent is responsible for paying the School District business office the monthly amounts due for any insurance programs the Superintendent wishes to retain in advance of the end of the corresponding month on such a date determined by the School District. However, the Superintendent may elect to discontinue insurance programs. The right to continue participation in such group insurance programs shall automatically discontinue upon termination of employment, except as otherwise provided by law.

#### Section 7. Accrued Benefits:

Subd. 1. A Superintendent on Medical or Parental Leaves: A Superintendent on a medical or parental leave under this article shall retain his/her number of vacation and sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the Superintendent went on leave for use during the Superintendent's leave of absence, as noted in sections two (2) and three (3) of this article, and accrual will continue so long as the Superintendent is using paid leave. No additional paid leave days, experience credit for pay purposes, or other benefits shall accrue for the period of time that the Superintendent is on unpaid leave.

Subd. 2. A Superintendent on General Leaves: A Superintendent on a general leave under this article shall retain his/her number of vacation and sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the Superintendent went on leave for use upon the Superintendent's return from leave. No additional paid leave days, experience credit for pay purposes, or other benefits shall accrue for the period that the Superintendent is on unpaid leave.

#### Section 8. Death and Illness:

Subd. 1. A Superintendent may be granted up to five (5) days absence with pay due to the death of the Superintendent's spouse, child, sister, brother, grandparent, grandchild, parent-in-law or parent. Up to three (3) days absence may be granted with pay for the death of the Superintendent's son-in-law or daughter-in-law, brother-in-law or sister-in-law, regular members of the immediate household or significant person. The leave set forth in this section is non-accumulative and shall not be deducted from sick leave.

Subd. 2. Upon approval of the superintendent or his/her designee, up to twenty (20) days sick leave per year will be granted for the illness or injury of the following: Superintendent's child who is less than eighteen (18) years old or under age 20 who is still attending secondary school, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. A Superintendent may use one (1) day of accumulated sick leave for each day of illness or disability of the Superintendent's child who is less than eighteen (18) years old, for such reasonable periods as the Superintendent's attendance with the child may be necessary, on the same terms the Superintendent is able to use sick leave benefits for the Superintendent's own illness (Minn. Stat. § 181.9413).

Subd. 3: Additional absence for severe illness or death may be granted at the sole discretion of the School Board, whose decision is final and binding.

## **ARTICLE VIII: INSURANCE BENEFITS**

### Section 1. Selection of Carrier:

The selection of the insurance carrier and policy shall be made by the school district.

### Section 2. Health and Hospitalization Insurance:

Subd. 1. Individual Coverage: The school district, effective July 1, 2021, shall contribute a sum not to exceed \$790 per month toward the cost of the premium for individual coverage for each eligible Superintendent employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan. Any additional cost of the premium shall be borne by the Superintendent and paid by payroll deduction. This subdivision shall not apply to an eligible Superintendent who selects coverage under the high deductible health plan described in Subdivision 3. Effective January 1, 2022, the school district shall contribute a sum not to exceed \$810 per month toward the cost of the premium for individual coverage for an eligible Superintendent employed by the school district who qualifies for and is

enrolled in the school district's health and hospitalization plan. Any additional cost of the premium shall be borne by the Superintendent and paid by payroll deduction. This subdivision shall not apply to an eligible Superintendents who select coverage under the high deductible health plan described in Subdivision 3. The contribution for the 2023 and 2024 year will be determined prior to July 1, 2022. Any additional cost of the premium shall be borne by the Superintendent and paid by payroll deduction. This subdivision shall not apply to those eligible Superintendents who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2. Family Coverage: The school district, effective July 1, 2021, shall contribute a sum not to exceed \$1960 per month toward the cost of the premium for family coverage for an eligible Superintendent employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan and who qualifies for family coverage. Any additional cost of the premium shall be borne by the Superintendent and paid by payroll deduction. This subdivision shall not apply to those eligible Superintendents who select coverage under the high deductible health plan described in Subdivision 4. Effective January 1, 2022, the school district shall contribute a sum not to exceed \$2020 per month toward the cost of the premium for family coverage for an eligible Superintendent employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan and who qualifies for family coverage. The contribution for the 2023 and 2024 year will be determined prior to July 1, 2022. Any additional cost of the premium shall be borne by the Superintendent and paid by payroll deduction. This subdivision shall not apply to those eligible Superintendents who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3. Individual High Deductible Coverage:

(a) Eligible Superintendents shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible Superintendent enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such Superintendent in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective, July 1, 2021, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible Superintendent shall not exceed \$790. Effective, January 1, 2022, the total monthly contribution by the school district toward the cost

of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible Superintendent shall not exceed \$810. The contribution for the 2023 and 2024 year will be determined prior to July 1, 2022. Any additional cost of the premium shall be borne by the Superintendent and paid by payroll deduction. This subdivision shall not apply to those eligible Superintendents who select coverage under the high deductible health plan described in Subdivision 1.

(b) The school district shall contribute toward the cost of the premium for each eligible Superintendent employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible Superintendent employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such Superintendents shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in a Superintendent's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the Superintendent may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such Superintendents also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4. Family High Deductible Coverage:

(a) Eligible Superintendents shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible Superintendent enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such Superintendent in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective July 1, 2021, the total monthly contribution by the school district toward the

cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible Superintendent shall not exceed \$2060. Effective, January 1, 2022, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible Superintendent shall not exceed \$2120. The contribution for the 2023 and 2024 year will be determined prior to July 1, 2022. Any additional cost of the premium shall be borne by the Superintendent and paid by payroll deduction. This subdivision shall not apply to those eligible Superintendents who select coverage under the health plan described in Subdivision 2.

(b) The school district shall contribute toward the cost of the premium for each eligible Superintendent employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan amount equal to the total contribution identified in subsection (a) minus the HSA contribution identified in subsection (c) and the HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible Superintendent enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such Superintendents shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in a Superintendent's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the Superintendent may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such Superintendents also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 5. Changes in Coverage under High Deductible Coverage: If an eligible Superintendent who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the Superintendent's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective

coincident with the change in the type of coverage under the high deductible coverage option.

Section 3: Dental: Effective July 1, 2021, the School District shall contribute a sum not to exceed \$60 per month for single or \$138 per month to cover the cost of family coverage as applicable, for each eligible Superintendent employed by the School District who qualifies for and is enrolled in such School District dental insurance plan.

Section 3. Retirees' Insurance: The Superintendent who retires who has at least 6 years of continuous full-time service and who is age 55 years or older will continue to receive the same district contribution (single or family) toward medical and dental insurance benefits as stated in the then current agreement, for 10 years from the date of retirement or upon becoming eligible for Medicare, whichever occurs sooner.

Section 4. Life Insurance:

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

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

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

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

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

Section 5. Long-Term Disability Insurance: The School District shall provide, at its own expense, long-term disability insurance for the Superintendent under the School District's group long-term disability insurance plan.

Section 6. Eligibility: The eligibility of the Superintendent and the Superintendent's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 7. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

## **ARTICLE IX: OTHER BENEFITS**

### Section 1. Tax-Sheltered Annuities:

Subd. 1. Eligibility: The Superintendent is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code Minnesota Statutes, Section 123.35, Subd.12, and School District policy.

Subd. 2. Contribution: The School District will contribute a matching sum of up to \$7,500 annually for the duration of this contract toward a 403(b) tax-sheltered program as selected by the Superintendent, payable on a dollar-for-dollar basis as the Superintendent's salary reduction contributions are made to the program.

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

Subd. 4. Unpaid Leaves: Superintendents on unpaid leaves may not participate in the matching program while on leave.

Subd. 5. Matching Contribution: The School District's matching contribution shall not exceed the Superintendent's selected contribution amount as allowed by this Article.

### Section 2. Professional Growth:

For the Superintendent, the Board agrees to consider reimbursement of tuition fees for preapproved courses.

Section 3. Mileage:

A superintendent required to use their personal vehicle in the performance of their duties shall be reimbursed for such travel pursuant to School District policy.

Section 4. Conferences and Meetings:

The School District shall pay all legally valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Superintendent shall periodically report to the School Board relative to all meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

**ARTICLE X:  
SALARY**

Section 1. Compensation:

The Superintendent shall be paid an annual salary of \$202,655 for the 2021-2022 contract year. The parties shall endeavor to agree by June 1 of each subsequent year as to the amount of the salary for the following year. During the term of this contract, the annual salary may be modified but shall not be reduced.

Section 2. Performance Evaluation:

In the first year of the contract, the Board will review the Superintendent's performance twice yearly in January and May. In each subsequent year, the Board will review the Superintendent's performance once yearly or as appropriate. The Board will review the Superintendent's performance based on the job description and the individual objectives previously developed and agreed upon. After the completion of each evaluation, the Board shall provide a written evaluation report to the Superintendent by the first day of the month following the evaluation. After consultation with the Superintendent, the Board may alter the procedures and frequency for evaluation.

**ARTICLE XI:  
OTHER PROVISIONS**

Section 1. Outside Activities:

While the Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendency. However, the Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without prior approval of the School Board.

Section 2. Indemnification and Provision of Counsel:

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

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

Section 3. Dues: The Superintendent is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the School Board. The Superintendent shall present appropriate statements for approval as provided by law.

Section 4. Medical Examination: The Superintendent shall have a comprehensive medical examination not less than once every year. The cost of said examination not covered by the School District's insurance program shall be paid by the School District.

Section 5. Calculation: When necessary to calculate a per diem salary, the per diem shall be arrived at by dividing the base salary by 220.

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

Date of School Board Action  
authorizing execution

\_\_\_\_\_, 2021

IN WITNESS WHEREOF, I have  
subscribed my signature this  
\_\_\_\_\_ day of \_\_\_\_\_, 2021

IN WITNESS WHEREOF, we have  
subscribed our signatures this  
\_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk



## MEMORANDUM

TO: School Board  
FROM: Mark A. Zuzek  
DATE: April 6, 2021  
REGARDING: Policy Review Update for the board meeting

The attached policies are on the agenda for the April 6, 2021, School Board meeting. This is a first reading.

### **Policies Suggested to be Removed:**

#### **These policies will be moved to “procedures” as they are not policies.**

- Policy 494 – 403(b) Plan and Deferred Compensation Plan
- Policy 493 – Mastercard Credit Card Program
- Policy 493.1 – Wireless Devices

#### **These policies are on the agenda for a first reading:**

- Policy 722 Public Data Requests. This is a new policy.
- Form 722.1 – Form for Public Data Requests
- Policy 529 – Staff Notification of Violent Behavior by Students. We are switching this one to the MSBA Model. It was originally called policy 6.38 and was last reviewed in 2006. This policy is not mandatory and does not require an annual review.
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*Intermediate School District 917 Policy 493 Mastercard Credit Card Program  
Board reviewed, October 2, 2012  
Board reviewed, first reading April 6, 2021*

400 PERSONNEL

493 MASTERCARD CREDIT CARD PROGRAM

I. PURPOSE

The purpose of this policy is to establish and authorize procedures for the use of a school district MasterCard Credit Card by approved cardholders.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to establish its Credit Card procedures in accordance with the applicable provisions of law.

III. AUTHORIZED CREDIT CARD HOLDERS:

Credit Cards are issued in accordance with the application process as described in the Policy & Procedures Manual, and are issued only to members on the Superintendent's cabinet and/or those approved by the Superintendent.

IV. REQUIREMENT

Credit Cards must be used in accordance with the guidelines established within the Policy & Procedures Manual.

Credit Cards are only to be used for authorized Credits as established by the district budget.

Unauthorized or inappropriate use may result in disciplinary action as described in the Policy & Procedures Manual.

Legal Reference: Minn. Stat. §123B.02 Sub. 23 (Credit Card)

Revised 10/2/2012  
Revised 9/4/2007  
Revised 5/1/2007  
Board Revised/Approved 2/2/99  
Revised 7/25/95  
Approved by Board 3/15/94



**Intermediate School District #917**

***WIRELESS DEVICES:***

***ACCEPTABLE USE  
AND GUIDELINES***

***Procedures Manual***

***April 2009***

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## **OVERVIEW**

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The purpose of the Intermediate School District #917 (ISD 917) Wireless Devices Procedures is to establish consistent guidelines for employees throughout the District, ensure compliance with IRS regulations, and reduce the administrative burden associated with processing the expenses related to the use of cellular devices for District business.

The Internal Revenue Service (IRS) considers employer-provided cell phones and personal digital assistants (PDAs) to be “listed property” for the purposes of tax liability. A significant amount of record keeping, including documenting the amount of the expense, the time and place of the call, and the business purpose of the call, to qualify the use of a cell phone or cellular PDA for business purposes. This detailed record keeping is onerous for both the employee and the employer.

As a result of these requirements, effective July 1, 2009, ISD 917 will no longer own cellular phones or PDAs or contract with cellular providers for monthly service for cellular devices (except in special situations as described below), or reimburse employees for ongoing business expenses related to cellular devices. Instead, District employees who meet eligibility requirements will be provided with monthly taxable supplemental compensation to defray some of the costs of either a cell phone or cellular PDA. Principals/Administrators will determine if an employee meets the requirements for supplemental compensation.

The implementation of the Wireless Devices Policy requires that District credit cards not be used to pay for cell phone or cellular PDA charges.

Departments are not allowed to establish a policy or procedures that differ from the District’s Wireless Devices Policy or this Procedures Manual.

## **DEFINITIONS**

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### **Wireless Devices**

Those communication devices that are mobile in nature (e.g., cell phones, pagers, cellular PDAs such as the Blackberry or Treo).

### **Cellular Devices**

Those telecommunication devices that are mobile in nature (e.g., cell phones and cellular PDAs).

PDAs without cellular capabilities are not covered by the Wireless Devices Policy or these procedures.

# GENERAL GUIDELINES

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## **To Use a District Wireless Device or Obtain Supplemental Compensation**

All employees with a business-related need for a wireless device must carefully read this Manual to ensure understanding of and compliance with the outlined procedures, and complete and sign a Wireless Devices Option Form. The Principal/Administrator must indicate approval by signing the Wireless Devices Option Form.

All requests will be processed through the Business Manager, 651-423-8227 and/or Secretary, 651-423-8229.

## **Monthly Supplemental Compensation**

Eligible employees will receive either \$20 (if they are eligible under the 1<sup>st</sup> level of usage) or \$40 (those qualifying under the 2<sup>nd</sup> level) in monthly supplemental compensation for cell phones, or \$45 (1<sup>st</sup> level) or \$90 (2<sup>nd</sup> level) in monthly supplemental compensation for PDAs with cellular capacity. These payments will be spread across pay periods.

The monthly supplemental compensation is taxable income. Appropriate payroll taxes will be withheld from the supplemental amount and the amount of the compensation will be included on the employee's year-end W-2. The compensation does not constitute an increase to an employee's base pay, and would not be included in a calculation of percentage increase in base pay due to a raise, job upgrade, etc.

Employees who receive the monthly supplemental compensation will not receive any additional reimbursement for cell phone or cellular PDA expenses even if the monthly charges to the employee exceed the supplemental amount.

## **Pagers**

Some departments currently use pagers for their communication needs. Because the cost of pagers is nominal, and because potential personal use does not pose a financial risk to the District, it is recommended that departments pay for pagers directly. Paying for pagers directly would eliminate the need for reimbursement of these expenses.

## **District Wireless Devices**

Upon separation of employment with the District, an employee must return any District-owned cellular device or pager immediately to the Business Manager.

**The District reserves the right to change or terminate the policy and procedures governing supplemental compensation at any time.**

## ELIGIBILITY REQUIREMENTS

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The guiding principle for eligibility for supplemental compensation is that the use of a cell phone or cellular PDA by an employee is for the primary benefit of the District, rather than for the convenience of the employee.

Employees are eligible to receive supplemental compensation if they meet the following criteria:

1. The employee's job requires him or her to be readily accessible for frequent contact with the public and/or with District faculty, staff, or students; and
2. The employee's job limits his or her access to regular land-line telephones that would otherwise satisfy the required business communication needs.

Recipients of monthly supplemental compensation must notify the District of their cellular phone number and must continue to maintain and use a cellular device while receiving the supplemental compensation.

## SUPPLEMENTAL COMPENSATION AMOUNT

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If an employee is eligible for supplemental compensation, the monthly amount that he or she receives will be determined by the amount of time that particular employee uses the cellular device to conduct District business. An employee may qualify for supplemental compensation under the 1<sup>st</sup> (50% or less of the minutes used are for District business purposes) or 2<sup>nd</sup> (51% or more of the minutes used are for District business purposes) usage level.

If an employee already uses a District or personal cellular device to conduct District business, the employee's usage level will be determined by dividing the average number of minutes used to conduct District business divided by the average number of total minutes used in the last three months immediately prior to the submission of the Wireless Devices Option form.

If an employee does not currently use, or has not recently used, a cellular device to conduct District business, the Principal/Administrator must make a reasonable estimate the employee's usage level.

The employee's usage level, and supplemental compensation amount, may be changed at any time to reflect new or more accurate information.

Usage Level	Cell Phone Supplement	Cellular PDA Supplement
1 <sup>st</sup> – 50% or less for 917	\$20 per month	\$45 per month
2 <sup>nd</sup> – 51% or more for 917	\$40 per month	\$90 per month

## **ESTABLISHING THE SUPPLEMENT**

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When an employee qualifies for supplemental compensation, the following procedures apply:

- A. The appropriate Principal/Administrator must approve the supplement.
- B. The employee and Principal/Administrator must complete and sign the Wireless Devices Option Form (attached) with the following information:
  - 1. Employee Name, Building Name, and Supervisor Signature.
  - 2. Type of phone to order (if applicable): Regular cell phone or PDA.
  - 3. The appropriate account code to which to charge the supplemental compensation as specified by the Principal/Administrator.
- C. Documentation to support the decision to grant supplemental compensation must also be included on the Form.
- D. Supplemental compensation will be set up within the payroll system to expire on June 30 of each year.
- E. Principals/Administrators must conduct an annual review and document the continued business need for the supplement in addition to documenting their approval.
- F. The cost of the supplements should be included in the department's budget.

Principals/Administrators are to implement these procedures and process changes immediately. Principals/Administrators must work with the applicable employees to transition existing cell phone contracts to the individual no later than July 1, 2009. The major cell service providers do not charge a fee for this transfer, but may require establishing a new contract.

If a provider does charge for transferring the contract to the employee, the department may choose to pay the transfer fee or complete the transfers at the earliest date that allows the District to avoid the fee. No renewals or extensions of existing arrangements are allowed.

If there is a change in an employee's responsibilities that would disqualify him or her from continuing to receive supplemental compensation, the department must contact Purchasing immediately to cease the supplement, effective with the date the employee's responsibilities changed.

# **CELLULAR SERVICE CONTRACTS AND EQUIPMENT**

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## **Cellular Service Contracts**

Cellular service contracts entered into by employees will be personal contracts that will be the responsibility of the employee, not the District. All contracts for service must be taken out in the name of the employee receiving the supplemental compensation and not in the name of the District.

## **Cellular Devices and Equipment**

District employees who receive supplemental compensation will be responsible for acquiring their own cellular devices and equipment. In all cases, the employee assumes ownership and all maintenance responsibility for the devices and equipment.

## **Support for Cellular Devices and Equipment**

All support for cellular phones and PDAs must be provided by the cellular service company chosen by the employee. The District cannot offer any support for individually-owned cellular devices. The District will provide support for any District-provided software that is used on cellular devices to synchronize them with District email accounts, calendars, or other District systems and services.

## **Payment**

The District will not provide direct payments to a vendor for the purchase of equipment or cellular devices for an individual employee. Additionally, the District will not enter into contracts with vendors for individual employee use of cellular services.

Individuals eligible for supplemental compensation should understand that they are personally liable for monthly charges or termination fees, regardless of employment status or any change in this reimbursement policy.

The District does not accept any responsibility for claims, charges or disputes between the service provider and the individual employee.

## USE OF CELLULAR DEVICES

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Because the cellular device will be owned by the employee, and the supplemental compensation is taxable, the phone or PDA may be used for both personal and business calls. The employee may use the supplemental compensation amount as he or she sees fit to pay for cellular service, and may purchase an individual or “family” plan.

Use of the cellular device in any manner contrary to local, state or federal laws or rules will constitute misuse, and will result in immediate termination of the supplemental compensation.

**Phones must not be used while driving a vehicle.** If necessary, the employee should let someone else talk on the phone or pull over to the side of the road.

## SPECIAL SITUATIONS

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Certain programs may have special needs that justify District-ownership of cell phones or PDAs with cellular capability. Delivery drivers, custodians, and security personnel, or cell phones located within vans used for student transportation are examples of situations in which cellular devices may be assigned.

All District-owned cellular device monthly statements must be reviewed, dated, and signed by the employee(s), and their Principal/Administrator, acknowledging their review. If an employee leaves the District, they must return the District-owned cellular device on his or her last day of work.

### Wireless Devices Option Form

As an employee of ISD 917, you are required to have a cell phone and/or pager to conduct District business and fulfill your job responsibilities. District-issued wireless devices must be used for business calls only and not for personal use. The District is exempt from Federal Excise Tax and Minnesota sales tax ONLY when personal use of cell phones and pagers is prohibited.

In order to ensure compliance with applicable state and federal laws, the District is giving employees who are required to have a cell phone and/or pager the following options:

**Option 1 – District Provided Device and Services**

When a job requires the use of a District wireless device and the cost of the service is paid directly by the District, the only proper use of the device is for business calls. NO personal use is permitted.

**Option 2 – Monthly Supplemental Compensation**

When an employee purchases his or her own cellular device and provides the cell number to the District, the employee has the option for supplemental compensation. Under this option, the employee waives any and all additional communications expense reimbursement. This allowance is taxable and paid monthly through payroll.

Please return this form, completed and signed, to Accounts Payable, Business Office by \_\_\_\_\_.

Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Service: \_\_\_\_\_

Option 1 \_\_\_\_\_

Option 2 \_\_\_\_\_

I understand that if I choose to accept or make personal calls using a cellular device, I must choose option 2. All District-provided cell phones are subject to periodic internal audits for compliance. I certify that I have reviewed the District’s procedures on Wireless Devices in their entirety.

Signed \_\_\_\_\_  
Employee Signature Date

Signed \_\_\_\_\_  
Principal/Administrator Signature Date

Account Codes to be completed by Principal/Administrator

Option 1 Account Code: \_\_\_\_\_

Option 2 Account Code: \_\_\_\_\_

**400 PERSONNEL**

**494 403(b) PLAN AND DEFERRED COMPENSATION PLAN**

**I. PURPOSE**

The purpose of this policy is to establish the means and method of providing tax-deferred supplemental retirement benefits for district staff in accordance with the language in various collective bargaining agreements and employment contracts with such staff.

**II. GENERAL STATEMENT OF POLICY**

Intermediate School District No. 917 shall sponsor a 403(b) plan for the purpose of making certain employer contributions and allowing staff to make employee elective deferrals to such plan. In addition, Intermediate School District No. 917 shall implement the Minnesota State Deferred Compensation Plan for the purpose of allowing staff to defer compensation to such plan. Such plans shall be adopted or implemented (as the case may be) by the district in accordance with Minnesota Statutes and the Internal Revenue Code.

**III. PROCEDURES RELATED TO 403(b) PLAN**

- A. The district shall operate and administer the 403(b) plan in accordance with Section 403(b) of the Internal Revenue Code and the regulations issued thereunder and in accordance with the written plan document adopted by the district.
- B. In accordance with Minnesota Statutes Section 123B.02, Subd. 15, eligible district staff may make elective deferrals to the 403(b) plan. Such elective deferrals shall be made according to the procedures established in the governing plan document.
- C. In accordance with Minnesota Statutes Section 356.24, Subd. 1((5) and as required under the applicable collective bargaining agreements and employment contracts, the district will make matching contributions to the 403(b) plan in an amount specified in such agreements and contracts not to exceed one-half of the available elective deferral permitted per year per employee under the Internal Revenue Code.
- D. The investment vendors available under the 403(b) plan shall be selected in accordance with Minnesota Statutes Section 123B.02, Subd. 15.

- E. Participation in the 403(b) plan shall be subject to the rights and responsibilities described in the governing plan document.
- F. In accordance with Minnesota Statutes Section 356.24, Subd. 1((5), the district (or its designee) shall disclose to eligible employees for each available investment all fees and historic rates of return for the prior one-, three-, five-, and ten-year periods (or since inception) in an easily comprehended document not to exceed two pages.

#### **IV. PROCEDURE RELATED TO DEFERRED COMPENSATION PLAN**

- A. In accordance with Minnesota Statutes Section 352.965, Subd. 2, eligible district staff may defer compensation to the Minnesota State Deferred Compensation Plan.
- B. Compensation shall be deferred pursuant to an agreement between the staff member and the district. Such agreement shall be in a form approved by the Minnesota State Retirement System (MSRS).
- C. Participation in the Minnesota State Deferred Compensation Plan shall be subject to the rights and responsibilities described in the governing plan document.
- D. The district shall have not responsibility for administering or operating the deferred compensation plan, which is operated by the MSRS. The district's responsibilities with respect to the plan shall limited to implementing the employee's election to defer compensation and forwarding such deferred compensation to MSRS.

Board Approved 12/4/84  
Revised 2/5/91  
Revised 2/3/98  
Revised 7/6/99  
Revised 1/7/03  
Revised 11/4/03  
Revised 5/1/07  
Revised 1/8/13

# INTERMEDIATE SCHOOL DISTRICT 917 PUBLIC DATA REQUEST FORM

**TO BE COMPLETED BY THE REQUESTOR**

REQUESTOR NAME:	PHONE NUMBER:
ADDRESS:	EMAIL ADDRESS:
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
<p>MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:</p> <p>INSPECTION ONLY _____ COPIES ONLY* _____ BOTH INSPECTION AND COPIES _____ *</p> <p>*Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.</p>	

**FOR OFFICE USE ONLY**

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

Contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

## **722 PUBLIC DATA REQUESTS**

*[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]*

### **I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

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

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

### **III. DEFINITIONS**

#### **A. Government Data**

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

#### **B. Inspection**

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

#### **C. Public Data**

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

**IV. REQUESTS FOR PUBLIC DATA**

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:
  - a. The requested data does not exist; or
  - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
    - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
    - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
  - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## **VI. COSTS**

- A. Public Data
  1. The school district will charge for copies provided as follows:

- a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
  - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
    - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
    - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

**Data Practices Contacts**

**Responsible Authority:**

Superintendent  
1300 145<sup>th</sup> Street East  
Rosemount, MN 55068  
651-423-8226

**Data Practices Compliance Official:**  
Executive Director of Business Services  
1300 145<sup>th</sup> Street East  
Rosemount, MN 55068  
651-423-8227

**Data Practices Designee(s):**  
HR Coordinator  
1300 145<sup>th</sup> Street East  
Rosemount, MN 55068  
651-423-8652

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

***Cross References:*** MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil  
Records)

## **529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

*[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]*

### **I. PURPOSE**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

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

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

### **III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

*[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a “school staff member.” However, the definition of a “school staff member” in this policy should be identical to the school district’s definition of a “school official” in Policy 515, Protection and Privacy of Pupil Records.]*

#### **IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

##### **A. Reports of Violent Behavior**

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

##### **B. Recipients of Notice**

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including

information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. **MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. **PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. **TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)  
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

***Cross References:*** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

# REPLACE THIS WITH MSBA POLICY 529

## 6. STUDENTS

### 6.3 STUDENT DUE PROCESS

#### 6.38- STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

##### I. PURPOSE

This policy addresses staff notification of violent behavior by students. The purpose of this policy is to promote the safety of staff and students at all times, in all locations where students are served. Development of this policy is intended to codify the present District practices required by the 2003 Legislature (see 2003 Session Laws, Special Session Chapter 9, Article 2, § 53) and comply with Minn. Stat. §§ 121A.64 and 121A.75.

##### II. DEFINITIONS

For purposes of this Policy, the following terms have the meaning given them:

- A. **Administration** – Administration means the person or persons responsible for performing the school district’s obligations under this Policy and who shall be the Superintendent or other designee.
- B. **Classroom Teacher** - Classroom Teacher means the instructional personnel responsible for the course or room to which a student is assigned.
- C. **School Staff Member**
  - 1. A person licensed by the State and appointed by the school board to an administrative, supervisory, instructional or other professional position such as a principal, teacher, counselor, or school psychologist;
  - 2. A person employed by, or under contract to, the school board to perform a special task such as paraprofessional, school bus driver, secretary, clerk, occupational therapist, independent investigator or the school board attorney for the period of his or her performance as an employee or contractor; and
  - 3. A substitute for persons listed above for the period of his or her performance as substitute.

##### III. STAFF NOTIFICATION

All school staff members will be notified upon entry into the workplace as a permanent or substitute employee and annually thereafter, that the students with whom they work may have violent propensities. The administration will also notify appropriate staff when notices of an incident of violent behavior is received from law enforcement, the courts, or school district administration.

#### **IV. CONTENTS OF NOTICE**

The notice provided to school staff members will include the following:

- a. Notification that students in the teacher or staff member's classroom may become violent toward other students and/or staff;
- b. Notification of training opportunities available within the School District on the subject of crisis intervention and prevention;
- c. Notification of law enforcement, administrative and other resources available to assist in a crisis.

#### **V. NOTICE TO OTHER SCHOOL DISTRICTS**

When transferring records of a student with a history of violent behavior, administration must send to an enrolling school district, charter school or alternative education program all student records, including all data about the student's history of violent behavior. Transferring the records is not a violation of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g or the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, provided the annual FERPA parental notice requirements are met. These written records within the student's file are educational records and are to be transmitted to an enrolling school district, as set forth in Minn. Stat. §120A.22, subd. 7.

#### **VI. TRAINING**

Pursuant to Minn. Stat. § 121A.64, representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training that may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Training in crisis intervention and prevention will continue to be provided to staff in accordance with the District's staff development schedule, and in addition, it will be provided to any staff member who requests this training in connection with his or her assignment.

#### ***Legal References:***

Minn. Stat. § 120A.22, subd. 7 (Educational Records)

Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)

Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)  
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules implementing FERPA)  
Minn. Stat. § 13.04, subd. 4 (Process for challenging data under state law)  
34 C.F.R. §§ 99.20-99.22 (Process for challenging data under federal law)

***Cross References:***

Intermediate School District General Records Retention Schedule

Board Approved 12/5/2006